



Mayfair Christian School

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A Christian K-8 School Established in 1911 ~ Teaching Minds ~ Reaching Hearts

# School Handbook

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## Teaching Minds & Reaching Hearts

*Mayfair Christian School strives to remember always,*

*“All thy children shall be taught of the Lord.” Isaiah 54:13*

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## **INTRODUCTION**

Mayfair Christian School (MCS) was established in 1911, as the first Seventh-day Adventist School in the greater Akron, Ohio area. Since its inception the school has been a beacon of light providing quality Christian education to the communities of Akron, Barberton, and Canton, Ohio. In 1966, MCS moved to its current location in Uniontown, Ohio. Our country setting allows MCS to offer its students a large, safe area for outdoor recreation.

Serving students in Kindergarten through Eighth grades, MCS provides a Christian-based educational curriculum. We have a low student-teacher ratio with professionally certified teachers. This low ratio affords more individualized attention and instruction to the students. In addition, our multi-grade classroom approach enhances and increases academic performance.

MCS is operated by the Seventh-day Adventist Denomination under the direction of the Ohio Conference of Seventh-day Adventists. As a member of the worldwide network of Seventh-day Adventist schools, colleges and universities, we are able to offer our students the very best opportunities to develop academically, physically, spiritually and socially. MCS is chartered by the Ohio State Board of Education and is fully accredited by the Ohio Conference Board of Education/North American Division Commission of Accreditation for Seventh-day Adventists.

## **HANDBOOK PHILOSOPHY**

School guidelines as outlined in this Handbook are set forth as the guideline to provide students with an atmosphere of safety and acceptance where learning and spiritual, mental, social, and physical growth can be experienced. Parents/guardians as well as all students are responsible for knowing and following this Handbook's policies, guidelines, and any amendments made during the school year. If a parent, guardian, or student needs clarification of any standard, policy, guideline or procedure, we will be glad to meet with them.

## **OUR MISSION**

Our mission is to learn, lead, and live for Jesus.

At Mayfair Christian School, we DO 6.

### **LEARN:**

- From God's creation
- By applying rigorous standard
- NAD Standards
- CCS (common core standards)
- Through excellent teaching

### **LEAD:**

- By learning key qualities from leaders in our homes, churches, community and the world.
- By following the 7 Habits of Happy Kids.
- By leading others inside and outside our school.

### **LAUGH:**

- Through positive relationships during work and play.
- During hands-on experiences.
- In cooperative learning opportunities.

### **LEND A HAND:**

- To our local community.
- We serve at church, at school and at home.
- We find ways to make the world a better place.

### **LIVE HEALTHY:**

- By following the 8 Laws of Health.
- Nutrition
- Exercise
- Water
- Sunshine
- Temperance
- Fresh Air
- Rest

- Trust in God

### LOVE JESUS:

- Through daily encounters with Him and His Word.
- Through sharing our faith with our classmates and others.
- Through helping those in need.

### **CORE VALUES**

1. We believe that every individual's value comes from God. A relationship with Jesus is the foundation from which we build a Christ-centered, spiritual environment.
2. We believe in the importance of academics provided through exceptional Christian curriculum, high quality technology, and dedicated certified teachers.
3. We believe in development of the character and health of the whole person: physical, spiritual, mental, and social.
4. We believe in providing a safe learning environment that embraces diversity and connects with home, school, and church.
5. We believe in developing effective leaders through service in our classes and our community.

As directed by God in Isaiah 54:13, our educational goal is to ascertain that *"All thy children shall be taught of the Lord."*

### **NON-DISCRIMINATORY POLICY**

Mayfair Christian School maintains a policy of non-discrimination with regard to race, religion, gender and ethnic or national origin. Admission is based solely on the candidate's desire to attend, conformity with the school standards and regulations and the school's ability to meet the educational needs of the student. No discrimination is made regarding race, gender, ethnic/national origin in the administration of educational policies, application for admission, scholarship or loan programs, athletic or extracurricular programs, or with respect to the employment of faculty and/or administrative staff.

## **ADMISSIONS POLICY**

Mayfair Christian School is open to all students who have an interest in Christian education. The school welcomes any student whose attitude and conduct is in harmony with the principles of the Seventh-day Adventist Church and the standards outlined in this Handbook. MCS was established to provide education for children in grades Pre-K to 8. The school welcomes children with all levels of learning, including those gifted and those with handicaps that will not interfere with the learning processes of the classroom. If the school deems that it cannot meet the needs of children with behavioral or physical handicaps, the administration will advise the parents to seek counsel concerning educational alternatives. The Academic Committee will evaluate each situation on an individual basis.

At this time, children and/or students with extreme special needs are unable to be accepted as we are not able to adequately address these situations.

### ***Admissions and Re-admissions:***

- \* All new admissions and re-admissions are subject to the approval of the School Board.
- \* Students entering Kindergarten must be 5 years old by September 30 of the year they enroll. Students entering First Grade must be 6 years old by September 30 of the year they enroll. In some cases it may be better to wait until the child is a year older before enrolling him/her in school so the necessary maturity and motor skills have been developed properly.
- \* All new students are required to provide a copy of their birth certificates.
- \* Any student transferring from another school must provide a report card, transfer card, and any testing information from the previous school.  
Transfer students will not be permanently assigned to a grade level until all such necessary records have been received.
- \* Students completing the year at MCS may consider themselves accepted for the next school year provided there were no serious discipline matters during the previous school year, the students' account is current/tuition is paid in full, the student receives

approval from the School Board, and the parents/students have completed all physical examinations, doctor reports, and medical release forms and the school confirms they are on file.

