



# **ALCS PARENT HANDBOOK**

**Developing a Biblical  
Worldview with  
Academic Excellence**

**A Ministry to Children  
and Families for more  
than 35 Years!**



# MADISON CHRISTIAN SCHOOLS

## OUR SCHOOL: MADISON CHRISTIAN SCHOOLS

Madison Christian Schools (MCS) is the name of the overarching entity to which both the Abundant Life and High Point campuses belong. As of August 2012, we are one school with two campuses. Each campus has its own identity and culture, yet plays a key role in our larger vision for Christian education in the greater Madison area.

## OUR VISION STATEMENT

Educating the next generation of servant leaders who will impact the world for the  
Glory of God

## OUR MISSION STATEMENT

Our mission is to develop students who are committed disciples of Jesus Christ through an excellent, comprehensive, Biblically-integrated educational program.

## OUR SCHOOL VERSE

What you heard from me, keep as the pattern of sound teaching, with faith  
and love in Christ Jesus.

II Timothy 1:13

## OUR SCHOOL MOTTO

Developing a Biblical worldview with academic excellence

## ALCS SCHOOL MASCOT

Challengers  
(a knight with a cross on the shield)

## ALCS COLORS

Red, Black, and White

# MADISON CHRISTIAN SCHOOLS

## OUR GOVERNANCE

Because ALCS is under the administrative authority of High Point Church, the High Point Church Board of Elders appoints an elder as chairman of the school committee. The school committee chairman in turn appoints the members of the school committee who serve under his direction. He may also appoint a school committee member to be co-chair.

The superintendent and principal handle the day-to-day administration of the school. The school committee establishes the overarching policies which keep the school operating in a manner consistent with its mission statement. With the recommendations of the superintendent, principal, and input from the staff, the school committee approves policy, budget, and personnel decisions that must in turn be approved by the High Point Church Elder Board.

## MCS PHILOSOPHY STATEMENT

Madison Christian Schools seeks to partner with parents in the education of their children. Our school is committed to excellence in all things, including providing a learning environment in which God's Word and His truths are an integral part. Madison Christian Schools encourages and facilitates the spiritual, intellectual, physical and social development of each student for the sake of the child, the glory of God, and the furthering of His kingdom.

## MADISON CHRISTIAN SCHOOLS VALUES

We consider our mission statement to be our pledge to the families of our school. We strive to make decisions through the grid of this statement and to function in each classroom in a manner consistent with it. As a staff, we fulfill our commitment to be Christ-centered by living Godly lives ourselves and integrating Biblical truths and worldview throughout both our curriculum and our behavioral expectations. It is important that Bible not be relegated to a daily class, but an integral part of who we are. We desire that our students leave ALCS not only knowing the Truth but living it out in their daily lives.

We also desire to be a school reflective of Christ's grace while at the same time holding ourselves and our students to a high standard of conduct. It is important in this environment to be specific about expectations so that students may consistently and fairly be held to such standards. It has been our experience that subjective standards result in inconsistent enforcement of rules; therefore, we try to be as objective as possible. This attempt at clarity may

# MADISON CHRISTIAN SCHOOLS

sometimes appear as legalism. That is certainly not our intent or reflective of our theology. What we desire is to be honest with our students by carrying through with what we say is important. For example, modesty is important, but we may not all agree on what is modest; therefore, our dress code is as objective as possible so that we can be consistent with enforcement, thereby avoiding the frustration and hurt which so easily arise when there is inconsistency.

## OUR CORE VALUES

**Core Value:** Biblically-Integrated Educational Program

**Belief:** We believe scripture is the word of God, infallible, and the basis of all Truth (2 Timothy 3:16).

**Application:** We integrate the Bible into all aspects of the educational program and extracurricular activities.

**Core Value:** Developing Disciples

**Belief:** We are called to make disciples of all people (Matthew 28:18).

**Application:** We clearly present the gospel of Jesus Christ and nurture the growth

of students as disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes which glorify God.

**Core Value:** Partnering with Parents

**Belief:** Train up a child in the way he should go, and when he is old he will not depart from it (Proverbs 22:6).

Two are better than one, for they have a good reward for their labor (Ecclesiastes 4:9).

**Application:** We will partner with parents by communicating regularly via Ren Web, email, verbally and/or handwritten notes.

We will listen and respond to parents' concerns and ideas.

We will work with parents to discern the best course of action when problems or issues arise with a student at school.

We will give parents opportunity to fellowship and serve within the school community.

# MADISON CHRISTIAN SCHOOLS

**Core Value:** Excellent Education

**Belief:** In all you do, do it unto the Lord..."Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23).

**Application:** We are committed to staff teachers who are of the highest caliber both professionally and spiritually.

We expect our staff to take advantage of professional development opportunities.

We are committed to using Biblically-integrated curriculum which exceeds national and state standards.

## CURRICULUM

It is important to us that we offer an excellent academic program to our families. Our belief is that a traditional education combined with experiential learning is the most effective method of educating the majority of children. However, the most important component of curriculum is not text, but staff. ALCS is blessed with an outstanding staff. All teaching staff are required to hold an educator's certificate and to continue their professional development by taking both Bible and education classes.

Our texts are carefully selected from amongst both Christian and secular publishers. In grades K-3, core texts are published by Christian publishers. Grades 4-12 use both Christian and secular publishers. In reading, our early grades (K-2) focus on phonics. Beginning in grade three, we change curriculums in order to focus on comprehension and critical thinking skills. Our math program is a traditional one and based upon the best available text at each grade level. At the elementary level, Madison Christian Schools also offers "specials" classes taught by specially-trained educators. Art, music, & physical education are twice a week for K-5th grade students. Library is once a week for all elementary students. Computer class begins in 2nd grade, twice a week (2nd -5th). Spanish for elementary and will be once/ week in 1st – 5th grades.

Fine arts, computers, and languages are either electives or required for students in middle and high school depending on grade – required 6-8; elective 9-12.

High school students have the option of taking a number of Advanced Placement and dual credit courses, many of which are through Wisconsin Virtual School and/or Alpha Omega,

# MADISON CHRISTIAN SCHOOLS

online educational services which make it possible for us to offer a large selection of online electives. This use of technology has made it possible for us to greatly increase the number of courses available to our high school students. In addition to the online electives, advanced art, worship team, PE electives, band, and choir are all options for our high school students.

## ACCREDITATION

Madison Christian Schools is fully accredited with ACSI (Association of Christian Schools International). Since our initial accreditation, we undergo a rigorous process of re-accreditation every five years.

Accreditation is a process by which we look and see what our school is and does, document it, and then invite a team of professionals to come to our school for a site visit in order to verify our documentation. It is a beneficial process to each and every staff member as well as to all our constituents. All ALCS staff are involved in the accreditation process.

The State of Wisconsin does not accredit or require accreditation. ALCS meets or exceeds the Wisconsin State Educational Statutes and is recognized as an Elementary/Secondary institution in the State of Wisconsin.

# ALCS GENERAL INFORMATION

## ALCS HISTORY

Abundant Life Christian School was founded in 1978 by Madison Gospel Tabernacle as a community Christian school with its first graduating class in 1985. ALCS was specifically organized to offer students academic excellence in a Christ-focused context.

ALCS offers grades Kindergarten through 12th grade.

## COMMUNITY at ALCS

Our desire is that ALCS would be more than a place for students to learn but also a place of community for families. Volunteer opportunities abound both in the classroom and within the school in general. A wonderful place to get started is by attending and participating in the PSO or Parent Support Organization.

