

PARENT HANDBOOK

Medinah Christian School



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Medinah, IL 60157
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MISSION STATEMENT

Medinah Christian School was founded to provide a quality education within a Christian perspective. The school's mission is to develop the entire person by providing an academically superior education founded and centered upon the Bible. The school recognizes that our Christian faith affects every aspect of life and has developed a philosophy to educate the total student – mentally, physically, socially, and spiritually.

Within this Biblical framework, the purpose of Medinah Christian School is to:

1. Teach students how to live as Christians to the glory of God;
2. Develop the students' moral, ethical, and spiritual values, which will enable them to appreciate their own worth and that of their fellow men;
3. Teach students to appreciate the privileges and accept the responsibilities of being good citizens of our great nation;
4. Show students by instruction and example that in Christ "are hid all the treasures of wisdom and knowledge." (Colossians 2:9)

STATE RECOGNITION

Medinah Christian School is officially recognized by the Illinois State Board of Education according to Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools. This Certificate of Recognition is issued annually to schools which maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

STATEMENT OF FAITH

- We believe the Bible is the inspired Word of God. (II Timothy 3:16-17)
- We believe in the Trinity – God the Father, Son, and Holy Spirit. (Matt. 28:19)
- We believe all have sinned and are separated from God. (Romans 3:23, 5:12)
- We believe that Jesus Christ is the only Savior. (Acts 4:12)
- We believe in salvation by grace through faith in the Lord Jesus Christ. (Ephesians 2:8-9, John 10:28-29)
- We believe in the ordinances of baptism by immersion and the Lord's Supper – both of which are for believers. (Romans 6:3-5, I Cor. 11:23-26)
- We believe in the second coming of Jesus Christ. (I Thess. 4:16-18)
- We believe in the resurrection of the saved to eternal blessedness and the unsaved to eternal damnation. (John 5:28-29, Rev. 20:5-6)
- We believe the Christian is to live a consecrated life. (Romans 12:1-2)
- We believe in a missionary church witnessing for Christ by life and word – both at home and abroad. (Mark 16:15, Acts 1:8)

SCHOOL THEME VERSES

Romans 12:9-12 speaks to us of the character each of us, as Christians, should strive to obtain.

Let love be without hypocrisy. Abhor what is evil. Cling to what is good. Be kindly affectionate to one another with brotherly love, in honor giving preference to one another; not lagging in diligence, fervent in spirit, serving the Lord; rejoicing in hope, patient in tribulation, continuing steadfastly in prayer.

Philippians 4:4-7 shares with us how faith through prayer brings us the peace of God.

Rejoice in the Lord always. Again I will say, rejoice! Let your gentleness be known to all men. The Lord is at hand. Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus.

MEDINAH CHRISTIAN SCHOOL SCHOOL BOARD 2009-2010

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Disclaimers

Regarding Policies

The following policies represent the expression of the administration of Medinah Christian School in order to provide for equitable and consistent treatment of employees and students. To assure that Medinah Christian School achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its families under changing conditions, Medinah Christian School reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Regarding Publicity

Medinah Christian School reserves the right to publicize the school and all activities related to the school through promotional literature, DVD's, and on its Website (www.medinahchristian.org). Students will never be photographed individually and placed on any promotional material without the expressed written consent from their parents; however, group photographs of students participating in the activities of the school can be utilized in promotional material at the discretion of the Administrator.

Regarding Media Center

The Media Center, which is stocked and shelved by the staff of Medinah Christian School, places literature on its shelves that reflect our commitment to honor God in all we do. Medinah Christian School acknowledges the Bible as the infallible standard against which every aspect of the life of the school is to be measured. Literature placed in our Media Center reflects our desire to resource our students with supplemental material to enhance our curriculum, inform our students on historical and technical information, supply age-appropriate literature to challenge our students, encourage critical thinking, and expose our students to skilled and noted authors. The Media Center staff chooses material to be placed on the shelves that align with our stated intentions. Materials are always being evaluated and reviewed for appropriateness. The Administrator may always be contacted if there are questions regarding any material in the Media Center.

Academic Meets

Medinah Christian School will participate in academic competitions held by the Association of Christian Schools International. You will be notified in our *Medinah Minutes* and through our website about the academic competitions throughout the year.

Admissions Policy

Medinah Christian School admits students of any race, sex, color, national 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 on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administrated programs.

Asbestos Notice

The Ideal Inspection Company of Bloomington, IL has completed a six month re-inspection of Medinah Christian School in compliance with AHERA federal regulations. No discrepancies were found. The management plan is located in the school office and available for public review.

Association of Christian Schools International (ACSI)

Medinah Christian School is a member of ACSI. This organization provides many services and activities for member schools.

Athletic Eligibility

Students in grades 5-8 who are involved in athletics must maintain a “C” average (1.5 on a 4.0 scale) and no F’s in order to participate. All grades will be used to determine eligibility. Eligibility will be determined at mid-term as well as at the end of each grading period. Eligibility may be reinstated or lost between grading periods and at the end of each quarter. For fall sports, the fourth grading period from the previous year will be used to determine eligibility.

Athletic Policy

The purpose of MCS athletic programs is to:

1. develop Christian character in each athlete; (II Peter 1:5-10)
2. improve the skills of each athlete; (I Cor. 9:24)
3. provide a positive and fun environment for each athlete; (I Thess. 5:11) and
4. foster the following attitudes:
 - a. doing the best you can at all times;
 - b. focusing on team rather than individual accomplishments; (Mark 9:33-34) and
 - c. encouraging good sportsmanship – whether winning or losing.

Team Composition:

Prior to the start of each season, the coach of an athletic team will determine the number of members of the team. If students in excess of this number wish to participate, the coach will conduct tryouts, which will be explained to all students trying out. In the event there is only one student in excess of the squad number who wishes to participate, that one student will be an alternate. Coaches and teachers will seek to minister to those not making the team.

Participation of Team Members:

While it is the goal of each athlete to participate in every game, and coaches are encouraged to accomplish this goal, there is no guarantee that each athlete will participate in every game. An athlete's actual participation will be dependent upon certain factors (i.e. grades, school discipline, and absences from practice) and the coach's discretion (i.e. skill level, attitude, and game situation).