***New Student Enrollment Policy:***

In order to ensure that all students are maximizing their experience at MCS so they can grow physically, spiritually, emotionally and academically we need to establish simple guidelines for new student acceptance. The rules are as follows:

1. The administrative team will obtain and review records, which will encompass grades, attendance, behavior reports and acceptable test results.
2. Students and parents must complete a questionnaire and interview with the principal to share their interests to attend our school.
3. Parents must complete the required application packet in its entirety.

***Return Student Enrollment Policy:***

To ensure that our students are growing academically, spiritually, and emotionally, we have put into place a simple policy that will be considered upon return each year, until they graduate or disenroll from MCS.

1. Regular attendance is required each year they are a student at MCS.
  - a. Excused absences as outlined in our handbook will be considered.
2. Academic efforts are also required while attending MCS. This includes but is not limited to:
  - a. Maintenance of GPA of 2.0 and/or
  - b. Active enrollment in scheduled school sponsored tutoring sessions.
  - c. Probation will be enforced for those who want to attend MCS and have not maintained a positive GPA.
3. Behavior is appropriate in accordance with MCS handbook.
4. Tuition and/or fees are paid in full or a plan is in place to remedy any back debts.

New students and students entering kindergarten, first, fourth and seventh

grades are required to have the following:

- \* Physical exam along with a signed Physician Examination Form; and
- \* Current/up-to-date immunization record (including, but not limited to: Diphtheria, Tetanus, Pertussis (DTP), Polio, Mumps, Measles, Rubella (MMR), Hepatitis B, and Vercelli).

Students applying to attend MCS pledge to willingly observe all regulations and policies and to uphold the Christian principles upon which the school is founded. Students will perform all class work and homework assigned in connection with the educational experience. Parents/guardians desirous of admitting their child/children to MCS shall make their personal commitment to support and uphold the school, its mission and principles as set forth in this Handbook.

MCS reserves the right to refuse admittance to any student who it feels is unlikely to operate in harmony with the goals and standards of the school or who would encourage others to do so. A student may be expelled for the same reasons. Before such action is taken, every effort will be made to set before the parents/guardians and student the concerns of the school and to find a way to encourage the student to reform his/her behavior/attitude so attendance may continue at MCS.

## **FINANCIAL POLICIES**

### ***Financial Assistance:***

It is the desire of MCS to work together with every committed family to place quality Christian education within their grasp. It is the responsibility of each student's parents/guardians to share in the financial responsibility of sending their child to MCS. A limited amount of financial assistance may be available to lower-income families.

Limited financial assistance may be available from several sources. Because of the limited amount of funds available, a timely application for assistance is important. Applications are processed on a first come, first

served basis. Priority will be given to students already attending MCS. The financial need of the family and availability of funds are taken into consideration.

***Procedure for Financial Aid:***

1. Families who are members of the Akron First SDA Church will be given a church financial aid application with their school application packet. It should then be submitted to the church.
2. Families who are members of another SDA church will need to contact that church to find out what their process is for applying for financial aid.
3. Families who are not members of an SDA church will be given an MCS financial aid application, which will be submitted to the school's Finance Committee. The financial aid application should be filled out as completely as possible and include a copy of the income tax return if applicable.

Approved financial assistance monies will be credited to the account on a monthly basis. The balance of the account is the responsibility of the parents/guardians. If the parents/guardians' monthly agreed-upon payments are not kept current, the same **past due procedures** outlined below will be followed. Failure of the parents/guardians to pay the past due amount in full or set up a new payment plan will result in the matter being brought to the school board, which could result in dismissal of the student. The Mayfair Christian School Board will handle each situation on a case by case basis.

Additionally, MCS is a participant of the Ohio ED-Choice Scholarship Program. Under this program, state grants for tuition are offered to families who meet certain criteria. These grants do not cover miscellaneous student expenses, which are the responsibility of the parents/guardians. The application process begins in February of each year. Please contact the school's Administrative Office for further information and an application packet.

***Tuition Payment Agreement:***

Each student/family must have an approved financial plan, and each

parent/guardian is required to complete and sign a Tuition Payment Agreement before his/her child/children can start school each year.

***Discounts:***

A discount of 5% will be credited to families who pay the full semester's tuition on or before the opening day of school. A discount of 10% will be credited to families who pay the full year's tuition on or before the opening day of school.

***Tuition Reduction Structure:***

Families living in the same household and who have two or more of their children attending MCS will receive a discounted tuition rate. Full tuition will be charged for the child enrolled in the highest grade. The second and subsequent students in the family attending MCS will receive a \$10 per month tuition reduction.

