

# **Madison Hills Christian School**

## **Student Handbook 2024-2025**

# **SCHOOL LEADERSHIP ROSTER**

## **Madison Hills Christian School Leadership**

Pastor:	Robert Bennett
Board Chairman:	Angela Alexander
Board Members:	Cynthia Baker Martha Edwards
Financial Administrator:	Tammy Riccione
State Certified Faculty:	Christina Vaquera, Director K-12 Teacher

## **STATEMENT OF PURPOSE**

The educational philosophy of Madison Hills Christian School is based on the Bible as the sole authority of the contents of our curriculum, for evaluating truth, for determining practices, and as the basis of our faith. The purpose of Christian education is to glorify God by teaching children about God, His love, and his commands. Our goal is to teach a Biblical Worldview and to train children for a life of service within a school environment of academic excellence.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop a Christian mind within each student, and to instruct the student in godly living. The faculty, teachers, and staff, as born-again believers, must model the life of Christ as revealed in the Bible and develop personal relationships with their students. Students must be taught God's Word in order to know Him fully, thereby recognizing Him as the only source of truth. As a result of this teaching, the student will be able to interpret and integrate biblical foundations and truth, honorably applying his and her own God-given abilities and personality. Students will be taught the value of citizenship by understanding biblical concepts of freedom, human dignity, and authority. These skills will equip the student to live and work better with others at home, school, church, and in a changing society, thus becoming a committed servant and leader within the body of Christ.

## **MISSION STATEMENT**

Our mission is to provide an education of the highest quality for families who desire a Christ-centered experience for their children.

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of Madison Hills Christian School is an extension of our Mission Statement and Statement of Faith.

We believe that the foundation of Christian education is the Bible. “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work (2 Timothy 3:16-17 NIV)”.

Every child is “a heritage...a gift from the Lord” (Psalm 127:3). We believe that the primary responsibility for education and character development lies with the parents. The school will partner with the home to impress God’s commandments and values upon children’s hearts. “Jesus said, ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” (Matt 22:37-39).

Our teachers are the embodiment of our school’s beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially, and physically (see Luke 2:52). Our teachers live their lives as full time role models to students and their families. “So that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God.” (Col. 1:10).

Our curriculum, which has been developed for a home schooling environment, is academically excellent and designed to bless our children. It helps prepare students for higher learning and to impact the world for Christ. “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you” (Matthew 28:19, 20a).

We believe that God’s promises are true as Proverbs 22:6 says, “Train a child in the way he should go and when he is old he will not turn from it”.

## **STATEMENT OF FAITH**

Madison Hills Baptist Church is a people who profess a living faith. The faith is rooted and grounded in Jesus Christ, God's only Son, who is "the same yesterday and today and forever" (Hebrews 13:8). Therefore, the sole authority for our faith and practice is Jesus Christ whose will is revealed in the Holy Scriptures of the Old and New Testaments. We the church hold these Holy Scriptures, written by men divinely inspired by the Holy Spirit, as the record of God's revelation of Himself to man. Thus the Holy Scriptures are the objective basis of our statement of faith.

## **PARENT/STUDENT HANDBOOK REVIEW AND REVISION**

The MHCS Board and/or administration will review the parent/student handbook a minimum of one time per year at which time there may be revisions made. Also, the parent/student handbook may be reviewed and revised at any time during the school year by the MHCS Board and/or administration. We reserve the right to change policy at any time at our discretion.

## **ADMISSION PHILOSOPHY AND GUIDELINES**

There are many different types of Christian schools. For example, there are college-prep, university-model, parochial, discipleship and evangelistic schools. The desire of all of these is to see God glorified through providing children with a Christian education and strengthening the family, church and community. However, each type has unique objectives and areas in which they work.

MHCS is designed to be a Christian school with the emphasis being mentoring and training students to change their world for Jesus Christ. We believe this type of school offers the greatest opportunity for teaching spiritual truths to individual students and seeing growth as believers. Students who wholeheartedly apply themselves and "study to present [themselves] to God as one approved" (2 Timothy 2:15) will offer the highest potential of testimony to the community and the highest potential for evangelism on the part of the students and the school.

Therefore, we hire only Christian faculty and staff, combined with the use of Christian curriculum which uses the Bible as the sole authority in evaluating truth, determining practices, and as the basis of our faith.