Attendance

Regular attendance of all students is expected. We discourage family vacations or trips during the school year. However, if you must do so, please contact your child's teacher before leaving to make homework arrangements. Parents are to call into the school office, prior to 9:00 a.m., if their child/children are going to be absent. If your child has a communicable disease, please contact your doctor as to the length of confinement.

Guidelines for Keeping Your Child Home From School

School Nurses in DuPage County, in accordance with the Education Service Region's Project VISA (Value In School Attendance), have set guidelines for keeping children home from school due to illness.

Please review the following guidelines. Our school asks that you abide by them when deciding whether your child is well enough to be in school.

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100° F, or 1 to 2 degrees above the child's normal temperature. **A child with such a fever should remain home for 24 hours after the temperature returns to normal.**
3. If the child vomits and continues to experience nausea and/or vomiting.

4. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis ("pinkeye") with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp), the child should be evaluated for treatment with a pediculicide.

How to Pick Up Homework When Your Child is Absent From School

If your child is absent from school for any reason and you would like to pick up your child's homework for the day, please contact the school office before 11:00am. The school secretary will place a note in the teacher's mail box and your child's teacher will gather homework and books for your child and send it to the office. You can pick up your child's homework from the school secretary until 3:30pm, after 3:30pm homework can be picked up in the Bookkeeper's office (located next to the main office).

Tardies

With the exception of the first week of school, students will be allowed five tardies per quarter. The parents of any student exceeding five tardies per quarter will be contacted by the Administrator for an in-school meeting to discuss a plan to eliminate excessive tardies, a plan which may result in disciplinary actions. Your cooperation is appreciated!

Bible Class

Bible study is of fundamental importance and is a required subject. It augments the study of English, History, Geography, and Science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any man can have, in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

Students in grades 1-8 will be required to have a New International Version of the Bible at school to be used in Bible classes.

Birthdays

Birthday Treats

Birthday parties are not permitted as such, but if a parent wants to bring a treat (cookies or cupcakes) on the child's birthday, this may be done at the end of the day. Due to the possibility of having a student in class with a food allergy, please have the treats wrapped individually.

Birthday Club

Medinah Christian School is offering a Birthday Club. This club is a way for children and families to purchase a book in honor of their birthday or teacher's birthday.

Bookmarks will be available in the Media Center with book titles, appropriate age group and cost. When a bookmark is selected to be purchased (cash or checks payable to MCS) the Media Center will purchase a quality, hard bound book. A book plate will be placed in the book and a picture of the recipient will be taken with their donated book and displayed on the "Birthday Club" wall for the remainder of the school year. This club is a great way for children to experience pride in contributing and a sense of sharing with other children.

Chapel

Regular chapel services will be held on Friday mornings from 8:45am – 9:15am. We are trusting God to make our chapel time meaningful and to come alive with worship as we teach from the truths contained in His Word. Parents are always welcome to attend our chapels.

Discipline Standards

High discipline standards are to be upheld at Medinah Christian School. This is extremely necessary in order to maintain an environment conducive to learning. All discipline is for the purpose of character building in the child. The Bible states that children are to obey those in authority.

Plus System (PS-4th Grade)

Teachers in grades PS-4 will use the "Plus System." Each student will start the school day with four pluses. Students will lose pluses for disobeying class rules. Classroom rules will be posted in the classroom and explained to the students by their teacher.

The following procedures will be followed for students losing **four** pluses in one day:

- First offenseSent to the office for conference with administrator. Parents notified.
- Second offenseConference with student, teacher, and administrator. Parents notified.
- Third offense.....Conference with student, parents, teacher and administrator.

Detention System (5th-8th Grade)

Teachers in grades 5-8 will use the detention system. Detentions will be given for the following:

1. Three demerits in one day (demerits are given for: disrespect to peers or teachers, unprepared for class, disruptive behavior, excessive talking)
2. Boys in grades 5-8 who do not wear a belt with pants that have belt loops
3. Gum chewing
4. Severe misbehavior (i.e. fighting, intentional disrespect, swearing)

Detentions will be served every Thursday morning from 7:45am – 8:15am or Thursday afternoon from 3:15pm – 3:45pm. Detention rules are as follows:

1. Any detention not served in the morning will be served that afternoon.
2. Any student skipping a detention in both morning and after school will be given an additional detention to be served after the current detention has been completed.
3. Students receiving four (4) detentions within the same quarter will serve an in-school suspension.
4. Students receiving two (2) in-school suspensions within the same quarter will result in an out-of-school suspension. Parents will be contacted.
5. Parents will be notified for each detention their child is given (written and/or verbal). A conference with parents, student, teacher, and department chair will be convened for students that receive numerous detentions to develop strategies to eliminate classroom disruptions.

A student may, at the discretion of the administrator, be suspended or expelled from Medinah Christian School for the following offenses:

1. Accumulation of four out-of-school suspensions.
2. Stealing (major or repeated offense).
3. Destruction of personal and/or school property.
4. Giving, selling, using, or possessing a drug or alcohol.
5. Causing personal injury to someone.
6. Possessing any items not allowed on campus. (Items are listed under Items Prohibited At School, page 14).
7. Open defiance

The primary goal of any and all discipline is the restoration of the student. At no time will corporal punishment be used by the administrator, faculty, or employees of Medinah Christian School.

Dress Code for Students

The appearance and dress standards have not been established as a guide or measurement of spirituality and must not be interpreted as such. Rather, their purpose is fourfold:

1. Projecting a good school image;
2. Developing a healthy self image;
3. Fostering an environment in which academic excellence is encouraged; and
4. Encouraging exemplary behavior.

It is the responsibility of parents to make sure their children are appropriately dressed according to the school's dress code when leaving home for school so that it is not necessary to ask for a change of clothing during the school day.

