

MORNING STAR

CHRISTIAN SCHOOL



Family Handbook
2017 - 2018

INTRODUCTION TO MORNING STAR CHRISTIAN SCHOOL	5
Letter from Administrator	
History and Mission	
Board of Directors	
Core Values	
Statement of Faith	
Philosophy of Education & Purpose	
Media Policy	
Non-Discrimination Policy	
Teachers and Staff	
ADMISSION and REGISTRATION INFORMATION.....	9
Admission Requirements	
Billing and Payments	
ACADEMIC INFORMATION.....	11
Daily School Schedule	
Grades	
Homework	
Learning Disabilities	
Report Cards and Conferences	
Music Class	
Foreign Language	
Friday Electives: 5 th – 8 th Grades	
Physical Education	
Project Lead the Way	
Academic Honesty	
Student Records	
ATTENDANCE POLICY.....	15
Irregular Attendance	
Make-Up Work	
Tardies	
Transfer and Withdrawal Procedure	
ASSEMBLY OF STUDENTS.....	18
BEFORE and AFTER SCHOOL CARE.....	18
CLOSED CAMPUS.....	19
CLOSING OF SCHOOL.....	20
CODE OF CONDUCT and DISCIPLINE.....	20
Student Self-Discipline	
Student Guidelines	
Discipline	

COMMUNICATION WITH TEACHERS, STAFF and FAMILIES.....	22
COMMUNITY SERVICE.....	23
CONCERNS and QUESTIONS.....	23
DRESS CODE for UNIFORMS.....	23
FIELD TRIPS	26
FIRE and EMERGENCY DRILLS.....	27
FOOD, SNACKS and HOT LUNCHESES.....	27
MEDICAL GUIDELINES.....	28
Accidents and First Aid	
Emergencies	
Illness	
Immunizations	
Lice	
Medications	
PLAYGROUND RULES.....	30
PROHIBITED OBJECTS.....	31
PROPERTY POLICIES.....	31
Personal Property	
School Property	
Textbooks and Student Laptops	
TELEPHONE, CELLULAR PHONE and ELECTRONIC USE.....	32
TRANSPORTATION GUIDELINES.....	32
VISITORS.....	33
VOLUNTEER and PARENTAL INVOLVEMENT.....	33
Volunteers & School Support	
Fundraisers	
Donations	
Participant Community Programs	
STUDENT INTERNET and TECHNOLOGY USE POLICY.....	34

INTRODUCTION TO MORNING STAR CHRISTIAN SCHOOL

LETTER FROM ADMINISTRATOR

Welcome to Morning Star Christian School. We are thankful that you have chosen our school for your children. Morning Star Christian School, (MSCS) was founded out of the desire to provide an academically rigorous school that is distinctly Christian. Here at MSCS we make no separation of head and heart; we believe that integrating both of these in the learning process inspires the whole student. It is this unity of heart and mind in biblical principle that we strive to impart in our students for the purpose of life-long service to God. It is our mission to encourage students to passionately pursue learning with the understanding that it is God's truth that leads to a fulfilled life. Serving God and engaging the world by reaching out to others with truth and grace is a foundational principle of Morning Star Christian School.

In addition to having a school that is centered in Christ, we are a school that pursues an innovative approach to learning. Each year, we evaluate how our students are learning and what we can do to best serve their educational needs. To reach 21st century learners, we are on the cutting edge of technology, using SMART boards, laptops, e-books and STEM curriculum that keeps students engaged in learning and prepared for college and career.

Most importantly, we believe that it is God's truth revealed in the Bible, which prepares students for a life of service and learning in His kingdom. The Scriptures provide the basis for the way we live, work, and learn at Morning Star Christian School. "Whatever you do, work at it with all your heart, as though you were working for the Lord..." Colossians 3:23.

Educationally yours,

Joe Bales

Administrator

joe.bales@mscsbend.org

HISTORY and MISSION

Morning Star Christian School was established in 1982, and has since been serving the Central Oregon community by developing Godly leaders through a Christ-centered education. Jesus refers to himself as the "...*bright, Morning Star*" (Revelation 22:10). The wise men came from the east following "His *Star*" (Matthew 2:2). As our name implies, it is Morning Star Christian School's desire to focus our students' attention on the example of Christ, His words, His attitudes, and His actions.

Our Mission: In partnership with Christian families and local churches, we develop and equip the whole person by mentoring our students through a Christ-centered education, challenging them to achieve their fullest potential spiritually, academically, socially, physically, relationally; and preparing them with the foundation of God's unchanging truth so that they can serve Christ in a rapidly changing world.

BOARD OF DIRECTORS

Morning Star is run by a board of directors who typically meet at 4:30 pm on the second Monday of each month on the Morning Star campus. Their goal is that each student will receive an excellent biblical worldview education that will prepare him/her for a successful future as a responsible citizen who loves the Lord. They strive to see that this education is given by qualified teachers who lead by example while also overseeing the fiscal stewardship of the school finances.

CORE VALUES

As a school that exists to serve God, our core values reflect His character (Ex. 34:6). They provide the context in which day-to-day decisions are made.

GRACE - We believe that our very existence depends on the unmerited favor bestowed on us by God through the death of Christ on the cross (Col. 2:13-14; Titus 3:4-7). Therefore, we:

- Develop an environment where people are loved, not because of what they do, but because we choose to love them (Dt. 7:7-8; Rom. 12:9; 2 Tim. 1:9)
- Cultivate an environment where forgiveness is practiced and encouraged (Eph. 4:30-5:2)
- Endeavor to keep rules to a minimum (Gal. 2:16; Col. 2:20-23).
- Strive to encourage success rather than focusing on preventing failure (Phil. 3:12-14)
- Encourage students to develop the resilience of a maturing faith that enables them to persevere through difficult circumstances (Rom. 5:1-5; James 1:2-4)

TRUTH - We believe that the Bible is God's Word (John 10:35; 2 Cor. 4:2; 2 Tim. 3:16), that God's Word is truth (Ps. 119:160; John 17:17), and that knowledge of it is key to unleashing its transformational power (John 8:31-32). Therefore, we:

- Teach that Jesus is the Way, the Truth, and the Life (John 14:6).
- Endeavor to teach truth in all academic subjects (Ps. 19:1; Ps. 25; Eph. 4:25; Col. 1:16-17).
- Evaluate all truth claims against Scripture (Ps. 119:105; Acts 17:11).
- Encourage our students to embrace truth and live according to it (John 8:31-32; 3 John 1:4).
- Strive for growth, learning, and improvement according to God's Word as individuals and as an organization (1 Cor. 9:24-27; Phil. 3:12-14; Col. 3:23; 1 Thes. 4:1).

LOVE - We believe that we are each called to love God with all our heart, soul, strength, and mind, and to love our neighbor as ourselves (Luke 10:27). Therefore, we:

- Cultivate an outward focus by encouraging students to serve others (Heb. 13:16).
- Provide encouragement and assistance to other Christian schools (2 Cor. 8:3-5; Phil. 2:3-4).
- Endeavor to speak the truth in love (Eph. 4:15).
- Diligently preserve unity (Eph. 4:3; Phil. 2:2) while valuing each other's unique giftedness (Rom. 12:3-8; 1 Cor. 12:12-27).
- Monitor the effect of our behavior on others so that we do not hinder someone's relationship with the Lord (Rom. 14; 2 Tim. 2:23-26).

STATEMENT OF FAITH

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit. (Acts 5:3-4; I Corinthians 12:4-6; II Corinthians 13:14; Ephesians 1:1-14)

Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He rose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. (Matthew 1:22-23; Luke 1:35; John 1:1-18; Romans 3:21-26; Hebrews 1:1-3, 2:7; I Peter 3:18)

The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment. (John 14:16-26; 16:5-11)

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are the complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice. (Matthew 5:17-20; John 10:35; II Timothy 3:16)

Man was originally created in the image and likeness of God; he fell through disobedience, incurring both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:26-27; John 14:6; Acts 4:12; Romans 1:18-3:20)

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, receiving Him as personal Savior and Lord, are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Acts 2:38; Romans 3:21-26; Romans 10:9-10; Titus 3:5-6; I Peter 1:3-5) *We believe that this salvation process comes by grace, through faith alone. Works of any kind are a result of salvation, not in any way a means to it. (Ephesians 2:8-9)*

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. (Matthew 28:18-20; Romans 1:4; I Corinthians 12:13; Ephesians 1:22-23) *Part of our witness is found in how we respond in society. Civil governments are of divine appointment for the interests and good order of human society. Those in civil authority are to be prayed for and conscientiously honored. (Romans 13:1-7; II Samuel 23-3; Exodus 18:21-22; Acts 4:19-20, 5:20, 23-5; Matthew 22:21; Daniel 3:17-18)*

The local church is a body of believers in Christ who are joined together for the local worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper. (Acts 2:42-47; Acts 10:47-48; Luke 22:17-20; I Corinthians 11:23-32)

There shall be a bodily resurrection of the just and the unjust; for the former a resurrection unto life, for the latter, a resurrection unto judgment. (Matthew 25:31-46; Hebrews 9:27)

The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is vital truth which is an incentive to holy living and faithful service. (Acts 1:9-11; Titus 2:13; I Peter 1:13; II Peter 3:11)

God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Marriage was designed by God to be the lifelong union of one genetic man and one genetic woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 1:26-27; Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4) *This principle, as applicable, shall govern all matters of Morning Star Christian Schools.*

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and proper conduct, is the sole and final source of what we believe. With regard to faith, doctrine, practice, policy, and discipline, the Board of Directors of Morning Star Christian School is the final interpretive authority on the Bible's application for Morning Star Christian Schools.