***Past Due Procedures:***

If a student's account becomes past due, the following procedure will occur:

- \* Anticipating that a student's account may become thirty days past due, it is the parents/guardians' responsibility to contact the school treasurer and suggest suitable financial arrangements. These arrangements will be considered by the Mayfair Christian School Finance Committee. The treasurer will communicate the decision of the Finance Committee to the parents/guardians.
- \* If a student's account is thirty days or more past due, the parents/guardians will receive a reminder notice.
- \* If an account becomes sixty days delinquent and if the parents/guardians have not made suitable financial arrangements with the treasurer or principal, the parents/guardians will receive a notice that the student will be suspended from school on a given date. Failure of the parents/guardians to set up a new payment plan or pay the past due amount in full will result in the matter being brought to the School Board, which could result in dismissal of the student. The Mayfair Christian School Board will handle each situation on a case by case basis.

### ***Outstanding Balances:***

Students cannot register for the upcoming school year or start school in the fall until their accounts are paid in full. Additionally, if a student transfers to another school during the school year, his/her records will not be released until the account is paid in full. Furthermore, year-end report cards and/or diplomas will not be released until the account is paid in full.

Parents/guardians must pay their children's accounts or make satisfactory arrangements before their children may begin another semester. Parents/guardians who owe on an account in one Adventist school will not be accepted by another Adventist school until the account is paid or the parents/guardians have made satisfactory arrangements with the former school [per CUC Education Code, June 2009].

### ***Tuition Refund:***

If a family pays tuition in advance and removes the student from school during the school year, any tuition paid in advance of the current month will be reimbursed less any unpaid fees.

### ***Financial Aid Overpayment:***

At the end of the school year, if a student's account has a credit balance due to receiving financial aid, the overpayment may be reimbursed to the providing entity or, upon approval by the providing entity, remain on the student's account only to be used for tuition for the next school year.

## **ATTENDANCE POLICY**

In accordance with Ohio state laws, school absences or tardiness must be approved and excused by the school principal. Regulations dictate that a student must be in school 85% of the school year to receive credit for attendance. Absences in excess of the limit may result in significant grade reduction.- Absences/tardies are excused for the following circumstances:

- **Illness or injury of the child.** The parent/guardian must provide documentation when the child returns to school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health

professional.

- **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student when the child returns to school.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the school. A written statement from the physician or dentist is required when the child returns to school.
- **Observance of religious holidays.** A child shall be excused for absences of the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- **College/academy visitation.** The parent/guardian must provide documentation from the academy, college or university verifying the date and time of visitation.
- **Emergency or other set of circumstances.** The parent/guardian must provide documentation to the school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the principal.
- **Planned School Absence.** The parent/guardian must provide a written/formal notice to the school principal a minimum of two weeks for any extended time beyond two days. Planned absences less than two days require a 1 day written notification. Approval will be based primarily on student's academic record and is at the discretion of the teacher and principal. (Note: this excludes absence(s) for early vacations that are not deemed educational.) Students receiving approval for planned absences are required to make every effort to complete in advance any school work that will be missed. If not completed prior to absence, a maximum of two weeks following return

to school will be permitted.

Make-up Work is the responsibility of the student. Students are required to arrange for make-up quizzes, tests, and any homework or class work that was missed due to an excused and/or planned absence. Students with excused absences of less than a week have the same number of days to make-up missing work, tests, or quizzes.

An Unexcused Absence is an absence for any reason not listed above or not accounted for by the parents/guardians.

Please don't send your child to school if he/she is ill. This only makes the school environment less safe for the other students. Sick children should stay home until they are well and no longer pose a threat of infection to their classmates. Any child who is seriously ill (fever, contagious, etc.) will be sent home. Parents/guardians must call the day of or students are required to bring a written excuse from a parent/guardian the day following an absence.

## **INSURANCE POLICY**

School insurance is furnished to each student as part of their tuition fees. This insurance covers the student while on school property and under school supervision (such as field trips). It also covers the student when traveling to and from school. Please note, however, this is **supplemental insurance coverage** and does not take precedence over the child's personal insurance, your own insurance, or insurance provided by the parents/guardians' employer.

## **ARRIVAL/DISMISSAL POLICY**

<b>School Hours:</b>	<b>Monday - Thursday</b>	<b>9:00 a.m. – 3:45 p.m.</b>
	<b>Friday</b>	<b>9:00 a.m. – 12:30 p.m.</b>

Parents/guardians are encouraged to bring students to school between 8:50 – 9:00 a.m. If a student needs to be dropped off earlier, we ask that you make special arrangements with the school. Students should be picked up from school within 15 minutes of dismissal. If a student needs to be picked up later, we ask that you make special arrangements with the school.

Students are expected to go directly home upon school dismissal unless the parents/guardians have made prior arrangements with the school. Unless parents/guardians have communicated their authorization in writing to the school, students may not ride home with anyone else. Students may not leave the campus in a vehicle driven by a minor (anyone under the age of 21). Your cooperation regarding appropriate arrangements for the transport of your child/children to and from the school is appreciated.

***School Closings Procedures:***

If the school is closed for any reason other than a regularly scheduled holiday or vacation, such as inclement weather, the announcement of closing will be made to the television and radio stations. Announcements will be made by 7:00 a.m. and may be heard on TV Channels 3, 5, 8 and 19; and Radio Stations MIX - 94.1 (FM) and News Talk WHBC - 1480 (AM). The announcement may be viewed or heard on additional TV and radio stations as well. You may also sign up for auto-texting from TV Channels 3, 5, 8 and 19 by visiting their Websites.