Friendships are developed by regularly attending sporting events and the social events organized by the athletic department, fine arts booster club and PSO as well. The foyers are often available in the mornings as places for informal chats. Participating in the community is the best way to feel a part of the community. We hope all of our families feel welcome, because we truly are glad that each family is part of our ALCS family!

## GIVING AND FUNDRAISING

(see Fund Development for more information in the Finances and Fund Development section, pgs. 52-59)

As with many private schools, ALCS tuition does not cover the total cost of educating each student. Donations bridge the gap between tuition and the actual cost of operating the school; the gap averages about \$1,200 per student per year.

The difference between the cost of tuition and the actual cost of educating a student is called the 'tuition gap.' By augmenting tuition through charitable gifts, we are able to narrow the tuition gap which helps keep tuition at an affordable rate and provides many important programs that are essential to successfully fulfilling our mission. Charitable gifts also provide an opportunity for families to receive an income tax deduction on donations to our school to the extent allowed by law.

# ALCS GENERAL INFORMATION

Financial support comes in many forms: donations to the Annual Fund, gifts to Planned Giving, participation in PSO (Parent Support Organization) events, support of school fundraisers, donating Box Tops for Education or milk moola, and purchasing SCRIP (see addendum for details).

## **RenWeb: ParentsWeb**

The internet-based communication and administrative tool we use is called RenWeb and the portal for parents is called ParentsWeb. ParentsWeb, a secure password protected site, is where parents will find pretty much any information needed regarding the school. All of the major documents, ALCS Parent Handbook, school directory, individual student and classroom information, hot lunch, events, etc. can be found on ParentsWeb.

Every family is given a passcode to access the site. There is a lot of information available in ParentsWeb! It's worth getting on and exploring and it's absolutely crucial that parents use it during the school year, at least weekly – otherwise something important may be missed.

## **SNACK BREAK**

Kindergarten will have snack time each day. Elementary classes may have snack at the discretion of the teacher; they will connect with parents about snack during their class session at Back to School Night and/or via their weekly newsletter.

Middle and high school students have an extended passing period mid-morning called Snack Break. They are encouraged to eat a healthy snack in order to stay fully fueled and ready to learn as they go through their morning.

## **LUNCH PROGRAM**

ALCS offers hot lunch daily. The hot lunch program is part of the federal free and reduced lunch program. Meal plans are designed around the federal "My Plate" program using lean proteins, whole grains, fresh fruits and vegetables, and milk.

All lunch monies flow through each family's lunch account. Please ensure there are sufficient funds in your lunch account. Lunch menus are posted on our website monthly as well as being

# ALCS GENERAL INFORMATION

available on ParentsWeb. Parents may join their child periodically for lunch; guests must check in with the Student Services Office.

## Free and Reduced Lunch Program

ALCS participates in the Federal Free and Reduced Lunch Program. All families are provided lunch program information as part of their back to school summer mailing or upon enrollment. Families within the established income guidelines will be eligible for free or reduced student lunches. Children in households getting FoodShare or W-2 cash benefits and most foster children can get free meals regardless of family income. Free and reduced lunch application forms are available on ParentsWeb or at ALCS. Applications may be submitted at any time throughout the school year. Families must apply each year to participate.

If you disagree with the decision regarding your Free and Reduced Lunch Program application, you may appeal the decision by asking for a hearing. To appeal a decision, call or write to the ALCS principal, Mr. Doug Butler. Mr. Butler may be reached via phone at 608.221.1520 or via mail at Mr. Doug Butler, c/o Abundant Life Christian School, 4901 E. Buckeye Rd, Madison, WI 53716.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

## Lunchroom & Noon Recess Schedule (M-W;F)

Classroom/Grade	Arrive @ Lunchroom	Out @ Recess
Kindergarten	10:40 AM	11:15 AM
First Grade	10:45 AM	11:15 AM
Second Grade	10:45 AM	11:20 AM
Third Grade	10:50 AM	11:20 AM
Fourth Grade	11:10 AM	11:40 AM
Fifth Grade	11:10 AM	11:40 AM
MS Lunch	11:25 AM	N/A
HS Lunch	12:10 PM	N/A

# ALCS GENERAL INFORMATION

## Lunchroom & Noon Recess Schedule (TH)

Classroom/Grade	Arrive @ Lunchroom	Out @ Recess
Kindergarten	10:40 AM	11:15 AM
First Grade	10:45 AM	11:15 AM
Second Grade	10:45 AM	11:20 AM
Third Grade	10:50 AM	11:20 AM
Fourth Grade	11:10 AM	11:40 AM
Fifth Grade	11:10 AM	11:40 AM
MS Lunch	11:55 PM	N/A
HS Lunch	12:40 PM	N/A

## RECESS

Recess is provided in our elementary school and is intended to give younger students fresh air as well as an outlet for physical energy. It takes place on the playground year round and in almost all weather conditions (thunderstorms and a windchill of -10 or lower excluded).

We believe that fresh air and a setting favorable to physical activity greatly benefits the health and work habits of our students. All students are expected to go outside for recess with their classmates. Exceptions will be made for medical reasons if a signed excuse from the student's physician is provided.

We live in a climate that can have extreme temperatures. During severely cold weather, the decision to go out for recess is at the discretion of the MCS recess supervisors. Generally, it is advisable to assume the children will go outside notwithstanding the weather forecast.

During the winter, in order for students to play in a snow covered area, they must be wearing BOTH boots and snow pants. Otherwise, they will be required to play in other designated play areas. Please send your children to school dressed appropriately for the weather including snow pants and winter coat, hat, gloves, scarf, and winter boots.

# ALCS GENERAL INFORMATION

## **CLOSED CAMPUS**

ALCS is a closed campus. Students are not excused for personal reasons or for regular participation in activities off campus. Extenuating circumstances may be approved and warrant a student being off campus include medical appointments, personal family emergencies, or special family occasions (with written parental/guardian permission), and last hour early dismissal for some upperclassmen (See Increased Responsibility Guidelines in Addendum E).

Students are required to stay on campus for lunch. Students who have study halls or elective classes are expected to attend with the same regularity as any other class.

## **CHAPEL, PRAYER, AND BIBLE CLASSES**

All ALCS students participate in weekly Chapel services and parents are always welcome to join us for this special time of worship and learning. Elementary chapel is held every Tuesday morning. Middle and high school chapel occurs weekly on Thursday mornings. Chapel is a critical educational element of our program – missing chapel is equivalent to missing a half day of school. Students should not be late to chapel.

Daily Bible classes from Kindergarten through 12th grade are an important part of the spiritual training that ALCS students receive. One of the highlights of the year is Missions Week when missionaries from around the world visit classes during the City Church Annual Missions Conference.

Prayer is another important part of our everyday life at ALCS. Two special events that highlight our emphasis on prayer are “See You at the Pole” and the “National Day of Prayer.” We encourage students, staff, and parents to join together with Christians around the nation to impact our society for Christ through prayer.

# ALCS GENERAL INFORMATION

## ALCS ATHLETICS

Madison Christian Schools intentionally trains our athletes for God-honoring competition; teaching them about faith, hope and love and thereby transforming their hearts through individual performance and team participation. Our motivation is “to manifest Christian character and to model love and sacrifice for others as we make disciples through athletics.”

See the Athletics Section for specific information regarding middle and high school athletics.

