

Medinah Christian School



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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 (Matthew 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 Thessalonians 4:16-18).
- We believe in the resurrection of the saved to eternal blessedness and the unsaved to eternal damnation (John 5:28-29, Revelation 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

Craig Haigh	Chairman
Dick Van Dyke	Interim Administrator
Tammy Cameron	Vice President
Jordan Catapano	Secretary
Ray Young	Deacon
Joe Palermo	Deacon
Marc Corwin	
Janice LoPresti	
David Biesterfeld	
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Medinah Christian School PTF Officers

President	Renee Lange
Vice President	Natalia Germanovich
Treasurer	Raquel Nelsen
Secretary	Amy Langfelder

Vision Casting for Medinah Christian School

Our Biblical Mandate

“And He is before all things, and in Him all things consist. And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence” (Colossians 1: 17, 18 NKJV).

Our Objective

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

What We Believe

- 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 (Matthew 28:19).
- We believe all have sinned and are lost (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 Corinthians 11:23-26).
- We believe in the second coming of Jesus Christ (I Thessalonians 4:16-18).
- We believe in the resurrection of the saved to eternal blessedness and the unsaved to eternal loss (John 5:28-29, Revelations 20:5-6).
- We believe the Christian is to live a consecrated life (Romans 12:1-2).
- We believe in witnessing for Christ by life and word – both at home and abroad (Mark 16:15; Acts 1:8).

Our Emphasis on Studying the Bible

Bible study is of fundamental importance and is a required subject. It augments the study of English, Fine Arts, Geography, History, Literature, Mathematics, 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.”

The Four Core Values We Emphasize

1. Spiritual

- Every student hears and understands the Gospel
- Biblical truth and principles are integrated in every class
- Finding growth in character and Christian service
- Students becoming sensitive to sin and realizing their accountability to God

2. Academic

- Students are taught to think and reason
- Homework is assigned and necessary, but balanced and relevant
- High standards in the quality of education is maintained
- Colossians 3:23 is the motivation for excellence

3. Social

- Prayer is considered a priority in every aspect of life
- Respect for one another is expected and cultivated
- Hurting students and situations are handled with sensitivity
- Communication among school, parents, students, and administration is regular, specific, and positive

4. Environmental

- The testimony of Christ is evident in classroom and facilities
- Students feel physically and emotionally secure
- Halls and classrooms reflect the creativity of God in being colorful and purposeful

Our Strategic Plan

1. **Spiritual Goals** – It is our desire to teach students and parents about the characteristics of God, the power of prayer, and the truth of God’s Word. After teaching these aspects of our Savior and His Word, we will give our students and their parents the opportunity to put their knowledge into action through:
 - Small group study (for parents)
 - Quarterly emphasis on salvation message, a purposeful event
 - Seminar – special speaker
 - Include MCS families in MBC Care Ministries – inform and invite (stronger presence)
2. **Academic Goals** – Improving our classrooms, retaining teachers, and keeping current students are our goals. As we continue to strive for excellence in our academic program and recruit/keep quality teachers, families will want to remain at MCS.

The strategy we will follow to assure excellence in education and retention of faculty and students is:

- To complete accreditation in 2010
- To increase teacher’s salaries by at least 3% every year, and 4% if possible
- To incorporate a dental plan into the teacher’s health benefits
- To develop “Professional Development Plans” for all staff members to help improve professionalism and their walk with the Lord

P A R E N T H A N D B O O K

- To focus on Curriculum Guides and make them meaningful aspects of classroom planning
 - To hire a full time Teleion teacher to work with struggling students
 - To host two book fairs per year
 - To add student leadership/governance in the future
 - To focus on transitional preparation at all levels
3. Social Goals – Developing a culture of collaboration is necessary for our students and parents to feel included within the social structure of our MCS climate. Focusing on social issues will draw students in and create a culture where parents will actively and willingly be a part of their student’s education. Strategies we can work on include:
- Develop class trip schedule for upper grades to bolster cohesion and positive student relationships
 - Communicate consistently with school families about the opportunities afforded them through Medinah Baptist Church and its Care Ministries
4. Environmental Goals – Improving the physical surroundings of the students creates an atmosphere of safety. Students need to know when they enter Medinah Christian School that they can leave their worries at the door. A clean and updated facility helps to create that atmosphere. Goals we have in this area are:
- Completion of the second floor
 - New carpet for classrooms
 - New entrance signs
 - Reconstruct side walk and entrance itself (cosmetic)
 - Reconstruct the physical office structure