***Student Appointment Procedures:***

In order to maintain a consistent learning experience for our students, it is requested that, as much as possible, all medical/dental/optical/therapy, etc. appointments be made so as not to interfere with the hours of the school day. Students are not permitted to leave school during regular school hours without the written permission of the parent/guardian and the school administration. All requests for trips to medical/dental/optical, etc. appointments are to be made in advance of the appointment. Parents/guardians removing students from the school for such appointments must sign in/out on the roster at the Administration Office.

## **VISITOR POLICY**

Parents/guardians are always welcome at Mayfair Christian School. We encourage parental visits to the student's classroom. For the safety of our students it is requested that classroom visits be arranged in advance to avoid confusion and to make the visits profitable to students, staff, and parents.

If deemed necessary for the safety of our school and the effectiveness of our program, we reserve the right to request that a visitor leave the premises. All visitors must first report to the Administration Office prior to visiting the classroom(s), and then sign out when they leave.

## **FIELD TRIP POLICY**

As part of a well-rounded educational experience, classroom teachers and/or school administration plan for field trips for the students with specific goals in mind. All members of the organization or class sponsoring such a field trip are expected to participate just as they would for a regular classroom activity. Field trip permission slips and medical treatment/authorization release forms must be on file prior to a field trip departure. School dress code guidelines and all other school policies apply to school field trips and/or other school related/sponsored activities.

## **PARENT-TEACHER COMMUNICATIONS POLICY**

The teachers and administration at Mayfair Christian School recognize the responsibility of effective communication between the school and the home. With this in mind, there are two formal Parent-Teacher Conferences scheduled during the school year to discuss student progress as well as any other teacher and/or parental concerns.

Additionally, teachers may call, write, or email parents/guardians to communicate a concern/problem or exceptional achievement concerning a student. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) to stay abreast of the student's performance in all areas.

## **MEDICATION/PRESCRIPTION DRUG POLICY**

MCS has adopted a policy which permits designated school personnel to administer prescribed medication (per state law) as indicated by a licensed physician or dentist. If at all possible, all student medications should be given at home. Parents/guardians may also come to the school to administer medication to their child as needed. If neither alternative is possible, and the health/welfare of other students is not affected, designated school staff will administer medicines when parents have made the request in writing and the written prescription and/or note from the doctor is on file in the office. This applies to prescription and/or non-prescription medicines. Parents/guardians are required to complete and have on file in the office the ***Permit for Dispensing Prescription/Non-Prescription Medication to Students Form*** which permits school staff to administer medications (both prescription and/or non-prescription). Medications will be given by school personnel in accordance with the following guidelines:

- \* Person(s) appointed by the principal shall supervise the secure and proper storage and dispensation of medication(s).
- \* All medications administered at the school must be received in the original container in which they were dispensed by the prescribing physician/licensed pharmacist or, in the case of non-prescription medicine, the school must receive the original container.
- \* *Written permission* from the parent/guardian of the student must be received by the school requesting the school comply with the physician's order. This written permission must be retained by the Administrative Office. If for any reason there is a change in the medication, the parent/guardian or other person having care/charge of the student must submit a revised statement to the office.
- \* No employee of the school and authorized by the principal to administer prescribed and/or non-prescription medications to a student, as per a written permit for dispensing same, shall be liable for any civil damages in administering or failing to administer the medication unless he/she acts in a manner that constitutes "gross negligence or reckless misconduct."

- \* Mayfair Christian School shall not require an employee to administer medication(s) to a student if the employee objects on the basis of religious convictions.

In cases where the prescribing physician and the parents/guardians permit the student to self-medicate, the medication is to be kept in the school office and the medication administration form must still be completed and submitted to the school. Such medication must be administered by the student in the office in the presence of designated school personnel and will not be permitted to be taken/administered in the restroom, hallway or classroom.

All prescription and/or non-prescription medications must be in their original containers and under no circumstance may these medications be shared with another student.

### **EDUCATIONAL PROGRESS REPORTING POLICY**

Grading System: Progress reports are issued four times a year at nine week intervals.

- \* Kindergarten – uses the following Grading System:  
I, P or NT
- \* First-Second: E (excellent), S (satisfactory), N (needs improvement).
- \* Third - Eighth grades use the traditional A, B, C, D, and F Grading System.

Interim grade reports are sent to parents/guardians if performance falls below average so parents are able to review information with students/teachers. Parent/Teacher Conferences are scheduled at the end of the first and third grading periods. Parents and/or guardians may schedule conferences with their child's teacher at other intervals if desired and in order to keep abreast of their child's performance.

### ***Internet Access for Student Progress Procedures:***

Some teachers elect to have a regularly updated grade book available to

both students and parents via the internet. This is a secure system with only the parents/guardians or students having access to the information. Passwords are issued at the beginning of the school year. This system allows the students/parents to check the grades and assignments regularly.