## MUSIC/BAND/DRAMA/ART

All Abundant Life elementary students and middle/high students enrolled in music and/or choir participate in Christmas and spring music programs. These programs are organized by the music teacher and participation is mandatory as they are considered a part of our music curriculum.

Beginning in fourth grade, Madison Christian Schools’ students may take band. The band program is a contracted program offered through the Overture Band Programs, Inc. Students will participate in both private and group lessons. There are two band concerts each year – a Christmas concert and a spring concert.

ALCS high school produces a play or musical each year in the Spring. These are major productions, cast primarily of the high school students, but may involve the middle students and/or elementary students as determined by the script.

In art, all K-8 students participate in an art class. In high school, art is a fine arts elective. High school students have offerings in 2D, 3D, and multimedia art forms. Students may compete in the Trailways Art Show annually.

## SAFETY PATROL GUIDELINES: 5th GRADE VOLUNTEERS

Safety Patrol is a group of 5th grade volunteers who assist with recess duty and provide peer-to-peer safety assistance to elementary students. Patrollers assist younger students with safely crossing the parking lot and work to ensure the safety of all students. Safety Patrollers help teach safety and serve as good role models for it. Safety Patrol is detailed in Addendum C.

## SCHOOL OFFICE

The school office hours are from 7:45a – 4:00p, Monday through Friday during the school year. Consult school or website ([www.alcs.us](http://www.alcs.us)) for summer hours.

The main line phone number is 608.221.1520. If you reach voicemail, please leave a message so that we can call you back. Your call will be returned as soon as possible.

Staff may be emailed directly. All emails for staff are first initial last name @mcs-wi.com. For a complete directory of staff and email addresses, please visit our website at [www.alcs.us](http://www.alcs.us) and access the staff list under 'About Us' – Faculty and Staff.

### OFFICE PROTOCOL

Please conduct personal conversations out of the hallways and away from the offices and classrooms. The Main Foyer and the Student Services Foyer are both available for quiet conversations.

Appointments should be made ahead of time if you wish to speak with the school principal or superintendent.

Office equipment is reserved for use by office staff for school business.

### SCHOOL VISITORS

Abundant Life Christian School is a secured area for the safety of our students. All visitors including parents will be buzzed in during the day (to ring in, press the bell located on the silver panel to the right of the entrance doors).

All visitors including parents and volunteers are required to sign in and receive a visitor's badge at the Business Office before further entering the school or classrooms during school hours.

The respective teachers and administration must approve all visitors at least one day in advance if desiring to formally visit a classroom. Any visitors who prove to be a disruption will be asked to leave the school building.

## MESSAGES

Except in an emergency situation neither students nor teachers will be called out of their classes to receive telephone calls. The office staff will relay messages to students. Teachers will return the calls during their planning time or after school.

School phones are business phones and are not to be used by students except for emergency situations. Cell phones may not be used inside the school during school hours 8:05a - 3:10p without permission from school personnel.

## STUDENT RECORDS

Parents and legal guardians have authorization, in consultation with school personnel, to inspect the school records of their children. The school maintains the following type of student records:

Enrollment papers, grades, attendance records, immunization records, progress reports, standardized test results, behavior/service plans, and discipline reports

The principal and office staffs are responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their student's records should make an appointment through the Student Services Office. Parents wanting a copy of items in their child's record may request such in writing through the principal.

When inspecting a child's records, any authorized parent or guardian may question the content of the records. If it is agreed to, the questioned material will be removed or the parent may place a rebuttal with the material in question.

Other provisions of federal and state laws protect parents' rights by restricting the release of information from student records. Faculty and administration are the only employees granted access to student files unless the person or agency has authority per state or federal law to see the student's file.

## **LOST AND FOUND**

Lost and Found is located in the main floor hallway next to the Main Gym. Articles will be kept in Lost and Found until the last day of each quarter, after which they will be donated to charity.

The elementary also have a Lost and Found area at the Kindergarten end of the elementary hallway. Items will be donated that are not claimed by the last day of school.

# ATTENDANCE

## SCHOOL HOURS

Regular school hours are 8:05a to 3:10p. All students Kindergarten through 12th Grade begin school each day at 8:05a. Students not in their classrooms by 8:05a are tardy.

Please be considerate of your student and his or her classmates as well as our faculty and arrive by 8a daily for school.

**Please note:** for early dismissal or half days, our school day will be 8:05a to 11:25a. Lunch will not be served on early dismissal or half days.

The school assumes no liability for students on the school grounds prior to 7:45a or after 3:30p. The staff of ALCS will not supervise students other than these hours. If an elementary student remains in the building after 3:30p, the parents will be billed for the time of supervision by staff.

Middle and high school students remaining on school grounds after 3:30p will be required to wait in the Main Foyer until a parent or carpool driver picks them up.  
(see parking lot procedures section for details)

## ABSENCES

Regular attendance is important if a student is to gain the most from school. The only absences that will be excused are:

1. Sickness
2. Medical and dental appointments
3. Funerals
4. Pre-arranged absences (must be approved by the administration)
5. Emergency circumstances
6. Other circumstances as approved by the Principal

The Student Services Office must be notified no later than 8:30a if your child is absent from school. If you call prior to the start of school, leave a message. If we have not heard from a parent or guardian, the office will follow up with you either via Parent Alert or by calling your work or home numbers in an effort to determine where your child is.

# ATTENDANCE

Any student who misses more than three (3) consecutive school days and/or more than five (5) days in any given quarter may be required to bring in a physician's statement. **Per Wisconsin state law, no parent may excuse a student for more than ten (10) days during the school year.** Absences not meeting the above criteria will not be considered "excused" by the administration and teachers and the student will receive a zero for the day or the classes missed.

If a student needs to be excused during the day for an appointment, etc., the parent should communicate the time and reason for the absence to the teacher in elementary classes or MS/HS students should complete a *Medical/Dental Absence Form*. Parents are encouraged to vary the times of appointments so the same classes are not missed repeatedly. For MS and HS students, scheduling appointments during study halls is the best option for academic progress. Student schedules are available for view in ParentsWeb.

When picking up an elementary student, the parent should come in to the Student Services Office to sign the student out. MS/HS students will be allowed to sign themselves out and wait for pick up in the Main Foyer.

## TARDY INFORMATION AND POLICY

Tardies have a negative impact on academic achievement, both for the child that is tardy and his/her classmates. Late arrivals cause interruptions in the classroom. Breaks in instruction interfere with the learning atmosphere and make extra work for the teacher. Parents are expected to make arrangements to ensure that their child(ren) arrive to school on time. Students should be in in their seats, ready to learn at 8:05a.

### **Tardiness to Class – Beginning of School Day**

If a student (elementary, MS, or HS) is tardy to class first hour only, he or she must first go to the Student Services Office to obtain a tardy pass. Administration will keep track of the number of tardies each quarter and will issue detentions for subsequent tardies once that limit has been exceeded.

### **Tardiness to Class – DURING the School Day for MS/HS**

MS and HS students who are not in their classroom or seat when the bell rings are considered tardy to class. Students need to report directly to class. They do not go to the Student Services Office. Faculty should mark them as tardy for attendance.

# ATTENDANCE

Habitual tardiness is problematic for students and teachers and therefore the consequences above will apply to students as we look at overall punctuality (morning tardies and class tardies together).

## DETERMINATION OF TARDY AND HALF-DAY ABSENCE

The following guidelines shall determine whether a student is tardy or absent.

1. If a student misses 5 or more class periods in a day (consecutive or non-consecutive), s/he shall be listed as absent for the full day.
2. If a student misses 2 to 4 class periods in a day, s/he will be listed as absent a ½ day.
3. If a student misses Chapel, s/he will be listed as missing a ½ day.

