



MOUNT HOREB CHRISTIAN SCHOOL PARENT HANDBOOK

Educating the next generation of servant leaders who will impact the world.

Table of Contents

Table of Contents

Section 1:	MHCS Mission, Vision, and Values	1
1.1	Vision Statement.....	1
1.2	Mission Statement.....	1
1.3	School Verse.....	1
1.4	Philosophy Statement.....	1
1.5	Core Values.....	1
1.6	Christ-Centered	2
Section 2:	Governance.....	2
2.1	MHCS Governance	2
Section 3:	MHCS General Information	1
3.1	MHCS History	1
3.2	School Mascot.....	1
3.3	School Colors	1
3.4	The Family Portal (Student Information System).....	1
Section 4:	Community	1
4.1	Giving: Fundraising.....	2
4.2	Parent Support.....	2
Section 5:	Attendance and Transportation	2
5.1	School Hours.....	2
5.2	Student A.M. Drop-off	2
5.3	Snow Closings	2
5.4	Recess.....	3
5.5	Absence.....	3
5.6	Excused Travel Absence	3
5.7	Truancy.....	4
5.8	Tardiness To School	4
5.9	Determination Of Tardy and Half-Day Absence.....	5
5.10	Student P.M. Pick-up.....	5
5.11	Late Pick-up.....	5
5.12	After School Care	5
5.13	Carpools.....	6
Section 6:	Academics.....	6
6.1	Accreditation	6
6.2	Curriculum.....	6

Table of Contents

6.3	Homework Guidelines	7
6.4	Grading And Report Cards	8
6.5	Academic Honors.....	9
6.6	Student Services.....	9
6.7	Retention Policy	9
6.8	Parent-Teacher Conferences.....	10
6.9	Policy Regarding Pupil Records.....	10
6.10	Media Viewing Policy	10
6.11	Policy on Plagiarism	11
6.12	Pledges	12
6.13	Student Bill of Responsibility	12
6.14	Expected Student Outcomes—Education That Lasts a Lifetime.....	12
Section 7:	Extracurricular Activities.....	14
7.1	General	14
7.2	Athletics.....	14
7.3	Library.....	15
7.4	Field Trips and Outings.....	15
Section 8:	Conduct and Discipline	16
8.1	Philosophy	16
8.2	Behavior Expectations.....	17
8.3	Goals for Conduct.....	17
8.4	Conduct at MHCS.....	18
8.5	Conduct on Bus/Shuttle.....	19
8.6	Conduct at Sporting Events	19
8.7	Policy Regarding Conflict Resolution	19
8.8	Definitions of Consequences and Corresponding Behaviors.....	20
8.9	Minor and Major Violations of Conduct and Disciplinary Procedures	21
8.10	Non-Harassment (Bullying)	25
8.11	Issues of Gender Identity and Sexuality	28
8.12	Dress Code	28
8.13	Personal Electronic Devices	30
Section 9:	MHCS Health and Safety	31
9.1	Medical Information	31
9.2	Illness at School.....	32
9.3	Food Allergy Policy	33

9.4	Pet and Animal Safety	39
9.5	Crisis Plan and Communication.....	39
9.6	Staff Misconduct Policy	39
Section 10: School Office		40
10.1	Office Hours	40
10.2	Office Protocol.....	40
10.3	School Visitors	40
10.4	Messages	41
10.5	Noncustodial Parents.....	41
10.6	Lost and Found	41
Section 11: MHCS Registration		42
11.1	General Procedures	42
11.2	Waitlist.....	42
11.3	New Students	42
11.4	Student Medical Insurance	43
11.5	Immunization Records	43
11.6	Application and Application Appeals Process	44
Section 12: Tuition and Fees.....		44
12.1	Tuition Payments.....	44
12.2	Tuition Discounts and Scholarships	44
12.3	Overdue Payment Policy.....	45
12.4	Transportation Reimbursement	46
Appendix A: Preschool Parent Information.....		47
Preschool Philosophy.....		47
Preschool Community.....		47
Preschool Attendance and Transportation.....		49
Preschool Academics.....		50
Preschool Special Days and Extracurricular Activities		52
Preschool Conduct and Discipline		53
Preschool Health and Safety.....		54
Preschool Registration and Enrollment		56
Appendix B: Statement of Faith		57
Appendix C: Statement on Marriage, Gender, and Sexuality		60
Appendix D: Notice of Nondiscrimination		61
Appendix E: Policy for Non-Traditional/Part-Time Student Enrollment		62

MHCS Mission, Vision, and Values

Section 1: MHCS Mission, Vision, and Values

1.1 VISION STATEMENT

Educating the next generation of servant leaders who will impact the world.

1.2 MISSION STATEMENT

Our mission is to lead students to Jesus, help students grow in their faith, and equip students to fulfill their God-given calling through an excellent, comprehensive, Biblically-integrated, and Spirit-filled educational program.

1.3 SCHOOL VERSE

“...the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such there is no law” (Galatians 5:22-23).

1.4 PHILOSOPHY STATEMENT

MHCS seeks to partner with parents in the education of children. We are committed to excellence in all things, including providing a learning environment in which God’s Word and His truths are an integral part. MHCS encourages and facilitates the spiritual, intellectual, physical, and social development of each student for the sake of the child, the glory of God, and the furthering of His kingdom.

1.5 CORE VALUES

CORE VALUE: BIBLICALLY-INTEGRATED EDUCATIONAL PROGRAM

Belief: We believe scripture is the word of God, infallible, and the basis of all truth. (2 Timothy 3:16)

Application: We integrate the Bible into all aspects of our educational program and extracurricular activities. Students are taught from a Biblical vantage point regarding Origin, Meaning, Morality, and Destiny.

CORE VALUE: SPIRIT-FILLED

Spirit-filled: More than just dispensing informative content, we endeavor to allow Jesus to live in and through us, reflecting His truth and love to those around us.

Application: All faculty model the love of Jesus daily in their attitudes and behaviors toward students in teaching, correcting, and times of play. The school seeks to demonstrate the love of Jesus by serving the community.

CORE VALUE: DEVELOPING DISCIPLES

Belief: We are called to make disciples of all people. (Matthew 28:19)

Application: We clearly present the gospel of Jesus Christ and nurture the growth of students as disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes that glorify God.

CORE VALUE: PARTNERING WITH PARENTS

Belief: “Train up a child in the way he should go, and when he is old, he will not depart from it.” (Proverbs 22:6) “Two are better than one, for they have a good reward for their labor.” (Ecclesiastes 4:9)

Governance

Application: We will partner with parents by communicating regularly via the school website, email, verbally, and/or handwritten notes. We will listen and respond to parents' concerns and ideas. We will work with parents to discern the best course of action when problems or issues arise with a student at the school. We will give parents every opportunity to fellowship and serve within the school community.

CORE VALUE: EXCELLENT EDUCATION

Belief: "Whatever you do, work at it with all your heart, as working for the Lord, not for men." (Colossians 3:23)

Application: We are committed to employing teachers who are of the highest caliber both professionally and spiritually. We expect our employees to take advantage of professional development opportunities. We are committed to using Biblically-integrated curricula that exceed national and state standards.

1.6 CHRIST-CENTERED

Our mission statement is our pledge to the families at our school. We will make decisions through the grid of this statement and will function in the office and each classroom in a manner consistent with it. As a staff, we fulfill our commitment to being Christ-centered by living godly lives ourselves and integrating Biblical truths and a Biblical worldview throughout both our curriculum and our behavioral expectations. It is important that the Bible not be relegated to a daily class, for it is an integral part of who we are. We desire that all children leave MHCS not only knowing the truth but also living it out in their daily lives.

We also desire to be a school reflective of Christ's grace while at the same time holding ourselves and our students to a high standard of conduct. It is important in this environment to be specific about expectations so that students may consistently and fairly be held to such standards. It has been our experience that subjective standards result in inconsistent enforcement of rules; therefore, we encourage administrators and teachers to be as objective as possible. This attempt at clarity may sometimes appear as legalism. What we desire is to be honest with our students by carrying through with what we say is important.

Our statement of faith may be found in [Appendix B: Statement of Faith](#), and our stance on marriage/gender may be found in [Appendix C: Statement on Marriage, Gender, and Sexuality](#).

Neither statement exhausts the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Section 2: Governance

2.1 MHCS GOVERNANCE

Mount Horeb Christian School is directed by the school principal under the oversight and with the support of the MHCS Board of Directors. All board members are appointed by and confirmed by the current board. The MHCS Board of Directors has final authority over all school policies. The current MHCS Board of Directors includes:

- Travis Beck
- Bill Snyder
- Shane Berken
- Danielle Detmer

MHCS General Information

The principal handles the day-to-day administration of the school. The principal is hired by ICS and confirmed by the MHCS Board of Directors. The current school principal is Shelley Johnson.

The Association for Christian Schools International (ACSI) is the organization that provides accreditation for our school. Their policy and protocol recommendations and on-site reviews help us to continually improve and maintain accreditation.

Impact Christian Schools (ICS) is a network of Christian schools in which MHCS participates. ICS provides a set of services to MHCS and recommends best practices, operating policies, and standards to the MHCS Board of Directors. These policy recommendations help provide consistency with other ICS schools and efficiency in resource sharing. The current president of ICS is Dr. Charles Moore.

Section 3: MHCS General Information

3.1 MHCS HISTORY

Founded in 2019, Mount Horeb Christian School (MHCS) was created with the assistance of High Point Christian School in Madison. After providing guidance and initial leadership, MHCS became independent of High Point Christian School in 2023. MHCS partners with Impact Christian Schools and participates in the Wisconsin Parental Choice Program.

3.2 SCHOOL MASCOT

Lion

3.3 SCHOOL COLORS

Blue, Orange, and Gray

3.4 THE FAMILY PORTAL (STUDENT INFORMATION SYSTEM)

The internet-based communication and administrative tool we use is called the Family Portal (formerly known as Ren Web). This student information system is where you will find the most information you may need about the school. All of the major documents, the MHCS Parent Handbook, the school directory, individual student and classroom information, events, etc., can be found on this website. Every family is given secure login access to the site. There is a lot of information available in the Family Portal. It's worth exploring, and parents must use it during the school year, at least weekly – otherwise, they might miss something important.

The Family Portal is tied to our tuition and financial aid management system, known as [FACTS](#). Within FACTS, you can access all billing information regarding two separately tracked categories.

- Tuition payment plan.
- Incidental billing items (sports fees, misc. items).

Please see [Section 12: Tuition and Fees](#) for more information on billing procedures.

Section 4: Community

We desire that MHCS would be more than a place for students to learn. We want it to be a place of community for families. Volunteer opportunities abound both in the classroom and within the school. Friendships are developed by regularly attending sporting events and social events organized by the school. Participating in these events and volunteering is the best way to feel a part of the

Attendance and Transportation

community. We hope all of our families feel welcome because we truly are glad that each family is part of our MHCS family.

4.1 GIVING: FUNDRAISING

Tuition and fees fall short of covering the costs of educating a student at MHCS. Therefore, it is necessary to do fundraising to fill this gap. All fundraising activities will seek to provide economic resources to the school both by routine sustained activities and by specific short-term projects whose purposes are consistent with the school's mission statement. Such activities will in every aspect glorify God and further the mission of the school. All fundraising activities must be approved by the administration.

4.2 PARENT SUPPORT

We welcome all parents to consider how they are gifted and to find a place where they can lend a hand. Parents will also be asked to volunteer in the classroom, chaperone field trips, and help in a variety of other areas. Parents can do this by contacting the office or the teacher.

Section 5: Attendance and Transportation

5.1 SCHOOL HOURS

Regular school hours are as follows:

Kindergarten - Grade 8: 8:00 a.m. to 3:24 p.m.

The school assumes no liability for students on the school grounds before 7:50 a.m. or after 3:45 p.m. The staff of Mount Horeb Christian School (MHCS) will not supervise students other than during these hours. Carpool dismissal will be from 3:24-3:45 p.m. Parents may be billed for any time students remain in the building after 3:45 p.m. Students remaining on school grounds after 3:45 will be required to wait inside the double doors near the school office until a parent or carpool driver picks them up.

5.2 STUDENT A.M. DROP-OFF

Because we are a private school and our students come from a broad radius of geographical locations, we do not offer a bus service. Parents are responsible for providing transportation to and from school each day. MHCS may be able to assist in helping contact parents for carpooling arrangements at the start of the school year. In addition, many of our villages, towns, and cities offer mileage reimbursement for school drop-off and pick-up. See 12.4 Transportation Reimbursement for more information.

PROCEDURE

- All drop-offs are to be done at the East Entrance to the building. Parents are to follow the circle drive around the East Entrance Parking Lot to the designated drop-off area in front of the doors of the building.
- Students are to exit the vehicle on the **right side of the vehicle only**.
- Students will not be admitted into the school before 7:50.

5.3 SNOW CLOSINGS

In cases of extreme weather conditions, the principal will make the call whether or not to cancel school. MHCS will use the Family Portal Parent Alert and send a text message to notify parents of school closings.

Attendance and Transportation

School closings or after-school activity cancellations will also be announced on the following: WISC-TV Channel 3, WKOW-TV Channel 27, and WMTV-TV Channel 15. Please do not tie up the telephone lines by calling the school administrator or the TV and radio stations.

5.4 RECESS

Recess is intended to give students fresh air and an outlet for physical energy. It takes place on the playground **year-round** and in almost every weather condition. We believe that fresh air and a setting favorable to physical activity greatly benefit the health and work habits of our students. **All students are expected to go outside for recess with their classmates.**

Exceptions will be made for medical reasons if the teacher is provided with a signed excuse from the student's physician. We live in a climate that can have extreme temperatures. During extreme weather conditions, the decision to go out for recess is at the discretion of the MHCS recess supervisors. When the wind chill is zero degrees Fahrenheit (0°F) or less, students will stay indoors. Generally, it is advisable to assume the students **will go outside, regardless of the weather forecast**. Therefore, always send appropriate outside clothing to school with your child!

5.5 ABSENCE

Regular attendance is important if a student is to gain the most from school. The only absences that will be excused are:

- Sickness
- Medical and dental appointments
- Attending a funeral
- Prearranged absences (must be approved by the administration)
- Emergency circumstances (to be determined by the administration)

Call or email the school office office@mounthorebchristian.org no later than 8:45 AM if your child is absent from school. If you call before school hours, leave a message on the voicemail with your child's name, grade, date(s) of absence, and reason for absence. If we have not heard from a parent or guardian at that time, the office will call your work or home numbers or send a text alert to determine where your child is.

If a student needs to be excused during the day for an appointment, etc., the parent should communicate the time and reason for the absence to the teacher and the office. When picking up the student, the parent should come into the school office to sign the student out.

5.6 EXCUSED TRAVEL ABSENCE

See the [Advanced Requests for Excused Absence Form](#) on the school website under [School Life](#).

The value intrinsic to the classroom experience cannot be made up solely by the completion of missed assignments. Conversely, there is often a valid educational aspect to student travel, or parents may need to travel during the school year due to emergencies, business, or other situations. In light of these considerations, parents are encouraged to plan their family trips during MHCS's scheduled vacation periods at Christmas, during spring break, and during the summer. Travel during school days should, whenever possible, be for no more than one week and should avoid major exam periods.

An [Advanced Requests for Excused Absence Form](#) is on the school website under [School Life](#). For planned absences of longer than two days, the form **must be** completed and submitted to the school at least one week before the first day of the absence.

Attendance and Transportation

All students will be given work upon returning to school. The work will be due an equal number of days to the absence +1. If a parent desires to have the work beforehand, **the parent or student** may request such work from the teacher if at least one week's notice of absence was provided in writing to the teacher. Work given beforehand is due upon the student's return. The teacher will be required to give homework no more than three (3) days before the absence. It must be noted that this homework will constitute the predictable work to be assigned. It will probably not be complete. Additional make-up work may be assigned upon the student's return. If a test is given before the make-up homework is due, which covers material the student missed, the student will be given the option of postponing taking the test. Assignments given to the entire class before the absence, but due after the student's return, are still due on the originally assigned date.

5.7 TRUANCY

Any student who misses more than three (3) consecutive school days and/or more than five (5) days in any given quarter may be required to bring in a physician's statement. Per Wisconsin state law, no parent may excuse a student for more than ten (10) days during the school year.