### **Guidelines:**

1. All custodial parents and/or guardians must be in agreement with our Statement of Cooperation.

2. Admittance into MHCS is determined by the Admissions Committee consisting of the school administration and the classroom teacher.
3. Prior to admittance, the student will be assessed for academic strengths and weaknesses.
4. It must be understood that attendance at MHCS is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not comply with the school's standard of conduct and/or who is unwilling or unable to adjust to the environment.
5. MHCS admits students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and is non-discriminatory in its policies and practices.
6. MHCS reserves the right to select students based on academic readiness, lifestyle choices and a willingness to cooperate with MHCS administration and policies.

### **Statement of Cooperation**

To educate students in accordance to biblical truths, it is necessary, as part of the admission process, for parents to sign and **Statement of Cooperation** (Amos 3:3). Cooperation between the parents and school is so important that MHCS reserves the right to remove a child based on the parent(s) conduct and action. Following is the **Statement of Cooperation**.

1. I have read and understand the school's philosophy of Christian education and its statement of faith and am in agreement with both as written in the Madison Hills Christian School Handbook.
2. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I agree to participate actively in the Volunteer Program of MHCS as stated in the Parent/Student Handbook.
4. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability, even if construed to be negligence, for any injury to my child at school or during any school activity, with the understanding that I will maintain insurance on my child during the school year.
5. I understand the standards of MHCS in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
6. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area (Proverbs 22:6).

7. Realizing that my attitude toward the teachers and policies of Madison Hills Christian School affect the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration (1 Thessalonians 5:13).
8. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises regarding our child I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the President of the Board to set up a private meeting to discuss the issue with the School Board as indicated in Matthew 18:15. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and in confidence.
9. In making application for my child, I fully understand Madison Hills Christian School does not accept children on a month-to-month basis, nor on a one-semester basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. It is my understanding that the school's policy is to make no refund of registration fees or tuition, unless there is no opening available for my child. (2 Corinthians 8:21)
10. I pledge to pay tuition and fees in a timely manner. I understand that my child **may be dismissed** when an account is two installment payments delinquent. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.
11. An opening for the upcoming year will not be held for a student if any tuition or fees are past due by 30 days or more. A student may not begin school in the fall until all amounts due for the prior year are paid in full by June 30.
12. I understand that there will be no reduction in tuition for time missed by our child due to illness or other reasons.
13. I understand that if our child is dismissed or withdrawn during or at the end of the school year, student records **will not** be released to anyone until the school account is **paid in full**.

Signature of Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

# PROCEDURES SECTION

## *Admissions*

Madison Hills Christian School accepts students entering Kindergarten through 12<sup>th</sup> grade upon completion of registration requirements and availability based upon student numbers. These requirements include readiness and/or placement tests and a review of the student's previous records.

**Registration-**A child is not officially enrolled until all of the following requirements have been met:

1. The following forms must be completed and received by the school office:  
\_\_\_\_ Student Application with the non-refundable \$75 registration fee - **if no opening is available for your child, your application fee will be refunded.**  
\_\_\_\_ Signed Statement of Cooperation  
\_\_\_\_ Signed Student's Health History  
\_\_\_\_ Student Records from previous school (if applicable)  
\_\_\_\_ Immunization Records  
\_\_\_\_ Parent Interview with the Admissions Committee
2. The prospective student must meet the following admission requirements:  
On entering our Kindergarten program, the child must be five years old by September 1st of the current school year. All students entering kindergarten must be able to pass satisfactorily the developmental readiness screening to ascertain their readiness for the kindergarten program.

All students entering the first grade must be six years old by September 1st. The student's kindergarten records will be reviewed to determine first grade readiness, at which time an achievement test and/or screening administered by MHCS staff may be used to assist in determining final grade placement. All final grade placements will be made by the administration.

Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement test, which will be administered by MHCS staff at the time of interview. All final grade placements will be made by the administration.

3. When the application file is complete, the school office will contact the parents to schedule an interview. (Note: Most parent interviews will be scheduled during the child's screening time for the parent's convenience.)
4. An interview will be conducted, and students will be tested before placement.

## Tuition/Fees

Madison Hills Christian School currently offers a half day program, with classes held from 7:45-11:45 Monday through Friday. This program focuses on core subjects including Bible studies, Math, Science, History/Social Studies, English/Language Arts. We do include art and other studies of interest as time permits.