**Please Note:** Once enrolled in a class, any student that misses more than 20% of classroom instruction per semester for non-school sponsored events will not receive full credit for that specific class.

## The ALCS Tardy Policy

All students arriving after the late bell sounds at 8:05a will be assessed a tardy and required to obtain a late slip from the Student Services Office before proceeding to the classroom.

Middle School and High School consequences for tardies within one quarter:

- 4-5 tardies = student receives a warning
- 6-8 tardies = detention and communication with parents
- 9-10 tardies = parent meeting with principal
- 10+ tardies = possible in-school suspension at discretion of principal

Elementary consequences for tardies within one quarter:

- 5 tardies = email from principal to parents
- 7 tardies = parent meeting with principal

# ATTENDANCE

Tardies may be excused at the discretion of the school administration under certain conditions such as inclement weather, a road accident, or for medical and/or dental appointments.

Tardies will not be excused because a parent was “running late” or a sibling was slow in the morning.

## Truancy

Any student who misses more than 3 consecutive school days and/or more than 5 days in any given quarter may be required to bring in a physician’s statement. Per Wisconsin state law, *no parent may excuse a student for more than ten days during the school year.*

Under law, a student is truant who is absent for “part or all of one or more days from school during which the school...has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil...” Accordingly, following each occurrence of five unexcused absences, a student will be reported as truant. A letter will be sent to the parent or guardian requiring a meeting with a school official. That meeting may be followed by a citation and court appearance resulting in a possible fine for the child and parent due to habitual truancy. Continued habitual truancy will result in dismissal.

If it is determined that a student “skipped” school during an unexcused absence, there will be a penalty of a zero in all subjects missed during the time that the student is absent. The student will be automatically placed on behavioral probation and may receive a suspension. A second occurrence of skipping school will result in at least a one-day suspension or appropriate consequences as determined by the principal.

## EXCUSED TRAVEL ABSENCE

At times it is necessary and even beneficial for students to travel with their parents during the school year. However, please make every attempt to travel during school vacations as much as possible. Travel during school days should be for no one than one week and should avoid major exam periods and the last week of the quarter. Teachers may consider alternative assignments for students when appropriate, but are not obligated to do so (i.e. a student visits Boston – have them keep a journal, collect artifacts, write a report and share it with the class).

# ATTENDANCE

When a student is absent under these conditions, an *Advance Request for Excused Absence Form* is available on the school website or from the Student Services Office. It must be completed, then submitted to the Student Services Office for approval at least 7 days prior to the trip. Students are responsible for all schoolwork assigned for the days they are not in school. If the request form is filled out and turned in to the office no later than 7 days before the absence, teachers may upon parent's request give the student all predictable make-up work no more than three days before the absence. Parents may also verify daily assignments from ParentsWeb, classmates, or email. Assignments and homework given before the excused absence will be due upon return. Make-up homework given upon return will be due an equal number of days (not just school days) plus one to the absence.

If the request form is turned into the office less than 7 days before the absence, the teacher is under no obligation to give make-up work prior to the absence.

## SNOW CLOSINGS

In cases of extreme weather conditions, MCS will automatically close or delay opening whenever Middleton-Cross Plains or Monona Grove school districts do.

If inclement weather arises during the school day, we will also follow the Middleton-Cross Plains or Monona Grove school districts. When Middleton-Cross Plains or Monona Grove closes, all MCS campuses will also close and parents are expected to pick up their children accordingly. There may be occasions when MCS closes even though Middleton-Cross Plains or Monona Grove school district does not.

School closings or after school activity cancellations will be announced on the following: via email, WNWC-FM 102.5, WISC-TV Channel 3, WKOW-TV Channel 27, and WMTV-TV Channel 15, Facebook, and ParentsWeb.

Please do not tie up the telephone lines by calling the school administrator or the TV and radio stations. Please watch for postings.

**Please Note:** Abundant Life Christian School may also be listed as Madison Abundant Life.

## ADDING/DROPPING A CLASS: MS/HS

In order to add or drop a class, students must obtain an *Add/Drop Form* from the Academic Guidance Office and follow the steps listed. Students must obtain permission for the change from the principal. All changes are at the discretion of the principal and the teacher.

Deadlines are as follows:

- **Add:** A course may only be added during the first two weeks of a semester. If a student must add a course during this time, it is their responsibility to confer with the teacher in order to make up all of the material covered to date. It is recommended that students “overload” their schedules initially, in order to alleviate this situation of having to make up two weeks’ worth of instruction and homework. It is best to drop a class after the semester starts rather than adding a new course mid-stream. (The initial days that must be made up will not count toward the 10 days missed rule of issuing no credit.)
- **Drop:** A course may be dropped no later than the 6th week of the semester without it appearing on the student’s transcript or affecting their G.P.A. The principal will meet with the student to discern whether the student can enroll in another class before the start of the next semester. If a course must be added past the add deadline, the quarter grade will be determined for the new course by averaging the grades from the two courses based on the percentage of time spent in each class.

## HOMEWORK GUIDELINES

Homework is a valid learning experience that can be useful in providing:

- A. Additional practice outside the time limits of class
- B. Deferred reinforcement after a time lag
- C. Opportunity for application of learned principles to new and varied situations.

Due to the tremendous differences between the working habits of students, it is virtually impossible to establish an absolute time limit. The following, however, will serve as general guidelines for K-8\*.

These guidelines do not apply to high school students; faculty may set standards as dictated by the requirements of the curriculum and needs of the discipline.

# ACADEMICS

<b>Kindergarten</b>	minimal	<b>Fifth</b>	45-60 minutes
<b>First</b>	0-15 minutes	<b>Sixth</b>	60 minutes
<b>Second</b>	15-30 minutes	<b>Seventh</b>	60-90 minutes
<b>Third</b>	30 minutes	<b>Eighth</b>	60-90 minutes
<b>Fourth</b>	30-40 minutes		

At the beginning of each school year, homework may seem to exceed these limits. Students usually adjust to these new requirements and are able to complete the assigned work within the suggested time frame.

Students and parents have pledged to keep up with school homework. We do expect parents' full cooperation in seeing that the assignments are completed on time. Repeated delinquent homework could result in a student's dismissal. Student homework is due when collected by the teacher in class; any homework turned in after this time is considered late.

With respect to late homework, teachers may deduct points. Teachers publish homework guidelines as part of their syllabus. Reduction in points or grade is at the discretion of the instructor.

If a student cannot maintain a passing grade in a particular class with the teacher's additional assistance, the hiring of a tutor is highly recommended.

## GRADING & REPORT CARDS

Teachers use achievement of learning objectives as the primary grading criterion, but they will also consider demonstrated effort and noticeable differences in ability.

Report cards describe a student's progress in school and are prepared at the end of each quarter. The quality of work done is indicated by the following designations:

### **For grades K-2**

E - Excellent    S – Satisfactory    N - Needs Improvement    U – Unsatisfactory  
NA – Not Assessed

### **For grades 3-8**

Letter grades are interpreted as follows:

A+ = 98-100	B+ = 88-90	C+ = 78-80	D+ = 68-70	
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 91-93	B- = 81-83	C- = 71-73	D- = 61-63	F = 0-60

## For grades 9-12

Letter grades are interpreted as follows:

A+ = 98-100	B+ = 88-90	C+ = 78-80	D+ = 68-70	
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 91-93	B- = 81-83	C- = 71-73	D- = 61-63	F = 0-60

## FAILING GRADES & RETAKES

When a student fails a course and retakes the same course, the failing grade is replaced with the new passing grade on the records as well as the credit earned.