PHILOSOPHY OF EDUCATION & PURPOSE

Philosophy of Education

All people are created with equal and unalienable rights.

Every child is blessed with unique talents and abilities to be discovered, encouraged and developed.

All children have the innate ability to learn.

Education is a necessary component to equip and empower children to be successful in life.

Students desire to be academically challenged in order to learn and improve.

A child's best effort is a vital step in realizing their full potential.

School should be a safe and stimulating learning environment.

Learning should occur in an environment of mutual respect and cooperation.

Teachers must know their students on a personal level in order to accommodate their needs and differentiate instruction for diverse learning styles.

Teaching children is the responsibility of all adults and parents should be an integral part of the learning process.

Teachers should not only be dedicated to the pursuit of lifelong learning for themselves but also cultivate that desire in their students as well.

Parents who invest time and experience in their child's learning will positively impact the student's attitude towards learning.

Purpose Statement

The only reason we exist is to serve Jesus Christ by developing and equipping the whole person to impact the world for Him.

The implementation of a Christian philosophy of education requires a vision that focuses the entire educational program, guiding and directing everything that MSCS does. This vision clearly states the fundamental reason for the existence of MSCS, to include what MSCS values, produces, and hopes to accomplish. The vision provides the boundaries, guidance, and direction for MSCS as a school much as the banks of a river keep the waters focused and on course.

This vision boldly asserts that we exist for one reason and one reason only: To serve our Lord. We value serving Him and His people, whether students, parents, or one another. We produce, through Jesus Christ, in the power of the Holy Spirit, and for the glory of God the Father, young people who are developed body, mind, soul, and spirit, in hopes that they will impact a lost world for Jesus Christ.

MEDIA POLICY

Unless solely expressed in a student's registration forms, images and audio of students captured during regular and special Morning Star Christian School activities through video, photo and digital camera, are owned by Morning Star and may be used for the purposes of MSCS material that may be online, on television on the radio or in publications.

NON-DISCRIMINATION POLICY

Morning Star Christian School admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies and other school programs.

TEACHERS and STAFF

Morning Star Christian School seeks to provide a positive, safe environment conducive to the teaching and learning process. An excellent faculty completes our rigorous academics. Our teachers and staff are made up of credentialed, well-educated, motivated and compassionate individuals with many years of educational experience. Our faculty strives to be sound role models of intelligent, compassionate followers of God. Morning Star Christian School teachers go the extra mile to help their students learn and grow in knowledge, grace, respect and truth.

ADMISSION and REGISTRATION INFORMATION

Students will be considered for admission to MSCS in grades K-8 on the basis of academic and behavioral qualifications, as well as an attitude that demonstrates support for the purpose and values of Morning Star. Parents of all students seeking admission should have a clear understanding of the biblical philosophy and purpose of Morning Star Christian School.

We recognize that each student is an individual and every family is unique. If any of the following requirements are unobtainable please call the office to request an appointment with the Administrator.

ADMISSION REQUIREMENTS

- Student's academic ability must be close to grade level. Students transferring from another school should have a "C" average in all core subjects.
- Students must be in good standing at previous school. If the student has been suspended or expelled, the terms of that discipline must be completed with no subsequent problems. All financial accounts with previous schools should be in good standing.
- All students and their parents must read the Family Handbook and sign the agreement to accept and follow the guidelines and policies expressed within the handbook. This also includes agreeing to the principles within the statement of faith that the students will be taught.
- All paperwork must be turned in to the office and the \$50 non-refundable registration fee must be paid. (This fee is reduced to \$25 for current students who re-enroll before June 1.) Registration paperwork includes: Completed MSCS enrollment forms, immunization information and birth certificate. By completing this process, parents of both new and continuing students agree to and understand the tuition and all fees that are detailed in the tuition rate forms.
- All steps in the enrollment process must be completed before a student may attend MSCS.

Age Requirements for Admission:

Children attending preschool must be three years old and must be fully potty trained.

Children attending Junior Kindergarten must be four years old on or before September 1st of the current school year or must meet testing requirements for exceptions.

Children attending Kindergarten for the first time must be five years old on or before September 1st of the current school year or must meet testing requirements for exceptions.

BILLING and PAYMENTS

The full amount of yearly tuition is divided into ten monthly payments for the convenience of our families. These ten incremented payments are billed on the first of each month, September through June. Each of the ten payments cover 1/10th of the number of scheduled school days in the year. The school days that are being covered with each billing are listed in the memo section; this process also means that the monthly billing does not necessarily cover all/only the school days of that calendar month.

Each bill is due on the 10th of the month it is billed. If the bill has not been paid in full nor a payment plan arranged, a late fee of \$25 is charged on the 20th of the month. Auto payments may be set up by filling out a credit card authorization form in the office.

Families can pay their bill at the school office via cash, check, Visa, MasterCard, Discover or a check may be dropped into the payment box in the main hallway just outside of the office. Payments can also be made online with a Visa, MasterCard or Discover through the link provided in the billing emails.

Supply fees are given directly to the class funds of each student's teacher and are used to purchase the school supplies that a student will need in the classroom through the year. Curriculum fees are used directly towards the cost of curriculum, though they do not cover the true cost of curriculum in its entirety. Supply fees and curriculum fees are not prorated nor refunded if a student enrolls late or withdraws early.

When a student enrolls or withdraws mid-year, the tuition billing will be prorated to the last date the child is enrolled in Morning Star or two weeks from when the written notice is received, whichever is later.

ACADEMIC INFORMATION

At Morning Star Christian School, (MSCS) our academic programs are anchored in a solid biblical worldview. We make a purposeful effort to teach all subject areas this perspective. Our educational philosophy and methods of instruction are dependent on our biblical foundation to provide background truth and knowledge for interpreting information given to students during the course of their studies. To develop our student's critical thinking skills, we guide them to examine multiple viewpoints within each academic discipline. We believe that biblical knowledge, critical thinking skills, and the ability to determine truth based on our Christian foundation creates well-rounded Christian students who are ready to enter college and/or a career track.

Morning Star Christian School is a member of Christian Schools International and is accredited with AdvancED. Teaching, learning, and assessments all take into account national educational standards of what students are expected to know and be able to do at their grade level. Standards adopted by MSCS at least meet and often exceed the minimum national standards.

DAILY SCHOOL SCHEDULE

- 7:30 am Students may arrive and be admitted into Before Care in the gymnasium;
Staff meets for daily prayer time.
- 7:45 am Students may be dropped off to go directly to homerooms to prepare for the school day.
- 8:00 am Classes Begin.
- 11:30 am Half Day Preschool Ends.
- 3:15 pm Dismissal from school for all students.
- 3:30 pm After Care begins; all students not picked up by their parents will be checked into after care.
- 5:30 pm After Care ends

*The yearly school calendar should be referred to for scheduled exceptions to these times.

*The individual class schedule for each teacher may be seen in the classroom.

GRADES

Morning Star Christian School uses a Standards Based Grading system that is designed to give students and parents a truer indication of the student's progress toward mastering all grade level standards.

I = Incomplete – Incomplete will be used when a student has not turned in enough of the work due to determine mastery.

W = Withdrawal – Withdrawal will be used when a student has been withdrawn from a class due to irregular attendance or when the student has withdrawn from Morning Star Christian School less than 6 weeks through the quarter.

HOMEWORK

MSCS teachers may assign some amount of homework to their students at any given time. Homework is a tool to help children develop self-discipline, a sense of responsibility and to provide skills practice. Below are the primary reasons or causes for homework:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (i.e. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Studies show that repeated, short periods of practice or study of new information is often a better way to learn and maintain the subject matter than one long period of study.
3. Since MSCS recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist children in their studies. This will also allow the parents continued involvement in the current topics of study in classes.

Homework may also be needed by students who, having been given adequate time to complete an assignment in class, have not used the time wisely. The amount of homework varies from grade to grade. In general, whatever is not completed at school is homework. In addition, there are a number of instances when students need to bring work home. For example, quizzes and tests are administered regularly, and this requires study time at home. Reports and special projects normally require time outside of the classroom, and these are also designated as homework. Please check with your student's teacher for further specific information on this topic.

An assignment that is not turned in when the teacher collects it from the class is considered a late assignment.

LEARNING DISABILITIES

When the parents, classroom teacher, counselor, specialist, or administrator recognizes a consistent unique need or discrepancy exhibited by a student in their academic, social/emotional, behavioral, and/or physical abilities it signals the need for additional collaborative support. The parents, classroom teacher, counselor, specialists, or administrator will meet to discuss the unique needs, examples of classroom work and anecdotal notes. A cooperative plan will be created, put in place and monitored. The plan may include support from the student's home district school. Parents must provide transportation to and from specialized off-campus classes.