Girls

Girls may wear:

- Dresses and skirts with a hemline that is no more than three inches above the top of the knee.
- Jeans or pants that are modest in fit.
- Athletic pants that:
 - do not snap up or tear away.
- Shirts, blouses, or sweaters that are modest in cut and have a sleeve. No tank tops or midriffs will be allowed. Shirts or blouses that have buttons must be completely buttoned up with only the top button being unfastened.
- Shorts that are at least long enough to reach to the tip of her fingers, if her arms are resting at her side with her fingers fully extended, while she is in a standing position.
- Footwear that have a strap on the back (this is a safety measure as students travel up and down stairs throughout the day). Socks or stockings do not have to be worn with sandals. Sandals may not be worn during the winter months.
- Shorts and sandals are acceptable only from the beginning of the school year until October 15th, and from April 15th to the end of the school year.

Frayed, ragged, oversized, or patched clothing is not to be worn. Clothing that promotes rock groups, gothic or punk styles, alcohol, or cigarettes are not permitted at Medinah Christian School. Shoes with laces must be laced and tied at all times. No roller style shoes are acceptable. Cosmetics and jewelry are acceptable when used in modest taste and with discretion and not reflective of worldly styles or trends. Hair must be kept neat and is not to cover the eyes or face.

Boys

Boys may wear:

- Shirts that have a standard or ribbed collar. All shirts that have buttons must be completely buttoned up with only the top button unfastened. Fish net fabric or tank tops are not permitted.
- Jeans or any "Dockers" style pant.
- Athletic pants that:
 - do not snap up or tear away.
- Shorts with a length no more than three inches above the top of the knee.

- Footwear that have a strap on the back (this is a safety measure as students travel up and down stairs throughout the day). Socks do not have to be worn with sandals. Sandals may not be worn during the winter months.
- Shorts and sandals are acceptable only from the beginning of the school year until October 15th, and from April 15th to the end of the school year.

Frayed, ragged, oversized, or patched clothing is not to be worn. Clothing that promotes rock groups, gothic or punk styles, alcohol, or cigarettes are not permitted at Medinah Christian School. Shorts or pants that have belt loops must be worn with a belt by students in grades 5-8, students in PS-4 are encouraged to wear a belt but are not required. Shoes with laces must be laced and tied at all times. No roller style shoes are acceptable. Hair must be cut above the eyebrow and shirt collar. A part of the ear is to be showing and hair must be kept in a neat manner.

If there are any questions regarding attire, the administrator's decision is final.

Drop Off Procedures

<u>Drop off time:</u>	<u>Procedure:</u>
6:30 a.m. – 8:00 a.m.	All students enter through North entrance by playground
8:00 a.m. – 8:35 a.m.	Students in grades 5-8 enter through West entrance located near Main School Entrance.
8:00 a.m. – 8:35 a.m.	Students in grades PS-4 enter through the North entrance located near the playground.
12:15 p.m – 12:30 p.m.	Pre-kindergarten students enter through Main School entrance located on West side of building. Parents may park on West side of building.

There is no parking on the West side of the school between 6:30 a.m. – 8:35 a.m. Parents walking their students into school must park in the North parking lot (near playground).

After 8:35 a.m. our building becomes a locked-down facility where the only open door is located on the West side of the building where all visitors must enter through the main entrance and sign in with the receptionist.

<u>Pick up time:</u>	<u>Procedure:</u>
11:30 a.m.	Students in PS, PK, and ½ day kindergarten are to be picked up on the East side of the building utilizing the doors located under the stone canopy. The doors will be unlocked at 11:25 a.m. and re-locked at 11:40 a.m.
3:10 p.m.	After school all students are picked up from the East side of the building. Teachers will be on duty watching for parents and helping students cross the driveway and enter their parents' car.

Any parent wishing to meet their children at their child's classroom door must park in the North parking lot and walk into school. Do not park in the pick-up line that stretches along the front of the church on the East side of the building.

Edline

Edline is our web-based Internet connection with our school families. Through Edline we are able to share office news, calendar events, classroom updates, students' grades, and even school closings! Edline is simple to log onto and secure so others cannot view your children's grades. If, at any time, you are having difficulty logging onto Edline, call the school office or stop by and we will assist you.

In addition to Edline, Medinah Christian School has a website for MCS families as well as prospective families . . . www.medinahchristian.org. On [medinahchristian.org](http://www.medinahchristian.org) families will see our school's mission, vision, and general information. Please invite your family and friends to view our school at www.medinahchristian.org.

Extended Care Program

Weekly Extended Care Rates:

Hours available are 6:30 a.m. - 6:00 p.m. The amount of time your child attends determines which rate scale you will follow:

Days per Week	Half-Day Rate (6:30 a.m. - 11:30 a.m. or 12:30 p.m. - 6:00 p.m.)	Full-Day Rate
5	\$122.00	\$175.00
4	\$ 98.00	\$140.00
3	\$ 78.00	\$111.00
2	\$ 62.00	\$88.00
Second or Third Child (20% Discount)		
5	\$ 98.00	\$140.00
4	\$ 78.00	\$111.00
3	\$ 62.00	\$88.00
2	\$ 49.00	\$70.00

Extended care rate when school is not in session

Grades K-8 per day is \$40.00. The half-day rate is \$20.00. No discounts apply.

Before and After School Supervision

Before School (6:30 a.m. - 8:00 a.m.)	\$5.00
After School (3:30 p.m. - 6:00 p.m.)	\$7.50

Policies

1. Educational program and lunch are included in the extended care fees for full-day students only.
2. A child who has an older brother or sister attending Medinah Christian School is considered a second or third child.
3. Fees are payable on the last attendance day of the week.
4. A schedule for the days the extended care is open when the school is closed can be obtained from the Extended Care Coordinator.
5. An absentee credit equal to 40% of the weekly fee will be granted when the child's absence is three (3) days or more per week. **Absentee credit is given for the five (5) day program only.**
6. Late fee per child policy:
 - 6:01 p.m. – 6:15 p.m. \$10 per child
 - 6:16 p.m. – 6:30 p.m. \$20 per child
 - 6:31 p.m. – 6:45 p.m. \$30 per child
 - 6:46 p.m. – 7:00 p.m. \$40 per child

This fee is payable directly to the extended care worker when you arrive. If not paid that day, the charge will be added to your school bill.

Fee Schedule

Registration Fee

Early Bird Registration Fee:	February 2 – February 27	\$ 75.00
Registration Fee:	March 1 – March 31	\$100.00
Open Registration Fee:	April 1 – January of 2010	\$125.00

The registration fee is due with the application for enrollment or re-enrollment.