If it is determined that a student is truant (any absence that has not been excused/approved by the school administration), the student will be given zero credit in all subjects missed for each day the student is absent. The student may be automatically placed on probation.

See also: [5.5 Absence](#) and [5.6 Excused Travel Absence](#).

5.8 TARDINESS TO SCHOOL

TARDY POLICY

Parents are expected to make arrangements to ensure that their child(ren) arrives at school on time. All students arriving after the late bell sounds (8:00 AM) will be assessed as tardy and required to obtain a late slip from the school office before proceeding to the classroom. Tardiness negatively impacts academic achievement both for the tardy child and his/her classmates. Late arrivals cause interruptions in the classroom. Breaks in instruction interfere with the learning atmosphere and make extra work for the teacher.

Consequences for tardies within one quarter:

- Three tardies = a note will be sent home
- Four tardies = parents will be contacted by the principal
- Five and Six tardies = lunch detention and communication with parents
- Seven tardies = probation, lunch detention, and meeting with parents
- Eight or more tardies = at the discretion of the principal

All students who arrive late to school must first report to the office and then bring a pass from the office to their teacher. Tardies may be excused at the discretion of the school administration under certain conditions, such as inclement weather, a road accident, or medical and/or dental appointments. Tardies will not be excused because a parent was "running late" or a sibling was slow in the morning.

TARDINESS TO CLASS

All students must be in their classroom when the bell rings. If a student (Grades 5-8) has more than three (3) tardies in any one quarter, he/she may have a conference with the principal to determine

Attendance and Transportation

consequences or other actions.

5.9 DETERMINATION OF TARDY AND HALF-DAY ABSENCE

The following guidelines shall determine whether a student is tardy or absent for a half day.

- If a student arrives at the classroom after 8:00 but before 10:00 AM, the student shall be marked tardy.
- If a student arrives at school after 10:00 AM, the student shall be marked absent for a half day.
- If a student leaves school before 1:30, the student shall be marked absent for a half day.
- If a student leaves school after 1:30, the student will not be marked absent.

NOTE: A student is determined to be present when they are physically on campus. Any tardy or absence that has been **excused** will still appear on the report card, as the child is not truly present on campus during that excused event.

5.10 STUDENT P.M. PICK-UP

PROCEDURE:

- Parents arriving for pick-up after school should remain in their cars and queue up along the circle drive.
- **Students are to enter the vehicle on the right side of the vehicle only.** If bags or school supplies need to be stored in the back of a vehicle, the driver should load the vehicle.
- Parents who wish to enter the building for any reason should park in the East Entrance Parking Lot and enter the building through the office, via the East Entrance doors.
- Please do not use this time to communicate with teachers out of consideration for those waiting in line behind you. It is especially important that teachers supervise their students at this time, and such verbal messages at busy times often are forgotten.
- If it is necessary to wait on a student who is late for dismissal, remain in the queue until you can safely move to the East Entrance Parking Lot (to park and wait).
- No student may remain on school property after 3:45 p.m. unless under the direct supervision of a designated adult. This includes students with later athletic practices or music rehearsals. They may not wait at school unsupervised until their event begins.
- Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

5.11 LATE PICK-UP

MHCS does not provide after-school care. Teachers have responsibilities after school that preclude them from being available to watch children who are picked up late. Please be considerate and be on time. If you know you will be delayed picking up your student, please call the school office no later than 3:35 p.m. If a student is picked up later than 3:45, there may be an **additional charge**, and the parent will need to park and come into the school building to pick up their student.

5.12 AFTER SCHOOL CARE

MHCS does not currently provide after-school care on-site. Families in need of this type of service may contact the office for a list of private businesses that pick up at our facility.

Academics

5.13 CARPOOLS

Parents may want to make carpool arrangements. The school encourages, and may assist in this practice, but is not responsible for keeping track of and arranging rides.

- Students will be released only to parents or those individuals listed on the approved pick-up list under the transportation tab within the Family Portal.
- At times, a last-minute carpool change is necessary. Please call the school office to notify us as soon as possible so that we can let your student and their teacher know of any such changes.

Section 6: Academics

6.1 ACCREDITATION

MHCS is fully accredited by the [Association of Christian Schools International](#) (ACSI). Since our initial accreditation, we have undergone a rigorous process of re-accreditation every six years.

Accreditation is a process by which we look at what our school is and does, document it, and then invite a team of professionals to come to our school for a site visit to verify our documentation. All Mount Horeb Christian School (MHCS) staff are involved in the accreditation process. All faculty hold a degree from a certified four-year bachelor's program, and many hold advanced degrees.

6.2 CURRICULUM

[Mapping of the Preschool-Grade 8 Curriculum](#) is available on the school website.

It is important that we offer an excellent academic program to our families. We believe that a traditional education combined with experiential learning is the most effective method of educating the majority of children. We realize that the most important component of the curriculum is not text, but staff.

1. The MHCS curriculum includes studies in Bible, English language arts, literature, mathematics, science, history/social studies, physical education, art, and music.
2. All teaching staff meet ACSI certification requirements and continue their Professional Development by taking both Bible and education classes.
3. All curricula include intentional and thoughtful Biblical immersion/integration.
4. Bible is a major subject.

TEXTBOOKS

Our texts are carefully selected from both Christian and secular publishers. In Kindergarten through Grade 3, core texts are published by Christian publishers. Grades 4 - 8 use both secular and Christian publishers. In reading, our early grades (K-2) focus on decoding (which includes phonics). Beginning in Grade 3, we change curricula to focus on comprehension and critical thinking skills. Our math program is traditional and based on the best available text at each grade level. It is also an accelerated program.

MHCS has adopted the New King James Version as the standard translation of scripture. In some grades, students may be asked to bring their own NKJV Bible. (Please check the school supply list.)

Other books owned by MHCS may be assigned by teachers. Each middle school student is responsible

Academics

for completing a textbook condition form for every non-consumable textbook he or she receives. These forms should be returned to the classroom teacher no later than the Friday of the second week of school. Students will be responsible for paying for lost or badly damaged books owned by MHCS. Writing in books will incur a fine up to the cost of replacing the book. If a student fails to turn in a form for a textbook, it will be assumed that the textbook was in excellent condition when the student received it, and a lost or damaged book will result in up to the full cost of the text being assessed to the family. The principal and/or teacher has the authority to determine the amount of the fine.

SPECIALS CLASSES

Depending on grade level, we offer 'specials' classes in the areas of art, music, physical education, and library. Additional electives may be offered (computer science, engineering, foreign language, etc.).

MUSIC

MHCS students participate in Christmas and/or Spring Fine Arts Performances. These programs are organized by the music teacher, and participation is mandatory as they are considered a part of our music curriculum.

6.3 HOMEWORK GUIDELINES

Homework is a valid learning experience. It can be useful in providing:

- Additional practice outside the time limits of class.
- Deferred reinforcement after a time lag.
- Opportunity for application of learned principles to new and varied situations.

Due to the tremendous differences between the working habits of students, it is virtually impossible to establish an absolute time limit. The following, however, will serve as general guidelines for Kindergarten through Grade 8.

- Kindergarten minimal
- First 10-20 minutes
- Second 15-30 minutes
- Third 30 minutes
- Fourth 30-40 minutes
- Fifth 45-60 minutes
- Sixth 60 minutes
- Seventh 60-90 minutes
- Eighth 60-90 minutes

*At the beginning of each school year, homework may seem to exceed these limits. Students usually adjust to these new requirements and are able to complete the assigned work within the suggested time frame.

Academics

6.4 GRADING AND REPORT CARDS

Report cards describe the student's progress in school and are prepared at the end of each quarter. The quality of work done is indicated by the following letter grades:

Grades 3-8 Letter Grade	Percentage	GPA	Grades K-2 Letter Grades
A+	97-100%	4.00/4.00	E (Excellent)
A	93-96%	4.00/4.00	
A-	90-92%	3.67/4.00	S+ (Highly Satisfactory)
B+	87-89%	3.33/4.00	
B	83-86%	3.00/4.00	
B-	80-82%	2.67/4.00	S (Satisfactory)
C+	77-79%	2.33/4.00	
C	73-76%	2.00/4.00	
C-	70-72%	1.67/4.00	S- (Needs Improvement)
D+	67-69%	1.33/4.00	
D	63-66%	1.00/4.00	
D-	60-62%	0.67/4.00	U (Unsatisfactory)
F	0-59%	0.00/4.00	

Academics

6.5 ACADEMIC HONORS

Academic honors are awarded for each quarter and the total year's average grade. Students with any course grade less than a "B-" become ineligible for honors during that quarter and for full-year honors.

HONOR ROLL

Average 94 or higher.

MHCS administration reserves the right to determine how the grade point average will be calculated for students enrolling at MHCS who have been home-schooled for part of their school years.

6.6 STUDENT SERVICES

Student Services (SS) has been established to provide academic, emotional, and/or behavioral support. The Student Services team will collaborate with administration, teachers, parents, and students to implement a plan that best meets the individual's needs.

- Teachers will initially refer students with whom they share academic, emotional, or behavioral concerns.
- Before any SS observations, informal or formal evaluations begin, parents will be asked to provide their permission for this process to occur.
- All evaluations and assessments will be shared with teachers and parents.

Parents will receive at least quarterly updates from our team as to their child's progress and, as with regular education classes at MHCS, will always have access through email, telephone, or face-to-face meetings to the faculty working with their child(ren).

6.7 RETENTION POLICY

Teacher responsibilities:

1. At the first sign of academic difficulties, notify parents. Continue with communication – there should be no surprises.
2. Document examples of issues, what has been tried, and any communication with parents. Copy and file worksheets, tests, etc.
3. Make sure that the child's report card accurately reflects the child's ability.
4. Make it clear what the teacher will and will not be able to do to help this student. Don't offer more than can be delivered, and be sure to carry through with whatever is offered. Put anything offered in writing.
5. Suggest to parents/guardians options outside of school for addressing the issue.

If the above does not result in significant improvement, then the parents and teacher meet with the principal to review the situation and discuss possible outcomes.

A child will be retained under the following conditions:

KINDERGARTEN-GRADE 2

- Failed to master the core concepts of Language Arts at that grade level AND
- Receives an "S- or a U" in Language Arts or Reading the last two quarters of the year OR
- Teacher(s) and administration agree that it is in the best interest of the student.

Academics

GRADES 3-8

- Fails any two major subjects during any two quarters OR
- Fails Language Arts or Math in both of the last two quarters of the year. OR
- Teacher and administration agree that it is in the best interest of the student.

If the above conditions are met and the parent/guardian does not want their student retained, an appeal may be made to the principal. The principal, teacher, and parent/guardians will then meet in an attempt to come to a mutually agreeable solution.

The principal has the authority to make the final decision regarding retention.

6.8 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held for all students following the end of the first quarter of the school year and again in the spring for Kindergarten-Grade 4. Parents will be sent an email before conferences instructing them in the use of the online sign-up service, which will enable them to reserve a spot to speak with teachers during conferences.

Teachers are available at other times by appointment. Contact the teacher by phoning the office, by email (teacher's first initial, last name @mounthorebchristian.org), or by note. The teacher will return your call as soon as possible. Please do not call the teacher at home unless it is by special request of that teacher.

6.9 POLICY REGARDING PUPIL RECORDS

Parents have authorization, in consultation with school personnel, to inspect the school records of their children. The school maintains the following types of student records:

- Enrollment papers
- Grades
- Attendance records
- Immunization records
- Progress reports
- Standardized test results
- Accident reports
- Behavior plans or discipline reports

The principal and office staff are responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their students' records should make an appointment through the office. Parents wanting a copy of items in their child's record are to request such **in writing** through the principal.

When inspecting his/her child's records, any authorized parent may question the content of the records. If it is agreed to by the administration, the questioned material will be removed, or the parent may place a rebuttal with the material in question.

6.10 MEDIA VIEWING POLICY

Media can supplement the classroom curriculum and provide a learning experience for the students at MHCS. As well, movies can be a source of entertainment for children in all grade levels.

Academics

Movies that may be shown in the classroom include movies selected from *Right Now Media or by the teacher using the school's *Media Viewing Guidelines* found on the Family Portal under FACTS. The guidelines provide an outline for the quality of movies that may be shown at MHCS upon parent approval. Teachers and staff will adhere to the following criteria when showing movies in the classroom:

When a movie is being shown as entertainment in the classroom or as a school-wide activity, the movie must follow the *Media Viewing Guidelines* and adhere to the following:

- Preschool-Grade 3: G
- Grades 4-8: G and PG
- PG-13 movies may be shown to Grades 6-8 with parental permission when it is part of a unit of classroom instruction.
- Teachers will preview all movies and internet videos before showing them to the class. It is also required that teachers utilize the [Plugged-in Online Movie Review](#), when available, to help in evaluating the content and message of movies.
- Teachers are to notify parents 48 hours in advance of showing a movie. If a parent objects to the content of a movie to be shown for entertainment (i.e., class party), the teacher will choose a different movie. If a parent objects to a movie shown for educational purposes, the parent should meet with the teacher and try to come to a common understanding and acceptable solution. If no mutually satisfactory conclusion is reached, the student may be excused from the movie and the assignment modified for him or her.

*[Right Now Media](#) is an online library of Biblical resources that MHCS subscribes to, and parents have access to, through that subscription.

6.11 POLICY ON PLAGIARISM

CHEATING AND PLAGIARISM

Cheating is defined as any “unauthorized communication before or during a graded event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project.” Cheating is a violation of the ninth commandment (against bearing false witness). The use of AI to fulfill a writing assignment is also considered cheating unless expressly permitted by the teacher. Cheating results in a zero on the assignment/test and communication with parents. In addition, cheating in middle school or high school may be cause for immediate suspension.

Passing off someone's work as your own is known as plagiarism. Individuals who plagiarize material deliberately are committing an illegal act. More common is the failure to cite sources of information. It is acceptable to use pictures and paraphrase text, but be sure to cite the source of the information. Even when permission to use the material is granted, the author or source should be cited. This includes not only text, but pictures, graphics, animations, movies, and even sounds.

Failure to do so is unethical at best and could be illegal under the author's fair use terms.

At MHCS, staff and teachers consider this a training issue. Students who are writing papers for the first time may not fully understand the issues involved. Although we cannot allow plagiarism to take place, the consequence may vary, depending on the maturity of the student and the instruction and training received to date. In all cases, the student will be asked to repeat the assignment and/or receive a zero.

Academics

6.12 PLEDGES

In all classrooms/homerooms, the pledges are expected to be a part of the morning routine each day.

PLEDGE TO THE CHRISTIAN FLAG

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

PLEDGE TO THE BIBLE

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

*PLEDGE TO THE AMERICAN FLAG

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

*Every public school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day. Every private school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day unless the governing body of the private school determines that the requirement conflicts with the school's religious doctrines. No pupil may be compelled, against the pupil's objections or those of the pupil's parents or guardian, to recite the pledge or to sing the anthem. – WI Statutes 118.06 (2)

6.13 STUDENT BILL OF RESPONSIBILITY

Students, Grades 5-8, will periodically review their Student Bill of Responsibilities. A student at Mount Horeb Christian School is expected to:

1. View attendance at MHCS as a privilege.
2. Desire to learn and to cooperate in the educational process (Prov. 15:14; 17:16; 23:12).
3. Take pride in MHCS, support its activities, and abide by its regulations.
4. Complete all assignments on time, working up to God-given abilities (Luke 12:48).
5. Respect fellow students (James 3:9-12) and seek to build them up (Eph 4:29).
6. Seek true wisdom from above rather than the wisdom of the world (James 3:13-18).
7. Willingly submit to the authority structure of the school (Romans 13:1-5).
8. Respect the faculty and staff of MHCS (I Thessalonians 5:12-13), obey them at all times (Hebrews 13:17), and pray for them (Hebrews 13:18, Ephesians 6:19).
9. Not lie (Colossians 3:9), cheat (Luke 16:10), or steal (Exodus 20:15), or tolerate those among us who do (II Corinthians 6:14).
10. Always strive to be an example of proper behavior (I Timothy 4:12).