When a student fails a course and drops after the drop deadline without retaking the class, the failing grade will remain on the record, but no credit will be issued.

## GRADE POINT AVERAGE

Grade point average (GPA) is a major standard index of high school academic achievement used for admission to most colleges, universities, and vocational schools. Grade Point Average is calculated for the semester, the year, and high school years-to-date by dividing total grade points by total carried credits. The high school uses a 4.3 scale for GPA.

### High School: Grade Point Equivalents

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

# ACADEMICS

## ADVANCED PLACEMENT COURSES: GRADE POINT EQUIVALENTS

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	1.3	1.0	0.7	0.0

## HONOR ROLL

Academic honors are awarded for each quarter and for the total year's average grade.

ALCS recognizes two honors categories:

### 4th – 8th grades:

High Honor Roll  
Honor Roll

Average 94 or higher  
Average 84 or higher

### 9th – 12th grades:

High Honor Roll  
Honor Roll

Average 91 or higher  
Average 84 or higher

## PRESIDENT'S ACADEMIC ACHIEVEMENT AWARD

This award is presented to graduating 5th, 8th, and graduating seniors who have a cumulative 85% or higher on their most recent standardized testing scores plus a cumulative grade book average of 90% or higher in all subjects across 4th/5th grade for elementary, 6th/7th/8th grade for middle school, and all of high school for seniors. Recipients are announced during the End of the Year Awards Program.

Presidential Silver Award is given to students who meet the required GPA for the Presidential Academic Award but who scored in the 80-85% range on their most recent standardized tests.

## SENIOR SCHOLAR RECOGNITION

A student must be enrolled at ALCS for a minimum of two years to be eligible for Valedictorian or Salutatorian recognition. The graduating senior with the highest grade point average is the Valedictorian while the graduating senior with the second highest grade point average is the Salutatorian. Students entering ALCS as a senior are not eligible to receive these honors.

The grade point average will include a factor for taking Advance Placement classes in order to encourage high academic students to take courses with the highest degree of difficulty without fear of losing academic standing. The scale will be a 5-point scale so that AP courses will be graded on a “5-point rather than a 4-point scale.

ALCS administration reserves the right to determine how the grade point average will be calculated for students enrolling at ALCS who have been home schooled for part of their high school years.

## GUIDELINES FOR RETENTION

If a student has a diagnosed learning challenge, the student would most likely not be retained but an evaluation of his or her placement here at MCS should be made in order to assess if our campus is a good fit for the student.

### **Teacher responsibilities:**

- At first sign of academic difficulties, notify parents. Continued communication is key.
- Document examples of issues, what has been tried, and any communication with parents.
- Copy and file worksheets, tests, etc.
- Make sure that the child's report card accurately reflects the child's ability.
- Make it clear what you will and will not be able to do to help this student. Don't offer more than you can deliver and be sure to carry through with what you do offer. Put anything you offer in writing.
- Give the parents/guardian options outside of school for addressing the issue.

# ACADEMICS

If the above does not result in significant improvement, then the parents and teacher shall meet with the principal to review the situation and discuss possible outcomes.

A child may be retained under the following conditions:

K – 2nd

- Failed to master the core concepts of Lang. Arts at that grade level AND
- Receives a “O” or an “N” in Lang. Arts or reading the last two quarters of the year OR
- Teacher and administration agree it is in the best interest of the child.

3-8th

- Fails any two major subjects during any two quarters OR
- Fails Language Arts or Math both of the last two quarters of the year OR
- Teacher and administration agree it is in the best interest of the child.

If the above conditions are met and the parent/guardian does not want their student retained, an appeal may be made to the superintendent. Administration, teacher, and parents will then meet in an attempt to come to a mutually agreeable solution.

Administration has the authority to make the final decision regarding retention.

## TUTORING\*

Many students benefit from tutoring outside of the classroom. Tutoring is an expense outside of the cost of school. If you believe your child would benefit from tutoring, please visit with the Academic Guidance Office regarding possible options available in the area.

\*ALCS does not endorse or promote any tutor nor encourage any family to hire a particular tutor. Information provided is simply a summation of available resources.

## PEER MENTORSHIP PROGRAM

Students in 6-12th grade who are both academically and behaviorally in good standing and who have an extra study hall may be allowed to participate in ALCS' Peer Mentorship Program. The program provides middle and high school students the opportunity to partner an elementary student who may need someone to practice math skills with or read aloud.

Availability, need, and academic standing are criteria for participation.

## INCREASED RESPONSIBILITY FOR HIGH SCHOOL STUDENTS

ALCS offers an Increased Responsibility option for selected upperclassmen in high school. While trying to preserve a healthy student-life atmosphere here at Abundant Life, we also recognize that there may be advantages for some students/families to consider a late arrival or early dismissal time. Guidelines for Increased Responsibility may be found in the Addendum.

## HIGH SCHOOL GRADUATION REQUIREMENTS

High School Graduation Requirements- each course is a ½ credit per semester.

### **Bible - 4 Credits**

Bible 9, Bible 10, Bible 11, Bible 12-Worldviews & World Religions

### **English - 4 Credits**

English 9, Composition (½), Speech (½), American Literature, British Literature  
A.P. Literature & Composition

### **Social Studies - 4 Credits**

American Government & Civics, AP US Government, World History, AP European History, US History, A.P. U.S. History, Global Studies, Personal Finance, Psychology/Sociology

### **Math - 3 Credits**

Pre-Algebra, Algebra I, Algebra II, Geometry, Advanced Mathematics, A.P. Calculus, Consumer Math

### **Science - 3 Credits**

Physical Science, Biology, Chemistry, Physics, Adv. Chemistry and Physics

### **Physical Education\* - 2 Credits of which a ½ credit must be Health class**

Health, General P.E., Personal Fitness, Fitness for Athletes

### **Electives - 4 Credits**

Spanish, Choir, Band, Art, Computers, Publications

Total Credits Required for Graduation--24 Credits

All high school students must carry a minimum of 6.0 credits each academic school year.

\*Every student must have Physical Education each year, unless medically excused. (½ credit per year)

## **CREDIT STANDARD**

Much of the learning experience is based on class lecture and other live interactive classroom participation. It is for this reason that there exists a limit to the number of absences that a student may have from any particular class before class credit will be affected.

Once enrolled in a class, any student that misses more than 20% of classroom instruction per semester for non-school sponsored events will not receive full credit for that specific class.

For those students faced with regular medical/dental appointments in a particular year, we urge parents to not make such appointments at the same time, but rather spread them throughout a child's schedule, so as not to unnecessarily affect any one class.

## **TRANSCRIPTS**

Each graduating senior is supplied with up to three free transcripts upon fulfillment of all obligations to Abundant Life Christian School. ALCS graduates needing transcripts or other student information from their official school file, two or more years after graduation, will be charged \$10.00 for this service.

Students may apply through Parchment online for their transcripts as well.

## **ELECTRONIC DEVICE/CELL PHONE USE**

Students have very limited access to cell phones and electronic devices at school. See our Electronic Device/Cell Phone Policy in the addendum for full guidelines and standards as well as consequences for inappropriate use.