Students with condition(s) which would require a separate classroom, program, or staff in order to provide the educational and/or therapeutic services desired by the parents or needed by the student may not be able to be admitted to MSCS due to the lack of specialized facilities and staff. These cases will be considered for admission and ongoing classroom enrollment on an individual basis.

REPORT CARD and CONFERENCES

Parent-Teacher Conferences will be held following the 1st and 3rd quarters of the school year. Report cards for these quarters will be given to parents at their conference with the teacher. An email from the office will be sent when the sign-up sheets for conference times are posted. Parents should then sign up for a conference time with each of their child's teachers.

Report cards following 2nd quarter will be distributed by each teacher to the parent directly at pick-up time following the school day. Parents whose children attend after-care on a daily basis will have their child's report card mailed to them unless other arrangements are made. Report cards should be signed and returned to the child's teacher within one week of being received.

Report cards following the last quarter will be distributed at the end of our annual awards ceremony the last week of school. Copies for student records will be placed in student files by the teachers.

MUSIC CLASS

Music classes are taught at different levels to all students preschool – 8th grade.

Preschool – Students will be taught basic introduction to music appreciation. Music is incorporated during circle time each day.

Kindergarten – 5th Grade – A traditional music program is taught which incorporates the following areas: singing, playing various instruments, rhythm and movement, music literacy (reading music and music theory), studies of various genres, periods and experiences, music appreciation, and integrated chapel preparation.

6th – 8th Grade – The middle school music program takes what is learned in the elementary program and extends it to a deeper, more advanced level. We formally teach students in either keyboard or guitar, with exposure to other instruments as the students show promise and interest. Reading music and music composition are taught during the year with integrated chapel preparation that culminates in several school-wide programs.

FOREIGN LANGUAGE

Foreign Language courses are taught to all students Kindergarten through 8th grade.

Kindergarten – 3rd grade will receive beginner Spanish language lessons as well as learn about the Spanish culture.

Students in the 4th – 8th grades will have the option to choose either Spanish or German as their foreign language class. Students may not change courses once the school year has begun.

FRIDAY ELECTIVES: 5th – 8th GRADES

Students in 5th-8th grades are offered exciting and rewarding electives that encourage them to grow and learn in areas outside of their core academics. These electives take place on Friday afternoons and are considered an important part of the student's whole educational experience at Morning Star. Any absences from electives are treated the same as other school absences. The elective courses change with each quarter. Students have the opportunity each year to choose the electives in which they will

participate during the upcoming school year. A few elective classes have a maximum number of students, so electives will be filled as course selection forms are received. Many of these elective courses have hard cost fees associated with them. It is the responsibility of the parent to help the student choose elective options that best fit their student's interests as well as the parent's financial budget.

PHYSICAL EDUCATION

Students in Kindergarten through 8th grade have regularly scheduled PE class. Our goal for PE class is to teach the students the importance of physical activity, the benefits of healthy eating and the roll they both play on our bodies. The class structure is focused on student's daily physical activity, introducing and refining movement skills, teaching a variety of sports and giving students the tools to have healthy lifestyle management.

All students must wear appropriate athletic shoes for PE. Students will be allowed to keep a pair in their classroom for this purpose if it is needed. Girls in Kindergarten through 4th grade should wear dress code shorts, leggings or tights under *all* skirts and dresses for modesty during PE class.

Students in 5th – 8th grades are required to purchase a PE uniform from MSCS and wear it to every PE class. Students must wear proper undergarments with their PE uniform and keep deodorant at school for use each day. Students that lose or ruin their uniform or locker padlock will be required to purchase a new one. These PE uniforms will also be worn on most of the Friday electives. Students should take home and wash their uniform each weekend.

If for any reason a student should not participate in PE class on any given day, a parental note should be sent to the teacher. If a request extends longer than three days in any two week period, a doctor's note should be obtained to excuse the student from the class. If students cannot physically participate for an extended time, he/she may receive a make-up assignment from the teacher.

Those students in 6th – 8th grade who miss PE class on a regular basis in order to participate in sports will be given a form to have filled out by their coach. This form must be returned to the PE teacher in order to receive a grade for PE while he/she was participating in that sport.

PROJECT LEAD THE WAY

Morning Star Christian School is the first middle school in Bend to offer Project Lead the Way's Gateway program. PLTW is a project-based STEM (Science, Technology, Engineering, and Mathematics) curriculum designed to challenge and engage the natural curiosity and imagination of students while acquiring knowledge and skills in problem solving, teamwork and innovation. During the 2013-2014 school year, MSCS was one of 43 schools in the country to pilot the K-5 engineering modules, and during 2014-2015 MSCS was one of 20 schools in the US to pilot the Biomedical and Computer Science modules for K-5. MSCS also began the full middle school Gateway program of eight courses starting in the fall of 2015. The PLTW courses are scheduled as part of each student's regular school day and are in addition to the regular science and mathematics curriculum.

ACADEMIC HONESTY

It is our desire for the students of Morning Star Christian School to conduct their lives with integrity. Honesty is an expectation for all students at MSCS. It is our intention to create an ethical academic

atmosphere. Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

1. *Cheating* – Any intentional giving of or use of external assistance relating to an assignment, examination, test, or quiz without specific permission from the teacher will be considered cheating. This includes looking on another student’s paper, sharing answers, copying another student’s paper, or using answers written on a cheat sheet, parts of the body, the desk, etc.
2. *Plagiarism* – Plagiarism is defined as any intentional representation of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students.
3. *Alteration of Materials* -- Any intentional and unauthorized alteration of student, teacher or library materials.
4. *Forgery* – Any unauthorized signing of another person’s name to school-related documents.

A student who has exhibited academic dishonesty will receive a zero on the work with no make-up permitted. A parent conference with the administrator and teacher will be held and discipline within school discipline guidelines will be determined.

STUDENT RECORDS

Parents are authorized to view their student’s academic record file after setting up an appointment with the office manager. Parents may request a copy to be made of their student’s academic records, but original records must remain at the school until a transfer form from another school is received.

ATTENDANCE POLICY

It has been our experience at Morning Star Christian School that students get the most out of their education through regular attendance and by arriving on time, ready for learning by the start of each class. This experience is one that is also heavily supported by research within the educational community.

Oregon law (ORS chapter 339) requires school-aged children, age seven or older, to be enrolled in school and attend on a regular basis. When a student is ill, he/she should be kept at home. However, every effort should be made to avoid keeping a student out of school for reasons other than illness. Failure of a student to attend class is a serious issue for the following reasons:

- a. Attendance at school provides a student with classroom experiences which are composed of participation in class activities and direct instruction conducted by the classroom teacher.
- b. The instructional program designed by each teacher is a progressive and sequential experience.
- c. It is generally impossible for that experience to be made-up.

Parents are urged to make doctor or dental appointments after school hours to minimize the loss of school time. If a student must leave school for an appointment during the school day, parents must sign their child out of class through the school office.

A parent needs to phone the school office to report student absences by 9:00 a.m. each day. If the absence is not reported by a telephone call from the parent, the student must bring a note when he/she returns to school.

IRREGULAR ATTENDANCE

If a student is gone from the classroom for more than half the time of any given class period, the student is considered absent from that class that day. Beginning with the fourth week of school, parents will be notified if a student accumulates excessive absences in any class.

Irregular attendance / excessive absences is defined as any of the following:

- A student missing ten consecutive school days
- A student missing more than 4 full days or 8 half days in any four week period of school
- The time at which absences exceed ten percent of all school days (or class periods) year-to-date

Irregular attendance may result in any of the following:

- Student being withdrawn from a class
- Student not being promoted from a class
- Student being retained in the same grade level the following year.
- Student not being accepted for financial aid or re-enrollment at MSCS the following year.

Extenuating circumstances such as a serious illness or an educational trip will be considered on a case by case basis. During a request review, the student's attendance and academic record for the current and previous school term will be reviewed.

MAKE-UP WORK

A parent or guardian may call to request a homework package which may either be picked up from the school or sent home with a sibling. A homework package request is also recommended when a student has a pre-arranged absence. Having at least a portion of the homework completed before a student returns to class will help the student keep up with their studies and will reduce the amount of "make-up" work. Please keep in mind that making up assignments after an absence is more challenging and less educational than actually being in class, so parents should try to keep their child's absences at a minimum as much as possible.

The day a student returns following an absence, it is the student's responsibility to initiate communication about assignments and make-up work. Neglecting to ask for make-up work does not give the student additional time to complete it. Students will have the same number of days they were absent, plus one, to make up their work and receive credit for it being on time. For example: If a student is absent Monday and Tuesday and returns to class Wednesday, his "plus one" day is Wednesday. He would have Thursday and Friday to complete the work, and the homework would be due at the beginning of class the following Monday. Work may also be turned in earlier as it is completed. Tests, homework and projects announced prior to an absence must be taken or turned in the day the student returns to school. If the teacher feels there is not adequate time for a student to make up a test or quiz within the student work time in class, the student will need to arrange with the teacher to take the test or quiz before or after school. Any work turned in after the adjusted due date will be considered late and the grade will be adjusted according to the late policy rules.