6.14 EXPECTED STUDENT OUTCOMES—EDUCATION THAT LASTS A LIFETIME

MHCS faculty and staff aspire to support each student as he or she strives to personally attain the following objectives. MHCS students:

Academics

POLICY

Spiritually:

- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand, and apply God's Word in daily life.
- Possess apologetic skills to defend their faith.
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

Intellectually:

- Have a knowledge and an understanding of people, events, and movements in history (including church history) as well as the cultures of other peoples and places.
- Are well-prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- Have a critical appreciation of the languages and cultures of other people, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for the alien or stranger
- Know how to utilize resources—including technology—to find, analyze, and evaluate information.
- Are committed to lifelong learning.
- Have the skills to question, solve problems, and make wise decisions.

Socially:

- Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- Understand the worth of every human being as created in the image of God.
- Are actively involved in a church community, serving God and others.
- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Embrace and practice justice, mercy, and peacemaking in family and society.
- Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas).
- Respect and relate appropriately with integrity to the people with whom they work, play, and live.
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation.

Extracurricular Activities

- Are good stewards of their finances, time (including discretionary time), and all other resources.
- Understand that work has dignity as an expression of the nature of God.

Physically:

- Treat their bodies as a temple of the Holy Spirit.
- Are prepared to practice the principles of healthy, moral living.

Section 7: Extracurricular Activities

Mount Horeb Christian School (MHCS) provides a variety of extracurricular activities. See also Curriculum.

7.1 GENERAL

During extracurricular activities (athletics, programs, rehearsals, receptions, etc.) in which there is no coach or faculty directly responsible for the student(s), the parent or another designated adult is expected to supervise the student(s). Students are not to run through the hallways, in the gym, or in classrooms unsupervised.

7.2 ATHLETICS

Our students (Grades 5-8) have the opportunity to participate in a number of sports teams throughout the year, provided there are enough students to fill the team appropriately. These teams include volleyball, basketball, softball, and track and field. These teams compete with other private schools in the area through the [Madison Area Independent Schools League](#) (MAISL). All students must fill out the necessary [athletic forms](#) before the first day of practice in order to participate.

ELIGIBILITY

All MHCS students in Grades 5-8 are encouraged to participate in interscholastic sports. Students participating in interscholastic sports will be required to maintain academic eligibility to participate. The following guidelines will govern eligibility.

- Academic eligibility must be maintained throughout each grading period. The athletic director will monitor student-athlete grades and notify those who are in danger of losing eligibility.
- All grades earned for a given reporting period will determine eligibility for the following reporting period.
- A student must maintain a 65% average or higher in all subjects to be eligible. Any ineligible student will be unable to participate in any interscholastic competition for the following reporting period. Ineligible students will be allowed to practice with their teams.
- Passing grades in one subject may not be used to balance out failing grades in another.
- This requirement may be waived for students with a professionally diagnosed learning disability on file in the school office, who demonstrate good academic effort proven by handing in all work on time, a cooperative and positive attitude in the classroom, and work is done to the best of their ability.

Extracurricular Activities

REINSTATEMENT

Ineligible students may reinstate themselves by meeting either of the following criteria:

Method #1: A student may reinstate himself by earning passing grades (at least “D-”) in all major subjects.

Method #2: A student may reinstate himself before the end of the next reporting period by raising his average to at least a passing grade in all major subjects in which he received an “F” for the previous reporting period.

FEES

MHCS students participating in MAISL will be charged an athletic fee determined by league participation expenses to the school.

Non-MHCS student-athletes are required to pay MHCS the sports fee before the beginning of the sports season. The non-MHCS student will not be allowed to participate until these fees are paid.

7.3 LIBRARY

GENERAL INFORMATION

The *MHCS Approved Book List* can be found on the FACTS Resource Page.

A library card application is included in the enrollment materials. Checkout privileges will not be given until the form is completed. Once the forms are completed, students may check out books from the library. Kindergarten through fourth-grade students may have a maximum of two books checked out at a time. Fifth through eighth-grade students may only have one book checked out at a time. Books are checked out weekly, but can be renewed up to 3 weeks.

FINES AND LOST MATERIALS

If a student fails to return a book or library item after two weeks, parents will be notified via e-mail from the library of the overdue book. After a month overdue, the office/administration team will be notified of the missing item, and parents will be emailed by the office regarding the lost item. If the book is not returned by two months overdue, the item is considered lost, and the student/parent will be responsible for paying the fee associated with purchasing a replacement item. At that time, a replacement fee will be added to the student’s FACTS bill for the cost of the book or library item.

7.4 FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. **Field trips are a privilege that must be earned by the student, not an automatic right.** Students who do not satisfy the requirements of behavior established by the respective teacher will not be allowed to participate.

Specific instructions for each trip will be sent home before the activity. These instructions will include such things as the purpose of the trip, destination, transportation arrangements, fees, dress for the day, lunch particulars, and return schedule. Parents should be present to pick up their children at the designated time so that they will not be left unattended at the school.

Conduct and Discipline

ITEMS OF NOTE:

- **Younger siblings are not to be brought on field trips.** The teacher may decide if it is appropriate to bring siblings to class party outings.
- **All chaperones** must have had an approved [background check](#) (found on the website under [School Life](#)).
- Chaperones should be informed of any students with severe allergies.
- Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
- Chaperones are asked to abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather.

The signed *Enrollment Contract* grants blanket permission for student participation in field trips at the time of enrollment. All regular rules of student conduct apply to field trips as well. (See Section 8: Conduct and Discipline). Student participation on field trips is a privilege granted by the school, not an obligation binding upon it. MHCS reserves the right to deny this privilege to students who demonstrate improper behavior either in the classroom or during special activities.

FIELD TRIP ACCIDENT PROCEDURE

If a bus accident or vehicular breakdown occurs during the field trip, the bus driver will contact the school office, and parents will be notified.

Section 8: Conduct and Discipline

8.1 PHILOSOPHY

It is the philosophy of MHCS to educate students in and with the truth of God's Word in every area of instruction and activity. Our prayer is that their lives may be transformed by the renewing of their minds (Romans 12:2).

MHCS is committed to the principle that parents have the primary responsibility for the conduct and discipline of their children (Ephesians 6:4, Deut. 6:4-9). Our purpose is to provide, in alliance with family, an atmosphere in which young people "can grow in wisdom and stature, and in favor with God and man" (Luke 2:52; Romans 8:5-11).

Discipline may be best defined as instruction, training, and correction that shapes, strengthens, and completes the student (Hebrews 12:5-11). The goals of the MHCS conduct policy are to help students develop a Biblical world and life view (seeing the world through the filter of what the Bible teaches us), to create a climate that facilitates maximum learning for each student, and to help each student move from external discipline to self-discipline, and ultimately to Spirit control (I Peter 1:13-16; II Peter 1:3-11).

Students are expected at all times to conduct themselves in a Christian manner and to abide by the school's behavior expectations. It is further expected that parents will teach and encourage these expectations. Christian conduct requires submission to the Word of God, respect for authority, respect for others, and respect for the property of others. We hope that responsible behavior ultimately comes from the heart in love and obedience to Jesus Christ.

Attending MHCS is a privilege, and as such, the privilege of each student must be protected by the disciplinary procedures. The basic premise in our classrooms is that no student has the right to

Conduct and Discipline

interfere with teaching or learning. School personnel are responsible for teaching, clarifying, and enforcing school and classroom policies. We strive to do this in a Christian context based upon principles set forth in the Word of God.

To bring about this nurturing and “growing in Christ through learning” environment, all parties involved must adhere to established guidelines that protect the rights of all (Col. 3:15-17). Establishing guidelines that give all parties protection from harm (physical, emotional, spiritual, and mental) allows all to partake in the learning and educational process. These guidelines, combined with an environment of love and Christian community, create a winning combination that helps parents, teachers, students, and administration achieve the goals of Christian education at MHCS (Gal. 5:13-14; Eph. 2:19-22).

8.2 BEHAVIOR EXPECTATIONS

Our MHCS behavior expectations are succinctly defined in our school-wide behavior management model, “STARS.”

STARS for Kindergarten-Grade 8 (S=Sit up tall, T=Track the speaker, A=Adjust your volume, R=Raise your hand, S=Stay in your bubble) both encourage behaviors that honor God and keep our learning environment positive, as well as provide a framework for addressing negative behavior. The program makes it possible to use a common language and establish consistent expectations and discipline throughout the entire school community.

8.3 GOALS FOR CONDUCT

POLICY

- Encourage self-discipline, responsibility, and submission to God as the author of all truth.
- Encourage the adoption of Biblical principles as the basis for value judgments.
- Develop an appreciation for God’s creation and humanity’s responsibilities as productive citizens.
- Teach students to work independently and cooperatively.
- Help students develop a proper view of self-worth as one created in the image of God.
- Teach a Biblical perspective toward interpersonal relationships; to love one’s neighbor as oneself.
- Teach each student the necessity of forming personal convictions before God and respecting the same in others.
- Teach the Biblical attitudes that material things and individual abilities are gifts from God and encourage responsibility in using them to His glory.

We believe that students at MHCS should conduct themselves in a Christ-like way. MHCS intends to provide its teachers and students with an environment that is free of offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, biological sex, physical characteristics, abilities, or disability is not permitted. Instead, we expect all persons to treat each other with respect because each person is made to reflect God Himself. This respect translates to authority, peers, and also God’s word. The conduct policies for MHCS will guide any discipline responses.

Conduct and Discipline

8.4 CONDUCT AT MHCS

RESPECT AUTHORITY

- All students, school employees, and MHCS parents are expected to conduct themselves with respect for the dignity of others.
- Students are to obey and show respect for faculty members, staff, and volunteer helpers at all times.
- Individual teachers may establish procedural policies for their respective rooms that are appropriate to the age and activities of their students. Such classroom procedures should be consistent with overall school policies.
- Students, employees, and parent volunteers are to conform to the established dress code.
- Students are to have all homework and other assignments completed on time.

RESPECT STUDENTS

- Students are to conduct themselves at all times in a manner consistent with the goals and objectives of MHCS.
- Students are to conduct themselves in a manner appropriate to the nature and purpose of the activity in which they are participating.
- Students are to respect the rights and academic creativity of their fellow students.
- Harassment of others by teachers, administrators, support staff, students, or other persons present in our facilities is not allowed. Harassment occurs when conduct creates an intimidating, threatening, or abusive educational environment.
- Sexual harassment is not allowed. This includes making unwelcome sexual advances and engaging in improper physical contact. Making improper sexual comments or otherwise creating an intimidating, hostile, or offensive learning environment is not allowed.
- Any form of ridicule of others based on race, physical characteristics, ability, family background, age, or similar features is harassment.
- Bullying is not allowed. Bullying is the intentional and repeated attempt to harm another.
- Conduct at recess and lunch should reflect attitudes and principles of Christian living and behavior. Play that could result in serious injury and unkind actions toward others will not be permitted.

RESPECT PROPERTY

- Students are to use school equipment in a careful manner and for the purpose for which it was intended.
- Students are to clean up any mess or litter that they create, including in the lunchroom and bathrooms.
- Students are to respect the property of others. Personal property should not be used without permission from the owner. Students will be required to compensate the school for any property belonging to others that is lost or damaged.

Conduct and Discipline

8.5 CONDUCT ON BUS/SHUTTLE

MHCS will use buses for transportation to and from field trips and special activities. When using such a bus, the regular rules of student conduct apply. Additionally, the following safety and courtesy rules shall be observed.

- Students may be assigned seats according to the number of passengers at the discretion of the teacher.
- Students should stay in their seats for the duration of the trip. Moving around or changing seats while en route is unsafe and is discouraged.
- Students may talk quietly and should refrain from loud or boisterous activity.
- Students should keep their heads, hands, and feet inside the bus at all times.
- Students should not touch any of the special equipment on the bus.
- Students should not open the bus windows unless special permission is granted. If windows are opened, the same student is responsible for closing the windows before leaving the bus.
- Students are not to eat or drink on the bus unless special permission is granted.
- Students should leave the bus in a clean condition.
- Students who do not comply may lose the privilege of riding the bus.
- Parents may be requested to pick up their child(ren) in the event of misbehavior.

8.6 CONDUCT AT SPORTING EVENTS

When we are at sporting events, we represent our school. We must keep in mind that our behavior is a reflection of our school, and therefore, Christ whom we represent.

- There is to be no booing, heckling, or throwing of items by the spectators. All spectators must comply with any request of an administrator concerning behavior. Violators will be asked to leave.
- Visiting teams are to be treated as our guests. As such, they should be treated with courtesy and respect.
- All trash is to be placed in the receptacles provided.

8.7 POLICY REGARDING CONFLICT RESOLUTION

“If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church: and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-20)

Some people may debate about when Matthew 18:15-17 is to be applied (only when sin is involved), but the use of the principle is a wise choice for organizations to follow. Put another way, Matthew 18 may be stated as an organizational behavior policy – resolve problems and disputes directly with the individual(s) involved. Such challenges and disputes should be given direct attention, and an effort should be made to minimize the number of individuals involved in resolving the issue.

Conduct and Discipline

POLICY

The Matthew 18 principle applies to the operation of MHCS. It is the policy of MHCS that problems, disputes, and issues involving parents, teachers, or administrative staff shall be first addressed directly between the individual(s) involved, being certain that the “truth is spoken in love.”

STEPS OF CONFLICT RESOLUTION

1. Go directly to the staff person with whom there is a conflict.
2. If no satisfactory resolution is reached, go to that person’s direct supervisor.
3. If no satisfactory resolution is reached, after discussing the issue with the supervisor, a meeting will be set up between the conflicting parties and the supervisor, with the supervisor acting as mediator. Except in the case of the principal, in which the Board of Directors will act as a mediator.

HOW TO HANDLE CONFLICT IN A MANNER THAT IS CONDUCIVE TO A POSITIVE RESULT

1. Do not speak to others about the conflict or people involved. Even if accurate information is initially imparted, it doesn’t take long before the information becomes twisted and destructive to the reputation of others and/or the school. The health of the school community depends upon this step being honored. Gossip divides a community and does nothing constructive toward bringing a resolution. The resolution is less likely to be satisfactory.
2. If the appropriate steps are followed and a party still desires to go to the next level, do not discuss the issue “informally” at the carpool, in the hallway, etc. Instead, let the person know you would like to meet with him or her and set up a mutually agreeable time for the meeting.
3. For the sake of children, speak to (and in front of) them as positively as possible about the school, other students, and staff. Attitudes of students about the school of which they are a part, peers with whom they associate daily, and the staff to whom they are responsible greatly affect behavior and the overall learning environment. Criticism and negative talk make it very difficult for the student to have a positive experience here at school. We very much desire that every student have a positive experience at MHCS.

8.8 DEFINITIONS OF CONSEQUENCES AND CORRESPONDING BEHAVIORS

POLICY

Lunch Detention

The student will eat quietly in a supervised area out of the lunchroom and will miss lunch recess. See minor violations.

Lunch Detention with Limited Probation

The student will serve a lunch detention as defined above, which will accumulate towards the quarterly total. Also, a seven-day consecutive disqualification from taking part in all extracurricular or nonacademic activities, including music programs not required for a class grade, sports competitions, academic competitions, field trips, class plays, and parties.

Behavior Probation

The student is held closely accountable for behavior via regular check-ins with the teacher or principal. Another lunch detention or major violation during the time of probation may result in suspension.

Conduct and Discipline

Academic Probation

A student is in danger of not passing two or more classes or not meeting graduation requirements. Academic probation includes an improvement plan, and if goals are not met, the student may not be allowed to continue enrollment due to the improbability of academic success at MHCS, or the student may be required to repeat a grade.

In-School Suspensions

In-school suspension will be overseen by a staff member.

Suspension

Suspensions may be either half a day or the entire school day, in school or at home, as determined by the administrator. The student will be asked to either do service or write a paper during the suspension that in some way relates to the offense.

Reverse Suspension

A reverse suspension is defined as requiring the parent/guardian of a given student to come to spend time with his/her student within the classroom when the student has engaged in gross misconduct, failing to respond to school-wide interventions that encourage positive behavior. We believe this is a powerful alternative to out-of-school suspensions because students can continue to be a part of the classroom routines and complete the daily classroom activities.

Furthermore, a reverse suspension can be a bridge between home and school, giving way to increased positive communication between parents and school staff. The administration has full discretion in determining when a reverse suspension would be most beneficial for a student.

Temporary Dismissal

A student is expelled for the remainder of the school year, but upon conditions being met, as established by the administrator, may be allowed to enroll for the next school year on conditional enrollment status.

Expulsion

A student is required to discontinue enrollment during the school year and will not be allowed to return to the school. This goes on a student's permanent record.