What We Expect Every MCS Graduate to Possess

Student Outcomes

1. A Personal Relationship with Christ – every student will develop and grow in a personal relationship with Jesus. The students will acknowledge that Jesus is their Savior and strive to live for Him rather than giving in to their sinful desires. They will be bold in sharing their faith with others because of their passion for God.
2. A Biblical Worldview – MCS students will be presented with various political, social, and cultural issues and will provide a verbal or written response explaining a biblical worldview. Upon graduation, students will write a personal essay explaining how their spiritual, academic, and social experiences at MCS developed their biblical worldview.
3. Scriptural Knowledge and Biblical Reference Material – students will be well grounded in the defense of their faith, have a working knowledge of Bible chronology, and know the Gospel. This will enable them to defend their faith utilizing biblical reference sources as well as citing specific Scripture.
4. Research/Presentation – An MCS student will be able gather, organize, and share information, either individually or collaboratively, through oral and written word.
5. Relationships and Compassion – An MCS student will develop a love and respect for God, family, teachers, peers, and others, as demonstrated through compassion, encouragement, and the desire to serve in all relationships.
6. Academic Success – Students graduating from MCS will have a mastery of academic subjects, preparing them for high school level classes. This will be reflected in their report cards, SAT scores, and high school placement tests.
7. Citizenship – Students will be productive Christian citizens, understanding authority and government, demonstrating integrity in their community by following rules and accepting consequences for their actions.
8. Technology – Students will demonstrate proficiency in technology and the ability to locate and utilize information effectively.
9. Arts – Students will be given opportunities through exploration of the Creative Arts to discover and develop their God-given talents and abilities.
10. Physical – MCS students will recognize the importance of caring for their bodies as a temple of the Holy Spirit through participation in healthy nutritional habits, regular exercise, and recreational activities.