Regarding make-up work from pre-arranged absences of 3 days or more: The dates for the upcoming absences need to be given to the teachers at least 3 days in advance of the absences in order to give the teachers time to plan and compile the work that will be missed. When the student returns from the pre-arranged absences, the due date for the make-up work will follow the outline for all absences if the absence was three days or less. If the student is absent for more than three days, a maximum of four days will be given for the student to turn in the make-up work. After this time, any work turned in will be graded according to the late work policy.

TARDIES

Students are expected to arrive to school and to classes on time regularly. Punctuality is a desired quality not only in schools, but also in the world of work, which awaits students. Students who arrive late to class not only lose the benefit of full instruction, but also disrupt the activities in progress in the class. It should be the goal of the parents to reduce tardiness to an absolute minimum.

Regarding Tardies to School:

School begins at 8:00 a.m. Clocks are synchronized to world time. Students who arrive to school later than is necessary to be in his class by 8:00 a.m. must be signed in at the front office by his parent (or adult providing the transportation) and receive a tardy slip before attending class.

Regarding Tardies to Class within the School Day – 6th – 8th Grades:

A tardy is defined as being late to any class without an excused prearranged reason or valid emergency situation.

Students are responsible to be seated in class promptly at the start of each period and are not authorized to loiter in the halls, outside the buildings, or in the restrooms. Tardies of more than ten minutes to a class within the school day will be considered skipping class.

--Tardies #1 - 3 to one class in a quarter: Student receives a written notice from the teacher. The teacher keeps records of the numbers of tardies & absences in each class.

--Tardy #4 to one class in a quarter: Student will meet with the administrator. A notice is sent home and must be signed by the parent/guardian and returned to the school office the next day.

--Tardy #5 to one class in a quarter: A conference will be scheduled with the administrator, parent and student. The student may be assigned to behavioral probation at this time.

TRANSFER and WITHDRAWAL PROCEDURE

In the event it becomes necessary for a parent to withdraw their child from Morning Star, written notice including the child's last enrollment date should be given to the office as soon as possible and at least two weeks before the withdrawal date. Billing will be prorated to the last date the child is enrolled in Morning Star or two weeks from when the written notice is received, whichever is later. The parent should initiate a records request form at the school to which the student is transferring, and that school will send the request to Morning Star. Upon receipt of the transfer form, Morning Star will send the student's record to the new school.

ASSEMBLY OF STUDENTS

All Morning Star students are authorized in the hallways prior to the school day from 7:45 am until the 8:00 am start of class. At other times during the day each student is required to utilize a hall pass when going to or from the restroom or school office except during breaks between class or as directed by teachers. This pass tells the other teachers and staff that the student has permission to be out of class.

BEFORE AND AFTER SCHOOL CARE

Students who arrive to school between 7:30 - 7:45 each day must be signed in to before care by their parent or other adult who is dropping them off.

All students Preschool through 5th Grade are required to be signed in to after care if not picked up before 3:30 each day. Students are signed in to after care by their teacher. Parents sign students out of after care at pick up.

Before Care is held in the gym and is generally an open play time for the students.

After Care is separated into two classes:

- The Early Childhood Class is for students in Preschool and Junior Kindergarten and is located in the Elementary Building.
- The Elementary Class is for students Kindergarten through 5th Grade and is located either in the gym or on the playground / field, weather dependent.
- Students will have a mixture of open play and more structured games as well as the option to work on homework.

Billing Plan Options:

Daily Billing - Students will be charged only for the days they attend at the rates indicated in the pricing portion of this policy.

Annual Billing - The annual rates shown below are based on the the entire school year. The annual charge is one charge, spread out evenly over 10 months for billing. This is an annual program **not** a month to month program; therefore the billed monthly amount is the same each month, no matter the number of school days that month. Families on this plan are charged the flat rate associated with their plan choice each month along with their tuition, regardless of the amount of usage each particular month.

Plan Pricing:

Daily Rate:

- Before Care: \$2 per day
- After Care: \$8 per hour, billed to the quarter hour. Example:
 - Pick up between 3:31 - 3:45 \$ 2
 - Pick up between 3:46 - 4:00 \$ 4
- Late Pick up: Charged at \$2 per minute for any pick up after 5:30. Time on the sign out sheet will be used to determine billing.

Annual Rate:

- Before Care: 7:30 - 7:45 \$ 20 / month - 10 month plan
- Full Time, 5 days per week 3:30 - 5:30 \$150 / month - 10 month plan
- Full Time, 3 days per week 3:30 - 5:30 \$100 / month - 10 month plan
- Part Time, 5 days per week 3:30 - 4:30 \$ 75 / month - 10 month plan
- Part Time, 3 days per week 3:30 - 4:30 \$ 50 / month - 10 month plan
- Students on an annual plan who are checked into after care more than their plan will be charged at the daily rate for the difference. For example:
 - A student who is checked into after care 4 days in a given week but is on a three day plan will be charged the daily rate for the shortest check-in of the 4 days.
 - A student who is on a part time plan with scheduled pick up by 4:30 who is instead picked up at 4:45 one day will be charged the daily rate for the difference of time between 4:31 and 4:45.
- Late Pick up: Charged at \$2 per minute for any pick up after 5:30. Time on the sign out sheet will be used to determine billing.

Changes to Plans:

Families on a daily billing plan may choose to switch to an annual plan during the year by filling out a new After Care Billing Form. At the time of the switch, the annual fee will be prorated the first billing month to the number of school days left in the year.

Families on an annual billing plan may choose to switch to a daily plan or a different annual plan during the year by filling out a new After Care Billing Form. At the time of the switch, the annual fee will be prorated the last billing month to the number of school days used in the year.

Families may switch billing plans once during the course of the school year. If further changes are requested, a \$20 change fee will be applied to cover the administrative costs.

Middle School Students:

Middle School students who are not picked up by 3:30 may do one or a combination of the following:

- Students may apply to become regular student helpers in the After Care Program or other needed areas of the school. Upon approval, students would be assigned to a location and would need to sign in and out each day. Students would be expected to follow Student Volunteer Guidelines. These hours would be counted as community service hours and be included in their student file.
- Students may be in the same room as After Care but seated at the Middle School Work Table where they may quietly and respectfully work on their homework or talk with their friends.

CLOSED CAMPUS

Morning Star Christian School is a closed campus during school hours. This means that, once students arrive at school, they are not to leave campus. This is a safety regulation and includes the time before and after school that students have been left under the supervision of the school. If students need to leave school for any reason prior to the end of the school day, they must be signed out through the

school office by their parent, guardian or other approved pick-up person. If students are able to return to school the same day, they need to be signed back in through the school office.

CLOSING OF SCHOOL

At times during the winter, snow and icy roads may cause Morning Star to cancel school or delay the beginning of the school day. Morning Star will always follow the decision of the Bend-LaPine School District. Please listen to local stations KNLR or KBND or to local television station KTVZ to learn what decision has been made. Families may also call 541-323-SNOW to hear a recorded message with any change of schedule due to inclement weather. This information is usually available by 5 a.m.; however, if the weather changes, the decision may also change. (i.e. at 5 a.m., a two hour delay could be called, but by 8 a.m. it could be changed to a cancellation if the weather has not improved as expected.) Morning Star will also post a message on its Facebook page. Please first rely on the public announcements as the best form of quick information to all; however MSCS will also send out a group text through the Remind App. Parents who accept the invitation for this reminder service at the beginning of the school year will receive a notification this way as well.

CODE OF CONDUCT and DISCIPLINE

We believe the Scriptures establish the basic principles which should govern all Christian behavior. Attendance at Morning Star Christian School is a privilege. A student who enrolls at Morning Star Christian School agrees to live according to these principles whether on or off campus. Irresponsible behavior that violates either a civil law, criminal law or a biblical principal will be handled as necessary. Any student who violates the code of conduct may receive disciplinary action, probation, suspension, or expulsion.

The preeminent principle is that of Christ's command: "A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." (John 13:34-35) Obedience is expected. Handbook standards, policies, teacher/staff instructions, and biblical principles are to be obeyed as a proper response to God's authority and to those whom He has placed in authority. Our Christian liberty does not allow us to infringe on the safety and rights of others. Christian love requires us to protect and seek God's best for others. Morning Star Christian School is committed to a safe, nurturing learning environment for all students. This includes an atmosphere conducive to studies and free from disruption as well as making school a place where students feel loved and accepted.

STUDENT SELF-DISCIPLINE

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character, and promotes intellectual growth and social graces. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help by both correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that tears down respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set the standards by modeling and emphasizing positive behavior as opposed to disruptive behavior that requires corrective measures.

STUDENT GUIDELINES

Show respect and courtesy for others. Bullying, intimidating, teasing and fighting are strictly forbidden.

Respect for school and personal property.

Respond with immediate and cheerful obedience to authority and school regulations.

Cooperate with others in work and play.

Follow classroom and building procedures as follows:

- Observe classroom rules set forth by each individual teacher.
- Be ready with all needed materials when each class starts.
- Walk in the hallway and use a quiet voice in greeting another person.
- Line-up at drinking fountains and bathrooms must be orderly and quiet.
- Do not loiter in the restrooms.
- Do not chew gum during school hours.
- Do not cheat, steal or lie.
- Demonstrate promptness and responsibility in attendance and assignments.

Practice personal cleanliness and orderliness of possessions. Keep floor, desk and locker areas neat at all times.

Practice truthfulness and honesty in word and life.