## MOVIE VIEWING POLICY

Movies can supplement classroom curriculum and provide a learning experience for the students at Madison Christian Schools. Movies are also a source of entertainment for children in all grade levels. Teachers and staff will adhere to the following criteria when showing movies in the classroom:

**Please note:** the class syllabus will include any movie as well as the rating to be shown as part of a unit of instruction.

1. Teachers must notify parents two weeks in advance of any movie produced primarily for entertainment purposes which will be shown that is not on the approved movie list. If any parent objects for moral or spiritual reasons, make another selection.
2. When a movie is being shown as entertainment in the classroom or as a school-wide activity, the following ratings guideline will be used:
  - a. Kindergarten-Grade 3: G
  - b. Grades 4-8: G and PG
3. PG-13 movies may be shown to grades 6-12 with parental permission when it is part of a unit of classroom instruction.
4. Teachers will preview all PG and PG-13 movies before showing to the class. It is also required that teachers utilize, when needed, the Plugged In Online Movie Review ([www.pluggedinonline.com](http://www.pluggedinonline.com)) to help in evaluating the content and message of movies.

Parents may choose for their child to opt-out of seeing a movie being shown in the classroom without the child's grade being affected negatively.

## FIELD TRIPS & OFF CAMPUS PARTIES

MCS seeks to provide educational activities for students during the school day both on and off campus. In order to meet the educational needs of students, teachers must plan activities that help students learn in situations that cannot be replicated within the school. Field trips are off campus class outings intended to educate students and stimulate learning. Off campus class parties are class activities planned for student fun and recreation (often as a reward). The following guidelines have been adopted to help ensure that Madison Christian Schools'

students enjoy beneficial learning experiences and favorable recreation when they participate in field trips and off campus class parties.

Written principal approval is needed at least two weeks prior (3 weeks is greatly appreciated!) to the event. Field Trip Forms are available in the copy room and on the p:drive. Teachers will attempt to plan, communicate, and organize each event in a thorough manner. The principal may, on rare occasion, wave one or more of these guidelines if there are compelling reasons to allow for such an exception.

1. Each teacher is responsible for drafting a field trip email/letter which will be sent to the parents AND for securing chaperones for the trip. Parent information should include a description of the details related to the trip. Parent chaperones should be submitted to the office manager for background checks at least one week prior to the field trip event.
2. Each teacher is responsible to inform AND confirm with specials teachers, lunchroom director, and the office manager of upcoming field trips.
3. Other Guidelines:
  - Every class party/activity and field trip (on or off campus) must be consistent with our mission statement and appropriate for a Christian school group.
  - Each class should go on the same field trip only once.
  - The maximum distance to travel on a field trip is 75 miles. Milwaukee is permissible.
  - Each field trip should have a distinct educational purpose.
  - The maximum distance to travel for a class party is 50 miles.
  - Only buses contracted from local bus companies or the school's own bus may be used for transporting students on field trips or to class parties.
  - Always bring any needed Epi pens, inhalers, etc. and emergency contact numbers for your students.
  - The teacher should communicate the following policy to all chaperones for both off-campus field trips and off-campus parties.
  - Younger siblings are not to be brought on field trips. The teacher may decide if it is appropriate to bring siblings on class party outings.
  - All chaperones must have had an approved background check.
  - Chaperones should be informed of any students with severe allergies.
  - Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
  - Chaperones are asked to abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather .

## ILLNESS AT SCHOOL

Being sick at school is miserable for a student. He or she simply wants to be at home with mom or dad. Moreover, when a student is ill, s/he has a difficult time learning and may be a distraction to the class. Sick children may also infect other children or staff.

A sick child may not remain at school. Parents should make immediate arrangements to pick up a sick child. Parents must not allow children to come to school who have a fever, contagious disease, or who have not recovered sufficiently from an illness. Students should be fever free for 24 hours before returning to school.

If a student becomes ill during the school day, a teacher will send the student to the school office. The office will determine whether or not the child is well enough to remain in school until the end of the day. If the student exhibits one or more of the following symptoms, they will be considered too ill to remain in school:

- Vomiting, nausea, diarrhea, sore throat
- Fever of more than 100° F
- Any bodily discharge
- Sore which indicates impetigo or ring worm
- Rashes
- Staph Infection

Any serious infectious or communicable disease must be reported to the Student Services Office so that we may notify all other parents.

### **Conjunctivitis (aka: Pink Eye):**

Conjunctivitis is an infection of the transparent membrane that covers the white of the eye and lines the eyelids. It is a highly contagious illness and is primarily spread by hands. A child with bacterial conjunctivitis will be excluded from school attendance until on antibiotic treatment for 24 hours. If a child is not treated, reentry is allowed only if there is no pus in the eye.

### **Lice:**

The school must be notified if your child has lice as soon as possible. Your child will be excluded from school for a minimum of 24 hours after an appropriate treatment for lice has been completed. The classroom will be checked and cleaned, and

## HEALTH & SAFETY

information will be sent home to the parents concerning appropriate procedures. School personnel and local health departments have further information on treatment and prevention of lice. Students returning to school after being treated for lice must be checked by administrative personnel and be nit free before returning to the classroom.

### **Fever:**

A fever of 100° F or more is an indication of illness and your child will be sent home to recover and prevent further spread of illness to classmates. A student should be fever free for 24 hours before returning to school.

### **Staph Infection:**

Staph is a bacteria commonly found on human skin. Symptoms of a Staph infection include redness, warmth, swelling, tenderness of the skin, and boils or blisters. Staph can be transferred from person to person via prolonged contact with infected skin or through shared objects. Early treatment can help prevent the infection from getting worse and spreading. Please notify the school immediately if a child has a Staph infection so preventative measures may be taken. Students may attend school if her/his healthcare provider clears the student to do so and the infected area is covered with a bandage.

## HEALTH CENTER

Students who are ill or injured report to the Health Center located in the Student Services Office. Students are treated for minor injuries and parents are notified of concerns. Should a student incur a major injury, s/he will not be moved and will be monitored until medical professionals can arrive.

## EMERGENCY FORMS

All students are required to have a *Student Emergency Form* on file in the Student Services Office. It is imperative to have this form on file no later than parent orientation evening. Parents should inform the school immediately of changes to the *Emergency Form*.

## ALLERGIES

Any allergies must be listed on the student's medical form and an *Allergy Action Plan* must be submitted to the school no later than parent orientation evening, along with the severity of the allergy, emergency contacts and treatment.

Teachers are provided this information, but parents are encouraged to speak directly with the student's classroom teacher(s) and the Student Services Coordinator about any allergies or other pertinent medical information regarding their child.

## MEDICATION

ALCS will administer medication only as parents/guardians direct. All medication must come in the original bottle AND have the prescription label or manufacturer label on it (as with inhalers). Over-the-counter medications will be administered with parental permission by completing a signed *Authorization to Administer Medication Form*. Forms are available from the Student Services Office or downloaded from ParentsWeb.

## STUDENT INSURANCE AND IMMUNIZATIONS

For information on immunization requirements and student insurance, please consult the Registration section of this handbook (see pages 51).

## ASBESTOS FREE CERTIFICATION

The current Abundant Life Christian School building consists of the original building and three additions. The original building (1985) was tested for asbestos containing materials and no materials were found to contain asbestos. The general contractor and designing architect certify that no asbestos containing materials were used in the subsequent additions to ALCS in 1993, 1998, and 2000.

A copy of the asbestos management plan for ALCS is available in the Facilities Manager's Office at City Church.