Table of Contents

Mission Statement..... iii

State Recognition iii

Statement of Faith iii

School Theme Verses iv

School Board..... iv

PTF Officers..... iv

Vision Casting for Medinah Christian School v

 Our Biblical Mandate..... v

 Our Objective..... v

 What We Believe v

 Our Emphasis on Studying the Bible..... v

 The Four Core Values We Emphasize..... vi

 Our Strategic Plan vi

Student Outcomes viii

Disclaimers 1

 Regarding Policies 1

 Regarding Publicity 1

 Regarding Media Center 1

Academic Meets..... 1

Admissions Policy..... 2

Asbestos Notice 2

Association of Christian Schools International (ACSI)..... 2

Athletic Eligibility 2

Athletic Policy 3

Attendance 3

 Guidelines for Keeping Your Child Home from School 3

 How to Pick Up Homework When Your Child is Absent from School 4

 Tardies..... 4

Bible Class 4

Birthdays 5

 Birthday Treats..... 5

 Birthday Club..... 5

Chapel 5

Discipline Standards 5

 Plus System (PS-4th Grade)..... 5

 Detention System (5th-8th Grade) 6

Dress Code for Students..... 7

 Girls..... 7

 Boys 7

Drop Off Procedures 9

FACTS Management Company..... 10

 Payment Plan Options..... 10

 Cost to use FACTS 10

Fee Schedule 11

 Registration Fee 11

 Supply Fee 11

 Athletic Fee..... 11

P A R E N T H A N D B O O K

Before and After-School Care Fees (Kingdom Kids and grades K – 8th)..... 11
Extended Care Rate When School Is Not in Session..... 11
Graduation Fee..... 11
Lunches 11
Family Educational Rights and Privacy Act (FERPA)..... 12
Field Trips..... 12
Grading System..... 13
Graduation..... 13
Harassment Policy 14
Homework..... 14
Honor Roll 15
Items Prohibited at School 15
Locker and Desk Search Policy 15
Lost and Found 15
Lunch Program..... 16
 Lunch Bucks 16
 IOU's..... 16
Medical Policies and Procedures 17
 Medical Emergency 17
 Medication Administration Policy 17
 Allergy Food Facts..... 17
 What Can We Do at MCS to Keep Our Kids Safe? 18
 Dealing with Life-Threatening Allergies..... 18
 Ingestion and/or Touch-Based Peanut Allergy 18
 Airborne Peanut Anaphylaxis 18
 School Responsibility 19
 Parental Responsibility 19
 Student Responsibility 19
 Field Trips 20
Parental Communication with the School..... 20
MCS – Parent Involvement Program Guidelines..... 21
 Parent Involvement Program 21
 Areas of Service 21
 Benefits of the Program 22
 For Those Unable To Volunteer 22
Part-Time Students..... 22
Record Keeping 22
 Medical Record Keeping 23
 Physical and Immunization Requirements..... 23
 Dental Requirements..... 23
 Eye Exam Requirements..... 23
Release of Students 23
RenWeb..... 23
School Calendar For 2011-2012 24
School Closings 25
School Hours..... 26
 Classroom Hours..... 26
 School Office Hours 26

P A R E N T H A N D B O O K

How and Where to Enter School 26
School Pictures..... 26
Student Accident Insurance and Transportation 27
Supply Lists 28
Student Testing 30
Textbook Review and Selection Procedure 30
Tuition Schedule 30
Visitation Policy..... 31
Yearbooks 31
Medinah Christian School Faculty and Staff 32
Medinah Christian School Conservatory 32
Important Changes / New Policies..... 33
FACTS Management Company (page 10) 33

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 of 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. Parents 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, or 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, or 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 five through eight 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 Corinthians 9:24);
3. Provide a positive and fun environment for each athlete (I Thessalonians 5:11);
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);
 - 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 must be fever-free without the aid of medication for 24 hours before returning to school.**
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 11:00 a.m. The school secretary will place a note in the teacher's mail box and your child's teacher will gather homework and books and send them to the office. You can pick up your child's homework from the school secretary until 4 p.m., after 4:00 p.m. homework can be picked up in the Teacher's lounge (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 that 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, Fine Arts, History, Geography, History, Literature, Mathematics, 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 person 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 one through eight 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 offers a Birthday Club. This club is a way for children and families to purchase a book in honor of their birthday or their 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 8:45a.m. – 9:15a.m. 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. Chapel schedules will be available on our website.

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 preschool through fourth grade 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 offenseConference with student, parents, teacher, and administrator.

Detention System (5th-8th Grade)

Teachers in fifth through eighth grade 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 7:45 a.m. – 8:15 a.m. or Thursday afternoon from 3:15 p.m. – 3:45 p.m. 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 detentions within the same quarter will serve an in-school suspension.
4. Students receiving two 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 15.)
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
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 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 may not be shorter than 2 inches above 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 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. Roller style shoes are not 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.

P A R E N T H A N D B O O K

- 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 fifth through eighth grade, students in preschool through fourth grade 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

Drop off time:

Procedure:

6:30 a.m. – 8:00 a.m.

All students enter through the North entrance by playground.

8:00 a.m. – 8:35 a.m.

Students in fifth through eighth grade enter through the West entrance located near the Main School Entrance by the old chapel.

8:00 a.m. – 8:35 a.m.

Students in grades preschool through fourth grade enter through the North entrance doors by the playground marked “Parents Entrance.”

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 by the playground and enter through the doors marked “Parents Entrance.”

MCS is a locked-down facility. All visitors must enter through the North entrance by the playground marked “Parents Entrance.” Only deliveries or 5-minute visits are allowed through the West entrance doors located near the Main School Entrance marked “Medinah Church/School Deliveries & Drop Offs”. All visitors must sign in with the school office.

Pick up time:

Procedure:

11:30 a.m.

Students in preschool, prekindergarten a.m., and half day kindergarten are to be picked up at their classrooms. Enter through the North entrance doors by the playground marked “Parents Entrance.”

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 to enter their parents’ car.

Parents wishing to meet their child at their child’s classroom door must park in the North parking lot by the playground and walk into school doors marked “Parents Entrance.” Do not park in the pick-up line that stretches along the front of the church on the East side of the building.

FACTS Management Company

At Medinah Christian School, we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we partner with FACTS Management Company to help manage our payments. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

All payments are paid through the FACTS system. Families may choose the Pay-In-Full plan, Bi-yearly plan, the 10-month plan or the 12-month plan must enroll on-line with FACTS.