Exercise moral discretion in social relationships and language. Public displays of affection on campus between students of the opposite sex are not permitted.

Student activity is limited to supervised areas.

Students are to use designated and assigned exits and entrances.

The possession or use of alcohol, illegal drugs, hazardous substances or tobacco.

The use of tobacco and alcoholic beverages is not permitted.

Improper (coarse, vulgar, abusive, swearing) language or angry outbursts are prohibited.

These are guidelines which, if carefully considered and well-practiced, will help students to avoid situations that cause difficulties.

It is the policy of MSCS to maintain an educational environment that protects dignity and individual work, promotes mutual respect for each individual, and is free from sexual harassment. Each employee, student, or visitor has the right to work or participate in an atmosphere free from conduct that can be considered harassing, coercive or disruptive.

DISCIPLINE

The purpose of discipline is to change behavior and grow character, not just to correct. The methods of discipline used at Morning Star will vary according to the severity of the infraction. Repeating the same infraction will also result in an escalation of the severity of the discipline. Methods of discipline may include: time-out, loss of privileges, classroom consequences, written reflection assignment designed to help the student learn how to alter future behavior, parent phone call, teacher-student-administrator conference, parent-teacher-student-administrator conference, in-school suspension, suspension from school, behavioral probation and/or expulsion.

School employees and volunteers may use reasonable physical restraint upon a student when the adult has reason to believe it is necessary to ensure the safety and / or security of the child or others around the child.

During an in-school suspension, the student will lose his privilege of learning and interacting with his classmates. The student will be seated in a separate room and will be required to work on the learning assignments given to him throughout the school day.

During a home suspension, the student will not be allowed to remain on campus. A parent will be required to pick up the student, and the student will be required to complete his learning assignments at home.

In instances where a student is resistant to the discipline systems used at MSCS, that student may be put on “behavioral probation” for a specified time. At the end of the specified time frame, a conference will be held to determine whether enough improvement has been made and if the probation should continue. If the negative behavior continues past the specified time of the probation, that student will be expelled. Students on “behavioral probation” will have a review of their current behavior during a conference with their parents, teacher and administrator before being allowed to participate in any scheduled off-campus functions with the school (i.e. Friday electives, field trips, etc.).

Expulsion is the permanent removal of a student from school for the remainder of the semester (or a period to be determined) by the action of the administrator. Before expulsion is given to a student, the student and the parents will have a conference with the administrator unless the student and his parent(s) waive this right in writing. By waiving the right to a conference, the student and his parent(s) agree to abide by the decision of the school.

COMMUNICATION WITH TEACHERS, STAFF and FAMILIES

Teachers: Each teacher at Morning Star will send out weekly communication to parents via newsletters, emails or other apps providing information about what is happening in your child’s classroom. Progress for core classes can be viewed through Morning Star’s online standard based grading system. Access information for this for each student will be given at the beginning of the year parent orientation night.

If a message is needed to be delivered to a teacher *during the school day*, please call the school office by 2 p.m., and school personnel will deliver the message.

Teachers will also check emails on a daily basis, though it may be after school hours. A link to each teacher's email can be found on Morning Star's website.

The school office is open from 7:45 am – 3:45 pm each school day. These hours are adjusted on half days, days off school, etc. as well as during the summer. Email (office@mscsbend.org) and voice messages (541-382-5091) are checked at the beginning of each work day as well as periodically throughout the day.

School-wide announcements of special days and events will be sent via email or through the remind app on a regular basis. Please be sure that the office has the best email and phone number on file for your family. If parents would like to have these announcements sent to multiple emails, please notify the office at: office@mscsbend.org.

Birthday and party invitations: Everybody loves a birthday party, and no one likes to be left out. Please do not hand out invitations at school unless the *whole class* is invited. Consult your school directory for addresses or contact information if you would like to invite part of the class.

A school-wide directory will be distributed in the fall of each year so that families may contact each other. Please note on your registration information your preference for inclusion in the directory.

COMMUNITY SERVICE

As a school, we have made it a priority to serve others in both the community and in the world. Each grade level, preschool through 8th grade, will choose a project each year in which they are excited to participate. Parents are encouraged to stay up to date and be involved with their child's community service project through their homeroom teacher's web page, MSCS social media, or weekly emails or newsletters from teachers. Teachers will log each student's time of community service and this information will go into each student's record file.

CONCERNS and QUESTIONS

In the event that a problem arises or that any situation needs clarification, parents should directly address the child's teacher, the office staff or the administrator with the concern. Morning Star believes that by using Christ-like attributes with direct communication, we the adults can role model positive, healthy relationships and problem-solving skills to our children.

DRESS CODE for UNIFORMS

The uniform at Morning Star Christian School has been designed to promote an academic environment. The appearance of a student is the responsibility of the student and the parents. It is expected that students will maintain an appearance within the uniform code which is neat, in good condition and is not distracting to teachers or other students, nor draws undue attention or in any other way disrupts the instructional program of the school. Should a student's attire not comply with the uniform, he/she will be asked to correct his/her appearance (with parental assistance if necessary) before attending class.

In such cases, students may change into clothing brought to school by the parent or possibly "loaner clothes" provided by the school if available. Students may be subject to discipline measures as well after repeated violations of the uniform policy.

Please refer to picture shopping guide that is available on the MSCS website as a point of reference on styles. Any questions of the possibility of another similar style being added to the MSCS uniform or any other clarifications regarding the uniform should be directed to the office before a purchase is made. All clothing should be worn appropriately sized to the student - clothing should not be oversized or undersized. Uniforms purchased within the guidelines may not be modified in style.

*Plaid: Approved Uniform Style Jumpers, Skirts, Skorts, Dresses and Ties may also be worn in the McDonald plaid sold exclusively by Dennis Uniforms.

Pants:

Uniform pants may be purchased from any vendor as long as they meet the uniform specifications.

1. Solid Colors Only: Black, Navy, Dark Gray or Khaki (*not* off-white or brown)
2. Style: Twill Uniform Pants with no adornments or decorations. No cargo, carpenter style, denim, denim-look, chino, corduroy, skinny pants, capris, athletic, knit, leggings, yoga or sweat pants are to be worn.
3. Dress pants in the same uniform colors from any vendor may also be worn. Refer to the picture shopping guide for further specifications.

Shorts:

Uniform shorts may be purchased from any vendor as long as they meet the uniform specifications.

1. Solid Colors Only: Black, Navy, Dark Gray or Khaki (*not* off-white or brown)
2. Style: Twill *Knee-Length* Uniform Shorts with no adornments or decorations. No cargo, carpenter style, denim, denim-look, chino, corduroy, tight-fitting, athletic or knit shorts are to be worn.
3. Shorts may not be more than two inches above the knee in a standing position. Please keep this rule in mind when buying clothes at the beginning of the school year that you are planning for your child to wear through the end of the year.

Shirts:

Uniform Shirts may be purchased from any vendor as long as they meet the uniform specifications.

1. Solid Colors Only: Black, Navy, White, Gray (“ash” or “heather”) or Primary Red (*not* maroon, burgundy or any other shades of red)
2. Shirts are to be solid uniform color. No designs, patterns, stripes, logos or emblems *of any size*.
3. Styles: Polo Shirts (without pockets or designs – or ruffle designs) or Oxford button-down dress shirts. Girls may also wear a *uniform* peter-pan collared blouse (without adornments or contrasting trim). Shirts may be short, 3/4 or long sleeved.
4. A solid black, navy, white, gray or primary red turtleneck may be worn underneath a uniform polo shirt.

5. Oxford dress shirts and blouses with a rounded hemline must be tucked into the pants, shorts or skirt being worn.

Sweaters and Sweatshirts:

1. Approved styles may be seen on the picture shopping guide on the MSCS website. All styles must also meet the color guidelines to be approved uniform wear. These are the only styles and colors of sweaters and sweatshirts that may be worn to or at the school.
2. A uniform shirt must be worn under the sweater or sweatshirt with the collar of the uniform shirt showing at all times.
3. Solid Colors Only: Black, Navy, White, Gray (dark gray, “ash” or “heather”), Khaki (*not* off-white or brown) or Primary Red (*not* maroon, burgundy or any other shades of red)
4. MSCS sweatshirts may be worn over (not in place of) a uniform shirt.

Jumpers, Dresses, Skirts and Skorts:

1. Girls may also wear approved styles of jumpers, dresses, skirts and skorts that may be seen on the picture shopping guide on the MSCS website. *All styles must also meet the hemline and color guidelines to be approved uniform wear.* A uniform shirt must be worn under jumpers with the collar showing.
2. Jumpers, dresses, skirts and skorts are to be worn with a hemline no more than 2 inches above the knee in a standing position. Please keep this rule in mind when buying clothes at the beginning of the school year that you are planning for your child to wear through the end of the year.
3. Jumpers and dresses - Solid Colors Only: Black, Navy, Dark Gray, Khaki (*not* off-white or brown) or Primary Red (*not* maroon, burgundy or any other shades of red) *
4. Skirts and skorts - Solid Colors Only: Black, Navy, Dark Gray, or Khaki (*not* off-white or brown) *

Other:

1. Socks, knee-high socks, tights and leggings may be purchased from any vendor as long as they meet the uniform specifications. Solid Colors Only: Black, White, Gray, Red or Navy.
2. Socks, knee-high socks, tights and leggings may *not* be denim-look, striped, glittered (or have any other adornments) or printed with any designs or logos. “Jeggings” are also not approved uniform wear.
3. Proper undergarments must be worn at all times. Girls 5th grade and under are required to wear solid matching shorts under their jumpers or skirts if they choose not to wear tights or leggings. Undershirts worn must be a solid uniform color. If the undershirt is extra long, it must be tucked into the pants, shorts or skirt.
3. Belts - Solid Colors Only: Black, Navy, Gray or Dark Brown. No decorations (studs, prints, glitter, etc.) Belts should be a leather or leather type style. Ribbons, bows, etc. may not be worn as a

substitute for a belt. For students 3rd grade and up, if belt loops are present and visible on pants, shorts or skirts, a belt is required.