***Acceptable Internet Use Procedures:***

The internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards which allow exchanging messages with Internet users throughout the world. Unfortunately, there are some materials that are accessible via the Internet which may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to the students in the form of information, resources and opportunities for collaboration exceed any disadvantages. Therefore, we ask that you support the school's choice to make the Internet available to our students. We respect each family's right to decide whether or not to apply for Internet access.

***JUPITER ED School Internet Reporting System:***

Jupiter Ed is an online database that the school has adopted. This website allows you to have access to your child's assignments, grades, attendance, emergency contact information, medical information and discipline issues. On Jupiter Ed you will also be able to directly email your child's teacher.

***Procedures to Access Jupiter Ed:***

- \* Open the website – [www.login.jupitered.com](http://www.login.jupitered.com)
- \* Click on Parent's Web Login
- \* Enter in the Student Name
- \* Enter your Parent password provided by the school (you will be prompted to change it the first time you login).

You may also access Jupiter Ed via a link on the school website at [www.mayfairchristianschool.com](http://www.mayfairchristianschool.com).

## **STUDENT USE AND CARE OF THE CHROMEBOOK/IPAD**

Our school has taken extra steps to ensure that every student has a electronic device to use while at Mayfair Christian School. This privilege comes with responsibilities. Note that issued electronic device are always subject to inspection at any time without notice. Using only the electronic device issued to you will ensure that you are not held accountable for damages that you have not caused.

Please note that electronic devices that are broken or fail to work properly will be taken care of by following the established procedures. You may be issued a replacement electronic devices until your electronic device repair is completed. However, **you are responsible for all damage or loss caused by neglect or abuse.**

### **General Care Guidelines:**

1. Handle your electronic device with care and keep it in a safe place.
  - a. Refrain from exposing the electronic device to extreme temperatures.
  - b. Keep all heavy items off of your electronic devices.
  - c. When not in use, place the electronic device in its designated place, properly turned off.
  - d. Always supervise your electronic device and ensure that it is secure at all times.
2. Keep food and liquids away from your electronic device.
3. At the end of each day you are to turn off the electronic device, return it to the charging cart into the appropriate slot and connect it to the charger.
4. Electronic devices must always have all School-assigned tags on the case. Refrain from altering tags and/or removing them. Keep electronic devices free of any other stickers and/or tags.
5. If necessary, transport electronic devices with care when moving around. Electronic device lids should always be closed and tightly secured when moving.
6. Always avoid poking or scratching the screen with anything that will damage the surface.
7. Always avoid poking or scratching the screen with anything that will damage the surface.
8. Avoid placing anything on the keyboard before closing the lid.

9. If necessary, dust the screen only with a soft, dry microfiber cloth or anti-static cloth **without** the use of any cleaning solvents.

### **Charging Your Electronic Device:**

Remember that the electronic device hold a charge for between 6-8 hours. Therefore, make sure to plug your electronic device in the charge port at the end of each day so that it is fully charged for the next day.

### **Network Access and Password:**

1. A Google account and password will be issued to each student for your electronic device log in access.
2. **Protect your password and never share it with anyone.**
3. If you must have your password reset, please have your teacher contact the person in charge of technology support to reset it.
4. You should always log out of your account when the electronic device is not in use.
5. Any use of inappropriate media on the electronic device will follow with disciplinary action.

### **Use of Audio/Video**

You must only listen to music and watch videos on the electronic device assigned by your instructors.

### **Use Guidelines:**

1. Be polite when sending messages.
2. Use appropriate language.
3. Always practice safe digital citizenship guidelines and do not reveal any personal information.
4. Remember that all email sent and received through a school device is not guaranteed to be private.
5. Report any misuse of technology to your teacher.

## **HOMEWORK POLICY**

Students may be assigned homework which is designed to reinforce and/or prepare students for classroom instruction. Time and amount of homework may vary depending on the individual needs of each student. Classroom assignments are also given and are to be completed during the school day. If the assignments are not completed during class, the assignment is then added to their homework for the night.

Each classroom has its own set policies regarding acceptance of late homework. It is the responsibility of the student and parent to be familiar with these policies. Parents/guardians can help their children with their homework by providing the following:

- \* Regularly scheduled homework time each evening;
- \* An appropriate area to do homework;
- \* Keeping homework time free from distractions;
- \* Taking an interest in their child's homework assignments;
- \* Being available to help with difficult material (at the same time taking care to let the child do the work/learning); and
- \* Making sure the child understands that homework time is "sacred" and is a priority at home.

## **CURRICULUM**

Mayfair Christian School follows the prescribed curriculum guidelines of the Ohio Conference Education Department of the Seventh-day Adventist Church. Areas covered are: Bible, English, Spelling, Science, History, Music, Physical Education, Reading, Mathematics, Handwriting, Health, Geography, Computer Technology, and Art. Student textbooks constitute an important resource for the curriculum in all schools, including Seventh-day Adventist schools.

A good class, however, is not based solely on the textbook. The teachers use the readings and other resources in the textbook as a major ingredient for the student assignments in addition to other carefully selected materials. This does not mean that the textbook is the "final authority" or the "gospel truth" for the class, but rather is one of the many resources in the

classroom. In some subject areas, the Seventh-day Adventist Church spends large sums of money to produce its own textbooks.