Payment Plan Options

Equal payments will be automatically deducted from a designated checking or savings account, or automatically charged to a credit card (with 2.5% convenience fee added for credit cards payments only) on your choice of the **5th or 20th** of the month. AMEX, Discover and MasterCard accepted.

Automatic Bank Payment (ACH)—ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card—If you elect to use this option, your payment, along with a 2.5% convenience fee, will be automatically charged to your credit card (AMEX, MasterCard, or Discover are accepted). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

Tuition payments may be made as follows:

- Full Plan: Full payment in advance with a 5% discount if paid on June 5, 2011
- Bi-yearly Plan : On the 5th or the 20th of each month of June 2011 and January 2012
- 10-month Plan: On the 5th or the 20th of each month for ten consecutive months beginning in August
- 12-month Plan: On the 5th or the 20th of each month for twelve consecutive months beginning in June

Cost to use FACTS

- Families that pay their tuition in full will be reimbursed the \$10 FACTS agreement fee.
- Families that use FACTS for the bi-yearly plan (2 payments) will pay \$5 per payment or \$10 total.
- Families that use FACTS for the 10-month plan (August-May) will pay \$4.10 per payment or \$41 total.
- Families that use FACTS for the 12-month plan (June-May) will pay \$3.42 per payment or \$41 total.

Fee Schedule

Registration Fee

Early Bird Registration Fee:	February 1 – February 28	\$ 75.00
Registration Fee:	March 1 – March 31	\$100.00
Open Registration Fee:	April 1 – January of 2012	\$125.00

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

Supply Fee

Preschool	\$125.00
Prekindergarten	\$145.00
Kindergarten	\$155.00
1 st – 8 th grade	\$230.00

The supply fee covers the student accident insurance, classroom supplies, classroom parties, field trips, supplemental curriculum materials, testing materials, homework planners, and yearbooks for preschool through eighth grade. **This fee is nonrefundable.**

Athletic Fee

Per sport	\$25.00
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Before and After-School Care Fees (Kingdom Kids and grades K – 8th)

Before School (6:30 a.m. - 8:00 a.m.)	\$5.00
After School (3:30 p.m. - 6:00 p.m.)	\$8.00

Late fee per child policy:

• 6:01 p.m. – 6:15 p.m.	\$10.00 per child
• 6:16 p.m. – 6:30 p.m.	\$20.00 per child
• 6:31 p.m. – 6:45 p.m.	\$30.00 per child
• 6:46 p.m. – 7:00 p.m.	\$40.00 per child

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

Extended Care Rate When School Is Not in Session

Kindergarten through eighth grade is per day is \$40.00. The half-day rate is \$20.00. No discounts apply.

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 also available daily for 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 our website and click on the FERPA link.

Field Trips

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

This is an example of where the students went in the 2011 – 2012 school year:

GRADE	FALL FIELD TRIP		SPRING FIELD TRIP	
Preschool	Fireman/Paramedic (at school)		Cosley Zoo and Animal Farm	(630) 665-5534
Prekindergarten	Goebbert’s Pumpkin Farm South Barrington, IL	(847) 428-6727	Schaumburg Airport	
Kindergarten	Goebbert’s Pumpkin Farm South Barrington, IL	(847) 428-6727	Chicago Children’s Museum at Navy Pier	(312) 527-1000
1 st Grade	Brookfield Zoo Brookfield, IL	(708) 688-8400	SciTech Hands-On Museum	(630) 859-3434
2 nd Grade	Spring Valley “Early Settler Life”	(847) 985-2100 October 1 – February 15 only	Shedd Aquarium	(312) 939-2438
3 rd Grade	Fullersburg Woods Oak Brook, IL	(630) 850-8110	Legoland	(847) 592-9700
4 th Grade	Robert Crown Center for Health	(630) 325-1900	Chicago Botanic Gardens Glenview, IL	(847) 835-5440
5 th Grade	Willowbrook Nature Center		Spring Valley “Volkening Heritage Farm”	(847) 985-2100
6 th Grade	Naper Settlement	(630) 420-6010	Wade Center and Billy Graham Center at Wheaton College	(630) 752-5908 (630) 752-5157
7 th Grade and 8 th Grade	Feed My Starving Children		Play (Wheaton Academy) Or Cantigny	(630)668-5161 (Cantigny)
8 th Grade Trip			Disney World, Florida	

Grading System

Students in preschool through first grade will be evaluated using the following scale:

- N – Needs Improvement
- S – Satisfactory
- E – Excellent

Students in second through eighth grade 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 **second through fifth grade**.