4. Ties – Solid Colors Only: Black, Navy or Red *

5. Shoes must have a closed toe with a maximum of a one-inch heel. They should be worn appropriately and not draw undue attention in color or style. Shoes with wheels may not be worn.

6. Jewelry and hair accessories should match a student's ensemble and not be a distraction. Only small stud-style earrings may be worn. This is the only allowable "pierced" jewelry. Students may not wear hats while indoors.

7. Coats and outdoor accessories are not part of the uniform and so should only be worn outdoors or while en route to an outdoor activity.

8. Boots may be worn on the outside of pant legs when the weather conditions deem it a necessity. At all other times, boots must be worn under the pant legs.

FRIDAY DRESS CODE

Students may wear denim pants, skirts or shorts on Fridays. The denim must be neat and clean in appearance. Denim with holes or frayed edges may not be worn. Shorts and skirts must still meet uniform regulations that state they may be no more than 2 inches above the knee when in a standing position. MSCS T-shirts and sweatshirts may also be worn on Fridays. All other uniform guidelines for shirts, sweaters, sweatshirts and accessories should still be followed on Denim Fridays.

DRESS CODE FOR NON-UNIFORM DAYS

Non-uniform days are observed throughout the school year and will be pre-announced. On non-uniform days, students are still expected to be in modest and appropriate attire. Students are not allowed to wear tank tops, strapless or spaghetti-strap tops, see-through garments, t-shirts with inappropriate logos, tops that reveal the wearer's stomach, one shoulder or off-the-shoulder or low-cut blouses, biker shorts, tight-fitting clothing, skirts or shorts shorter than fingertip length, or clothing with tears/holes. Jeggings and leggings may only be worn with a top that is at least finger-tip length. Other dress code parameters for non-uniform times such as specific field trips, Friday electives, special events, etc. will be announced by the teacher before the event.

FIELD TRIPS

Field trips are scheduled throughout the school year and vary by grade in their frequency and length. Although such off campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are also designed to enrich learning, and therefore families should make every effort to ensure their child is present on these days. It is to be understood that if a student is absent on the day of a field trip, he may be required to do an assignment for a grade in order to complete his learning experience in a different way.

Field trip fees will be announced ahead of time by the teacher planning the field trip and may be charged through the family's account. On field trips, regular school rules including those applying to transportation applies. If a change in dress code is not pre-announced by the teacher, it should be assumed that regular uniform dress code applies for the trip.

Some field trips require additional emergency and waiver forms to be signed by the parent. When applicable, these forms will be sent home by the teacher and must be turned back in to the teacher by the due date in order for the student to attend the field trip.

Parent participation on field trips is welcome and encouraged, though in some instances the number of attendees may be limited for reasons of transportation or requirements in place by the third party activity. The lead teacher will specify whether or not this is applicable to each field trip. The following guidelines must be observed by all adult chaperones:

1. A current background check must be on file with office for every adult attending the field trip.
2. Any vehicle being used to transport students must first undergo a "Vehicle Safety Inspection" test at Les Schwab. Proof of inspection must be turned in to the office before the field trip.
3. Any adult who will be driving any vehicle with student passengers must have a current driver background check on file with the office as well as a copy of their current proof of insurance and driver's license.
4. Adult chaperones must agree to abide by student code of conduct rules while on the field trip in order to set a positive example of Christian testimony.
5. Adult chaperones should be of the understanding that their purpose of being on the field trip is to interact with the student body throughout all the group activities as well as to assist the teacher in whatever capacity is needed.

FIRE and EMERGENCY DRILLS

Emergency drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of each building and other emergency protocol will be given on the first day of school by the student's primary teacher or homeroom teacher.

FOOD, SNACKS and HOT LUNCHES

Food, drinks and snacks are not to be brought to school by students for consumption during a regular class period, except for special days or periods that have been scheduled and approved by teachers. All grades have a scheduled snack time. As the elementary grades' snack time is in the morning, snack food should not have sugar as one of its primary ingredients.

Classes that have a student with high risk or life-threatening allergies may be required to have some special food restraints in place. For example, this may vary from an entire class being "nut-free" to there being "peanut-free zones" or "dairy-free zones." This will be determined on a case by case basis depending on the restrictive needs of those with the high risk allergies in that class.

Students should bring a well-balanced lunch with enough food to satisfy their needs each day. Some of the older classes provide a microwave for student's use. However, please be mindful that this process does take from the student's lunch time. For this reason, microwaves are not provided for the most of the younger classes so that those students may use their entire lunch time to finish the food that has been sent from home. If students forget their snack, lunch, drink or lunch supplies (i.e. utensils, napkins, etc.), the office will provide the needed items to the student at a charge to the family's

account. When a student has forgotten their lunch, the student will be signed up and charged for hot lunch if it is available. If hot lunch is not available, the office does have a limited selection of basic food items that will be provided to the student and charged to the family's account.

All students will eat lunch in a designated lunch area. Food is not allowed in the restrooms. Food is only allowed on the playground with the consent of the teacher. Students are required to clean up their own lunch and snack areas.

Gum or caffeinated drinks are not allowed for students at Morning Star Christian School, either in the classroom or on any school transportation except for special days or class periods that have been scheduled and approved by teachers.

A hot lunch is available for purchase on Wednesdays and Fridays of most school weeks. Parents who wish for their child to receive hot lunch should order by the designated time each week in order to ensure that the proper amount of food is prepared. Information regarding menus and ordering will be sent home at the beginning of the school year.

Payments for hot lunch can be made with the tuition payment at the beginning of each month as any credits will carry over until used. The hot lunch program is in place to help all of our classes raise money for field trips and classroom needs. The money raised from these lunches goes directly to the classrooms.

MEDICAL GUIDELINES

ACCIDENTS AND FIRST AID

If students have basic scrapes or cuts, school personnel will look after those in the classroom or on the playground using band aids located in the basic classroom first aid kit.

If it is a "minor" accident, the student will be treated in the school office, evaluated and released back to class. In instances where it is deemed the students need medical attention, the school will call the parents. Parents will also be notified of any accident or injury involving the head, neck, or back areas and/or any "major" injury/accident.

The observing school personnel will complete an accident report for any accident involving a fall, injury to head, neck or back areas, or injuries caused by another object or person. Minor scrapes and bumps do not require an accident report to be filed.

EMERGENCIES

In case of emergency, a parent/guardian will be contacted by phone and be requested to come to school to pick up the student. If the situation is deemed to be possibly life-threatening or of a nature that every moment is of an utmost importance, staff members will call 911 services and then immediately contact the parents. If 911 services are called, Morning Star will defer to the medical professionals and follow their suggestions as to whether an ambulance or other medical treatment is needed.

ILLNESS

Students who become ill at school will be sent to the office by their teacher. If they have experienced diarrhea, vomiting, or if there is a fever, their parent/guardian will be notified to pick the student up from school. If a student has been kept home or sent home due to illness involving fever or vomiting, please ensure the student has at least 12-24 hours to recover before returning to school. This will help prevent a relapse and reduce the chance of spreading an illness.

IMMUNIZATIONS

Oregon law requires that all school children show evidence of compliance with immunization requirements or provide proof of medical or religious exemption on the Oregon Certificate of Immunization Status form. Standard immunization record forms may be obtained from the child's doctor and a copy given to the school office. Notices for incomplete records will be sent home showing immunizations required for students to be "up to date" and remain in school after the state exclusion date in February of each year.

LICE

If a student is found to have head lice, all students in the class will also be checked for lice. When deemed necessary, the entire school will also be checked for lice. Parents of any students with lice will be called and asked to pick up their child from school so that they may begin the process immediately of removing the lice. Students will not be allowed to return to school until all nits have been removed from the hair. Students must be checked in the office before returning to their classroom.

MEDICATIONS

Any student who requires medication to be dispensed while at school must comply with the following State of Oregon requirements:

1. A written permission form to administer **ANY** prescription and non-prescription medication must be completed. In order to facilitate the general dispensing of non-prescription medicine (i.e. acetaminophen) a student medication form is available for parents to grant a school year's general permission to the school to issue a few specific non-prescription medicines to their student(s). This form will be kept on file in the school office. No prescription medicines will be dispensed without written parental permission for each prescription medicine.
2. Medications will be administered by school personnel only, unless authorized through a completed self-administered medication form.
3. Students are not allowed to use other student's medication even if it is the same medication.
4. Prescription medication and any non-prescription medication not listed on the student medication form should be brought to the school office in the original container or individually labeled and sealed medication doses. If the medication was acquired by prescription, the physician's order should be included on the prescription label before school personnel can safely administer the medication. It is the parent's responsibility to keep their child's medication supplied to the office as necessary.