Tuition for K-8<sup>th</sup> grade is \$3750 per school year, which is broken down into 10 payments of \$375 per month.\*\*

Tuition for 9-12 is \$4000 per school year, which is broken down into 10 payments of \$400 per month.

### **Other fees and family discounts:**

\*Non-refundable application fee for all grades - \$75, due at the time of enrollment **(First time) If no opening is available for your child, then your application fee will be refunded.**

\*To re-enroll for the next school year, there will be a non-refundable application fee for all grades - \$50, due at the time of **re-enrollment.**

\*\*For 2<sup>nd</sup> and additional children enrolled from the same family, please discount tuition by \$50 per month.

Madison Hills Christian School operates on a selective admissions process. After all requirements are met, priority is given to Madison Hills Baptist Church families. Subsequent applications are processed on a “first come-first served” basis.

**Student/Teacher Ratio:** Our ratio goal is to remain at or under 14 students to 1 certified teacher in each of the core classes.

## Academics Curriculum

MHCS is excited to use My Father’s World curriculum for grades K – 12<sup>th</sup>. Math curriculum will be provided by Singapore or Saxon, depending on the maximum benefit to the student. Homeschooling curriculum is preferred for MHCS due to its structure and flexibility. All books and other printed materials are selected by a committee composed of school board members, administration and classroom teachers. Classroom materials will be evaluated annually by the school board and staff, with input being requested from parent representatives.

Madison Hills Christian School will provide an education that gives students a biblical worldview. Students spend time each day in prayer, study, and the memorization of Scripture.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below.



## **Academic Probation and Dismissal**

A Student may be placed on academic probation for earning two D's or an F in any grading period.

Students on academic probation and their parents will be required to meet with the administrator and teacher to discuss the student performance and to devise a plan for improving their performance. During this conference the following areas will be discussed:

- Factors that are negatively impacting the student's academic performance e.g. extra-curricular activities, learning disabilities.
- Steps will be outlined for dealing with each of the factors identified.
- Goals will be established to measure the student's progress.

As a result of this discussion, an academic contract will be written, which the student/parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he or she will be removed from academic probation. If they do receive two D's or an F, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from MHCS or held back a grade. Individuals will be dealt with on a case-by-case basis.

## **Student Retention**

The administrator and teacher may consider retention when a student does not meet the academic requirements for grade promotion. Requirements include student level of reading, regular attendance, satisfactory social and emotional development.

## **Conferences**

Parent/teacher conferences will be held as needed.

## **Grading Scale**

A reporting key for Kindergarten will be as follows: 1-Outstanding, 2-Satisfactory, 3-Making Progress, and 4-Area of Concern for the following subjects: Bible, reading, language, spelling, math, social studies, science, social skills, and work habits.

The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

100-98% A+

97-94% A Excellent

93-90% A-

89-87% B+

86-84% B Superior

83-80% B-

79-77% C+

76-74% C Satisfactory

73-70% C-

69-67% D+

66-64% D Improvement Needed

63-60% D-

59-0% F Unsatisfactory

## **Report Cards and Progress Reports**

Report cards will be issued quarterly approximately one week after the end of each quarter.

## **Homework**

Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily.

If at any time, homework becomes a point of major frustration and is taking an excessive amount of time, please communicate this to the teacher. Homework is important, but so is family time.

## **Attendance**

Regular attendance is a critical component for success in school. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

## **Excused Absences**

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call the day of the absence is preferred, but a written note the first day back in class is acceptable as long as the note includes the date returning, child's name, dates absent, and the reason for the absence. School work that is missed will be allowed to be made up for the excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

- Student illness – in the event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments - occasional, unavoidable medical appointments.
- Death in the immediate family and/or close family friends
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
- Other approved absences - approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school.

Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

## **Unexcused Absences**

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Tardy/late arrival – daily schedules need to be adjusted to ensure that the student arrives on time
- Birthday – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office.
- Any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

\*No student is to leave the school premises without first obtaining permission from the MHCS office. It is essential that the school be aware of a student's location at all times.

### **Excessive Absences**

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

### **Makeup Work**

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the Attendance Policy, then the work will be collected and available at the end of the day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

### **Tardiness**

Students arriving after 7:50 a.m. will be considered tardy. If a student is tardy (unexcused) three times during a quarter, disciplinary action will be taken. If a student is habitually tardy, additional disciplinary measures may be taken.