8.9 MINOR AND MAJOR VIOLATIONS OF CONDUCT AND DISCIPLINARY PROCEDURES

No student has the right to interfere with teaching or learning. Students are expected to take responsibility for their actions. Listed below are items defined as either minor or major violations, followed by procedures to provide corrective action to encourage a positive behavioral change.

Teachers will record any disciplinary action in the Family Portal discipline log.

MINOR VIOLATIONS

- Creating a disturbance in class
- Being out of one's seat at inappropriate times
- Inappropriate talking in class without permission
- Littering
- Throwing objects
- Writing, passing, or reading notes

Conduct and Discipline

- Lack of courtesy to others
- Inappropriate physical contact (pushing, shoving, etc.)
- Disruptive behavior in the halls, playground, and lunchroom
- Inappropriate language such as vulgarity, sarcasm, or teasing remarks

*Repetition of minor violations may constitute a major violation

CLASSROOM PROCEDURES FOR MAJOR VIOLATIONS

Teachers will handle incidents of minor violations with students directly. When patterns emerge, they will involve parents in correcting the behavior. Use of the [Office Procedures for Minor Violations](#) will occur if not resolved.

Kindergarten-Grade 1

- 1st Occurrence: Loss of 5 minutes of recess
- 2nd Occurrence: Loss of 10 minutes of recess
- 3rd Occurrence: Loss of 15 minutes of recess
Parents notified
- 4th Occurrence: Loss of entire recess
Student/principal conference in the office.
Parents notified by the principal

Grades 2-4

- 1st Occurrence: Loss of 5 minutes of recess
- 2nd Occurrence: Loss of 10 minutes of recess
- 3rd Occurrence: Loss of 15 minutes of recess
Parents notified
- 4th Occurrence: Loss of entire recess
Student/principal conference in the office.
Parents notified by the principal

Grades 5-8

- 1st Occurrence: Warning (first check)
- 2nd Occurrence: Lunch detention (second check)
Parents notified
- 3rd Occurrence: Principal's Office (third check)
Possible suspension
Parents notified by the principal
- 3 Lunch Detentions OR 10 infractions in 1 quarter may result in a 1-day in-school suspension.
- 4 Lunch Detentions in 1 quarter may result in a 2-day in-school suspension.
- 5 Lunch Detentions in 1 quarter may result in a 1-day out-of-school suspension.
- 6 Lunch Detentions in 1 quarter may result in a 2-day out-of-school suspension.

Note: Emergency contact numbers will be used to locate parents.

Conduct and Discipline

OFFICE PROCEDURES FOR MINOR VIOLATIONS

1st office visit

- Teacher notifies the office of the need for a student/principal conference.
- Principal may choose to have the student telephone parents.
- The principal may choose to take further disciplinary action.

2nd office visit

- Teacher notifies the office of the need for a student/principal conference.
- The student, with the principal present, telephones parents.
- Principal may request a parent/teacher/principal conference and take further disciplinary action.

Subsequent visits

- Teacher notifies the office of the need for a student/principal conference.
- The student with the principal present telephones parents.
- Principal may request a parent/teacher/student conference.
- Discipline may include an in-school suspension when deemed necessary by the principal; all work missed during the suspension must be completed.

Two office visits in a day: the student may be required to stay in the office for the remainder of the day, OR may be sent home.

Most students have little trouble following the rules of conduct that govern MHCS. However, if the behavior is severe, intermediate warning steps may be skipped and corrective action applied immediately. Severe or repeated offenses may result in an individualized disciplinary program, detention, suspension, conditional enrollment, or expulsion.

MAJOR VIOLATIONS

Kindergarten-Grade 8 Major Violations

- Insubordination (refusal to comply with a reasonable request or showing disrespect for school personnel).
- Excessive absenteeism, tardiness, or truancy (per law, a parent may not excuse more than 10 absences per school year).
- Forgery, cheating, lying, or plagiarism.
- Not remaining in designated play areas for recess.
- Use of profane or obscene language or actions.
- Demeaning actions, the threat of violence, or physical attack (i.e., hitting, striking, punching) directed toward another person.
- Bullying.
- Harassment.
- Theft.

Conduct and Discipline

- Displaying pictures, posters, or slogans that are offensive.
- Willful destruction or defacement of school or private property on school premises.
- Discrimination against someone based on race, national origin, sex, or disability.
- Implied or actual possession of fireworks, any weapon, or explosives.
- Possession of pornographic material.
- Inappropriate use of technology.
- Gambling (exchange of money or goods by betting or wagering).
- Participation in any illegal activity in or out of school.
- Use, sale, possession, or distribution of tobacco products, alcohol, or drugs at any time.
- Excessive repetition of minor violations.

*This list is not exhaustive, and all decisions are subject to the discretion of the principal.

Kindergarten-Grade 8 Classroom Procedure for Major Violations

1. The teacher will notify the office that he or she is sending the student to the office. The teacher may request assistance from the office if the student refuses to leave.
2. The teacher will fill out a discipline log report in the Family Portal when he or she is able.
3. The teacher will email a discipline note to parents when he or she is able.
4. The teacher will, at his or her discretion, guide bystanders as to what could be done in the situation.

Kindergarten-Grade 8 Office Procedure for Major Violations

1. If age-appropriate, the student will fill out an *Office Student Incident Report* while in the office, to be checked by the principal and teacher.
2. The principal will have a conference with the teacher and the student as deemed necessary.
3. Parents will be contacted and may be requested to come to school immediately. Note: emergency contact numbers will be used if parents are unavailable.
4. The principal and relevant staff will have a conference with the student and parents as deemed necessary.

Kindergarten-Grade 8 Major Violations could have the following consequences:

1. Detention coupled with probation.
2. Suspension: In-school or out-of-school suspension will be determined by the principal/parents.
3. Immediate suspension and/or temporary dismissal.
4. Conditional enrollment.
5. Expulsion.

The principal has the authority to suspend, remove, put on conditional enrollment, or expel a student from the school without a period of probation.

APPEALS

Parents may request an Appeals Hearing within three (3) school days from the date of the notification of suspension or expulsion. A written explanation (either through email or a written letter) and any

Conduct and Discipline

pertinent information supporting the appeal should be submitted to the school office, to the attention of the principal. After the written *Request for Appeal* is received from the parent/guardian, the principal will investigate to determine its merit. After the review, one of the following actions will occur within ten (10) school days:

- The principal will send a letter and/or email to the parent/guardian denying the appeal.
- The principal will send a letter and/or email to the parent/guardian approving the appeal.

8.10 NON-HARASSMENT (BULLYING)

POLICY

MHCS strives to provide an environment where every student feels safe, respected, and welcomed; an environment free from significant disruptions and obstacles that impede learning and performance. Bullying can have a harmful social, physical, psychological, and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors, and bystanders who observe acts of bullying. The schools do not allow bullying behavior toward or by students, school employees, or volunteers. We do not allow bullying behaviors on school grounds, at school-sponsored activities, or in transportation to and from school or school-sponsored activities.

Defining Harassment

Harassment is conduct by another student(s) that affects a student's ability to benefit from an education program or activity or creates an intimidating, threatening, or abusive educational environment. Any form of ridicule of others based on race, physical characteristics, ability, family background, age, or similar features is harassment.

Defining Bullying Behavior

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental harm or suffering on another individual or group of individuals when there is an imbalance of real or perceived power. Bullying behavior creates an objectively hostile or offensive environment. Such an environment may cause, or be likely to cause, negative and harmful conditions.

Examples of actions that create an objectively hostile or offensive environment include, but are not limited to:

- Places the individual in reasonable fear of harm to oneself or one's property.
- Has a detrimental effect on the individual's personal, physical, emotional, or mental health.
- Has a detrimental effect on the individual's academic performance.
- Has the effect of interfering with the individual's ability to participate in or benefit from any curricular, extracurricular, recreational, or any other activity provided by the school.
- Creates an environment that intimidates, annoys, or alarms another individual without a legitimate purpose.

Examples of an imbalance of real or perceived power include, but are not limited to:

- Physical strength/size.
- Access to embarrassing information.
- Popularity.
- Age or grade level.
- Athlete, scholar, or other characteristic impacting a student's status.

Conduct and Discipline

Bullying behavior can be physical, verbal, non-verbal, indirect, or direct. Bullying may occur, for example, in situations involving personal contact, and also electronically, in writing, or by using other persons as intermediaries. Bullying may involve repeated behavior. Examples of bullying behavior include, but are not limited to, the following:

- Hitting, pushing, kicking, and other acts that physically hurt another person.
- Spreading negative rumors about or falsely accusing another person.
- Excluding someone from a 'group'.
- Threatening another person.
- Manipulating friendships.
- Posting or sending mean-spirited messages about someone using phones, electronic mail, websites, blogs, etc. (also known as cyberbullying).
- Organizing others to threaten, tease, or exclude a targeted individual.

Prohibiting Bullying Behavior

Bullying is prohibited on all school grounds, at all school-sponsored activities, and on all vehicles used for transportation to and from school. Students who engage in bullying behavior in violation of this policy or in retaliation against an individual for reporting bullying behavior shall be subject to school disciplinary measures. Interactions, including electronic communication, that do not fall under the above list may still be covered by this policy when the impact of these actions is felt in the school environment, as outlined in this section.

Reporting by Students, Parents/Guardians, and Other Persons

Students, parents or guardians, and other persons are encouraged to make a verbal or written report regarding conduct they consider to be bullying. Written reports may be turned in to any teacher, staff, or administrator. An individual receiving a verbal report shall promptly document the complaint in the Family Portal discipline log. The written report shall be forwarded to the principal for the investigation of the complaint.

Confidentiality of Reports of Bullying

A person making a report of bullying behavior may request that their identity remain confidential. If a target of bullying behavior requests that their identity not be disclosed in connection with any investigation of the alleged bullying behavior, the principal and/or other assigned administrator/investigator shall discuss with the student and their parent/guardian how such a request may affect the school's ability to investigate and/or resolve a given situation. While the school will protect an individual's confidentiality to the extent possible, the school's priority is to ensure the health and safety of all students and staff.

Investigating Bullying Behavior:

Under the direction of a school administrator, all reports of bullying under this policy shall be investigated and documented in the Family Portal. Investigations shall begin promptly and should generally begin by contacting the identified target(s) of the bullying. The report of the investigation shall identify key facts about the incident, state a determination as to whether acts of bullying were verified, and identify recommendations for intervention, including disciplinary action if appropriate.

Students Subjected to Bullying/Harassment Are Encouraged To:

- Avoid being alone with the aggressor(s).

Conduct and Discipline

- If possible, tell the aggressor they do not like her/his treatment.
- Talk to their parents about the bullying/harassment.
- Remember that it is not their fault that they were bullied/harassed.
- Stay in a group. They are less likely to be a target if they are not alone.
- Do not reply if they are being bullied or harassed online. Replying may make the bullying or harassment worse. Save the evidence. If they get a nasty email, print it out or save it and show it to an adult.
- Report it immediately

Recommended Parental Response for Students Subjected to Bullying/Harassment

- Listen to and avoid blaming your child.
- Avoid asking leading questions.
- Help your child learn not to overreact and focus on the individual incident, not the incidents altogether. Overreacting can encourage bullies.
- Acknowledge your child's feelings and help him/her find a solution.
- Pray with your child.
- Talk to the teacher.
- Ask the teacher to be vigilant regarding the situation.
- Document the times your child tells you about the behavior. Keep a record of what happened, where it happened, and who witnessed it.
- If you choose to contact the other student's parents after contacting the teacher, do so with an attitude of grace and according to the Matthew 18 principle.
- Students may need help with social signals. Role-play possible scenarios and appropriate ways to handle the situation.
- Show your child how to recognize others' feelings by commenting when someone is happy, sad, worried, etc.
- Ask your child what he or she needs to make school a safe place.
- Help your child identify friends who would be a support to them.

Consequence for a Student Charged with Bullying/Harassment

- The student will be removed from the situation.
- The student will be sent to the principal.
- The student will be required to fill out an Office Student Incident Report, which will be reviewed by the principal and classroom teacher. The goal of this is to help the student understand that his/her actions are what got him/her into trouble.
- The student will be subject to discipline deemed necessary by the principal and/or teacher.

Recommended Parental Response for a Student Charged with Bullying/Harassment

- Talk to your child about any communication you have had with your child's teacher or principal.

Conduct and Discipline

- Listen to your child.
- Empathize with your child.
- Pray with your child.
- Remind your child that he or she did something unkind that was a choice.
- Let your child know that it was not an acceptable behavior.
- When talking about the situation, focus on the behavior, not the child.
- Help your child to recognize how his or her behavior affected the other person. Remind your child that he or she is accountable for his or her behavior.
- Establish effective ways of promoting self-control in your child at home.
- Limit criticism at home.
- Remind your child what is/is not socially acceptable outside of school.
- Help your child find ways to use their social influence appropriately.

Recommended Response for a Child Who Witnesses Bullying or Harassment (a Bystander)

- Encourage the student to join with others in telling bullies to stop if they feel safe doing so.
- Encourage the student to tell adults when they see bullying or harassment.
- To be successful, bystanders need opportunities to discuss and practice responses outside the heat of the moment. The more options they have, the more successful they will be. Keep it simple. Encourage the child to say, e.g., "(name), cut it out. Nobody thinks that's funny."
- Encourage the student to reach out in friendship to students who may not have friends.
- Praise the student when he or she does these things.
- Remind them that, with God's help, they have the power to help others.

8.11 ISSUES OF GENDER IDENTITY AND SEXUALITY

POLICY

Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

All students are expected to dress appropriately (as deemed by the school administration and per the dress code) for their biological sex (i.e., cross-dressing is not allowed).

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

8.12 DRESS CODE

Mount Horeb Christian School (MHCS) desires to maintain an appropriate educational environment. Cleanliness, neatness, and modesty (1 Tim. 2:9 "... dress modestly, with decency and propriety ...") are our basic goals. We believe our dress and our actions represent the feelings and thoughts of our

Conduct and Discipline

hearts. Therefore, our clothing and the way we wear it should represent our desire to please God and honor him. Any apparel, hairstyles, make-up, jewelry, or accessories that interfere with these purposes are unacceptable.

MHCS does not have an “official” uniform, but our dress code is, in actuality, dictating a uniform with parameters as broad as possible. It is not necessary to order clothing from a specific catalog or wear a certain color, but there are dress requirements/standards. All students, Kindergarten through Grade 8, are to abide by these standards because in the early grades, we are training our students to make appropriate choices when they reach the upper grades.

MHCS depends on our parents to work with the school in maintaining these appearance standards by checking your child before he or she leaves for school, making sure he or she is dressed and groomed properly. It is understood that enrollment at MHCS means a pledge on the part of both parents and students to abide by this dress code. Please have your child(ren) read, understand, and agree to follow the MHCS Dress Code.

Teachers and administration have the authority to interpret and enforce this code. When a circumstance occurs where the parents and teachers cannot agree, the principal will have the final word.

GENERAL GUIDELINES FOR ALL STUDENTS

Clothing: All students are to dress modestly. Lettering and pictures must not be offensive to God or others. (See sections below for specifics.)

Shoes: Shoes or sandals must be worn and fastened (when applicable). Socks are recommended. Safety and hygiene should be considered in choosing shoe styles – particularly with regard to playground and outdoor activities. Students are to wear proper athletic shoes for P.E. and other athletic activities.

Hats: No caps or hats may be worn in school. Hooded sweatshirts must be worn with the hood down while inside the school.

Dress-up days: Special events such as the Christmas program, spelling bee, speech contest, science fair, concerts, special programs, and graduation require students to dress up. The school will send special guidelines, if applicable, when these events occur. Because we want our students to understand that dressing modestly isn’t something important only on school days but should be a lifestyle, the MHCS Dress Code applies regardless of occasion or location, including graduation pictures and graduation.

BOYS

Shirts: Shirts must be opaque with modest necklines.* Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless t-shirts are acceptable, but the shoulder must be at least three fingers wide, and armholes must not show the chest or torso. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.**

Pants: Dress pants, sweat or wind pants, and jeans are acceptable. Pants must be of full length and moderate cut. Pants must be worn with the waist above the hips. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at the side).