This fee is nonrefundable.

Supply Fee

Pre-School	\$115.00
Pre-Kindergarten	\$135.00
Kindergarten	\$175.00
1 st – 8 th grade	\$220.00

The supply fee covers the student accident insurance, classroom supplies, classroom parties, supplemental curriculum materials, testing materials, homework planners, and yearbooks for grades Pre-School thru Eighth.

This fee is nonrefundable.

Graduation Fee

Eighth Grade	\$25.00
Kindergarten	\$10.00

Lunches

Hot lunch is available for \$3.75. Individual items such as chips, desserts and drinks (.75) are available daily to purchase if students decide to bring their own lunch to school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. It has been MCS's policy that the school office will release copies of students' records to a parent only after a release has been signed. This policy will remain. Please stop by the school office to find out more about FERPA or log onto Edline and click on the FERPA link.

Field Trips

During the course of the school year, all classes will be taking two field trips, one in the fall and one in the spring. You will always be informed well in advance of a field trip.

Grading System

Students in grades PS-1 will be evaluated using the following scale:

N – Needs Improvement
S – Satisfactory
E – Excellent

Students in grades 2-8 will be evaluated using the following grading scale:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
59 and Below	F	Failure

Report cards for the first quarter will be given to the parent during the parent/teacher conferences. Report cards for the second, third, and fourth quarters will be sent home. Our policy shall be to hold back any student having a final grade of "F" in any two major subject areas in grades **2-5**.

Students in grades 6-8 must have at least a 1.5 average on the following scale to be promoted:

A – 4 points
B – 3 points
C – 2 points
D – 1 point

Graduation

A graduation ceremony will be held at the end of the school year for the kindergarten and eighth grade classes. Graduation will mark the last school day for students in pre-school, pre-kindergarten, kindergarten and eighth grade. However, our extended care will be made available for students in PS-K through the end of the school year. Sign-up is mandatory. There is a graduation fee of \$10 for kindergarten and \$25 for eighth grade. Please see the *School Calendar For 2009-2010*, page 22, for the graduation dates.

Harassment Policy

Medinah Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. MCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Homework

Homework is considered necessary and relevant at MCS. Homework is not busy work and should be valued as it relates to the lessons taught in the classroom. The time spent on homework for the average child should be:

- Kindergarten thru 2nd grade 30 minutes
- 3rd thru 6th grade 1 hour
- 7th and 8th grade 1 ½ hours

In grades 5th -8th, the homework policy is as such:

- Homework is due in each class when the bell that begins that class rings
- Homework turned in after class or one day late will have 50% taken off the final grade
- Homework turned in 2 or more days late will get a zero as the final grade

It is the students' responsibility to obtain all homework and missed assignments when they return from an absence of any kind

Honor Roll

Honor roll for students in grades 3 – 8 will be published at the end of each grading period. Students receiving all “A’s” will be on the “HIGH HONORS” honor roll. Students receiving all “B’s” and at least one “A” will be on the “HONORS” honor roll.

Items Prohibited At School

Chewing gum, questionable reading material, questionable pictures, playing/trading cards, music players of any kind, tobacco products, drugs or alcohol, and weapons of any type are not allowed at school. Students will be permitted to carry cell phones while at school with the understanding that the cell phone is to be used for emergency calls only, and only after they have obtained permission by a teacher or office staff. Students using their cell phones in non-emergency situations or without permission will have their cell phones taken away.

Locker/Desk Search Policy

All lockers and desks are the sole property of Medinah Christian School. Medinah Christian School reserves the right to periodically, and without notice, inspect and search any student's locker and/or desk.

Lost & Found

The school office keeps a box for lost and found items. On the last Wednesday, Thursday and Friday of each month (when deemed necessary), a table with these items will be displayed in the main school hallway. Whatever is left on that table at the end of each month will be donated.

Lunch Program

Medinah Christian School offers a lunch program for \$3.75 a day. Students can purchase a lunch through our lunch program or bring a sack lunch from home. Students bringing a sack lunch from home must understand a microwave oven will not be available for their use. The cost of our lunch does not include those students who are in PS/PK and in the Extended Care Program. Monthly lunch calendars will be sent home on the last week of each month. Lunch order forms will be sent home every Friday and will be due back to the teacher the following Wednesday by noon. You can either put it in an envelope with your child's name on it marked "hot lunch" or staple your check to the forms. If you do not receive an order form from your child, it will be on Edline. These forms must be filled out completely, one for each child, with first and last name, and the teacher's name. If a drink is not indicated, the student will receive juice. Orders will not be accepted after 12:00 noon on Wednesday and your order must be on the form that is provided. Orders that are not on the form provided, or forms that are not completed in full, will not be accepted. If you have more than one child, each child must have a completed lunch form, but you can write one check and turn it in to your youngest child's teacher.

Lunch Bucks

Lunch bucks are available in denominations of \$3.75 and \$5.75 and can be purchased in bulk. The \$3.75 lunch bucks can be used for normal lunches and the \$5.75 lunch bucks can be used for the revised 8/27/2009

Pizza Fundraiser days (every Wednesday) when your child wants two slices of pizza. They cannot be used in any other method. For example, if your child orders lunch all week and wants two slices of pizza, you would submit (4) \$3.75 lunch bucks and (1) \$5.75 lunch buck. At no time would you ever submit more than (1) \$5.75 lunch buck. An order form is available for your use if you want your child to pick these up for you, or you can stop by the school office to purchase them. It will be your responsibility to keep these in a safe place. We will not be keeping track of what you purchase and what you use, so we will not be able to replace any that you may lose. Please consider this when choosing to buy these.

Individual items such as chips, desserts (.75), and drinks (.75) are available daily to purchase if students decide to bring their own lunch to school.

IOU's

IOU's will only be issued if a student does not bring a lunch and the parent is not able to bring one. A peanut butter and jelly sandwich, chips and a drink will be served for IOU's. Be sure to check your child's classroom schedule for field trips, special lunches, etc., and your personal calendar, so that you do not order lunch on days your child will not need one. Credits for lunches ordered and not eaten will **only** be given *in case of sickness or emergencies*, and *only if the parent requests the credit within one week of the student's absence*.