5. Students may neither carry nor store prescription or non-prescription medication of any kind at school or school events/field trips. Self-administration of prescriptions requires approval in writing by the parent on the permission form for administering all prescription and non-prescription medication as well as prior approval from the school administrator.
6. Parents/guardians will be notified immediately concerning any apparent side effects from a medication or failure of their student to be responsible about taking a medication.
7. Cough drops are considered a medication. These must be supplied by the parent, and therefore the rules regarding medications apply to cough drops as well.
8. Oregon State Child Care Division Rules & Regulations require all parent/guardians to sign a Sunscreen Authorization Form that allows our staff to apply sunscreen on the child. The parent/guardian must supply the authorized sunscreen to the front office. Sunscreen must be labeled with the child's first and last name.

PLAYGROUND RULES

Recess and outdoor play is an important part of a student's day and is an excellent opportunity for students to learn how to interact with one another and practice essential social skills. Primary goals for recess and outdoor play are:

1. To allow students a safe outdoor place to play.
2. To allow students a place to express their imaginations.
3. To allow students to learn and practice social skills.
4. To allow students a time to take a break, use the restroom, have a snack.

Staff and volunteers are on site to encourage, enforce, and provide a safe and positive learning experience for students. Staff and volunteers will be responsible for following medical/ first aid procedures. Staff and volunteers are to follow school student discipline policy for student infractions and disruption.

Students are to respect the staff and volunteers and are to observe the playground borders as explained by their teachers, as well as other specific age-appropriate rules.

Food brought out on playground with the consent of the teacher must be eaten on the sidewalk area and garbage disposed of in trash cans.

Keep hands, feet and body to oneself; no "play-fighting" or using sticks as swords, guns or weapons.

No standing on top of playground structure, monkey bars, train or rock wall.

Monkey bars are to be crossed in one direction by one person at a time. Children may hang from the bars as long as no one is waiting in line. There is to be no sitting on top of the equipment, and the area below should be kept clear.

Parallel bars/mountain climbing structure may be only be used in the manner for which it was intended.

Rocks, sticks and pinecones may not be thrown.

Slides must be used to go down only – feet first. No sitting on top of the slide structure roof.

Tree climbing in not permitted.

Swings must be used by one person at a time, in a seated position with two hands on chains at all times. No twisting or running under or between swings.

In snowy conditions, snowballs may not be thrown at anyone.

When in the gym, students are not to play on or jump off the stage.

PROHIBITED OBJECTS

The following items may not be brought to school, on a school bus or on any field trip: knives or other objects considered dangerous or wielded as a weapon; toys associated with violence; drugs or alcohol; pictures, magazines or books considered inappropriate or contrary to Christian values. Any of these items will be confiscated and given to the Administrator. A conference will then be scheduled with the parent/guardian and student, and discipline will be determined.

PROPERTY POLICIES

PERSONAL PROPERTY

Students are responsible for items in their possession at school. The school does not assume any responsibility for lost or stolen property belonging to students or staff. For this reason, students are not allowed to bring such things as toys, collectibles or other valuables to school. If a student needs to bring a personal item to school for a school project, a special day such as “show and tell” or for an after-school event, the item must stay in the student’s backpack until the appropriate time. If personal items are found, they will be placed in the lost and found closet. Parents/students are responsible for claiming items in the lost & found closet in a timely manner. The lost and found closet is cleared and donated to charity on a quarterly basis.

Students are not allowed to bring pets to school except with the permission of their teacher and the bus driver if the student is riding the bus.

SCHOOL PROPERTY

The students of Morning Star Christian School are provided an excellent facility and can best show their appreciation by taking care of the building, equipment and grounds so that they can be passed on to future students in good condition. Classrooms must be kept neat at all times and should be ready for visits from parents/guardians or prospective families. All jackets should be hung up and the floor kept clean. Students and their families are responsible and liable for all damage to school property; there are cases of unavoidable accidents which will be taken into consideration by the administration.

TEXTBOOKS & STUDENT LAPTOPS

All textbooks and student technology equipment items are the property of the school; however, they are the responsibility of the student during the course of study. At the end of the year when the items are returned, the teacher will again assess the condition of the items. Students will be charged a damage fee for excessive wear and tear.

TELEPHONE, CELLULAR PHONE & ELECTRONIC USE

The school phone is reserved for school business and urgent situations. Students need to have permission from their teacher and receive verbal permission from someone in the office before using any school phone. In consideration of others, calls should not normally exceed 2 to 3 minutes. If a parent or guardian needs to speak with their student while they are at school, a message can be delivered for the student to call back on their next class break.

Students who possess cell phones or other electronics should ensure that they are turned off and placed in their backpack or locker during class so that they are not a disruption to the educational setting. They must first receive permission from their teacher if they need to check his/her phone during the school day. Other electronics may only be used in the classroom for classroom purposes when approved by the teacher.

The first violation of cell phone or personal electronics policy will result in confiscation of the phone or other device until the end of the school day. The second violation will result in confiscation of the phone or other device until a conference with the administrator, parent and student is held.

TRANSPORTATION GUIDELINES

During field trips and off-campus electives, students may be transported by contracted Bend-LaPine district transportation, by MSCS owned vehicles or through other approved vehicles by approved drivers. (See "Field Trips" for further information.)

RULES FOR RIDING SCHOOL TRANSPORTATION

1. Students being transported are under authority of the driver.
2. Fighting, wrestling or boisterous activity is prohibited in the vehicle.
3. Students may use the emergency door of the bus only in case of a true emergency.
4. Students may not bring any items on school transportation that are prohibited at school.
5. Students must remain seated while the vehicle is in motion and may be assigned seats by the driver. Students must use seat buckles when provided.
6. When necessary to cross the road, students should cross in front of the vehicle or as instructed by the driver.
7. Students may not extend their hands, arms, or heads through vehicle windows.

8. Students should speak in normal tones. Any language prohibited at school is also prohibited while riding student transportation.
9. Students may not open or close windows without permission from the driver.
10. Students should keep the vehicle clean and must not intentionally cause damage.
11. Students should be courteous to the driver, to fellow students and passersby.
12. Students may not touch or interfere with the vehicle operating controls.
13. Students who refuse to promptly obey the directions of the driver or refuse to obey rules may forfeit their privilege to ride the transportation.

VISITORS

All visitors must check in at the main office and get a pass. Students who are not enrolled at Morning Star may visit classes with advance permission from the office. Visiting students must have a signed visitor release form on file. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain and may be charged with trespassing. Because we are considered a private property, the administrator reserves the right to ask anyone to leave the school grounds if deemed necessary.

VOLUNTEERS & PARENTAL INVOLVEMENT

VOLUNTEERS & SCHOOL SUPPORT

Morning Star realizes the value of family involvement and encourages regular volunteering. We ask that every family find a time during the year to volunteer to help in one of the many areas that benefit from the cooperation between parents and school working together. Through the school year, emails will be sent with opportunities to sign up for various needs such as help with hot lunch, fundraisers, activities, events, etc. There are also opportunities to help in the classrooms. These volunteer hours from each family enrich many of our programs and are much appreciated!

All volunteers who are working on campus or with students are first required to have an approved background check on file. Morning Star reserves the right to match volunteers with areas of need that best fulfill the vision of the Morning Star Christian School environment.

Whenever an adult family member does volunteer help, we ask that they record their hours in the "Family Volunteer" notebook located on the computer desk in the main hallway of the elementary building.

FUNDRAISERS

It currently costs much more per student per year over tuition fees to pay for each child's education. These funds come from fundraisers and the generous tax-deductible donations of parents and friends of Morning Star Christian School. Participation of every family in fundraising activities is needed and appreciated to bridge the deficit.

Classrooms mainly use the hot lunch program as their fundraisers for classroom needs and field trips. Classrooms taking overnight field trips or having extra needs may offer the students opportunities to participate in extra fundraisers such as hosting movie nights, fundraisers at local restaurants, etc. in order to lower the cost of their field trip fees or to raise money for a special item.

The Morning Star Walk-a-Thon is the primary general fundraiser each year for the school and is generally held in the beginning of May each year. This fundraiser offers a great opportunity for the students to take part in raising money for a special project for their school. Information for obtaining personal and business sponsors will be given approximately one month before the Walk-a-Thon is held.

Other fundraisers are held on a limited basis each year. These may include fundraisers such as “Square Art”, “Butter Braids”, Spring Portraits, etc.

DONATIONS

Financial gifts to MSCS for capital improvements, curriculum development, and technology expansion help keep tuition from being prohibitive to families desirous of Christian education for their children. Donations are tax deductible as Morning Star Christian School is a 501(c)3 organization. In order to take advantage of the tax deduction, checks should be written to “Morning Star Christian School” and designated as “donation.” Donations will be recorded into our system separate from any family account ledger, and a receipt will be sent for your tax records.