Shorts: Shorts (at or below fingertip length) may be worn from April through October (unless worn with leggings underneath). Spandex and short shorts are unacceptable. During PE class or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

Conduct and Discipline

GIRLS

Tops: Tops (including shirts and blouses) must be opaque with modest necklines.* Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless blouses and T-shirts are acceptable, but the shoulder must be at least three fingers wide, and armholes must not show the torso. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.**

Dresses, Skirts, and Pants: Dresses, skirts, and pants are acceptable. Hemlines must be fingertip (arms straight down at side) length or longer, even if leggings or tights are worn underneath. Dresses must have modest necklines. *Tank-style dresses and jumpers are unacceptable unless worn with a blouse or shirt, or the shoulder is at least three fingers wide. Dress slacks, sweatpants, wind pants, and jeans are acceptable. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at the side). Leggings may be worn as pants, but only with a top that covers 360 degrees at a length at or below the student’s fingertips (arms straight down at the side).

Shorts: Shorts (at or below fingertip length) may be worn from April through October (unless worn with leggings underneath). Spandex and short shorts are unacceptable. During PE class or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

*A modest neckline is defined as when the hand (fingers together, as for the pledges) is laid on the collarbone below the chin, and the cloth is touched by the lowest finger.

**Midriffs must be covered at all times. When a student’s arms are raised, no skin should show. A tank top or a camisole may be worn underneath a shirt if the shirt is too short.

Non-compliance with the MHCS Dress Code may result in the student having to change into appropriate clothing before being allowed to return to the classroom.

Kindergarten-Grade 8 Dress Code Violations

- 1st & 2nd violation: The parent(s) will be contacted by phone or email (student may be required to change).
- 3rd violation: The parent(s) will be contacted and may be asked to bring in a change of clothing.
- 4th & subsequent violations: The parent(s) will be asked to meet with the administrator to discuss consequences.

8.13 PERSONAL ELECTRONIC DEVICES

This policy is to ensure that personal electronic devices on MHCS property do not interfere with the learning and safety of MHCS students and staff.

A personal electronic device, for this policy, is any device that displays a message or video image or is capable of receiving, sending, emitting, photographing, or storing any video communication, files, or data. It includes, but is not limited to, items that allow the student to access the internet, or an accessory to any such device, such as earphones or Bluetooth devices. Exclusions for medically necessary devices with appropriate documentation from a physician will be handled on a case-by-case basis.

KINDERGARTEN-GRADE 4

No personal electronic devices are allowed at school.

GRADES 5-8

Personal electronic devices may not be used by students inside the school during school hours.

MHCS Health and Safety

Middle school students will be required to power off all electronic devices and turn them in to their homeroom teacher to be held for the duration of the school day. Devices will be returned at the end of the day, at which time they may be turned back on. Students may use their devices OUTSIDE the building while waiting in the carpool line and under the supervision of MHCS staff to communicate with parents who may need to make last-minute carpool arrangements with their children.

Any student who violates this policy may have their personal electronic device confiscated by MHCS staff and taken to the principal. **Parents** may pick up the device at the end of the school day. Repeat offenses may result in the personal electronic device being banned from school entirely. Breaking the ban constitutes a major violation, and procedures for a major violation will then be followed.

Section 9: MHCS Health and Safety

9.1 MEDICAL INFORMATION

MEDICAL EMERGENCY FORMS

All students are required to complete emergency medical and medication information in its entirety during the MHCS enrollment. Medical emergency and student medication information is updated during re-enrollment online in the Family Portal. **If any changes occur with your child's health after enrollment/re-enrollment, please update the information directly in the Family Portal. The system will notify us of these changes.**

ASTHMA/ALLERGIES/DIAGNOSED MEDICAL CONDITIONS

To make MHCS a safe environment for students diagnosed with severe allergies, asthma, or other diagnosed medical conditions, parents should notify MHCS via the Family Portal, along with all accommodations that are necessary for these conditions. MHCS will work with parents to be aware of these conditions.

****If severe allergies or asthma are noted, MHCS will send the parents a mailing during the summer requesting appropriate medical action plans and all prescription medications.**

Instructions will be provided for compliance expected before August 1.

PRESCRIPTION EPINEPHRINE AUTO-INJECTOR/EPIPEN

MHCS will obtain 2 sets of adult/junior EpiPens, which will be strategically placed in clearly marked storage wall boxes in two building locations: in the cafeteria kitchen and the staff copy room.

Each student with a prescribed EpiPen is required to provide the school with ONE personal device. This device will be stored in the school office medical cabinet.

Parents/Guardians of students with severe allergies may opt to have their students self-carry their EpiPen. This will be outlined in the [Medication Consent Form](#), as signed by a physician.

You are your child's best advocate. Though staff will be provided with all medical information and are trained regarding administering emergency medications, we strongly encourage you to speak with each staff member who may be responsible for your child.

MEDICATION POLICY

To ensure the safety of all students, the school adheres to the following protocols regarding the administration of medication:

MHCS Health and Safety

Prescription Medications

All prescription medications, including inhalers and emergency treatments, will be administered according to a physician's specific instructions as documented in the Family Portal.

Documentation: Parents must submit a completed [Medication Consent Form](#), which requires a physician's signature, before any medication can be administered.

Packaging: Medications must be provided in their original pharmacy container or include the original prescription label (e.g., on the inhaler canister or box).

Over-the-Counter (OTC) Medications

School staff will only administer over-the-counter medications with written parental permission. To authorize this, parents must complete and sign the [Medical Consent Form](#) correctly.

Note: All medications must be delivered to the school office by an adult; students are not permitted to carry medications on their person unless specific "self-carry" authorization is on file for emergency rescue inhalers or epinephrine.

For information on immunization requirements and school insurance, please consult [Section 11](#) of this handbook.

9.2 ILLNESS AT SCHOOL

A child who is ill cannot concentrate on classroom activities and may expose other children to their illness. For their protection and the protection of other children, we appreciate your help in enforcing this policy.

Parents must not allow children with a fever, a contagious disease, or who have not recovered sufficiently from an illness to come to school. Additionally, a sick child may not remain at school. Parents are expected to make immediate arrangements to pick up the child.

SPECIFIC REASONS TO KEEP YOUR CHILD HOME:

As a parent, it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision-making. Parents should keep their children home if they:

- Have a fever above 100 degrees. Children should stay home until no fever has been present for 24 hours without medication.
- Have vomiting or diarrhea. Your child can return to school when symptom-free for 24 hours, and the child can tolerate a regular diet.
- Have yellow/green nasal discharge, drainage from the eyes, Conjunctivitis (pink eye), a questionable rash, or a contagious cough. Children should be symptom-free for 24 hours before returning to school.
- Have been prescribed an antibiotic. Children may return to school 24 hours after the first dose.
- Have chicken pox. Children may return to school when all blisters have scabbed over, at about 10 days.
- Have a communicable illness such as a common cold, hand-foot-and-mouth disease, impetigo, flu, or rotavirus. Children may return to school when their symptoms have cleared.
- If a child has a continual runny nose or rash due to a non-contagious condition, please provide the school with a note from a physician clearing the child to return to school. All student allergies should be reported to the school in the medical information section of the Family Portal.

MHCS Health and Safety

LICE POLICY

The school must be notified if a student has head lice as soon as possible. The student will be excluded from school for 24 hours after appropriate treatment for lice has been completed. If a student is found to have lice, the classroom will be checked and cleaned, and information will be sent home to the parents of students in that classroom concerning appropriate procedures. School personnel and local health departments have further information on the treatment and prevention of head lice. Students returning to school after being treated for lice must be checked by office personnel and be nit-free before returning to the classroom. Students who have had lice and returned to school nit-free will be checked 10 days after returning and 14 days after returning.

9.3 FOOD ALLERGY POLICY

** We cannot guarantee a 100% allergen-free environment as we share our classroom space with other ministries in the evenings and weekends. Instead, we encourage parents of children with allergies to thoroughly and properly educate their children on how to ensure their own safety. We train our faculty and staff to work with students with allergies to allow relatively safe (but not “100% allergen-free”) learning environments.

CLASSROOM GUIDELINES:

- If a student in a classroom has a life-threatening food allergy, that food will not be allowed in the classroom space (as snacks, treats, rewards, or for other reasons).
- The school office is responsible for communicating the medical needs of our students to substitute teachers.

LUNCHROOM GUIDELINES:

- If a student in the school has a known serious food allergy, a table will be offered in which all food at that table is free of the specified allergen.
- If a student in the school has a known severe allergy, hand wipes will be provided for students consuming known food allergens. Students are to be instructed to also wash their hands after consuming these known allergens.

RESPONSIBILITIES FOR PARENTS AND GUARDIANS:

Forms

- Inform the MHCS Office, by completing the documents listed below, of your child’s allergies before the school year or immediately after the initial diagnosis. All food allergies must be verified by a licensed physician. Forms can be obtained in the MHCS office.
 - [Permission Form](#) for prescribed and over-the-counter (OTC) medications.
 - [Asthma/Allergy Action Plan](#) is completed and returned to the school.
 - [FARE \(Food Allergy & Anaphylaxis Emergency Care Plan\)](#)
- Annually update (or mid-year if changes occur) the forms on file regarding your child’s allergy status, including details of symptoms. (See forms listed above)
- Provide the school office with current phone numbers and emergency contacts at the start of each school year and as changes are made.

MHCS Health and Safety

Medication

- Provide up-to-date Epi-Pens and other necessary medications at the start of each school year and refill as necessary.
- If your child carries his/her own Epi-Pen on them (i.e., backpack or purse), notify school staff of its location.
- A FARE should be kept with the medication, and a copy of the FARE should be given to the school office.
- Parents are encouraged, but not required, to keep a “backup” Epi-Pen in the school office as well.
- Parents/guardians and physicians must give written consent to allow a student to carry his/her medication.
- Teachers are not responsible for ensuring the student remembers to carry or update his/her Epi-Pen.

Food

- Decide if your child will sit at an “allergy-free” table in the cafeteria and talk with your child about the importance of sitting there each day for lunch.
- To ensure your child’s safety on special treat days, such as classmate birthdays, provide your child with a safe alternative. This can be stored in the classroom for unexpected situations.
- Teach your child to recognize safe and unsafe food items, and not to eat something with unknown ingredients.
- Teach your child not to trade or share food, drinks, or utensils with others.

Safety

- Inform the school office if you would like to initiate an optional protocol meeting to support the FARE, as provided by the physician.
- Teach your child to report any symptoms of an allergic reaction to their teacher and/or supervising adult immediately.
- While the school will not exclude a child with food allergies from a field trip, a parent may choose to do so. Be willing to go on your child’s field trips, if requested.
- Consider providing your child with a medical alert bracelet.

RESPONSIBILITIES FOR STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

Medication

- Wear a medic alert bracelet, if provided by your parents.
- Know how to administer your own Epi-Pen (if age-appropriate).
- If you carry your medication, keep it in its designated location.
- If you carry your medication, bring it on field trips. A FARE should accompany your medication.
- Do not share medications with others.

MHCS Health and Safety

Food

- Do not trade or share food, drinks, or utensils.
- Do not eat anything with unknown ingredients.

Safety

- Wash your hands or use hand wipes before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Notify a teacher or other adult immediately if an allergic reaction occurs or if you may have eaten something containing your food allergen.
- Notify an adult if you are being picked on or threatened by other students as it relates to your food allergy.

RESPONSIBILITIES FOR SCHOOL ADMINISTRATOR:

Forms

- Have the required allergy forms available for parents, which include an explanation that the required forms must be completed and returned.
- Know the FARE for all students with life-threatening food allergies in their building.
- Familiarize teachers with each FARE of their students, as well as any other staff members who have contact with these students on a need-to-know basis.

Medication

- Conduct and document training for administering Epi-Pens.
- Review, update, and train all personnel regarding the location of medications within the facility.

Food

Reinforce a no-food and no-utensil trading/sharing best practice.

Safety

- Follow all applicable federal laws, including the Americans with Disabilities Act, and the Individuals with Disabilities Education Act, as well as all state laws and MHCS policies/guidelines that may apply to food allergies.
- Reinforce with the building custodial staff the need to develop a cleaning protocol to ensure that the risk of exposure to food allergens is minimized.
- Responsible for posting food allergy alert signs in buildings as appropriate.

RESPONSIBILITIES FOR THE SCHOOL OFFICE STAFF

Forms

- Review and retain all forms and documents submitted by parents and medical professionals related to students with life-threatening allergies.
- Maintain a copy of the FARE in the school office. A copy of the FARE should also be maintained in the office for those students who carry their medication and should accompany the student's teacher on field trips.

MHCS Health and Safety

- Distribute the *Medical Concerns List* to all faculty and staff within the building before the beginning of the school year and update it as needed during the school year.
- Add a verified list of food and ingredients to avoid (from FARE) to the *Medical Concerns List*.
- Add food allergy alerts to the student's profile in the Family Portal.
- Inform parents of students who enroll mid-year of the school's [Food Allergy Policy](#).

Medication

- Store parent-provided Epi-Pens in the school office, periodically check medications for expiration dates, and notify parents of the need for refills.
- Send all Epi-Pens and FAREs on field trips.
- Procure and maintain two general-use Epi-Pen sets (1 adult and 1 junior), replacing as needed, in the clearly marked, easily accessible wall boxes located in the cafeteria kitchen and in the staff copy room.

Food

If there is a known life-threatening food allergy, communicate to vendors who bring food or food samples into the building that we may not serve any food with the known allergen.

Safety

- Assist the school administrator in providing information about students with life-threatening food allergies to staff where there is a need to know.
- Provide training for faculty and staff about how to recognize and respond to allergic reactions.
- Provide annual training for all designated staff on the use of the Epi-Pen auto-injector.
- Inform the school administrator and the parent/guardian if any student experiences an allergic reaction that has not been previously identified.
- Maintain records of all staff training related to students with life-threatening allergies.

RESPONSIBILITIES OF THE TEACHERS

Forms

Review the *Medical Concerns List* and FAREs of all students identified with a life-threatening food allergy before the start of the school year and as updated during the school year.

Medication

- Be aware of the location of Epi-Pens and other medications.
- Collaborate with the school office before planning a field trip. Ensure prescribed medications, Epi-Pens, and FAREs are taken on field trips.
- Teachers are responsible for the prescribed medications, Epi-Pens, and FAREs that are taken on a field trip. Epi-Pens are not to be given to a parent to hold unless the parent is the parent of the child with the Epi-Pen.

Food

- Discourage the sharing or trading of food, drinks, or utensils.

MHCS Health and Safety

- If contamination of foods is suspected, use hand wipes to clean the desk and the student's hands.
- Encourage food allergy students to wash their hands before and after eating. Use hand wipes if no sinks are available.
- Encourage students who eat food with known allergens to wash their hands or use hand wipes after eating.
- Use allergen-free products for classroom activities (i.e., arts and crafts, science projects, math manipulatives, cooking, and celebrations). Modify class materials as needed.
- If a food event has been held in a classroom, wash the tables and chairs afterward.
- Consider the use of non-food incentives as classroom gifts, prizes, and rewards.
- When inviting an animal into the classroom, be aware of the possible food allergens in pet food or treats given to the animal.
- Consider eating situations on field trips and plan for reducing the risk of exposure to the student's life-threatening food allergens.

Safety

- Participate in any meetings for students with life-threatening food allergies.
- Inform parents of the student with a life-threatening allergy in advance of any class events where food will be served.
- Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction.
- Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.
- Consider the risk of exposure to food allergens when planning a field trip.
- Ensure a functioning cell phone or other communication device is taken on the field trip.
- Invite, but do not require, parents of students with life-threatening food allergies to accompany their child on the field trip, in addition to chaperones.
- When splitting up into groups on a field trip, ensure that any student(s) with a food allergy is in your group, or with that child's parent.
- Teachers, volunteers, and visitors are encouraged to wash their hands before coming into the classroom to help reduce the potential of contaminating shared surfaces with food allergens.

RESPONSIBILITIES FOR SUBSTITUTE TEACHERS

Forms

- Review the *Medical Concerns List* located in the sub-folder to be alerted as to which students in the classroom have life-threatening food allergies.
- Review the FARE located in the school office for each of your students before class begins. If you have any questions about the FARE, please ask the school office personnel.

Medication

Be aware of the location of Epi-Pens and other medications.

MHCS Health and Safety

Food

Short-term substitute staff and volunteers should never offer food items without verifying the presence of students with a FARE.

Safety

- Wash your hands before coming into the classroom to help reduce the potential of contaminating shared surfaces with food allergens.
- Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction. Take all complaints seriously.