Medical Policies and Procedures

Medical Emergency

MCS goes through certification of first aid and CPR every year. It is understood that a staff member will provide whatever medical attention is necessary to injured students. In the event of a medical emergency, an MCS staff member will call 9-1-1, then the parent. If a student needs to be transported to the hospital by ambulance before a parent arrives at the scene, upon recommendation of the paramedics, either the administrator or the school secretary will accompany the student to the hospital.

Medication Administration Policy

All medications will be dispensed by our office personnel, if we have proper paperwork from the physician and/or parent. Prescription medications need physician and parent approval. Non-prescription medications need parent approval. The proper forms can be obtained at the school office, or on Edline, and will be kept on file for the entire school year.

Parents may send cough drops for their child. The cough drops will be dispensed by school personnel and kept in the school office.

Students are not permitted at any time to have prescription or non-prescription medication on them, in their backpack, or in their locker/desk.

Allergy Food Facts

(This article was originally titled The School Food Allergy Program, Special Edition, written by The Food Allergy & Anaphylaxis Network)

It is estimated that between 2-5.5 percent of the population in the U.S. have food allergies and 1-2 percent of the school age population have food allergies. Eight foods account for 90 percent of all allergic reactions. They are peanuts, tree nuts, milk, eggs, wheat, soy, fish, and shellfish. A recent study estimates that 1.1 percent, or close to three million Americans, have peanut or tree nut allergy.

Researchers believe the prevalence of food allergy is increasing, the number of deaths from food allergy induced anaphylaxis is growing, and children are the largest group of the population affected by food allergies. Most children outgrow their food allergies. However, an allergy to peanuts, tree nuts, and seafood is often considered lifelong.

Anaphylaxis is a severe allergic reaction involving the respiratory tract, or several body systems at the same time. It is also sometimes called “general body reaction” or “general shock” and will rapidly lead to death if not immediately treated. Peanuts are the leading cause of food induced anaphylaxis. The amount of food needed to cause an allergic reaction varies from one person to another, but fatal reactions can be induced by very tiny amounts. High risk foods include candy, cookies, cakes, and pastries.

What can we do at MCS to keep our kids safe?

- **PROMOTE AVOIDANCE STRATEGIES:**
Avoidance of the food is the only way to prevent a reaction from occurring.
 - Do not allow food trading at any time.
 - Contact teacher to check if any students in their class have any food allergies before bringing in any snacks.
 - Read labels.
- **PREVENT CROSS CONTAMINATION:**
For some students, skin or respiratory contact with the allergen can cause allergy symptoms
 - All students must wash their hands with soap and water after eating.
 - Tables and desks must be washed after eating.
- **EDUCATE:**
Create classroom awareness; students need to learn respect for other children’s special health needs.
- **BE PREPARED TO HANDLE AN ALLERGIC REACTION**
Learn to recognize symptoms of an allergic reaction and react quickly.

Dealing with Life-Threatening Allergies

In dealing with the diverse group of students attending MCS, the following guidelines have been developed to guide us in balancing the safety of students with *life-threatening* allergies with the rights of other students. Because the most common of these *life-threatening* allergies are based on food items commonly found in the classroom, we desire to attempt to reduce the risk of accidental exposure to these foods by working with students, parents, and physicians to provide a safe educational environment for food-allergic students.

Ingestion and/or Touch-Based Peanut Allergy

- The classroom teacher will establish a peanut-free table for lunch and snack time.
- Each child and teacher will be responsible for washing his/her hands following lunch and snack time.
- Any person coming in contact with the child who is not from the child's class, such as buddy classes, administrators, specials teachers, aides, or car pool companions, should wash their hands following lunch and snack time.
- All children in the classroom will observe a "no-trading food" rule.

Airborne Peanut Anaphylaxis

- Due to the severity of the precautions that must be taken, documentation of airborne peanut anaphylaxis must be provided by a board-certified allergist. This documentation must state that there is a history supporting a current airborne peanut anaphylaxis risk. As the standard of care in this area suggests that those with an airborne peanut anaphylaxis should be treated by an allergist, notes will only be accepted from physicians boarded in allergy/immunology.
- If a child has documented airborne peanut anaphylaxis, no person in the class shall bring any peanut products into the classroom. Lunches containing peanut products will be kept in a separate room. A peanut-free table will be provided in the lunchroom as far away as possible from the other tables.
- All children in the classroom will observe a "no-trading food" rule.
- Students and teachers should wash their hands before coming to class and after any exposure to peanut products.
- Any person coming in contact with the child who is not from the child's class, such as buddy classes, administrators, specials teachers, aides, or car pool companions, should wash their hands following lunch and snack time.

School Responsibility

- Copies of completed *Food Allergy Action Plan* forms will be circulated to all administrators, classroom teachers, specials teachers, lunchroom supervisors, and educational therapists.
- Ensure that all medications received are appropriately and securely stored, and easily accessible to designated school personnel.
- Ensure that school staff and faculty are familiar with the procedures to administer emergency medications in accordance with the Good Samaritan Laws governing the administration of emergency medications.
- Call 9-1-1 for immediate medical assistance following the administration of emergency medication.

Parental Responsibility

- Notify the school of the child's allergies. Complete a *Food Allergy Action Plan* form and submit to the school office on an annual basis.
- Provide documentation, instructions, and medications as directed by a physician. Replace medications after use or upon expiration.
- As allergic reactions differ in severity, the parents of affected children have the responsibility to meet with the school staff to discuss what treatment their physician has suggested for reactions the child may experience and what the staff needs to know to address the child's special needs in the classroom, in after-care programs, and during school-sponsored activities such as field trips.
- In the case of a potential anaphylactic reaction, parents will be required to provide the school office with an emergency kit containing medications that would treat the child's allergic reaction (such as an EpiPen).
- According to maturity level, educate the child in the self-management of their allergy, including safe and unsafe foods; strategies for avoiding exposure to unsafe foods; symptoms of allergic reactions; how and when to tell an adult they may be having an allergy-related problem; and how to read food labels.
- Work with the child to make sure that they only eat food and snacks provided by their own family in all circumstances, including all classroom parties.
- Work with the teacher and room moms to be aware of upcoming classroom parties. Provide appropriate food for the child.