PARTICIPANT COMMUNITY PROGRAMS

Morning Star is registered with Box Tops for Education, Amazon Smile programs and stores with charity give back points such as Fred Meyer and Safeway. Students are encouraged to bring Box Tops school. By going to www.smile.amazon.com, account holders can choose Morning Star Christian School as their charity who will receive a percentage of their regular Amazon purchases. These programs are easy ones to take part in and help Morning Star in raising money for our programs.

STUDENT INTERNET & TECHNOLOGY USE POLICY

It is the general policy of Morning Star Christian School that all technology resources (including computers, tablets, mobile devices, internet access and school network) used at MSCS are to be used in a responsible, efficient, ethical, moral and legal manner. Persons failing to adhere to this general policy, as well as specific policy guidelines below will have technology privileges revoked and may also be subject to school disciplinary measures.

As used herein, the term “Computer[s]” refers to any desktop, laptop, or other mobile computing device, including cellular phone, owned or issued by the Morning Star Christian School to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately-owned desktop, laptop, or other mobile computing device, including cellular phones. The term “Computer Services” refers to the School’s network or Internet connections used to access school or Internet-based information.

All students and staff are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited

uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the school administrator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

All staff and students K-8th grade will receive a school-assigned google username and password in order to access the Google Apps for Education (G Suite) platform and/ or other school issued accounts while enrolled as an active student or employee. Students will receive a new school password each year and upon logging in to their account will be asked to change it to a personal password. Teachers will send parents a copy of their child's username and password within the first week of school. All students must sign in to their G-Suite account while using MSCS Computers both on and off school property. All G Suite active users will be subject to monitoring through a web-filtering system when signed in to their G Suite account.

A. Acceptable Use

1. Technology resources at Morning Star Christian School are to be used only for authorized purposes that support, enhance, and complement the academic and social mission of the school. MSCS's Computers and/or Computer Services are provided for educational purposes and research consistent with MSCS's educational mission, curriculum and instructional goals.
2. Students may use technology resources to research and accomplish assigned classroom projects.
3. Students and staff must comply with all Board policies, school rules and expectations concerning conduct and communications when using Computers and/or Computer Services, whether on or off school property.
4. Students must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.
5. Students may only access files or data that the student owns, that are publicly available, or that the student has been given specific authorization to access.

B. Prohibited Uses

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials - Students and staff may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages. Harassment includes persistently acting in a manner that causes distress or intimidation of another person. If a student is asked by a person to stop sending unneeded messages, they must stop. Students may not post chain letters or engage in "spamming." Spamming includes sending unsolicited or unwanted messages as well as sending an unnecessary message to a group of people or an unnecessary number of forwarded emails to a person.

2. Illegal Activities - Students and staff may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. Morning Star Christian School assumes no responsibility for illegal activities of students and staff while using Computers and/or Computer Services. Students may not use MSCS technology resources to violate any local, state or federal statutes.

3. Violating Copyrights or Software Licenses - Students and staff may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the teacher or school administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students and staff.

4. Downloading "Apps" from Authorized Sources/Authority of School Staff to Search - Students and staff may download apps onto mobile devices issued by MSCS provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. Students may not play games or download any programs or files to MSCS technology resources or via MSCS technology resources without the specific instruction and approval of MSCS staff. In the event school staff or administration discovers unauthorized materials on a student or staff device, the device may be confiscated and the materials removed without student or staff permission, even if it means the loss of student or staff-purchased material, and appropriate restrictions may be placed on the student or staff's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

5. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. Use for Non-School Purposes - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of any of the policies listed in this Acceptable Use Policy and/or are not interfering with the educational purpose of these devices by the student or others. MSCS Computers used at home must also adhere to the rules of the parent/s guardians.

7. Political/ Commercial Use- Students may not use Computers/ Computer Services for commercial or political purposes unless specifically part of a school project.

8. Misuse of Passwords/Unauthorized Access - Students and staff may not attempt to gain unauthorized access to another person's account, share passwords, use other users' passwords or access or use other users' accounts without first obtaining permission, nor may students and staff attempt to circumvent the network security systems and/or Computer Services.

9. Malicious Use/Vandalism - Students and staff may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", decoding passwords, subverting technology security

measures or make any attempt to subvert internet screening software. Students may not engage in any activity that might be harmful to systems or to any information stored on systems. Prohibited activities include, but are not limited to: creating or propagating computer software viruses, disrupting services, or damaging files.

10. Overloading the Network- Students should use consideration in the use of shared resources. Students should refrain from needlessly monopolizing technology resources, overloading networks with excessive information, or wasting computer time, printer paper or other resources.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents and staff are responsible for compensating the Morning Star Christian School for any losses, costs or damages incurred by MSCS for violations of school rules while the student or staff is using Computers and/or Computer Services, including the cost of investigating such violations. The MSCS assumes no responsibility for any unauthorized charges or costs incurred by a student or staff while using Computer and/or Computer Services. The student and his/her parents/guardians and staff are similarly responsible if the student or staff takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students and staff access to apps that are available other than at the app source authorized for use by the school.

In the event that a student's Computer is inoperable, the school will try to provide a spare device for use while the student's Computer is repaired or replaced. This agreement remains in effect for the substitute Computer.

D. Student Privacy and Safety

Each student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students may not agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way. Students and staff may not post any contact information for other students or staff. This includes information such as a person's last name, address, phone number, school information, etc. Students are required to promptly disclose to their teacher or school administration any message they receive that is inappropriate or makes them feel uncomfortable. Students may not share a message that was sent privately without the permission of the person who sent the message, with the exception of reporting a message to school staff and administration. If a student or staff mistakenly accesses inappropriate information, they should immediately tell the school administrator and/ or Compliance Coordinator. This will protect them against a claim of intentionally violating policy.

E. System Security

The security of the Computers and/or Computer Services is a high priority. Any student or staff who identifies a security problem or has a reason to feel their password has been compromised

must notify his/her teacher, supervisor, or system administrator immediately. They shall not demonstrate the problem to others or access unauthorized material. MSCS may use technical and manual methods to regulate access, information, and safety, but it is understood that these methods do NOT provide a foolproof means of enforcing the provisions of this policy.

F. Information Sharing/Care, Damage, Financial Loss, Technology Access, Loss and Theft

MSCS makes no warranties of any kind, either expressed or implied, for the technology access provided. MSCS and its employees are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of information stored on MSCS resources, or for any personal property used to access or utilize MSCS technology resources. MSCS will not be responsible for the accuracy, nature, or quality of information stored on, or available through, MSCS technology resources. MSCS will not be responsible for unauthorized financial obligations resulting from use of MSCS Computers.

1. Computers. Mobile devices are loaned to students and staff as an educational tool and may be used only for purposes specifically authorized by school administration and Board of Directors.

2. Information Session for Computers. Staff, students and parents of students who are eligible to be issued computers are required to read and sign the MSCS Computer and Acceptable Use Policies before a device is allowed to be taken home.

3. Care of and Responsibility for Damage to Computers. Students and their families and staff are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer.

4. Computer Loss or Theft and Loss or Theft Prevention. If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or school administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school administrator immediately. If a Computer is lost, the financial cost for replacement will be the responsibility of the person/ family to whom the Computer was issued to.

5. Return of Computers. Computers and applicable accessories such as power cords must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in Computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy. Staff will be required to turn their computer in according to the rules outlined in the Employee Handbook.

G. Scope of Policy and Rules Application.

The Board's policy and rules concerning Computer and/or Computer Services use apply at anytime or place, on or off school property. Students and staff are responsible for obeying any additional rules concerning care of school-owned Computers.

H. Miscellaneous Issues.

1. Confiscation/Restriction of Privileges/Disciplinary Action. Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer

may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of school rules.

2. Required Sharing of Computer Passwords with School Staff. Any student to whom a Computer is issued must share with the teacher and administration any passwords, codes, or keys to allow the staff unlimited access to any and all materials on the Computer. Students understand that any data, files, posting or information on MSCS technology resources or transmitted via MSCS technology resources are not private and are subject to inspection by school personnel at any time. Failure to provide such access will result in a school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.

3. Parent Access to Student Computer Passwords. All parents will be given log in information from teachers within the first week of school and will therefore have access to their child's school login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.

4. Use of Computers by Others. Computers may only be used by the student or staff to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Computer and Internet Use Policy and Rules.

I. Additional Rules for Use of Privately-Owned Computers

Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the student must provide information such as IP addresses and login passwords as required to enable enforcement of all policies and rules regarding use of Computer Services.

The following rules outline the accepted use of Privately-Owned Computers in school.

- 1.** The school staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.
- 2.** The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.
- 3.** The school is not responsible for damage, loss or theft of any Privately-Owned Computer.
- 4.** Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.
- 6.** Violation of any school policies or administrative procedures involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
- 7.** The school may seize any Privately-Owned Computer used by a student in school not in compliance with this policy. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

8. Staff may use privately-owned computers as outlined in the Employee Handbook.

J. Social Media Guidelines.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, SnapChat, Google+, Instagram, and Flickr. Social media may be used for educational purposes and must be approved by the teacher/ administrator prior to use.

MSCS reserves the right to change or amend policies within this handbook immediately and without notice if, in their judgment, a situation occurs warranting an immediate amendment to this policy. Any such changes will be communicated to students and parents in a timely manner.