RESPONSIBILITIES FOR RECESS/LUNCHROOM AIDES

Forms

Review the *Medical Concerns List* and FARE of all students identified with a life-threatening food allergy before the start of the school year.

Medication

Be aware of the location of Epi-Pens and other medications.

Food

Ensure that only students with “safe lunches” eat at the allergy-free table area.

Safety

- Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.
- Never question or hesitate to act immediately if a student reports signs or symptoms of an allergic reaction. Take all complaints seriously.
- Encourage hand washing or the use of hand wipes for students after eating food containing food allergens.

RESPONSIBILITIES FOR FOOD SERVICES STAFF

Forms

- Post the *Medical Concerns List* within the lunchroom kitchen area (not for public viewing).
- Review the FARE for students with life-threatening food allergies.
- Make available, as requested by parents/guardians, specific labels of products used in the school’s food service program to identify ingredients that are potential allergens.

Medication

Be aware of the location of Epi-Pens and other medications.

Food

- Provide training to Food Service volunteers regarding safe food handling practices to avoid cross-contamination with potential food allergens.
- Maintain knowledge of which food products contain allergens.

Safety

- Thoroughly clean all tables and chairs after lunch. Use separate, labeled products and cloth

MHCS Health and Safety

with approved cleaning agents solely for the cleaning of the marked allergen-free table.

- Wear non-latex gloves. Glove-covered hands shall be washed and/or gloves changed during extended use to avoid cross-contamination with potential food allergens.
- Provide the lunchroom with hand wipes. Attend training to recognize and respond to a life-threatening food allergy or anaphylaxis.

RESPONSIBILITIES FOR CUSTODIAL STAFF

- Receive training on allergen zone maintenance areas.
- Develop a cleaning protocol to ensure that the risk of exposure to food allergens is minimized.
- Report any use or tampering of school Epi-pens or Epi-pen lockers that may have occurred during non-school functions.

RESPONSIBILITIES OF ATHLETIC DIRECTOR, COACHES, AND SUPERVISORS OF SCHOOL FUNDED ACTIVITIES

- Obtain a copy of the *Medical Concerns List* and the FAREs from the school office before the start of the athletic season or activity.
- Employees and volunteer coaches will receive training to recognize and manage signs and symptoms of life-threatening food allergies and anaphylaxis:
 - how to prevent exposure to allergens
 - how to recognize food allergy symptoms
 - how to respond in an emergency
 - Discourage the sharing of snacks, drinks, or utensils.

9.4 PET AND ANIMAL SAFETY

Animals are not allowed in the school building unless approved by the administration.

9.5 CRISIS PLAN AND COMMUNICATION

MHCS staff prioritizes the safety of students and regularly practices safety procedures, including, but not limited to, fire drills, severe weather drills, and school safety incident drills. In the case of an actual crisis, parents will be notified of the situation and the school's response via email and through the Family Portal/FACTS SIS.

If a student or parent becomes aware of a dangerous situation, there are resources available to help. The individual should speak to a teacher or administrator about the situation. To the greatest extent possible, the individual's confidentiality will be maintained. If a student or parent does not feel comfortable reporting the incident in person, they can report it completely anonymously through the *MHCS See Something Say Something Form*.

9.6 STAFF MISCONDUCT POLICY

If the school receives a credible report of the following actions perpetrated by a school staff member, the parent or guardian of each pupil alleged to be a victim, target, or recipient of the alleged misconduct will be notified by the end of the day on which the report is received:

- Sexual misconduct by a school staff member

School Office

- That an individual who has been convicted of a serious child sex offense has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that constitutes a crime.

That a sex offender has intentionally captured a representation of a minor pupil without the written consent of the pupil's parent or guardian.

The school must provide notice in person or by phone, including voicemail. If the report is received on a school day before the end of regularly scheduled instruction, the school must notify the pupil's parent or guardian by 5 p.m. on that day. If the report is received any other time, the school must notify the pupil's parent or guardian by noon on the next calendar day.

Parents and guardians have the right to access records regarding school employee discipline under the Public Records Law.

Section 10: School Office

10.1 OFFICE HOURS

The Mount Horeb Christian School (MHCS) office hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday, during the school year. Consult the school office, the Family Portal, or the school [website \(www.mounthorebchristian.org\)](http://www.mounthorebchristian.org) for summer hours. The phone number for the school office is 608-710-4960. If you reach the answering machine, please leave a message with your telephone number so that we can call you back. If you call during the school day and your call is not returned within an hour, please call again. At other times, your call will be returned as soon as possible. Office staff may be reached by email at office@mounthorebchristian.org

10.2 OFFICE PROTOCOL

To serve the entire school community well, the following office protocol has been established. Please conduct personal conversations away from the office and classrooms. If you wish to speak with the school principal, appointments should be made ahead of time.

10.3 SCHOOL VISITORS

POLICY

Mount Horeb Christian School is a secure area for the safety of our students. All visitors/parents are required to sign in at the school office before entering the school or classroom during school hours. The respective teachers and the school office must approve all visitors at least one day in advance if desiring to formally visit a classroom. Any visitors who prove to be a disruption will be asked to leave the school building.

During School hours:

- All visitors must enter through the East Entrance doors of the facility.
- Once inside, visitors are to enter through the office and sign in with the date, time, and purpose for their visit. They may be required to show a photo ID.
- Visitors will be given an ID badge to wear while in the building.

School Office

- When visitors leave the building, they must return to the office and sign out.
- Individuals coming for Life Church activities/services during school hours will not be allowed to enter through the East Entrance doors. They are to enter through the South Entrance and sign in at the podium upon entry.

10.4 MESSAGES

Except in an emergency situation, neither students nor teachers will be called out of their classes to receive telephone calls. The secretary will relay messages to students. Teachers will return the calls during their planning time or after school. Most teachers cannot check their mailboxes after 2:15 p.m. because of classroom supervision duties. All carpool changes and messages to students must be called into the school office before 2:15 p.m. We cannot guarantee delivery and receipt of messages called in after this time.

School phones are business phones and are not to be used by students except for emergency situations. Cell phones may not be used inside the school during school hours 7:55 a.m.-3:35 p.m. without permission from school personnel. Students may use their phones OUTSIDE the building between 3:23 p.m. and 3:35 p.m. while waiting in the carpool line and under the supervision of MHCS staff to communicate with parents who may need to make last-minute carpool arrangements with their children.

Lunches, books, and other items may be left at the office to be delivered to students if necessary.

10.5 NONCUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life, which affect MHCS' responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- If the school has been presented with a court order or comparable legal document granting joint custody, either parent may remove the child from the school premises. A noncustodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document.

10.6 LOST AND FOUND

All articles in the Lost and Found will be kept until the last day of the quarter, after which they may be donated to charity.

Section 11: MHCS Registration

11.1 GENERAL PROCEDURES

Mount Horeb Christian School (MHCS) Registration is an annual requirement. *Parent(s) will need to complete the online component and pay the appropriate registration fee BEFORE the deadline each year. The deadline for re-enrollment steps will be published each year in a timely manner. To miss the deadline is to risk losing the possibility of enrolling your student for the coming year. Please notify the school office of any change in address or phone numbers during the year.

Since staff and textbook purchases are based on enrollment, early registration is encouraged.

*Re-registration for all students at MHCS will be assumed for students who are eligible to return the following school year. Please inform the school office by January 15 if you do not plan on re-enrolling for the next school year. To be considered re-enrolled, however, the online registration process must be completed, along with the registration fee payment.

Currently, enrolled MHCS families may also enroll additional students at that time if there is space within that grade's classroom. Registration must be paid in full no later than the due date. Both registration fees and online enrollment must be completed by the due date or that student will not be considered enrolled for the next school year. **This could result in the loss of the student's placement at MHCS for the next school year.**

All current student accounts must be paid in full before registration. Students with outstanding accounts will not be permitted to register for the fall semester. All accounts must remain current for a registered student to remain enrolled for the next school year. MHCS may consider a student no longer enrolled for accounts more than 60 days in arrears (money that is due but not paid) or not current at the end of a semester. The registration fee for the formerly enrolled student would then be applied to the account in arrears.

11.2 WAITLIST

Space limitations make it necessary to cap the number of students enrolled in each classroom. The maximum number of students per class is 26 (K-8). Our desire is to be as fair as possible in making enrollment decisions. If you wish to enroll a new student, it is very important that you contact the [Director of Admissions](#) and complete the admissions process to put your child on the waitlist.

The admissions process includes an application, student records, and an academic assessment. These components assist MHCS in determining placement and eligibility for enrollment. When a student has completed the admissions process and been accepted to MHCS, seat availability will be reviewed. If a seat is available, you will be contacted by the Director of Admission. Once contacted, you will have 2 business days to decide as to whether or not to enroll.

Offers for enrollment will be made as follows:

1. Current staff and faculty of MHCS
2. Currently enrolled families and alumni of MHCS
3. Accepted students placed on the waitlist by the Director of Admissions

11.3 NEW STUDENTS

Registration opens to new students after the re-enrollment process is complete for existing students in late January. All students new to MHCS will be given an academic assessment before enrollment. Those entering kindergarten will be given a kindergarten readiness assessment before enrollment.

MHCS Registration

unless they have been enrolled in MHCS pre-kindergarten. Students who have been enrolled in MHCS 4k do not require a readiness assessment.

All students newly admitted to kindergarten through Grade 8 will be considered on probationary status. A student will be on probation for the first six (6) weeks of attendance. During that period, the school reserves the right to cancel the student's enrollment if for any reason the administrator deems the placement to not be in the best interest of the student or the school community. Should the administrator cancel a student's enrollment during the probationary period, all tuition (minus one month) and fees will be returned.

TRANSFER STUDENT POLICY

Policy

Students transferring into MHCS are placed based on their placement test scores, standardized test scores, interviews, references, and previous school records. Students are enrolled at the appropriate grade level once these records have been reviewed and discussed by the principal and either the Director of Student Services or the Preschool Director who administered the placement test. Concerns about a student's ability or proficiency in a particular area will be discussed and a plan of action will be created for the student. A review will be conducted six (6) weeks after enrollment to check progress and determine that goals are being met and grade placement is appropriate.

MHCS will evaluate coursework and grade placement from other institutions to the extent that coursework and grade placement at the previous institution is in accordance with [Wisconsin's Academic Standards](#). All final determinations for grade placement shall be made at the discretion of the principal.

TRANSFER OF CREDITS

Policy

MHCS will send student records to another school district or school within five (5) working days of receiving written notice from the student or the parent of a student that the student intends to enroll in the other school.

11.4 STUDENT MEDICAL INSURANCE

MHCS does not carry student medical insurance. This is the responsibility of the individual parents.

11.5 IMMUNIZATION RECORDS

Children entering MHCS are required to have the following inoculations as established by the State of Wisconsin (this requirement can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school):

- 4 doses of DPT (diphtheria-pertussis-tetanus)
- 4 doses of Polio
- 2 doses MMR (measles-mumps-rubella)
- 3 doses of Hepatitis B
- 2 doses of Varicella (chickenpox) or disease history
- 1 Tdap booster for students entering Grade 6

It is a state requirement for MHCS to maintain immunization records on each child enrolled. [Immunization forms](#) are available in the school office.

Tuition and Fees

11.6 APPLICATION AND APPLICATION APPEALS PROCESS

APPLICATION

Policy

Applications are received year-round based on grade-level availability. Applications are taken until spots are filled. Applications are accepted at the discretion of the administration unless applying for the [Wisconsin Parental Choice Program](#) (WPCP). Applicants will then be subject to the requirements of the state application process such as open application periods and income limitations. If applicants are not accepted for the WPCP program they may have the option to pay privately for their student. If applications exceed the number of seats available, a random selection process will take place within five (5) days of the open application period.

APPLICATION APPEALS

Policy

Parents may request an appeal hearing within five (5) school days from the date of the notification letter indicating the child's determination of ineligibility or until May 1, whichever date comes first. A written explanation and any pertinent information supporting the appeal should be submitted to the school office to the attention of the principal. After the written *Request for Appeal* is received from the parent/guardian, the principal will investigate to determine its merit. Upon the completion of the review, one of the following actions will occur within five (5) school days:

The administrator will send a letter to the parent/guardian denying the appeal. The administrator will send a letter to the parent/guardian approving the appeal.

The WPCP open application period runs from February 1 to September 1. However, if classrooms are at capacity (26 students), then enrollment is closed, thus it is important to apply early for the WPCP. WPCP students must reapply each year to guarantee their seats. Please refer to <https://dpi.wi.gov/choice> for more information.

Section 12: Tuition and Fees

12.1 TUITION PAYMENTS

YEARLY PAYMENT:

Since many of the school's expenses come due at the beginning of the school year, it is of considerable help to MHCS for parents to pay tuition in full by August 1.

MONTHLY PAYMENTS:

For families not wishing to pay full tuition in advance, MHCS provides a monthly installment option. Tuition will be prorated for families who enter MHCS after the beginning of the school year.

12.2 TUITION DISCOUNTS AND SCHOLARSHIPS

NEED-BASED FINANCIAL ASSISTANCE:

Limited funds are available. Applications for assistance may be completed in the Family Portal Grant and Aid online. To inquire about this, please contact Admissions at admissions@mounthorebchristian.org.

Tuition and Fees

LATE ENROLLMENT

Families entering during the school year will be charged from the first of the month enrolled. Tuition will be billed on a prorated monthly basis.

EARLY WITHDRAWAL

The school office should be notified in writing of any pending withdrawal as soon as possible. Students withdrawing during the school year will be charged through the month withdrawn. Please note that any tuition refunds will be prorated. All other fees are non-refundable.

FEE PAYMENTS

- All fees (and the first-month tuition installment) are non-refundable.
- Registration Fee: The current registration fee must be paid at the time of registration.
- Grade 8 ONLY, Graduation Fee: billed in January

12.3 OVERDUE PAYMENT POLICY

PURPOSE

MHCS desires to serve the Mount Horeb community and area, by providing excellent Christ-centered education. The school is operated as a non-profit business, in accordance with God's Word, and requires that the operating expenses and revenues be balanced at the end of each school year. **Therefore, no outstanding debts are carried over from one school year to another.** Tuition and fee payments must be current prior to registration. All accounts must be current by the first day of school.

In the course of normal operations of the school, there may be situations in which parents are unable to meet their monthly obligations for tuition, or special obligations for registration or books. The following policy provides guidance for the school administration and parents regarding the course of action when such difficulties arise.

POLICY

Parents of enrolled students are expected to remain current with respect to billed invoices for registration, tuition, and other special needs the student may have. Extenuating circumstances may make it difficult or impossible to remain current for the month or over a longer period of time. **Communicating the circumstances surrounding such difficulties to school administration is the responsibility of the parents, and not the student(s), teachers, or administrative staff.**

Consequently, timely communication initiated by the parents is a necessary aspect of this policy. Without such communication, the policy becomes unworkable, and school administration decisions may be made without full knowledge of the circumstances.

PROCEDURE

Registration

The full registration fee, per the current school fee structure, will accompany the application for registration, which is an online process in the Family Portal. Applications for re-enrollment will not be accepted unless tuition and fee payments are current.

Registration fees and forms must both be turned in by the due date or that student will not be considered enrolled for the next school year. **This could result in the loss of the student's**

Tuition and Fees

placement at MHCS for the next school year. We do not desire to lose any student due to non-payment or late payment of registration fees, but to keep our word to families on the waiting list, this policy will be enforced.

All accounts must remain current for a registered student to remain enrolled for the next school year. MHCS may consider a student no longer enrolled for accounts more than 60 days in arrears.

PAYMENT PLAN

*If an account is not current, the parents will be expected to schedule a conference with the school administrator to discuss the circumstances surrounding the missed payments. The school may be able to offer the parents assistance in one of the following ways:

- The school can arrange a payment plan with parents, which will be set up taking into account the billing liabilities and the parents' ability to pay. The parents, the school financial secretary, and the school administrator will agree to the payment plan. While not a legal contract, the school administration and school committee view the agreement as a morally and ethically binding agreement and urge the parents to view it in the same manner.
- The school may be able to provide need-based financial assistance if the circumstances warrant it.