Student Responsibility

- According to maturity level, students should inform those they come in contact with in the school setting about their allergy/allergies and any restrictions imposed on their diet or lifestyle.
- Student should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Student will eat only food and snacks provided by their own family in all circumstances, including classroom parties.

Field Trips

- Antidote treatments and medications provided by parents will be taken on all field trips by the child's classroom teacher or the teacher in charge.
- Any child that may require an antidote treatment or emergency medication will be in that teacher's group.

Parental Communication with the School

The Medinah Christian School Board, school administrator, staff, and teachers desire to effectively serve and respond to the school parents. To facilitate communication between the parents and the appropriate school parties in a Biblically-based manner (i.e. Matthew 18:15-17), the board has adopted the following procedure:

If a parent wishes to discuss an issue that involves a teacher or other staff member, the parent may either call the individual to schedule a personal or telephone conference or submit a written summary of the issue to that individual

requesting a response. If the matter is not resolved to the parent's satisfaction, the parent may either call the school office and schedule a personal or telephone conference with the school administrator or submit a written summary of the issue (including the prior communication with the individual involved) to the school administrator requesting a response. The school administrator will investigate the issue, including discussion with the individual involved, and schedule a personal or telephone conference with the parent, unless the parent prefers a written response. If the issue is still not resolved to the parent's satisfaction, the parent may contact the school board chairman and submit to him a written summary of the issue (including the prior communication with the individual involved and the school administrator). The written summary must be delivered at least 10 days prior to the regularly scheduled board meeting which is held at 7:00pm on the third Tuesday night of each month. The parent will attend the next board meeting to discuss the issue. The board will respond after its consideration of the issue.

If the issue does not involve a teacher or other staff, a parent may follow the procedure outlined in paragraph one above, commencing with contact with the school administrator.

MCS – Parent Involvement Program Guidelines

In 2007 the Medinah Christian School Board introduced the Parent Involvement Program (PIP). The intention of this new program is to strengthen the community within our school and to continue the commitment to developing the entire student with a superior Christian education.

Parent Involvement Program

- Each family will start with a \$300 balance in their PIP Account and a PIP tally card. Families are encouraged to sign up for serving opportunities that best fit their gifts.
- For every serving opportunity, only 1 family member may serve per time slot needed.
 - For example, on Field Day if we only need 1 person to serve as a timer, which is a 2 hour time slot, a family of 3 could not be able to work and receive 6 PIP hours. The reason the family would not receive 6 PIP hours is because only 1 worker was needed for the 2 hour time slot. If more than 1 worker is needed, only then can additional members work and receive additional PIP hours.
- After completing a commitment you simply fill out your PIP tally card with the number of hours served and have the committee chair, teacher, or school staff involved validate your card by signing it. For every hour you serve you will be given a credit of \$20 to your PIP account.
- Once you have completed the number of hours you plan on serving for the year you turn your tally card into the school office. Please remember that you are responsible for maintaining your

tally card. Additional copies will be available at the Forms Board located next to the double doors around the corner from the school office.

- All service commitments must be completed or assigned and tally cards must be turned into the school office by April 15th. If there is any balance left in your PIP account after April 15th, it will be charged to your final tuition statement.

Areas of Service

Your service opportunities are not limited to those presented on the tally card. If you have special talents that extend beyond those listed on the card, you may present your ideas to the School Administrator for approval. In addition, upper class children and family members are eligible for service toward your account balance. A total of 15 hours of service equates to a zero balance in your PIP account.

Ed-line will be updated regularly with service opportunities. All service opportunities are on a first come first serve basis. If you have questions, please submit them to the school office and they will be forwarded to the appropriate person. We want everyone to have a complete understanding of the program and its benefits.

Benefits Of The Program

We believe that as more parents get involved in events/activities, our community will be strengthened. As we enhance our sense of community, we ultimately improve our environment making it more suitable for growth and increased enrollment. In addition, we will be setting a great example of service for our children to follow. As Christ came to serve, so too should we. Medinah Christian School depends on parents to organize the many events that take place at MCS to help enhance the educational experience. Spreading the duties among many people instead of a few ensures that our programs will perform as efficiently as possible, without burn out.

For Those Unable To Volunteer

MCS has hundreds of different ways you, as a parent, can serve as a MCS volunteer. Volunteer opportunities range from serving as a room parent to serving on an event committee. If you are a family that is stretched to the limit with your time, you will have an option of “buying out” your time commitment needed in the PIP program. Any family opting to buy out of the PIP program can add \$300 to their overall 2008-2009 tuition cost, or pay a one-time fee of \$300. If a family cannot afford the \$300 buy out, all we are requiring is your time and effort in the PIP program.

If you have any questions about this new program, please see the School Administrator, Mr. Parris, or any member of our School Board. School Board names can be found in the front of this book.

Record Keeping

The following records are to be kept on file for each and every student: birth certificate, mandatory conciliation form, records from previous schools, medical forms and a receipt of acknowledgement and understanding for this handbook. These files are maintained by the school secretary and shall be available in the school office for certified staff to review. Any parent or legal guardian may request to review or obtain a copy of their child's records with the school administrator. The Family Educational Rights and Privacy Act give the parents or legal guardians the right to examine their child(ren)'s official records.

Medical Record Keeping

A current health record is kept on file for every student in the school office. The health record includes the Certificate of Child Health Examination, Dental Examination, Eye Examination and vision and hearing screening. Parents will be informed of Illinois Department of Health revisions as they occur.

Physical and Immunization Requirements

All students entering pre-school or pre-kindergarten (for the first time), kindergarten and sixth grade receive a physical examination. The Certificate of Child Health Examination must be in the school office by September 15th. Extensions may be granted in an emergency, but in no case will a student be admitted to classes after October 15th until all requirements have been met.

Dental Requirements

All students in kindergarten, second and sixth grade must have a dental examination. The Dental Examination Record must be in the school office by May 15th.

Eye Exam Requirements

All students in kindergarten or any new student to MCS must have an eye examination. The Eye Examination Form must be in the school office by October 15th.