Students in sixth through eighth grade 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 2011-2012, page 24, for the graduation dates.

With the date of graduation changes the last day of school for Preschool, Prekindergarten, Kindergarten and 8th Grade. The last day for Prekindergarten will be Wednesday, May 30. The last day for Preschool will be Thursday, May 31. The last day of school for Kindergarten and 8th grade is the day of graduation.

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

1. Has a purpose
 - Is not busy work – must have value and relate to classroom lesson
 - Reinforces what has been taught in class –untaught lessons will no be assigned
2. Needs to be graded
 - Check answers to make sure student has mastery
 - Can be graded by other students
 - Students can check their own if a completion grade is being recorded
 - Grades are always recorded by teacher for every assignment given
3. Time the average student should be spending on homework
 - Kindergarten through 2nd grade = 30 minutes
 - 3rd through 6th grade = 1 hour
 - 7th through 8th grade = 1 ½ hours
4. Extra Credit
 - Can be given, but must be consistent for the benefit of the entire class
 - Must be worth while, a lot of extra credit for only give a 1% increase will not be assigned
5. In second through fourth grade, the late policy is as such:
 - Homework turned in one day late will have 10% taken off the final grade, or one letter grade
 - Homework turned in 2 days late will have 50% taken off the final grade
 - Homework turned in 3 days late will get a 0, but will need to be turned in to show mastery of the subject being taught
 - If a student is absent, he or she will receive an extra day to turn in the assignments. For example, if a student was absent on Monday and an assignment is to be turned in on Tuesday, the student will not have to turn it in until Wednesday. For every day a student is absent, he or she will receive that number of days to make up the class work.
 - It is the students' responsibility to obtain all homework and missed assignments when they return from an absence of any kind

5. In fifth through eighth grade, the late 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 0 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 third through eighth grade 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 and 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 and 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 lunch from home. Students bringing a 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. A lunch order form will still be needed for those in Kingdom Kids but no payment is needed. Their Kingdom Kids tuition includes the cost of our lunch program. There is no lunch program the first week and the last week of school.

Monthly lunch calendars will be posted on RenWeb the last week of each month. Lunch order forms will be available every Friday and must be submitted back by the following Wednesday by noon. 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. Forms that are not completed in full, will not be accepted. *Forms submitted are considered ordered and payment is due. Payment not received to the office will be billed to your FACTS account.*

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 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 lunches 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 lose. Please consider this when choosing to buy these.

Individual items such as chips, desserts (.75), and drinks (.75) are also available daily for 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*. IOU's will be billed monthly to your FACTS account.

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 the 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 office personnel when 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 our Medinah Christian School website, 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 or 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 children 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 children 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 teachers 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.
- Students 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 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 that is held at 7:00 p.m. 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 one 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 two-hour time slot, a family of three could not be able to work and receive six PIP hours. The reason the family would not receive six PIP hours is because only one worker was needed for the two-hour time slot. If more than one 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 via FACTS.

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.

RenWeb 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 and 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 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, or any member of our School Board. School Board names can be found in the front of this book.

Part-Time Students

Medinah Christian School accepts part-time students, whether the student is home-schooled or co-enrolled in a public or private school. Part-time students have all the rights and privileges as our full-time students with the following exceptions:

- Enrollment: when enrolling in a class where a waiting list is required, full-time students will have a priority over part-time students.
- Extra-curricular activities: in the event there are try-outs and cuts for any extra-curricular activity, a full-time student will not be cut to keep a part-time student.
- Honor Roll: part-time students are not eligible to be placed on the honor roll or high honor roll.

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 in the school office for every student. 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 preschool or prekindergarten (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.

RenWeb

During the summer months, the school is moving from Edline to RenWeb as our web-based Internet connection with our school families. Through RenWeb we are able to share office news, calendar events, classroom updates, students' grades, and even school closings. RenWeb is simple to log onto and secure so others cannot view your children's grades or your family information. RenWeb will be accessible by going to www.medinahchristian.org

Further information will be given to parents once RenWeb is available, including dates on parent tutorial classes given at school.

In addition to RenWeb, Medinah Christian School has a website for MCS families as well as prospective families: www.medinahchristian.org. On the website, 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.