### **Dismissal**

Just as students are expected to arrive on time, we expect students to be picked up in a timely manner. Pick up time for grades K-8 is 12 p.m. Pick up time for grades 9-12 is 2:00 p.m. If you are going to be more than 5 minutes late, please notify the classroom teacher.

A late fee, per child, will be charged for students picked up late at a rate of \$25.00 for the first 10 minutes and an additional dollar for every minute thereafter.

We understand that emergencies happen and reserve the right to waive this fee at our discretion.

## **STUDENT ACTIVITIES**

## **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

### **Service**

Classes may sponsor a needy family at Christmas, run a recycling program to benefit Habitat for Humanity, or make collections for local food banks and the MHBC food pantry. Students will be encouraged to look for ways to help others.

### **Leadership**

Older students might be paired with younger students for reading time or serve as safety patrol helpers for drop off and pick up of students.

### **Music**

Music programs will vary, and might include presentations at nursing homes, caroling for shut-ins, participation in special music for church functions, or other community events.

## **Lifestyle Expectations**

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, their parents, the school, and themselves. This expectation applies to all student conduct regardless of whether the students are in school or at school activities, as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, emotionally, or in any other way.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies—the temple of the Holy Spirit—by abstaining from possessing or using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of MHCS.

6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the biblical expectation of complete honesty at all times.
9. Students will show reverence toward God's Word during chapel time.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
11. Students will not participate in or view inappropriate websites.
12. Students will not participate in any other conduct that, at the school's discretion, significantly impairs the student's testimony or brings discredit to the school and community.

Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of MHCS.

## **Student Discipline Policy**

The disciplinary goal of MHCS is for all students to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As students' ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others: Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's Word will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to appropriate authority. As a student learns to submit to teachers, parents, and others in authority, he or she will be more inclined to submit to God's authority in his or her own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and the circumstances in accordance with the discipline policy. The administrator will be available to assist as needed.

At all times MHCS reserves the right to administer discipline (as detailed on pg. 15) in its sole discretion and based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the

seriousness of the offense, the student's age, the frequency of misconduct, and the student's attitude and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

**Inappropriate behavior** includes but is not necessarily limited to:

- Unexcused tardiness to school and/or class
- Failure to complete assignments
- Classroom and hallway disruptions
- Unnecessary or inappropriate talking in class
- Disobedience to teacher directives
- Public displays of affection - inappropriate touching
- Stealing
- Selling items at school
- Possession or use of tobacco, alcohol or other controlled substances\*
- Fighting
- Possession of knives, guns or other weapons (any device or item employed to harm another)\*
- Misbehavior in the restroom or on the playground
- Disrespect and/or defiance toward staff
- Using obscenities or the Lord's name in vain
- Any form of harassment or intimidation
- Lying
- Leaving school without permission from the office
- Abuse or willful destruction of school property
- Mistreatment of other students
- Conduct outside of the MHCS which would have an adverse effect on the testimony of the student or the school
- Critical or derogatory remarks
- Possession of nuisance items, such as phones, mp3 players, games, personal toys, skateboards, pets, etc.
- Violation of biblical standards of purity and morality

**Discipline actions** that may be used includes, but is not limited to:

- Warning: teacher will talk to the pupil and explain his/her offense
- Time-out – in or out of classroom
- Missing part or all of recess
- Work details
- Call parents
- Conference with the administrator and parents
- Probation

- Suspension – in and/or out of school
- Expulsion

**\*POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO, OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

**NOTE:** The school reserves the right, based upon the particular facts and circumstances, to render appropriate punishment. By listing these possible disciplinary actions, the school, in no way implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

**Responsibilities** – We believe God has given parents the responsibility for the discipline of their children. The staff at MHCS feels that our role is to assist you as parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no MHCS employee will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to discuss these questions or differences immediately with the teacher or staff member involved, in accordance with the principles of Matthew 18, and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents will then discuss it with the administrator.

### **Probation Policy**

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequence will be suspension—forced absence from the school for a number of days to be determined by the school administrator—and then expulsion—forced withdrawal from the school if the problem is not corrected.

At the time the discipline is administered, specific improvement goals to be achieved will be established. The administrator will determine the length of the probation, and a review date. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and will be considered to be a student in good standing.

## **Student Dress and Grooming**

MHCS students will honor:

God—we honor God by making personal choices that glorify Him. You can honor God by choosing modesty for the sake of pleasing the Lord.