Release of Students

If you plan to pick up your child earlier than the dismissal time, please check in at the school office. The school secretary will call to the classroom to have your child sent to the office. Parents will then need to sign out their child from school. If you have an appointment to get to, please give yourself enough time for all of this to take place. Without parental permission, a student will be released to no one other than his/her parent.

School Calendar For 2009-2010**August**

24	New Family Reception	7:00 pm in Chapel
27	Open House (Back to School Night)	7:00 pm in the Worship Center
31	First Day of School	

September

7	No School – Labor Day	No Extended Care
21	Golf Outing	
29	Mid-Term, First Quarter	

October

9	No School – Teacher Institute	There will be Extended Care
12	No School – Columbus Day	No Extended Care
23	Grandparents' Day	Dismissed at 11:30 am (No Extended Care)
30	End of First Quarter	

November

5	Parent/Teacher Conferences	Begin after school (3:30 pm)
6	No School – Parent/Teacher Conferences	All Day (No Extended Care)
9	No School – Teacher Institute	
25-27	No School – Thanksgiving Break	

December

7	Mid-Term Second Quarter	
16	Service Day - Nursing Home Visit	10:00 – 11:00 am
17	Christmas Program	7:00 pm in Worship Center
21	No School – Christmas break begins	No Extended Care

January

4	School Resumes	
15	No School – Teacher Institute	Extended Care Available
18	No School – Martin Luther King, Jr	No Extended Care
22	End of Second Quarter	

February

15	No School – President's Day	No Extended Care
19	Prospective Family Open House	7:00-8:30 pm
24	Mid-Term Third Quarter	

March

12	No School – ACSI Speech Meet	No Extended Care
19	Easter Concert	7:00 pm in the Worship Center
26	End of Third Quarter	
29	No School – Spring Break begins	No Extended Care

April

6	School Resumes	
16	Fun Fair/Silent Auction	6:00-9:00 pm
19-22	Stanford Achievement Testing	

May

7	Mid-Term Fourth Quarter	
14	Spring Drama	7:00 pm in the Worship Center
18	Conservatory Recital	7:00 pm in Worship Center
21-24	Eighth Grade Trip	
31	No School – Memorial Day	No Extended Care

June

3	Kindergarten Graduation	7:00 in Worship Center
4	Eighth Grade Graduation	7:00 in Worship Center
11	Last Day of School – Early Dismissal	Dismissed at 11:30 am (No Extended Care)

School Closings

Is school closed due to bad weather? The school administrator will make a decision and post if school is closed for the day prior to 6:00 a.m. You can check at any of the places listed below **after 6:00 a.m.**:

ON-LINE:



At www.edline.net/pages/Medinah_Christian_School



At www.emergencyclosingcenter.com

TELEPHONE: *(Touch-Tone phone required)*

MCS Office Answering Machine at 630-980-9423

Emergency Closings at 847-238-1234

RADIO / TV:



School Hours

Classroom Hours

- 8:30 – 3:10 p.m. Students in all-day Kindergarten and Grades 1-8
- 8:30 – 11:30 a.m. Students in the morning Pre-School, Pre-Kindergarten, and ½ day Kindergarten
- 12:30 – 3:10 p.m. Students in the afternoon Pre-Kindergarten

School Office Hours

- 8:00 – 4:00 p.m. Office hours

How & Where to Enter School

Lockdown procedure will be as follows:

- 6:30 – 8:35 a.m. North entrance doors are opened for students utilizing the morning extended care or arriving to serve a detention (grades 5-8). All other doors are locked throughout facility.
 - All visitors and parents park in the North lot
 - Enter school through North entrance located near the playground.
- 8:35 – 3:00 p.m. North entrance is locked and West entrance is opened
 - All visitors must enter through West side of building near school office and check in with school receptionist.
- 3:00 p.m. North doors re-opened
- 4:00 – 6:00 p.m. West doors locked
 - North doors remain open until 6:00 p.m. when Extended Care closes.

School Pictures

School pictures of our students will be taken on Wednesday, October 21, 2009 for students in PK and K-8 and Thursday, October 22, 2009 for students in PS. This is done as a service to parents, and you are under no obligation to purchase them.

Student Accident Insurance & Transportation

Student accident insurance is purchased on a yearly basis for every student that attends Medinah Christian School. Student accident insurance covers students while they are on school grounds, traveling to or from a school-sponsored event, and while students are attending a school-sponsored event. Medinah Christian School will always require a parent to fill out a permission slip when students are taken off campus. Proper supervision and correct conduct prevent accidents from occurring, the goal of MCS is to provide a safe and secure environment at all times at all events.

Medinah Christian School will always seek to first transport students to events through First Student Transportation and second, when First Student is not available or appropriate, through parents and their personal vehicles. No parent will transport a student of MCS without written authorization from the student's parents or legal guardians, and no parent will transport a student if their vehicle does not have operating safety belts and appropriate booster seats that are required by Illinois law. Each student traveling in a vehicle other than a bus from First Student Transportation must be securely fastened in a seat belt or booster seat.

Supply Lists

	1st	2nd	3rd	4th	5th	6th	7th / 8th
ITEM	DENOTES QUANTITY						
NIV Bible	1	1	1	1	1	1	1
Box of tissue	3	2	3	2	2	2	2
Roll of Paper Towels		2			1	1	2
Ziploc bags (sandwich size)		1	1				
Ziploc bags (gallon size)		1				1	
Antibacterial Wipes	2	1	1	1	1	1	1
Blue / Black pens			2	12	12	12	12
Green pens					5	5	
Red pens				12			12
Highlighters		2		2	2	6	6
#2 Pencils	12	12	12	12	12	12	12
Crayons (24 count)	1	1	1	1	1		
Colored Pencils (12 count)	1		1	1	1	1	1
Wide-tip Classic Colors Washable Markers	1		1	1	1	1	1
No/low odor dry erase markers (fine-tip)	4	4	4	4	4	4	4
Erasers (no toy erasers)	5	5	3	2	2	2	
Glue Sticks	6	6	3	2	6	6	
Tacky Glue (large bottle)	1	1		1	1	1	1
Roll of scotch tape				3	3	3	
Ruler (English and metric)	1	1	1	1	1	1	1
Scissors	1	1	1	1	1	1	1
Plastic school box for supplies	1	1	1	1	1	1	1
Sturdy Plastic two-pocket folders	3	6					
Pocket Folders			6	6	10	10	1
Pocket Folders (with center fasteners)					2	2	2
Spiral Notebook (70 page)	2	2	2	2	2	3	3
Index Cards (3x5) 100 count		1			2	2	6
Notebook paper (wide lined)				1	4	5	6
2" White Binder with clear front & back			1				
1/2" Binder						1	3
Sketch book						1	
Report Covers						3	3