For some subjects, however, the SDA Education Department has felt that the utilization of some of the excellent textbooks already available in the general market is a better choice. Before allowing a church school to purchase such textbooks the NAD of Seventh-day Adventists has a very careful process of evaluating and recommending approved textbooks. The evaluators include Adventist teachers and administrators who carefully study the books to determine their suitability for Adventist schools. Textbooks with a pervasive philosophical approach at odds with Adventist teachings, will not be approved.

Sometimes even the best approved textbooks contain inaccuracies. Some of these are factual errors while others represent differences of opinion on important philosophical or religious issues. The teacher will make every attempt to point out errors or differences. This gives the teacher an opportunity to discuss with the students important ideas they will be confronting at the present time or in the future as they further their education. Students will be taught to read critically and thoughtfully every textbook under the careful guidance of the classroom teacher. This experience will better prepare the students to deal with the many challenges their belief system will face as they enter the broader world.

### **STANDARD OF CONDUCT POLICY**

In order for our school to maintain the highest ethics on every level, some behavior is not acceptable. The following guidelines should be read carefully so you are sure you/your student can comply with them. The first offense regarding any of the following rules will cause the student to be liable for serious discipline and/or immediate dismissal.

#### ***The following are not permitted at Mayfair Christian School:***

- \* Spreading atheistic ideas or undermining the religious ideals of faith upheld by the school;
- \* Use of profane or indecent language, indulging in lewd conduct or

- suggesting, possessing or displaying of obscene literature, pictures or articles;
- \* Use, possession, or furnishing of tobacco, alcohol or illegal drugs in any form. (Medications prescribed by a physician are acceptable provided all proper procedures are followed.);
  - \* Dishonesty in any form (including theft), willful deception regarding violation of school regulations, cheating on examinations and/or class work, or any phase of school business;
  - \* Gambling or the possession of gambling devices;
  - \* Improper physical conduct, fighting, hazing, intimidation (verbal and/or physical) or any other activity which is demeaning or disrespectful to another person;
  - \* Willful destruction of property including, but not limited to: graffiti or vandalism of any kind (complete restitution will be enforced);
  - \* Possession of guns, knives, incendiary devices or threatening with any object that can cause physical harm; or
  - \* Rough play, wrestling, boxing and/or any type of aggressive physical interaction is not permitted. This will be enforced in the halls, classrooms, lunch room, gym, and playground in order to minimize the threat of accidental harm/injury.

### ***Student Bullying:***

Mayfair Christian School will not tolerate aggressive and/or inappropriate behavior which, when repeated enough, can negatively impact a student's educational, physical or emotional well-being. This includes, but is not limited to: stalking, bullying, intimidating, coercion, name-calling, making threats, menacing or emotionally damaging gossip.

### ***Inappropriate Sexual Behavior:***

#### *Student-to-Student:*

Inappropriate intentional sexual or sexually related activities between students is not tolerated. The following are considered inappropriate:

- \* Inappropriate touching;
- \* Kissing, hugging, handholding; or
- \* Deep infatuations and actions of a more intense nature with members of the same or opposite sex.

### *Student-Faculty:*

Inappropriate contact of any type with a faculty member during/after school hours on/off campus including, but not limited to:

- \* Threatening letters, emails, or phone calls; or
- \* Communications or activities of any sexual nature.

### ***Unacceptable Student Attitude/Behavior:***

The school will work close with parents to ensure ample opportunity is/has been given a student for needed changes to be made. It is the desire of the school to maintain good relationships with the students. However, if in the judgment of the faculty a student continues to display attitudes or behaviors not in accordance with school guidelines the school has the right to sever the relationship. Students will be asked to withdraw from the school if:

- \* The student's connection with the school is no longer profitable to him/her;
- \* The student's influence is detrimental to other students; or
- \* Previous attempts to help the student be successful at school have not brought about the necessary changes.

### ***Things to leave at Home:***

The following items are not to be brought to school and will be confiscated on site:

- \* Any electronic device not approved for school use, including but not limited to: radios, tape/CD players, game boys, MP3 players, and other media devices;
- \* Cell Phones – Refer to Cell/Mobile Phone Policy;
- \* Fireworks, lighters, matches, knives, firearms of any type, and squirt guns
- \* Inappropriate reading material (that which does not uphold the Christian Standards of Mayfair Christian School) including, but not limited to: romance novels and science fiction/fantasy books/magazines;
- \* Inappropriate computer games or “downloads” or any computerized program not authorized by the classroom teacher;

- \* Unauthorized computer programs that may result in damage and/or loss of information (note: any repair expenses will be the responsibility of the parent); or
- \* Any type of toys.

### ***General Rules for Staff/Student Safety:***

A few general rules for the safety of the entire student body as well as the staff are listed below:

- \* Students may not go beyond the recreational boundaries established by the supervising teacher or principal. *Students are forbidden to go near the pond or wooded areas* without the specific permission of the teacher or principal.
- \* No food is to be eaten on school property before, after or during school hours with the exception of lunch times and in specified area.
- \* Gum is not to be brought to school or chewed on school premises. Gum will be confiscated. Disciplinary action will be levied for infractions.
- \* Students must make advanced arrangements with the teacher in order to bring a visitor to the classroom.
- \* *Administrative Office telephone* is available for student use only in a true emergency. Note: arranging after school activities, making plans for the evening, arranging transportation, etc. do not constitute emergencies.
- \* The *Administrative Office* is not a 'common area' and students are not to enter this area without a faculty member accompanying them.