Others—as Christians we have a responsibility to our brothers and sisters.

Roman 14:12-13 says, “So then, each of us will give an account of himself to God. . . . make up your mind not to put any stumbling block or obstacle in



your brother's way.”

Ourselves—in Romans 12:1 we are called to “offer our bodies as living sacrifices, holy and pleasing to God.” 1 Corinthians 6:20 reminds us that, “You are not your own; you were bought at a price. Therefore honor God with your body.”

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school. To establish a dress code that will honor God and be most workable for the parent and school, MHCS has adopted a dress code as follows.

All clothing must be worn as the designed style was intended. Shorts and skirts should be no higher than 3” above the knee. Shirts cannot have any images or language that would be considered inappropriate for a Christian environment (images promoting drugs/alcohol, foul language, violent/disturbing images, etc.) Clothing that meets the standards of the Mandatory Coordinated Dress Code should be in good condition (without holes or tears), and worn clean and properly hemmed. Pants should be worn at the waist and not excessively tight. Pants hems should fall to the top of the foot.

### **Accessories:**

**Shoes:** Shoes must have a wide, low heel so as not to impair movement during recess or activities. Athletic shoes are permissible, no wheels/sliders.

**Hats or visors** may be worn only on the playground. Sunglasses are not needed at school unless prescribed for a medical reason.

Students are not allowed to wear any jewelry for body piercing, except girls may wear one small earring in each ear. Boys may not wear earrings.

Any form of dress, jewelry, make-up, hair style, hair coloring or elements of personal appearance which is considered distractive, disruptive, or does not follow the intent of the dress code will not be permitted. The administration's ruling in these cases will be final.

*Please mark coats, sweaters and other articles of clothing with your child's name.*

*Children in Kindergarten are encouraged to keep a spare change of clothes in their backpack in case of emergencies.*

## **Opportunities for Parent Involvement**

Parental involvement is critical to Madison Hills Christian School's overall effectiveness. Parents can get involved by:

### **Fund-Raising**

Each year Madison Hills Christian School will have at least 1 fund-raiser. Parental participation will help keep our tuition to a minimum.

### **Parent/Teacher Fellowship (PTF)**

To encourage and organize participation of parents/guardians in the life of Madison Hills Christian School, the PTF will be formed to help with a variety of activities. There will be regular meetings scheduled for the planning and coordination of many different projects and events. Leaders will be chosen each year from among the active supporters. The many hours of help to students and teachers are an investment in the lives of our students.

### **Volunteering**

*"I long to see you so that I may impart to you some spiritual gift to make you strong you . . . that you and I may be mutually encouraged by each other's faith...(Romans 1:11-12)*

Parent involvement is an essential part of your child's education at Madison Hills Christian School. In order to help build community and to help keep down the overall cost of operating the school, the Board and staff encourage participation in all school activities. You are vital to the success of our school!

Please consider prayerfully where God would have you to serve. Since we are not always aware of the gifts and talents of our families, you will find below a suggested list of opportunities. In addition, we will notify you of opportunities throughout the year through the monthly newsletter.

Please check in at the office when you arrive at school to volunteer. Thank you so much for your willingness to serve the Lord and MHCS through your time and talent!

### **Volunteer Opportunities**

#### Special Activities

TBA

#### Fundraising

TBA

#### Maintenance/Outdoor Work

School/church work days

### Classroom Help

General classroom assistance  
Field trip chaperone  
Home room parent/party assistant  
Tutoring  
Art assistance

### Miscellaneous

Home projects volunteer (this is a great way for people who work during the day and have time at home to work on various projects in the evening).

## **Health and Safety Issues**

It is of utmost importance that Madison Hills Christian School provides a safe environment for our students. Because of this commitment, the following rules will apply:

### **Distribution and Consumption of Medication:**

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed to be given during school hours, parents must provide a written order from the child's physician, including the name of the medicine, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

### **Administering of Medication:**

A **signed permission slip** must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. The school administrator will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, name of medication, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.

Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student. A signed permission slip will also be required for non-prescription medication.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma, which must have a signed order from the doctor on file with the school administrator.