# CONDUCT & DISCIPLINE

## OUR PHILOSOPHY

It is the philosophy of Madison Christian Schools (MCS) to educate students in and with the truth of God's Word in every area of instruction and activity. Our prayer is that their lives may be transformed by the renewing of their minds (Romans 12:2).

MCS is committed to the principle that parents have the primary responsibility for the conduct and discipline of their children (Ephesians 6:4, Deut. 6:4-9). Our purpose is to provide, in alliance with family, faculty and church, an atmosphere in which young people can "grow in wisdom and stature and in favor with God and man" (Luke 2:52; Romans 8:5-11).

Discipline may be best defined as instruction, training, and correction that shapes, strengthens, and completes the student (Hebrews 12:5-11). The goals of the MCS conduct policy are to help students develop a Biblical world and life view (seeing the world through the filter of what the Bible teaches us), create a climate that facilitates maximum learning for each student, and help each student move from external discipline to self-discipline and ultimately to Spirit control (I Peter 1:13-16; II Peter 1:5-11).

Students are expected at all times to conduct themselves in a Christian manner and to abide by the school's behavior expectations. It is further expected that parents will teach and encourage these expectations. Christian conduct requires submission to the Word of God, respect for authority, respect for others, and respect for the property of others. Our hope is that responsible behavior ultimately comes from the heart in love and obedience to Jesus.

Attending Madison Christian Schools is a privilege and as such the privilege of each student must be protected by the disciplinary procedures. The basic premise in our classrooms is that no student has the right to interfere with teaching or with learning. School personnel are responsible for teaching, clarifying and enforcing school and classroom policies. We strive to do this in a Christian context based upon principles set forth in the Word of God.

In order to bring about this nurturing and "growing in Christ through learning" environment, all parties involved must adhere to established guidelines that protect the rights of all (Col. 3:15-17). Establishing guidelines that give all parties protection from harm (physical, emotional, spiritual and mental) allows all to partake in the learning, educational process. These guidelines combined with an environment of love and Christian community create a winning combination that helps parents, teachers, students and administration achieve the goals of Christian education at MCS (Gal. 5:13-14; Eph. 2:19-22).

# CONDUCT & DISCIPLINE

## Goals for Conduct

1. Encourage self-discipline, responsibility, and submission to God as the author of all truth
2. Encourage the adoption of Biblical principles as the basis for value judgments
3. Develop appreciation for God's creation and humanity's responsibilities as productive citizens
4. Teach students to work independently and cooperatively
5. Help students develop proper self-esteem as one created in the image of God
6. Teach a Biblical perspective toward interpersonal relationships; to love one's neighbor as one's self
7. Teach each student the necessity of forming personal convictions before God and to respect the same in others
8. Teach the Biblical attitudes that material things and individual abilities are gifts from God, and encourage responsibility in using them to His glory

We believe that students at Madison Christian Schools should conduct themselves in a Christ-like way. MCS intends to provide for its teachers and students an environment that is free of offensive kinds of behavior.

Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, abilities, or disability are not permitted. Instead, we expect all persons to treat each other with respect because each person is made to reflect God Himself. This respect translates to authority, peers, and also God's world.

Situations requiring discipline will be evaluated in light of the above criteria and will be dealt with according to the rules noted below.

### Respect Authority

1. All students, school employees, and MCS parents are expected to conduct themselves with respect for the dignity of others.
2. Students are to obey and show respect for faculty members, staff, and volunteer helpers at all times. Such persons are to be addressed in the proper fashion, e.g.: Mr., Mrs., or Ms.

# CONDUCT & DISCIPLINE

3. Individual teachers may establish procedural policies for their respective rooms that are appropriate to the age and activities of their students. Classroom procedures should be consistent with overall school policies.
4. Students, employees, and parent volunteers are to conform to the established dress code.
5. Students are to have all homework and other assignments completed on time.
6. Students are to have necessary supplies ready at the beginning of class.

## Respect Students

1. Students are to conduct themselves at all times in a manner consistent with the goals and objectives of Madison Christian Schools.
2. Students are to conduct themselves in a manner appropriate to the nature and purpose of the activity in which they are participating.
3. Students are to respect the rights and academic creativity of their fellow students.
4. Personal grooming in class (combing hair, application of cosmetics, applying body spray, etc.) is not allowed.
5. Harassment of others by teachers, administrators, support staff, students, or other persons present in our facilities is not allowed. Harassment occurs when conduct creates an intimidating, threatening, or abusive educational environment.
6. Sexual harassment is not allowed. This includes making unwelcome sexual advances and engaging in improper physical contact. Inappropriate use of personal hygienic supplies, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment is not allowed.
7. Any form of ridicule of others based on race, physical characteristics, ability, family background, age or similar feature is harassment.
8. Bullying is not allowed. Bullying is the intentional and repeated attempt to harm another.
9. For elementary students, personal toys should not be brought to school. Personal electronics must remain turned off in their backpack or locker unless special permission has been obtained in advance from administration or the teacher.
10. Personal electronics such as iPods, cell phones, laptops, etc. should remain in lockers during school hours unless special permission has been obtained in advance from administration office or the teacher. Middle school and high school students may use cell phones to text or phone between classes. Mp3 players, cell phones, or iPods

# CONDUCT & DISCIPLINE

may be used during study halls as long as they do not use the devices to text or phone, and are not a distraction to others (music low enough that it cannot be heard by those around them).

11. Conduct at recess and lunch should reflect attitudes and principles of Christian living and behavior. Rough play and unkind actions toward others will not be permitted.

## **Respect Property**

1. Students are to use school equipment in a careful manner and for the purpose for which it was intended. Students shall be required to pay for any school/church property that they lose or abuse.
2. Elementary students are not to chew gum on school property, buses, or at any school function without special permission from the teacher. Middle and high school students may chew gum in accordance with our Chewing Gum Procedures (Addendum I).
3. Students are to clean up any mess or litter that they create.
4. Students are to respect the property of others. Personal property should not be used without permission from the owner. Students will be required to pay for any property belonging to others that is lost or damaged.

## **Safety for All at MCS**

1. All non-school personnel must sign in at the Business Office and obtain a visitor's badge.
2. Eating is allowed only at lunchtime and during snack time unless special permission has been obtained from the teacher. To avoid a choking hazard, there will be no snacks consumed at recess unless the student has permission and is sitting down with the snack.
3. Students who ride bicycles or scooters to school are to lock them in the rack provided. Bicycles, inline skates, inline shoe skates, skateboards or scooters are not to be ridden during the school day. Inline skates and skateboards may be left in lockers.
4. Throwing snowballs, rocks, sticks, sand, etc. is not allowed.
5. All school activities shall be chaperoned by faculty or other authorized staff member.
6. No student is permitted to leave the school premises without permission. Students who have permission must sign out at the Student Services Office.
7. Possession of tobacco, alcoholic beverages, marijuana, weapons, and illegal drugs is not allowed. Violators shall be subject to expulsion and/or removal from the school premises.

# CONDUCT & DISCIPLINE

## Public Displays of Affection for Middle and High School Students

Physical contact between students such as holding hands, kissing, hugging, and other displays of affection are prohibited at all times at school, on school grounds, when attending ALCS school functions, or when representing the school off campus.

## Conduct at Sporting Events

When we are at sporting events, we are representatives of our school. We must keep in mind that our behavior is a reflection of our school and therefore Him whom we represent.

1. At basketball games, pep rallies, etc., there is to be no booing, use of noisemakers of any kind, or throwing of items by the spectators. Violators will be asked to leave.
2. Courtesy demands applause for excellence regardless which team the player represents.
3. Visiting teams are to be treated as our guests. They should be shown the same courtesy as if they were visiting in your home.
4. All trash is to be placed in the receptacles provided.