### **PARENTAL SUPPORT OF CONDUCT POLICY**

Support from parents both academically and behaviorally is extremely important for providing students with the best education. It is important for parents to understand and support the standard of conduct policy to provide the very best environment for all parties involved. (i.e. students, parents, teachers, staff, etc.)

This support includes understanding the discipline policy and the willingness to work along with the classroom teacher/principal when a student has violated the rules or standard of conduct.

### **CELL/MOBILE PHONE POLICY**

While cell/mobile phones help families to communicate in our very busy world, they are disruptive in the day-to-day operation of a school and in the classroom environment. Therefore, the following guidelines must be followed:

- \* Parents must sign a permission slip in order for their child to have their cell/mobile phone on school property.
- \* If students have permission to have their cell/mobile phones at school they must be checked in with their classroom teacher daily.

NOTE: Cell/mobile phones will be confiscated from the student(s), if the above is not followed. Additionally, the school is not responsible for the theft or loss of cell/mobile phones on campus.

### **UNIFORM/DRESS CODE POLICY**

Our attire sends a definite message about who we are and what we stand for. As Christians, we are instructed to model Christ in all we do, including the way we dress. Mayfair Christian School has adopted a uniform policy for our student body in order to eliminate, as much as possible, any controversy over appropriate attire. Dress code standards are enforced for all school functions including music programs, fairs, banquets, graduation, field trips and church programs where the school performs.

All MCS logo items (shirts, sweaters, hoodies, etc.) may be purchased online through French Toast or Sidney Ryan Uniforms in Akron.

## ***Student Attire will consist of:***

- **Required MCS Polo Shirts: Navy Blue, Light Blue & Yellow**
  - All polo shirts must have the MCS logo on them.
  - Short sleeve or long sleeve MCS polo shirts may be worn.
  - Each students must own at least 3 logo shirts.
  - No long sleeved shirts will be permitted under short-sleeved polo shirts.
  - Appropriate undergarments should be worn under shirts, especially those of lighter colors.
- **Optional MCS Hoodies & Sweaters: Navy Blue**
  - MCS logo hoodie
  - MCS logo pullover sweater vest
  - MCS logo zip up sweater
  - MCS logo lined jacket
  - No other hoodie or cardigans/sweaters will be permitted, ALL MUST HAVE THE MCS LOGO ON THEM.
- **Required dress pants/slacks: Tan or Navy**
  - Docker style or school uniform jogger pants/slacks required
  - No denim, cargo pants, jeggings or stretch pants are permitted.
  - Pants/slacks must be of an appropriate size (no baggy/tight).
  - Black belts are encouraged to be worn.
- **Optional Shorts or Skirt/Scooters: Tan or Navy (weather permitting)**
  - Docker style shorts (no cargo pockets)
  - Must have sewn cuff/hem close to the knees.
  - Skirts must reach the top of the knee and shorts or leggings must be worn underneath.
- **Tennis Shoes**
  - Tennis shoes are the only shoes permitted in the classroom and gymnasium.

- Shoes should have non-marking soles.
- Socks must be worn with all shoes
- No dress shoes are permitted.
- Boots may be worn to and from school, and for outside use, but not in the classrooms or gymnasium.

- **Formal Dress Uniform**

- A formal dress uniform must be purchased online for each student to wear at special events. Students will be responsible for providing their own black shoes and hosiery to wear with the uniform as well.

- **Physical Education Attire**

Required attire for grades 5-10:

- Navy blue or grey gym/athletic shorts or pants. (no tight fitting shorts/pants, shorts must reach the top of the knee);
- MCS logo t-shirt.
- Athletic tennis shoes with athletic socks.

Required attire for grades K-4:

- MCS logo t-shirt.
- Athletic tennis shoes with athletic socks.

***Unacceptable Attire:***

The following items are not considered acceptable attire for school attendance.

- Jumpers or dresses of any sort.
- Hats, bandanas, “do-rags” or head wraps of any kind (except for religious purposes).
- Colored denim (jeans), stretch pants, jeggings or yoga type pants.
- Clothing that is torn or has holes or that is not clean;
- Make-up, colored nail polish (fingers and/or toes), fake nails, unnatural hair coloring;
- With the exception of a wrist-watch, no jewelry is to be worn;

including, but not limited to: rings, bracelets, earrings, toe rings, tongue rings, necklaces, etc.

***Dress Code Enforcement/Discipline:***

Students violating the dress code will not be permitted to enter the classroom until the parent/guardian has been called and the appropriate attire has been brought for the child. Additionally, please note that jewelry or hats may be confiscated.

**TRANSPORTATION INFORMATION AND POLICY**

Transportation for students not using busing is the responsibility of the parents. The school doors open for the students at 8:50 a.m. Students should be picked up by 4:00 p.m. Monday through Thursday and by 12:45 p.m. on Fridays. Teachers and/or office staff should be informed of any changes to normal transportation arrangements by calling or emailing the office or sending a written note with the student. Please do not rely on students to inform the school of transportation changes.