***MHCS will not administer the first dose of medication.***

**Student Illness:**

If a child has been ill during the night or becomes ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her at home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

If signs of contagious conditions are recognized, the exclusion of a student from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Unrelieved headache
- Persistent cough
- Diarrhea
- Excessive sore throat
- Abdominal pain
- Nausea and/or vomiting
- Unidentified rash
- Excessive sneezing, running nose, or tearing
- Head lice (MHCS has a nit free policy)
- Listlessness
- Extreme sleepiness
- Red, inflamed eyes with thick mucous discharge

**Responsibilities of MHCS staff:**

The teacher will be the initial judge of the health condition of a child. The administrator or office manager may assist with health issues, as needed.

No school staff will be held responsible or liable for medication of any kind.

MHCS reserves the right to refuse the attendance of any ill child.

***A note should be sent from the parent or physician if playground or any other activities should be restricted.***

## **Immunizations/Medical Examination**

***Current immunization records must be on file at MHCS for every student by the first day of the school year. If not, the child will not be allowed to attend.*** [Texas state requirements apply]

### **Student Allergies.**

MHCS must be informed of any allergies your child experiences, including acute food allergies.

### **Outside Play**

**Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately.** Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times.

**If your child is unable to participate in outside recess, please send a note. We would like to keep this at a minimum.**

### **Emergency Drill**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly.

**Lockdown** – May be implemented in situations involving intruders.

## **General and Miscellaneous Information**

### **School Hours**

School begins at 8:00 a.m. and dismisses at 12:00 p.m. for grades K-8/2:00 p.m. for grades 9-12. Students should not be in the school building before 7:30 a.m. If an emergency arises and you need to make special arrangements, please call the school office.

### **School Business Office Hours**

All school business should be conducted during the regular business hours which are 7:45 a.m. to 2:00 p.m. on school days.

### **Campus Visitors**

MHCS welcomes parent/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure.

Students not enrolled in MHCS are not permitted to visit unless accompanied by an adult as approved above.

## **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move or change phone contact numbers during the course of the year, please submit all pertinent information to the school office prior to the move.

## **Conference Scheduling**

The staff is always happy to discuss a student's progress or address any questions during a scheduled school conference time (before or after school).

## **Deliver and Pickup of Students**

In order for the dropping off and picking up of students to run as smoothly, efficiently, and safely as possible, it is imperative that every driver follow the guidelines that govern the parking lot.

## **Field Trips**

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The announcement will provide details of the trip and a way for the parent to sign up to chaperone.

## **Lost and Found Items**

Items that are lost or found can be turned in to their teacher. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the teacher immediately.

## **Snacks**

Parents are encouraged to send a morning snack/drink with their child each day. Snack time is around 10:00 a.m.

## **Messages**

You can leave a message for your student at school by calling the school office at **210-656-3948**. **Student cell phones are prohibited or must be turned off for the duration of the school day unless otherwise authorized by the teacher.**

## **School Closure Information**

Watch or listen to local television or radio stations for the list of closed schools – WOAI (Channel 4, or 1200 AM). In case of a weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media. Parents should insure in advance that the child has a procedure to follow for early dismissals. **Please note that if North East ISD schools are not in**

**session for inclement weather, MHCS will not be in session either.**

### **Curriculum Selection Guidelines**

MHCS is excited to use My Father's World curriculum for grades K – 12. Math curriculum will be provided by Singapore or Saxon, depending on the maximum benefit to the student.

Homeschooling curriculum is preferred for MHCS due to its structure and flexibility. Options are available based on student need or desired outcome, particularly in upper grades. Parent/student/teacher conference and achievement records will help determine appropriate curriculum choices.

**Madison Hills Christian School  
School Calendar for 2024-2025 School Year**

<b>August 14, 2024</b>	First day of classes
<b>September 2, 2024</b>	Holiday – Labor Day Observed
<b>October 14, 2024</b>	Teacher Work Day – No School
<b>November 25-29, 2024</b>	Thanksgiving Holiday
<b>December 23, 2024 –</b>	Christmas Holiday
<b>January 3, 2025</b>	
<b>January 20, 2025</b>	MLK Day- No School
<b>February 17, 2025</b>	Presidents Day – No School
<b>March 10-14, 2025</b>	Spring Break
<b>April 18-21, 2025</b>	Good Friday/Easter Weekend
<b>May 2, 2025</b>	Battle of Flowers
<b>May 22, 2025</b>	Last Day of Class

*Please note that if NEISD Public Schools are not in session because of inclement weather, MHCS will not be in session either.*