Failure to keep the account current or to establish a payment plan per the guidelines outlined above will result in the loss of the following privileges for the current school year:

- Enrollment fees and/or first tuition payment more than nine (9) days past due will result in the **student no longer being considered registered for the new school year.**
- MHCS reserves the right to restrict access to the Family Portal if billing accounts are not current.
- Fees due in excess of nine (9) days following the due date will be assessed a late fee penalty of \$25.00.
- At the discretion of the administrator, a student whose account exceeds 60 days past due or is not current at the end of a semester may be suspended until payment is received in full.
- Tuition and any other charges for one semester must be paid in full before the pupil may continue for the next semester.
- The student will not be permitted to register or will cease to be enrolled for the new school year until tuition and fee payments are current.

12.4 TRANSPORTATION REIMBURSEMENT

Wisconsin state law requires each local school district to provide transportation for non-public school children. This service must be comparable to that provided to children in the public schools. Districts are granted the option of providing "parent transportation reimbursement contracts," which reimburse parents for transportation expenses, rather than providing the actual busing. School districts surrounding MHCS that provide reimbursement to families for their child's transportation to school include Verona (depending on where the student lives) and Mount Horeb.

At the time your child enrolls, MHCS will inform your local school district that you have enrolled in MHCS and may qualify for transportation reimbursement. Your local school district will then contact you with the offer of a transportation reimbursement contract. Policies and reimbursements differ widely between school districts.

If you do not hear from your local school district by August 1, you should contact them and pursue this matter directly.

Appendix A: Preschool Parent Information

Appendix A: Preschool Parent Information

PRESCHOOL PHILOSOPHY

We believe each child is uniquely created by God in His image (Luke 8:16 and Psalm 139:13-16). We believe each child is an individual with his/her unique rate of development and maturation (Luke 2:52). We accept each child's differences in skills and interests while encouraging a well-rounded individual to meet his/her highest potential. The preschool focuses on concepts and strategies using one-on-one interaction, small group and large group instruction, interactive learning, and active manipulation of concrete materials to build a solid foundation for growing and learning. We believe children learn by exploring, participating, and discovering their world through all the senses.

We also believe children learn by example (Deuteronomy 6:7). Teachers are to have a biblical worldview and live a Christian lifestyle at school, at home, and in the community.

We believe children have the ability and desire to begin to have a relationship with their God. Jesus believed in the importance of children and their need to be cared for and supported by caring adults (Luke 18:16). Spiritual development occurs through relationships with teachers whose words and actions demonstrate God's love and integrate the truths of God's character throughout the daily program (1 Samuel 16:7, Galatians 5:21-23, and Deuteronomy 6:7). Children discover God's love and power through the teaching of the inspired Word of God (2 Timothy 3:16). Opportunities to worship and to respond to God's word are provided through music, Bible lessons, and prayer.

We believe the parents are the primary and most important providers of care, nurturing, and education for their children. We believe parents and teachers are to be partners in the child's care and education (Deuteronomy 6:4 and Proverbs 2).

PRESCHOOL COMMUNITY

We desire that MHCS would be more than a place for students to learn. We want it to be a place of community for families. If possible, new families are partnered with a family that has been at MHCS for at least one year. Volunteer opportunities abound both in the classroom and within the school. A wonderful place to get started is by becoming a room parent, attending school family events, or attending Town Hall meetings. Friendships are developed by regularly attending sporting events and social events organized by the athletic department and room parents. Participating in the community is the best way to feel a part of the community. We hope all of our families feel welcome because we truly are glad that each family is part of our MHCS community.

VOLUNTEER OPPORTUNITIES

We encourage parents to join their child's classroom on field trips, for special events, and as classroom volunteers. Studies have shown that the key ingredient for effective schools is high parental involvement. Children love your visits, and this is a great way to see what your child's day is like at preschool. We would also like you to offer your talents and/or expertise throughout the year, when the opportunity presents itself (i.e., Community Helpers unit, science units, etc.). All classroom volunteers will need to fill out a [Background Check](#) form before volunteering in the classroom. This can be done through the MHCS website under [School Life](#).

PARENT-TEACHER COMMUNICATIONS

We offer many options for parents and teachers to communicate. We feel that communication between home and school can make or break a program. Below are some of the various opportunities for communicating with your preschooler's teacher. Please use any or all of the methods. Most

Appendix A: Preschool Parent Information

importantly, please communicate!

FACTS SIS

All pertinent information will be found on the website. This tool will be used for communication such as calendars, schedules, news events, lesson plans, and policies. Please check the website at least once a week for updates. The preschool teachers make every effort to have the site updated by Sunday night for the following week.

Email

Teachers check their emails daily. For many of us, it is the fastest way to communicate, but remember not to pass on sensitive information and use proper email etiquette.

Weekly Newsletters

Teachers will send out weekly updates concerning weekly activities, upcoming events, and special activities. Teachers will send out newsletters by Sunday evening.

Face-to-Face Communication

We know that drop-off and pick-up time can be a bit chaotic, yet we encourage parents to use this time for brief communications with the teachers.

Parent/Teacher Meetings

If at any time you wish to meet with your child's teacher regarding any questions, concerns, or input you may have, please feel free to set up a meeting. This request can be made via phone message, written message, or face-to-face request with your preschooler's teacher.

Goal Setting Conferences

These conferences will be held at the end of the first quarter of the school year. This is a time for parents and teachers to set goals for the school year, answer questions, and get to know each other better.

Parent Teacher Conferences

These conferences will be held at the end of the third quarter of the school year. During this conference, you will discuss your child's progress, as well as plans for the following year. Parents will be sent an email before conferences instructing them on the use of the online sign-up service, which will enable them to reserve a spot to speak with teachers during conferences. Teachers are available at other times by appointment for an informal Parent/Teacher meeting. Contact the teacher by phoning the office, by e-mail, or by a note. The teacher will return your call as soon as possible. Please do not call the teacher at home unless it is by special request of that teacher.

Ages and Stages Questionnaire

In the fall, approximately two weeks before Parent Teacher Conferences, the parents/guardians will be given an *Ages and Stages Questionnaire* specifically designed for their child. Along with the questionnaire will be instructions on how to administer the questionnaire. The questionnaire covers Cognitive, Fine Motor, Large Motor, and Social/Emotional assessments. The parent will send in the completed questionnaire to the child's teacher. The Director will evaluate and score the questionnaires. The questionnaire will be reviewed by the parents and the teacher during Parent-Teacher Conferences. If there are concerns, there are several options available. The teacher could redo the questionnaire and evaluate the results. The child could be monitored by the teacher or Student Services. Parents could consult their medical professional, or MHCS Student Services could become involved to further evaluate the student.

Appendix A: Preschool Parent Information

Progress Reports

Although each teacher is continuously making informal and formal assessments, each family will receive a progress report in May based on assessments.

STUDENT SERVICES

Teachers may consult with Student Services with questions or concerns for students in their classrooms. After consultation with Student Services and implementation of their suggestions regarding students' academic progress or behavioral issues, a teacher may request an observation of their class or the student by Student Services. If Student Services decides there is a sufficient need to do further observations and assessments, parents will be contacted to give their consent for further evaluations/observations. If it is determined that the student may qualify for services, a meeting is arranged with the parents and Student Services. The child may qualify for a Special Needs Scholarship.

PRESCHOOL ATTENDANCE AND TRANSPORTATION

PRESCHOOL PROGRAM NOTES

Three-Year-Old Program (3 Days)

- Class Days: Monday - Wednesday mornings
- Class Time: 8:10 a.m. to 12:00 p.m. (half-day)
- Two Teachers

Three-Year-Old Program (5 Days)

- Class Days: Monday – Friday, **full day**
- Class Time: 8:10 a.m. to 3:20 p.m.
- Two Teachers

Four-Year-Old Program (4 Days)

- Class Days: Monday - Thursday mornings
- Class Time: 8:10 a.m. - 12:00 p.m. (half-day) or 8:10 a.m. to 3:20 p.m. (full day)
- Two Teachers

Four-Year-old Program (5 Days)

- Class Days: Monday - Friday mornings
- Class Time: 8:10 a.m. - 12:00 p.m. (half-day) or 8:10 a.m. to 3:24 p.m. (full day)
- Two Teachers

This is a combined classroom of three-year-olds and four-year-olds. The maximum number of 16 children. The number of students is intentionally limited to achieve a maximum student/teacher ratio of 8:1. We believe this allows for a more caring and productive class environment.

The school year is from August to the end of May. Please refer to the [*school calendar*](#) for scheduled days and days the school will be closed.

Appendix A: Preschool Parent Information

SCHOOL HOURS

Regular school hours are as follows: 8:10 a.m. to 3:24 p.m. The staff of MHCS will not supervise students other than during these hours. MHCS reserves the right to bill parents for any time a student remains in the building beyond his/her scheduled pickup time.

STUDENT DROP-OFF

- Please park in the East School Parking Lot, near the main entrance to the school.
- An adult (a parent, grandparent, guardian, adult caregiver, or friend) must drop off preschoolers in the entrance between the two sets of double doors.
- Doors will open at 8:10.
- After 8:15, please sign students into the main office, and they will ensure the student gets to their classroom.

STUDENT PICK-UP

All parents and authorized people must be listed on the contact list on FACTS SIS for pickup.

Classroom Procedure for pick-up:

- Teachers will walk the children down to the main school entrance (east side entrance).
- Parents are to follow the circle drive into the pick-up lane in front of the school.
- Parents are to stay in the car.
- Teachers walk the child out to the vehicle to meet their parents and help the child into the car.
- Only authorized people (name is on the contact list) may pick up a child. A teacher will ask for an ID for persons unknown to them. Names may be added to the contact list at any time.
- For morning classes, if you arrive after 12:10, please pick up your child in the school office on the east side, main entrance.

LATE PICK-UP

See Parent Handbook [Section 5.11](#).

SNOW CLOSINGS

See Parent Handbook [Section 5.3](#).

ABSENCE

See Parent Handbook [Section 5.5](#).

EXCUSED TRAVEL ABSENCE

See Parent Handbook [Section 5.6](#).

PRESCHOOL ACADEMICS

EXEMPTION STATUS

The MHCS preschool program is not licensed with the state of Wisconsin since the school is associated with a private school. However, we strive to attain the state standards or to be above the

Appendix A: Preschool Parent Information

standards. State licensing rules are reviewed every year for changes and implemented accordingly.

TYPICAL DAY AT PRESCHOOL

Arrival Activities:

- Circle time—Finger Plays, Songs, Read-alouds, Calendar Activities, Sharing Time
- Center time/Free Choice – Math, Literacy, Science, Art, Sensory activities, Dramatic play, Supervised Free Play
- Language arts
- Large and fine motor activities
- Self-help activities
- Music
- Snack
- Worship and Bible time
- Recess and/or Large Motor Activities

Other special activities may include cooking, baking, woodworking, field trips, and visits from outside professionals.

OUTDOOR PLAY

Outdoor play is intended to give students fresh air and an outlet for physical energy. It takes place on the playground year-round and in almost every weather condition. We believe that fresh air and a setting favorable to physical activity greatly benefit the health and work habits of our students. All students are expected to go outside for recess with their classmates. Exceptions will be made for medical reasons if the teacher is provided with a signed excuse from the student's physician. We live in a climate that can have extreme temperatures. During extreme weather conditions, the decision to go out for recess is at the discretion of the teachers. When the wind chill is 0 degrees F or less, or the temperature is above 90 degrees with the heat index, students will stay indoors. Generally, it is advisable to assume the students will go outside, regardless of the weather forecast. Therefore, always send appropriate outside clothing to school with your child. It is also our philosophy that if a child is not well enough to go outside, he/she should remain at home.

WHAT TO BRING TO SCHOOL

Backpack

Each child should come to school with a regular-sized (at least 12 inches wide and 15 inches high) backpack to take home his/her art projects and any possible parent communications at the end of the day. Please be sure your child's name is clearly marked on the backpack.

School Supplies

See the *Class Supply List* on FACTS SIS. Each child will have their supply cubby supplied by the school.

CHANGE OF CLOTHES

Each child will have a large zip-loc bag with clothes left at school. The items of clothing should include underwear, socks, a shirt, and pants. An extra pair of shoes is also recommended. We request this in case there is a toileting accident, a spill at snack, or a messy art project. Please mark the bag with your child's name.

Appendix A: Preschool Parent Information

The clothing in the bag may need to be replaced with different items, depending on the season or a different size, since preschoolers grow a lot throughout the year!

Other Personal Items

We ask that your child leave toys and other personal items at home or in the car and not bring them into the school or leave them in the backpack. The only exception to this would be on your child's special day, when he/she will be asked to bring an item in to share with the class.

PRESCHOOL SPECIAL DAYS AND EXTRACURRICULAR ACTIVITIES

SPECIAL WEEK

One way in which we try to enhance your child's self-esteem and turn the spotlight on him/her as an individual is through our Star of the Week program. Students will complete a poster about their family. The student will have a chance to share about their family and a special item.

SNACK

We believe that teaching preschoolers healthy eating habits is important. We believe that snack time provides an opportunity for the children to pray together, practice social skills, and develop healthy eating habits. Snacks are provided by each child's family. Teachers join the students to encourage manners and conversation. We are asking parents for their cooperation by providing healthy snacks for children. Snacks must meet the Child and Adult Care Food Program minimum meal requirements.

Snacks shall consist of at least two of the following food groups:

- Milk
- Juice, fruit, or vegetable
- Whole-grained or enriched bread or cereal or bread substitute
- Meat or meat substitute

MHCS will keep a supply of food on hand that may be used to supplement snacks to meet the USDA requirements or to substitute for food that cannot be eaten by a child with a food allergy.

- Snacks must not include foods that could be a potential choking hazard, such as popcorn, whole grapes, hot dogs, etc., for three-year-old students
- Drinks must be in their original, sealed containers.
- All juices must be 100% juice.
- Parents must contact the director and classroom teachers immediately if their child has food allergies. The director, teachers, and parents will have a meeting to discuss the allergy, preventive measures, reaction if exposed, and treatment.

BIRTHDAYS

We will attempt to schedule your child's Special Day/Week close to his/her birthday so that we may celebrate the occasion as a class. We do not serve sweet treats for birthdays at school; however, if you individually wrap such items, they may be put in cubbies and taken home by the children at the end of the day.

FIELD TRIPS AND OUTINGS

See Parent Handbook [Section 7.4](#) for details

Appendix A: Preschool Parent Information

PRESCHOOL CONDUCT AND DISCIPLINE

See Parent Handbook [Section 8](#) for more details.

CHILD GUIDANCE THROUGH PLAY

A goal of child guidance and play management is to lead a child towards self-control. Good behavior is best achieved by continually orienting children to what is expected and by managing the play and learning environment in such a way as to minimize frustration. In these ways, we have found that children are less apt to act out in aggressive or inappropriate ways. We are all working to make your child a secure, loved, confident, and caring person who is learning to respect the rights of others.

The following are the various items that will be done in the classroom to assist your child in understanding what behavior is expected from them.

- At the beginning of the year and throughout the school year, the staff will explain, model, and practice expectations of behaviors. The teachers will use books, role play, and talk about what they expect children to say and do.
- When a child experiences difficulties with appropriate behavior, a teacher will explain the situation to the child and remind the child of the desirable/expected behavior. An explanation is very important in helping your child to understand how their peers feel when their actions are inappropriate. If the problem behavior persists, the child may be directed to another activity. Time out is only used when a child has become overstimulated or frustrated and needs a couple of quiet minutes to regain self-control and focus. Time out will be no longer than two minutes. At the end of the time out, a teacher will talk with the child, reviewing expectations and desirable behavior. The teacher may pray with the child and plan what the child will do next. Parents will be notified when a child has a time-out in the classroom.
- In the classroom and through our teaching/guiding, we hope to emphasize and reinforce the positive actions of children by praising them when appropriate and giving them words of encouragement. We will also give the children opportunities to make decisions on their own, such as choices in activities during center time. With this strategy, children are motivated to learn and grow socially and improve their level of self-confidence.
- We will be using every opportunity to teach the children that God loves and forgives us all. This will be our model as we learn to love and forgive others in our classroom.

PRESCHOOL MAJOR VIOLATIONS

Aggressive behavior includes but is not limited to slapping, biting, scratching, kicking, pinching, hurting another person, throwing hard objects, pushing and shoving, fits of rage, or lack of body control when paired with anger, or using verbally aggressive language—all of which may or may not be provoked.