Medinah Christian School

School Calendar For 2011-2012

August

23	New Family Reception	7:00 pm in Chapel
25	Open House (Back to School Night)	7:00 pm in the Worship Center
29	First Day of School	

September

5	No School – Labor Day	No Extended Care
19	Golf Outing	
30	Steps 4 Faith (Walk-A-Thon)	
27	Mid-Term, First Quarter	

October

10	No School – Columbus Day	No Extended Care
20 & 21	No School – Teacher’s Convention	No Extended Care
27	End of First Quarter	
28	Grandparents’ Day – 11:30 a.m. Dismissal	No Extended Care

November

3	Parent/Teacher Conferences	Begin after school (3:30 pm)
4	No School – Parent/Teacher Conferences	All Day (No Extended Care)
23-25	No School – Thanksgiving Break	
30	Mid-Term Second Quarter	

December

15	Christmas Program	7:00 pm in the Worship Center
16	11:30 a.m. dismissal – Christmas Vacation	No Extended Care

January

3	School Resumes	
12	End of Second Quarter	
13	No School – Teacher Institute	No Extended Care
16	No School – Martin Luther King, Jr	No Extended Care
20	Fun Fair	6:00 – 9:00 pm

February

10	Prospective Family Open House	7:00-8:30 pm
16	Mid-Term Third Quarter	
17	No School – Teacher’s Institute	No Extended Care
20	No School – President’s Day	No Extended Care

March

9	No School – ACSI Speech Meet	No Extended Care
16	Spring Concert	7:00 pm in the Worship Center
23	End of Third Quarter	
26	No School – Spring Break begins	No Extended Care

April

2	School Resumes	
6	No School – Good Friday	No Extended Care
9	No School – Easter Monday	
19	Mid-Term Fourth Quarter	
20	Auction	6:00 – 9:00 pm
23-26	Stanford Achievement Testing	

May

11	Spring Drama	7:00 pm in Worship Center
18-21	Eighth Grade Trip	
22	Conservatory Recital	7:00 pm in Worship Center
28	No School – Memorial Day	No Extended Care
30	Preschool Last Day of School	Dismissal at 11:30 am
31	Kindergarten Last Day of School	Dismissal at 11:30 am
31	Kindergarten Graduation	7:00 in Chapel

June

1	Eighth Grade Graduation	7:00 pm in Worship Center
6	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:

RenWeb through
www.medinahchristian.org

TELEPHONE: *(Touch-Tone phone required)*

MCS Office Answering Machine at 630-980-9423.

SCHOOL CALLING SYSTEM:

MCS utilizes a calling system that will call or text you in the event of a school closing or a school emergency.

NOTE: You must update your emergency phone number with the school office or through RenWeb, in order to take advantage of the calling system.

School Hours

Classroom Hours

- 8:30 a.m. – 3:10 p.m. Students in all-day kindergarten and grades one through eight
- 8:30 a.m. – 11:30 a.m. Students in the morning preschool, prekindergarten, and half day kindergarten
- 12:30 p.m. – 3:10 p.m. Students in the afternoon prekindergarten

School Office Hours

- 8:00 a.m. – 4:00 p.m.

How and Where to Enter School

Lockdown procedure will be as follows:

- If staying at school for more than 5 minutes:
 - Park in North lot by playground;
 - Enter through doors marked “Parents Entrance;”
 - Ring doorbell, office will buzz you in;
 - Proceed to the school office to sign-in.
- If dropping off lunches, picking up students, or anything of the like between 8:30 a.m. and 4 p.m.:
 - Park in the West driveway by the school office doors;
 - Enter through doors marked “Medinah Church/School Deliveries & Drop Offs;”
 - Ring doorbell, office will buzz you in;
 - Proceed to the school office to sign-in.

School Pictures

School pictures of our students will be taken on Wednesday, October 12, 2011, for students in prekindergarten and kindergarten through eighth grade and Thursday, October 13, 2011, for students in preschool. This is done as a service to parents, and you are under no obligation to purchase them.