	1st	2nd	3rd	4th	5th	6th	7th / 8th
ITEM	DENOTES QUANTITY						
Stretchy Book Covers (Standard Size)				1		1	2
Stretchy Book Covers (XL Size)		1	1	1	2	1	2
Compass					1	1	1
Protractor					1	1	1
Combination lock for lockers					1	1	1
Locker organizer (shelf for books)					1	1	1
Scientific Calculator (TI-30x II S)							1
1 GB memory stick							1
Art smock	1	1					
Gym shoes for gym	1	1	1	1	1	1	1
School Bag	1	1	1	1	1	1	1
Headphones with 1/8" jack	1	1	1	1	1	1	1
Show Boards (do not have to bring to school on first day)							2

Student Testing

The Stanford Achievement Tests will be given during the month of April to all students in kindergarten and grades one through eight. The test results will be mailed home the second week of June, or as soon as the school receives them. Please see the *School Calendar For 2009-2010*, page 22, for the test dates.

Textbook Review and Selection Procedure

On a rotating basis, a curriculum committee appointed by the school administrator will review curriculum taught at Medinah Christian School. The curriculum committee will survey the teachers, on all levels, who are the professionals in the classroom. After compiling the survey results, the curriculum committee will seek (if the results warrant it) samples from various curriculums for the committee to review. After reviewing samples from at least three separate curriculums, and if the curriculum committee deems a new curriculum necessary, the curriculum committee will provide a written request to the School Board prior to the board's March meeting. The school board will consider the request from the curriculum committee and call in the committee, if necessary, to discuss their findings. The school board will make a decision on whether or not to adopt new curriculum at their regularly scheduled April meeting and post said decision in the April's edition of the Medinah Minutes.

Tuition Schedule

Tuition Rates	Total Tuition Per Year	12 Payment Plan
Pre-School		
First Child	\$2,027.00	\$168.92
Second Child	\$1,619.00	\$134.92
Third Child	\$1,297.00	\$108.08
Fourth Child	\$1,038.00	\$86.50
Pre-Kindergarten		
First Child	\$2,509.00	\$209.08
Second Child	\$2,002.00	\$166.83
Third Child	\$1,606.00	\$133.83
Fourth Child	\$1,285.00	\$107.08
Kindergarten – Half Day		
First Child	\$3,213.00	\$267.75
Second Child	\$2,570.00	\$214.17
Third Child	\$2,051.00	\$170.92
Fourth Child	\$1,643.00	\$136.92
Kindergarten (Full Day) – Eighth Grade		
First Child	\$4,770.00	\$397.50
Second Child	\$3,819.00	\$318.25
Third Child	\$3,053.00	\$254.42
Fourth Child	\$2,447.00	\$203.92

Policies

1. Monthly tuition payments begin on June 1, 2009 and end on May 15, 2010.
2. Tuition payments may be made as follows: (a) Full payment in advance with a 5% discount if paid on or before July 1, 2009; (b) On the first of each month for twelve consecutive months.
3. Tuition payments are expected to reach the school office prior to the end of each month. Any account not paid in full by the end of the month will be considered delinquent. **There will be a \$25.00 late fee assessed on all delinquent accounts.** Exception: December and May. All tuition accounts must be paid by the 15th of December and May. Any account not paid in full by the 15th of December or May will be considered delinquent.
4. Students will not be permitted to attend class if their account is delinquent after the first of the month (after the 15th in December and May).
5. **The first payment due on June 1, 2009 is non refundable. The supply fee is also non refundable.**
6. A penalty of one month's tuition, plus a pro-rated amount of tuition for days attended will be withheld from refunds given to families who withdraw during the school year.
7. Refunds will not be given for children out of school for a portion of a semester due to illness or other reasons, but all possible help will be given so the children can keep up with their classes.
8. Any family who has a fifth child who attends Medinah Christian School will have that child attend tuition-free.

Active members of Medinah Baptist Church and full-time Minister's of the Gospel receive a 25% discount on tuition. An application must be submitted and approved by the School Board in order to receive the discount.

Visitation Policy

Parents and other interested adults are encouraged to visit the school. Please call the school office and a visitation time will be arranged for you. Students desiring to bring guests must first receive permission from the teacher and administrator.

Yearbooks

Yearbooks are included in the supply fee for all students. Yearbooks will be distributed in May or June before the last day of school.

Medinah Christian School Faculty and Staff
2009-2010

Administrator	Ken Parris
Bookkeeper	George Janavice
School Secretary	Gail Alwan
School Secretary	Lori Hayden
Pre-School	Betsy Pierce
Pre-Kindergarten	Betsy Pierce
Kindergarten 1	Sharon Shogren
Kindergarten 2	Kristen Aycock
Grade 1A	Joyce Campbell
Grade 1B	Heather Powell
Grade 2A	Renee Bosket
Grade 3A	Cathy Larkin
Grade 3B	Amy Chiluk
Grade 4A	Karen Kruse
Grade 5A	Tim Sheppard
Grade 5B	Heidi Antioho
Grade 6A	Melanie Schellpfeffer
Junior High	Paula Anderson
Junior High	Penny Hartke
Junior High Math	Jenifer Fournier
Spanish/Computers	Rebecca Domke
Physical Ed./Computers	Matt Grider
Music	Gayle Lollar
Art	Rose Godfrey
Extended Care	Amy Hamilton
	Dimitra Leith
	Cindy Chiluk
	Amy Guzzardo
	Jourdan Maloney
Media Center Coordinator	Joanne Hill
Librarian	Betty Monroe
Lunchroom Supervisor	Marilyn Winters
Teleion	Marty Ellis