Preschool Classroom Procedure for Major Violations

1. The teacher observing the behavior will determine whether an incident report is to be completed.
2. The teacher will document each incident with a description of the situation that led to the event.
3. A parent will be required to sign the incident report, and the report will be placed in the child's portfolio.
4. The teacher will notify the parent to discuss the problem either on the phone or in person.

Appendix A: Preschool Parent Information

5. After three major violations are considered unprovoked, the parent will be called to come to school and discuss a discipline plan with the teacher and director. The teacher and parent will administer the discipline plan.
6. If three more major violations occur in a nine-week period, the parent must come in and pick up his or her child for the remainder of the day.
7. If a child is picked up three times by a parent for a major violation, the program will not allow the child to attend school for one week. A conference with the director is then required before a child can return to school. A new discipline plan will be written at this time.
8. A child who returns after a week of absence and has two additional major violations will be dismissed from school for the rest of the year. The child will need the approval of the director and a health care professional to attend the preschool for the following year.

CLOTHING YOUR PRESCHOOLER

Play is your child's work. Your child will play and work hard at preschool. Please dress your child comfortably in washable play clothes. We will be doing art projects every day and other special math and science projects as well.

- Classroom activities will be messy at times, and we will do our best to use art smocks to protect clothing; sometimes our efforts are not enough.
- Please provide a Ziploc bag with a change of clothing for your child in his/her backpack at all times.
- Soiled clothing is sent home with parent(s), and immediate replacement of extra clothes is requested.
- For safety reasons, please send your children to school with closed-toe shoes. We are out on the playground and will be doing some projects in the classroom. Note: You may elect to pack a pair of tennis shoes in your child's backpack instead of wearing them to school.
- Please dress your child for the weather. We will be outdoors with activities during the winter.
- Be sure to mark all coats, boots, sweatshirts, mittens, hats, etc. with your child's name, so we can ensure their safe return if lost.
- We will be encouraging students to dress themselves when occasions arise in the classroom. We would ask that you also encourage this at home.

PRESCHOOL HEALTH AND SAFETY

SAFETY PROCEDURES

Each MHCS campus has a *Safe School Plan*, which includes numerous safety procedures:

- The first line of security measures for children is close staff supervision. Children shall be in the view of a staff member at all times while moving through hallways and on the stairs to the main level.
- All church exterior doors shall remain locked while the preschool is in session.
- Health and safety inspections will be made by the teacher regularly, to ensure the classroom is a safe environment at all times. Unsafe items will be removed, repaired, or replaced.
- The teacher will keep a medical log of accidents and injuries. Teachers are required to ask about injuries outside of the classroom that leave unusual bruises, lacerations, or contusions.

Appendix A: Preschool Parent Information

- The classroom is equipped with a first aid kit. In addition, a first aid kit will be taken along on all field trips.
- Safety drills are conducted once a month. Fire evacuation plans and routes are posted in the classroom. In the case of a tornado warning or severe weather, the children will be moved into the interior school hallway until all danger has passed. Drills will be recorded each month.
- The school practices evacuation and lockdown drills twice a year.
- Children are constantly supervised, be it in the classroom, playground, or on field trips. Head counts will be taken before, during (upon entering the bus and before leaving the bus), and after a field trip.
- The teacher in charge will be the last person out of the bus after checking each seating area for children and belongings.
- There is no running allowed in the Preschool room or in the Church/School hallways.
- In the event of a crisis situation at the school, the school will contact parents through email and the FACTS SIS.

CENTER CLEANLINESS

MHCS preschool staff will carry out the following cleanliness procedures:

- The preschool spaces will be kept in a reasonable state of cleanliness at all times.
- The custodian will clean the spaces utilized by the preschool.
- Bathrooms will be cleaned and disinfected.
- Tables will be washed with soap and water, sanitized with a bleach solution or appropriate substitute, and allowed to dry before serving the snack.
- After snack time, tables and chairs will be washed with soap and water, sanitized with a bleach solution or appropriate substitute, and allowed to dry.
- All toys and surfaces will be washed with soap and water and sanitized with a bleach solution or appropriate substitute as they become soiled.

INSIDE BUILDING TEMPERATURE

The following temperature guidelines will be adhered to:

- The inside temperature may not be less than 67 degrees Fahrenheit.
- The thermostat will be checked when staff enter the building each day.
- If the inside temperature is more than 80 degrees Fahrenheit the air conditioning must be turned on.

EMERGENCY CONTACT PERSON

The classroom is staffed with two teachers regardless of the number of students in attendance. If a teacher needs to leave the classroom for an emergency, the preschool director is designated as the emergency contact person. The designated backup is the Assistant Teacher.

ASBESTOS FREE CERTIFICATION

Life Church is certified by the design architects as being asbestos-free. There are no construction

Appendix A: Preschool Parent Information

materials containing asbestos, and no material or equipment item on the specifications and drawings contains any form of asbestos. The MHCS Preschool Campus has passed the building inspection necessary for hosting a school.

PRESCHOOL REGISTRATION AND ENROLLMENT

PRIOR TO REGISTRATION

All preschoolers are to be toilet-trained before the start of the school year. A fully “potty-trained” child will be able to do the following:

- Be able to tell the teacher when they need to use the restroom before they go.
- Be able to complete toileting on their own (pulling pants down and up). We feel children this age deserve privacy. Teachers will assist with snaps and zippers, but parents should consider clothing with elastic.
- Does not need a diaper or a pull-up as a backup.

We understand that accidents will happen. Accidents by default are unusual and happen only infrequently. If a child continues to have “accidents” frequently, parents will be consulted and a plan devised. We will be taking bathroom breaks during class, and reminders will be given as deemed necessary. Children are to be in underwear while at school unless your child has a medical condition that requires him/her to wear pull-ups/diapers (doctor’s note required)

REQUIRED FORMS

Children entering MHCS are required to have the following forms on the first day of school:

- [Immunization Record](#)
- [Child Health Report](#) signed by a Health Professional
- [Health History and Emergency Care Plan](#)

For registration procedures, see [Section 11](#) of the MHCS Parent Handbook.

Appendix B: Statement of Faith

Appendix B: Statement of Faith

Mount Horeb Christian School believes the following.

THE BIBLE:

GOD'S LOVE LETTER

The Bible is God's Word to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. Because it was inspired by God, the Bible, as originally inscribed, is truth without any mixture of error and is completely relevant to our daily lives.

[Deuteronomy 4:1-2](#); [Psalms 119:11, 89, 105](#); [Isaiah 40:8](#); [Matthew 22:29](#); [John 5:39](#); [16:13-15](#); [17:17](#); [Romans 15:4](#); [2 Timothy 3:15-17](#); [Hebrews 1:1-2](#); [4:12](#); [1 Peter 1:25](#); [2 Peter 3:16](#)

ONE GOD:

THE ONE AND ONLY

God is the Creator of the Universe, the giver of life, and all that is good. God reveals himself (generally) to humanity through creation, through history, and at times even directly. God reveals Himself (specifically) through His Scripture, through Jesus Christ, and through His Spirit engaging with our spirit.

[Deuteronomy 6:4](#); [Isaiah 61:1](#); [Matthew 28:19](#); [Mark 1:9-11](#); [Luke 1:35](#); [John 5:21-23](#); [14:10](#), [16](#); [Romans 8:9-11](#); [1 Corinthians 8:6](#); [2 Corinthians 13:14](#); [Hebrews 1:8-10](#); [James 2:19](#)

GOD RELATES TO US AS FATHER:

GOD IS GREAT, GOD IS GOOD

God is great: He is all-powerful, all-knowing, ever-present, unchanging, completely worthy of our trust, and above all, holy. It is in Him that we live, move, and exist. God is good: He is our Father. He is loving, just, compassionate, and faithful to His people and His promises.

[Exodus 3:14](#); [Numbers 23:19](#); [Leviticus 11:44-45](#); [19:2](#); [Psalm 11:4-6](#); [Malachi 3:6](#); [John 3:16](#); [4:24](#); [5:26](#); [14:1](#); [Acts 17:28](#); [Romans 3:3-4](#)

GOD RELATES TO US AS SAVIOR:

GOD TAKES ON FLESH

Jesus is the radiance of God's glory and the exact representation of His nature. He is the promised Messiah/Savior who lived a perfect life, died for the sins of the world, and rose from the dead. He defeated sin and death and provides eternal life for all who will receive Him.

[Isaiah 7:14](#); [53](#); [Matthew 1:18-23](#); [3:17](#); [8:29](#); [14:33](#); [16:16](#); [28:5-6](#); [Luke 22:70](#); [24:46-47](#); [John 1:1, 14](#); [3:16](#); [10:30](#); [11:25-27](#); [17:1-5](#); [Acts 1:9](#); [2:22-24](#); [7:55-56](#); [Romans 1:3-4](#); [3:23-26](#); [8:1-3](#); [10:4](#); [1 Corinthians 8:6](#); [2 Corinthians 5:19-21](#); [Gal 4:4-5](#); [Philippians 2:5-11](#); [Colossians 1:15](#); [2:9](#); [1 Timothy 2:5-6](#); [3:16](#); [Hebrews 1:3](#)

Appendix B: Statement of Faith

GOD RELATES TO US AS HOLY SPIRIT:

GOD IS ALWAYS PRESENT

His presence assures us of our relationship with Christ. He guides believers into all truth and exalts Christ. He convicts people of their sin, God's righteousness, and the coming judgment. He comforts us, encourages us, gives us spiritual gifts, and makes us more like Christ.

[Genesis 1:2](#); [Psalms 51:11](#); [139:7 ff.](#); [Isaiah 61:1-3](#); [Joel 2:28-32](#); [Mark 1:10](#); [Luke 1:35](#); [4:1](#); [11:13](#); [12:12](#); [John 15:26](#); [16:7-14](#); [Acts 1:8](#); [2:1-4](#); [13:2](#); [Romans 8:9-11](#), [14-16](#), [26-27](#); [1 Corinthians 3:16](#); [Ephesians 1:13-14](#); [2 Peter 1:21](#); [Revelation 22:17](#)

ETERNITY:

FOREVER

All people will be judged. Each person will either be eternally separated from God by sin or united with God through forgiveness and salvation. Those of persevering faith are promised a place in Heaven with God and His people. Those who have rejected God's grace and mercies will perish.

[John 3:16](#), [36](#); [Romans 6:23](#); [1 John 2:25](#); [5:11-13](#); [Revelation 20:15](#)

HUMANKIND:

GOD'S IMAGE BEARERS

Humans were made in the image of God. People were created to have fellowship with God but became separated in that relationship through sinful disobedience. As a result, people cannot attain a right relationship with God through their own effort, but God has provided a way of redemption (See Salvation). Every human is uniquely created, possesses dignity, and is worthy of respect and Christian love.

[Genesis 1:26-30](#); [2:7](#), [18-22](#); [3](#); [Psalms 8:3-6](#); [32:1-5](#); [51:5](#); [Isaiah 6:5](#); [Jeremiah 17:5](#); [Acts 17:26-31](#); [Romans 1:19-32](#); [3:10-18](#), [23](#); [5:6](#); [6:6](#); [7:14-25](#); [1 Corinthians 1:21-31](#); [15:19](#), [21-22](#); [Ephesians 2](#); [Colossians 1:21-22](#); [3:9-11](#)

SALVATION:

GOD'S REDEMPITIVE PLAN

The death and resurrection of Jesus Christ provide the way of salvation. As promised throughout the Jewish Scriptures and foreshadowed throughout history, God came into our world – in the person of Jesus – to provide forgiveness of sin and eternal life to all who would receive Him. Salvation occurs when people acknowledge their sin and place their faith in Jesus as their Savior. Salvation cannot be earned through personal effort and goodness; rather salvation is a gift from God given to those who will trust in Him.

[Isaiah 1:18](#); [53:5-6](#); [55:7](#); [Matthew 1:21](#); [27:22-66](#), [28:1-6](#); [Luke 1:68-69](#); [2:28-32](#); [John 1:12](#); [3:16](#), [36](#); [5:24](#); [Acts 2:21](#); [4:12](#); [16:30-31](#); [Romans 1:16-18](#); [3:23-25](#); [5:8-10](#); [6](#); [1 Corinthians 1:18](#); [2 Corinthians 5:17-20](#); [Galatians 2:20](#); [3:13](#); [Ephesians 2:8-10](#); [Philippians 2:12-13](#); [Hebrews 9:24-28](#); [Revelation 3:20](#)

Appendix B: Statement of Faith

THE CHURCH:

GOD'S DESIGN FOR COMMUNITY

The Church (worldwide) represents the family of God, everyone who trusts in Jesus as Lord and Savior. The Church (local) is a community of believers seeking to grow in the grace and knowledge of Jesus and striving to share the Gospel and make disciples. The Church works together in love and unity, intent on the ultimate purpose of glorifying Christ.

[Matthew 16:18-19; 18:15-20; Acts 2:41-47; 5:11-14; 13:1-3; 14:23; 16:5; 20:28; 1 Corinthians 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:10-12; 5:22-32; Colossians 1:18; 3:15; 1 Timothy 4:14; 1 Peter 5:1-4; 2 Peter 3:18; Revelation 21:2-3](#)

"The beliefs mentioned above represent the core doctrinal positions held by Mount Horeb Christian School. All subsequent doctrinal stances stem from – and are to be understood in light of these core beliefs. The Board of Directors possess sole discretion for determining the doctrinal and theological positions, textual interpretations, and lifestyle applications that stem from said 'beliefs' for Mount Horeb Christian School."

Appendix C: Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26- 27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that to preserve the function and integrity of Mount Horeb Christian School as part of the local Body of Christ and to provide a biblical role model to Mount Horeb Christian School students and the community, it is imperative that all persons employed by Mount Horeb Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9- 11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MHCS.

Appendix D: Notice of Nondiscrimination

Appendix D: Notice of Nondiscrimination

Mount Horeb Christian School (MHCS) is a private, nonprofit, nondenominational institution founded for the purpose of developing and implementing an educational program that is thoroughly Christian both in content and practice. As such, MHCS recognizes that in Christ, "There is neither Jew nor Greek, slave nor free, male nor female." (Gal 3:28) Therefore, MHCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Appendix E: Policy for Non-Traditional/Part-Time Student Enrollment

PURPOSE:

Mount Horeb Christian School (MHCS) recognizes that some families choose alternative educational paths and may seek to supplement their homeschool program with specific classes offered at MHCS. This policy outlines the requirements and expectations for non-traditional (part-time) students enrolling in individual subjects.

ELIGIBILITY AND COURSE PLACEMENT

Non-traditional students may enroll in subjects offered at the grade level in which the student is currently placed. Course availability is subject to class size limits and administrative approval.

ATTENDANCE REQUIREMENTS

Students must attend **all scheduled class days** for the subject(s) in which they enroll.

- Consistent attendance is required to ensure academic continuity and classroom integration.
- Students must follow the full MHCS academic calendar for the enrolled subject(s).
- **Significant breaks or extended absences are not permitted** during the enrollment period.

PERIOD STRUCTURE AND TUITION BILLING

MHCS defines a “period” as any structured portion of the school day, including lunch and recess.

Tuition Rates for Non-Traditional Students:

- One period, 5 days per week (per semester): \$593.97
- One period, 5 days per week (per full year): \$1,187.33
- Minimum enrollment commitment: *One semester*

All tuition must be paid according to MHCS billing schedules and policies.

HOMESCHOOL RESPONSIBILITY

MHCS participation serves as a **supplement** to the family’s homeschool program.

- Parents remain responsible for **tracking and reporting all instructional hours** to meet Wisconsin homeschool requirements.
- MHCS does not submit records on behalf of homeschool families.

EXPECTATIONS FOR STUDENT PARTICIPATION

Students enrolled part-time at MHCS must:

- Demonstrate respectful conduct aligned with MHCS standards.
- Participate fully in classroom activities and follow all school policies.
- Arrive on time and be prepared for each period of enrollment.

Appendix E: Policy for Non-Traditional/Part-Time Student Enrollment

ADMINISTRATIVE OVERSIGHT

The MHCS administration reserves the right to:

- Approve or deny enrollment based on class capacity or student fit.
- Review student participation and make adjustments as needed.
- Update this policy to ensure alignment with the school's mission and operational needs.

STATEMENT OF PARTNERSHIP

MHCS values the opportunity to walk alongside families who desire Christ-centered academic support. We are committed to partnering with parents to provide a positive, enriching learning experience for every child.