Student Accident Insurance and 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 parents will not 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

Grade	1st	2nd	3rd	4th	5th	6th	7th / 8th
ITEM	DENOTES QUANTITY						
NIV Bible	1	1	1	1	1	1	1
Box of tissue	3	3	3	3	3	3	3
Roll of Paper Towels	1	2	1	1	1	1	2
Ziploc bags (snack size)	1						
Ziploc bags (sandwich size)	1	1		1	1	1	1
Ziploc bags (gallon size)		1	1		1	1	1
Antibacterial Wipes		2	2				
Clorox Wipes	3	3	2	2	2	2	3
Blue / Black pens					12	12	12
Red pens			1	2			12
Highlighters		2		4	4	6	6
#2 Pencils	12	12	12	24	12	12	24
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	8
Erasers (no toy erasers)	5	5	3	2	2	2	
Glue Sticks	10	6	6	2	6	6	1
Tacky Glue (craft store)		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	4	7					
Pocket Folders			6	4	10	10	3
Pocket Folders (with center fasteners)					2	2	
Spiral Notebook (70 page)	1	2	2	1	4	4	4
Index Cards (3x5) 100 count		1			2	2	8
Notebook paper (wide lined)				2	4	5	6
1/2" Binder						1	3

P A R E N T H A N D B O O K

Grade	1st	2nd	3rd	4th	5th	6th	7th / 8th
ITEM	DENOTES QUANTITY						
Report Covers						3	
Stretchy Book Covers (Standard Size)				1		1	1
Stretchy Book Covers (XL Size)		1	1	1	2	1	2
Compass						1	1
Protractor					1	1	1
Graph Paper							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 2011-2012, page 24, 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

	Total Tuition per Year	
	Half Day (8:00 a.m. – 11:30 a.m.)	Full Day (8:00 a.m. – 3:30 p.m.)
Kingdom Kids Preschool		
5 days	\$4,353.00	\$6,998.00
4 days	\$3,482.00	\$5,598.00
3 days	\$2,785.00	\$4,478.00
2 days	\$2,228.00	\$3,582.00
2nd or 3rd Child Discount		
5 days	\$3,482.00	\$5,598.00
4 days	\$2,785.00	\$4,478.00
3 days	\$2,228.00	\$3,582.00
2 days	\$1,782.00	\$2,865.00
Kindergarten – 8th Grade		
	Half Day (Kindergarten only)	Full Day (Kindergarten- 8th)
1st Child	\$3,570.00	\$5,300.00
2nd Child	\$2,856.00	\$4,240.00
3rd Child	\$2,285.00	\$3,392.00
4th Child	\$1,828.00	\$2,713.00

Policies

1. 4-Year Old Kingdom Kids is on Monday, Wednesday, and Friday from 8:00 a.m. – 11:30 a.m.;
3-Year Old Kingdom Kids is on Tuesday and Thursday from 8:00 a.m. – 11:30 a.m.
2. Monthly tuition payments begin in June 2011 and end in May 2012.
3. Tuition payments may be made as follows:
Full Plan: Full payment in advance with a 5% discount if paid on or before June 5, 2011
Bi-yearly Plan: On the 5th or the 20th of each month of June 2011 and January 2012
10-month Plan: On the 5th or the 20th of each month for ten consecutive months
beginning in August
12-month Plan: On the 5th or the 20th of each month for twelve consecutive months
beginning in June
4. ALL tuition payments are paid through FACTS Business Management. FACTS Business Management is a secure on-line agency that assists schools in tuition collection. There is a yearly set up fee for parents using the FACTS system. For those on the Full Plan and the Bi-yearly Plan, the FACTS fee is \$10. For all other payment plans, the FACTS fee is \$41. Families that pay their tuition in full prior to June 5, 2011 will be credited the FACTS fee.
5. Any account not paid on the payment plan date will be considered delinquent. **There are late fees assessed by FACTS and Medinah Christian School on all delinquent accounts.** Late fee amounts can be seen on the FACTS website.
6. Student accounts that are delinquent will result in the student being withheld from class if no communication with the school administrator has occurred.
7. Families that enroll and begin paying for the upcoming year in June and withdraw for any reason before the first day of school will be reimbursed all tuition money paid. Registration and Supply Fees are not refundable.
8. Families that withdraw after the first day of school will incur a penalty equaling 8% of the total tuition agreement plus a pro-rated amount of tuition for days attended.
9. 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.
10. Any family who has a fifth child who attends Medinah Christian School will have that child attend tuition-free.
11. Active members of Medinah Baptist Church and full-time Minister's of the Gospel receive a 25% discount on tuition.