Busing is available to students from the Akron area. All rules of the bus will be enforced by the school. The school and the bus company work together on discipline issues. If any issues arise the bus company or the principal has the right to suspend the student from riding the bus.

**LUNCH ROOM POLICY**

Students will provide all items necessary to eat their lunch at school. They will provide utensils, bowls, cups, plates, condiments, napkins, and etc. These items will not be provided at school.

Conduct in the lunchroom will reflect proper etiquette, and all students will participate in keeping that area clean.

If you choose to send meat with your child, please refer to the Biblical principle outlined in Leviticus 11:7. Items which will not be permitted include:

- \* Shellfish or Shrimp;
- \* Pork (including - bacon, sausage, ham, pepperoni, pork hotdogs, etc.);
- \* Anchovies; or
- \* Any other items that may fall under these categories of foods.

Microwaves may be used at the discretion of the teachers and administration.

### **CARE OF SCHOOL PROPERTY POLICY**

The school has made and continues to make a large investment in the building, property and equipment. It is the responsibility of the staff and students to help protect this investment. Any student found to be directly and/or indirectly damaging or destroying school property, grounds, playground or other equipment and/or the property of others will (along with their parents), be liable for the cost of replacement and/or repair necessary to correct such damage or destruction.

Very Important: **NO gum** will be permitted within the school setting as it is one of the most damaging items to our carpet, floors, desks and other equipment.

Students are expected to keep themselves, their desk, and any work areas clean, neat, and free of potential safety hazards. Students are to use scissors and/or other work tools appropriately and store them in their proper place when finished using them. Students using and not returning school equipment will be responsible for the cost of replacing said equipment.

### **HOME AND SCHOOL ASSOCIATION**

Our school is blessed to have the support of an active Home and School Association. Through various functions and fundraising activities, the Home and School Association is able to advance the cause of Christian education with both the home and school environments and assist in the development of Christian character in its members and their children.

Functions/activities conducted by the Home and School Association may include, but are not limited to, the following:

- \* Citrus Fruit Sales
- \* Parent Orientation Dinner
- \* Fall Festival
- \* Thanksgiving Dinner
- \* Soup and A-Song Program and Dinner
- \* Valentine's Program and Dinner

We encourage and welcome active support by all parents/guardians with all of the above events and activities. Your support will enhance the ability for the Home and School Association to successfully achieve its goals.

### **DISCIPLINARY POLICY**

Mayfair Christian School's Disciplinary Policy is designed with two main goals in mind:

- \* It is our desire for the students to learn to control their own actions and attitudes. To this end, the school will impose external discipline when necessary to aid students in developing self-control and restraint in specific areas.
- \* Discipline is designed with the overall function of the school in mind. It is the purpose of the school to provide a safe atmosphere which is conducive to good learning. Students are expected to respect all classmates and the staff members and must assume responsibility for any damage caused by their abuse.

### ***Disciplinary Action:***

- \* The classroom teacher administers discipline in the classroom. This is for issues of a relatively minor nature and includes, but is not limited to: head-down, loss of recess, time-out, writing assignments, note to home, additional chores, etc.

- \* Communication with parents concerning disciplinary issues may be conducted in a scheduled private meeting with the teacher/principal if the above disciplinary action is not assisting the child in controlling their inappropriate behavior. If further disciplinary action and meetings with parents do not result in an improvement in behavior, the student and parents may be required to meet with the School Administrative Council. Parents may also request an Administrative Council in the event that they are not satisfied with the handling of a disciplinary situation.
- \* Discipline administered by the principal for issues of a more serious nature will be appropriate disciplinary action such as: calling parents, in-school suspension, up to three days suspension from school, conferences with the teacher and principal prior to re-admission to class, and or meeting with the School Administrative Council.

***School Administrative Council:***

Mayfair Christian School has established a permanent committee called the **Administrative Council**. This Committee is comprised of the following persons:

- \* The School Board Chairman
- \* The Principal
- \* One (1) Teacher
- \* One (1) or Two (2) Pastors
- \* One other School Board Member

This Committee is designed to offer a midway solution for issues of a nature that the parent/guardian or student may want to handle before going to the School Board. It is understood that this Committee is responsible to the School Board and has no authority to take action. This Council provides an arena to seek solutions to discipline: parent/teacher conflict(s), student conflict(s), and any other administrative issues, as necessary.

***Important Notice:***

Expulsion of a student is the sole responsibility of the School Board. It is expected that every other effort will have been made to correct a student's behavior/conduct/attitude, etc. prior to reaching the point of expulsion. Proper documentation of all such efforts with a student will be available to the School Board. Students may be asked to seek other educational opportunities if the school is unable to meet their academic, behavioral or emotional needs.

**NON-PUBLISHED POLICIES**

This Handbook is made as complete as possible. However, due to unforeseen situations, it may be necessary for school staff and/or the School Board to make new/additional policies/rules during the school year. Any such changes will be communicated to all parties. These changes carry the same weight and are just as binding as the written information in this Handbook.