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 2011-2012

Mr. Van Dyke	dvandyke@medinahchristian.org	Interim Administrator
Mrs. Hayden	lhayden@medinahchristian.org	School Secretary
Mrs. Alwan	galwan@medinahchristian.org	School Secretary/Book Keeper
Mrs. Hamilton	ahamilton@medinahchristian.org	Extended Care Coordinator
Mrs. Chiluk	cchiluk@medinahchristian.org	Extended Care
Miss Maloney	jmaloney@medinahchristian.org	Extended Care
Mrs. Hill	jhill@medinahchristian.org	Media Center Coordinator
Mrs. Pierce	bpierce@medinahchristian.org	Preschool/Prekindergarten
Mrs. Ellis	mellis@medinahchristian.org	Preschool/Prekindergarten Aid & Teleion
Mrs. Shogren	sshogren@medinahchristian.org	Kindergarten
Mrs. Leith	dleith@medinahchristian.org	Kindergarten Aid (Shogren)
Mrs. Campbell	jcampbell@medinahchristian.org	First Grade
Mrs. Bosket	rbosket@medinahchristian.org	Second Grade
Mrs. Aycock	kaycock@medinahchristian.org	Third Grade
Mrs. Kruse	kkruse@medinahchristian.org	Fourth Grade
Miss Chiluk	achiluk@medinahchristian.org	Math, Fifth through Eighth Grade
Mrs. Mueller	hmueller@medinahchristian.org	Fifth/ Sixth Grade
Mrs. Schellpfeffer	mschellpfeffer@medinahchristian.org	Fifth/Sixth Grade
Mrs. Hanania	phanania@medinahchristian.org	Junior High
Mrs. Anderson	panderson@medinahchristian.org	Junior High
Mr. Grider	mgrider@medinahchristian.org	P.E./Computers
Miss Domke	rdomke@medinahchristian.org	Spanish/Computers
		Music
Mrs. Godfrey	rgodfrey@medinahchristian.org	Art
Mrs. Winters	mwinters@medinahchristian.org	Lunch Room Coordinator

Medinah Christian School Conservatory

Mrs. Crabbe	scrabbe@medinahchristian.org	Harp
Miss Domke	rdomke@medinahchristian.org	Spanish/Computers
Mr. Newbrough	dnewbrough@medinahchristian.org	Guitar/Percussions/Piano
Mrs. Simms	hsimms@medinahchristian.org	Piano
Mrs. Staley	bstaley@medinahchristian.org	Voice/Piano

Important Changes / New Policies

Dress Code for Students (page 7)

- This change states for Girls “Shorts may not be shorter than 2 inches above the knee.”

(Morning) Drop Off Procedures (page 9)

- Please remember that only students in Grades 5th through 8th grade and their siblings are allowed to enter through the West Entrance by the old Chapel during morning drop off.
- Students from Grades PS through 4th grade must enter through the North Entrance by the school playground marked “Parents Entrance” during morning drop off.
- There is no parking in the West Entrance by the old Chapel until after 8:35 a.m. If you are entering the building before 8:35 a.m. please park in the North parking lot by the playground and enter through the North doors by the playground marked “Parents Entrance.” This is tight area and before 8:35 a.m. it is strictly a drop-off area.
- There is no parking by the playground cones during morning drop-off. If you need to park please park in the North parking lot by the playground and enter through the North doors by the playground marked “Parents Entrance.” For the safety of the children, please keep this as a drop-off area.
- For the safety of the children, do no drive around someone in the drop-off areas. The 2 morning areas are strictly drop-off zones between 8:00 a.m. and 8:35 a.m. Wait for the children to exit from the vehicle and the vehicle has moved on from the drop-off zone.
- You may park in the West lot and enter through the West doors marked “Medinah Church/School Deliveries & Drop Offs” by Sycamore Dr. if you need to drop anything off for your child or for school anytime between the hours of 8:35 a.m. and 4:00 p.m.

FACTS Management Company (page 10)

- All payments are paid through the FACTS system. Families may choose the Pay-In-Full plan, Bi-yearly plan, the 10-month plan or the 12-month plan must enroll on-line with FACTS.

RenWeb (page 23)

- During the summer months we are moving from Edline to RenWeb. Further information will be given to parents once RenWeb is available, including dates on parent tutorial classes given at school.