## Conduct on the ALCS Shuttle Bus

ALCS will use a bus for transportation to and from field trips and special activities. When using such a bus the regular rules of student conduct apply. Additionally, the following safety and courtesy rules shall be observed.

1. Students will be assigned seats according to the number of passengers at the discretion of the teacher.
2. Students should stay in their seats for the duration of the trip. There is to be no moving around or changing of seats while en route.
3. Students may talk in a quiet manner but should refrain from loud or boisterous activity.
4. Students should keep their head, hands and feet inside the bus at all times.
5. Students should not touch any of the special equipment on the bus.
6. Students should not open the bus windows unless special permission is granted. If windows are opened, the same student is responsible for closing the windows before

# CONDUCT & DISCIPLINE

7. Students are not to eat or drink on the bus unless special permission's granted.
8. Students should leave the bus in a clean condition.
9. Students who do not comply may lose the privilege of riding the bus.
10. Parents may be requested to pick up their child(ren) in the event of misbehavior.

## Minor and Major Violations of Conduct and Disciplinary Procedures

No student has the right to interfere with teaching or learning. Students will be expected to take responsibility for their actions. Below, you will find actions/behaviors defined as either minor or major violations followed by procedures to provide corrective action to encourage a positive behavioral change. Teachers will record any disciplinary action in the RenWeb discipline log.

Consequences are defined here.

### DEFINITIONS OF CONSEQUENCES AND CORRESPONDING INAPPROPRIATE BEHAVIORS

Lunch Detention: The student will eat quietly in a supervised area out of the lunchroom and miss lunch recess. (see minor violations)

Lunch Detention with Limited Probation: The student will serve a lunch detention as defined above which will accumulate toward the quarterly total. Also, a 7-day consecutive disqualification from taking part in all extracurricular or nonacademic activities, including music programs not required for class grade, sports competitions, academic competitions, field trips, class plays, and parties.

Behavior Probation: Student is held closely accountable for behavior via regular check-ins with teacher or principal. Another lunch detention or major violation during the time of probation will result in suspension.

# CONDUCT & DISCIPLINE

Academic Probation: A student is in danger of not passing two or more classes or not meeting graduation requirements. Academic probation includes a plan for improvement and if goals are not met, the student may not be allowed to continue enrollment due to improbability of academic success at Madison Christian Schools or the student may be required to repeat a grade.

Six week initial probationary period for all new students (KG-12th grades): This is neither a behavior nor academic probation, but simply a period of time during which a new student's "fit" with the school may be assessed. If, on the rare occasion, it is determined by the administration that MCS is not a good fit for the student, all tuition (minus one month) will be returned.

Suspension: Suspensions may be either for half a day or the entire school day, in school or at home as determined by the administrator. The student will be asked to either do service or write a paper during the suspension that in some way relates to the offense. For students in grades K-8, any work missed due to the suspension must be made up and the highest grade possible for such work will be a "C." For students in high school, any work missed due to the suspension must be made up and the highest grade possible for such work will be 50% of the grade earned. Suspensions may go on a student's permanent record.

Temporary Dismissal: a student is expelled for the remainder of the school year but upon conditions being met, as established by the administrator, may be allowed to enroll for the next school year on conditional enrollment status.

Expulsion: a student is required to discontinue enrollment during the school year and will not be allowed to return to the school. This goes on a student's permanent record.

## Conditional Enrollment Status Policy

The purpose of conditional enrollment is three-fold.

1. To change behavior by helping the student to understand the seriousness of the issues which have brought him or her to this point and by establishing regular points of accountability.
2. To minimize the impact of the poor behavior choices by the student on the rest of the student body.

# CONDUCT & DISCIPLINE

3. To establish clearly communicated boundaries which if crossed will result in the permanent removal of the student from the Madison Christian Schools community.

The administration has the right to implement conditional enrollment status whenever there is a major violation or a pattern of minor violations.

## MCS Minor Violations\*

1. Creating a disturbance in class
2. Being out of one's seat at inappropriate times
3. Inappropriate talking in class without permission
4. Littering
5. Throwing objects
6. Writing, passing, or reading notes
7. Lack of courtesy to others
8. Inappropriate physical contact (i.e.: hitting, pushing, shoving, etc.)
9. Disruptive behavior in the halls, playground, and lunchroom
10. Inappropriate language such as vulgarity, bullying, sarcasm, or teasing remarks

\*Repetition of minor violations may constitute a major violation

## CLASSROOM PROCEDURES FOR MINOR VIOLATIONS

All grades will use ParentsWeb to notify parents of student behavior. Students may earn praise reports for good to outstanding behavior or earn behavior notifications for misbehavior as reflected in our MCS Minor Violations listed previously.

For students earning misbehavior notifications, the following consequences will be in place:

**1st occurrence:** warning

**2nd occurrence:** lunch detention; parents notified

**3rd occurrence:** visit principal's office; parents notified; possible suspension

Note: Emergency contact numbers may be used to locate parents.

# CONDUCT & DISCIPLINE

## **Middle and high school:**

- 3 consequences of lunch detentions in 1 quarter = automatic 1 day in-school suspension\*
- 4 consequences of lunch detentions in 1 quarter = automatic 2 day suspension\*

## **Elementary:**

- 5 consequences of lunch detentions in 1 quarter = automatic 1 day in-school suspension\*
- 6 consequences of lunch detentions in 1 quarter = automatic 2 day suspension\*

\*exception given for tardies

At the discretion of administration, the following consequences may be implemented to manage student behavior:

## **OFFICE PROCEDURES FOR MINOR VIOLATIONS**

### **1st office visit:**

- Teacher notifies office of need for student/principal conference
- Principal may choose to have the student telephone parents
- Principal may choose to take further disciplinary action

### **2nd office visit:**

- Teacher notifies office of need for student/principal conference
- Student with principal present telephones parents
- Principal may request parent/teacher/principal conference and take further disciplinary action

### **Subsequent visits:**

- Teacher notifies office of need for student/principal conference
- Student with principal present telephones parents
- Principal may request parent/teacher/student conference
- Discipline may include an in-school suspension when deemed necessary by the principal; all work missed during the suspension must be completed

# CONDUCT & DISCIPLINE

**2 office visits in a day:** Student may be required to stay in office for the remainder of the day OR be sent home

Most students have little trouble following the rules of conduct that govern MCS. However, if the behavior is of a severe nature, intermediate warning steps may be skipped and corrective action applied immediately. Severe or repeated offenses may result in an individualized disciplinary program, detention, suspension or expulsion.

**Please Note:** Any suspension makes a student ineligible for honor in the quarter during which the suspension occurred.

## MCS Major Violations\*

1. Insubordination (refusal to comply with a reasonable request or showing disrespect for school personnel)
2. Excessive absenteeism, tardiness, or truancy
3. Forgery, cheating, lying, or plagiarism
4. Not remaining in designated play areas for recess
5. Use of profane or obscene language or actions
6. Demeaning actions, threat of violence, or physical attack directed toward another person
7. Bullying – the intentional and repeated act of harming another, insolence, and name-calling
8. Harassment – conduct by another student(s) affects a student's ability to benefit from an education program or activity, or creates an intimidating, threatening, or abusive educational environment
9. Theft
10. Displaying pictures, posters, or slogans that are offensive
11. Willful destruction or defacement of school or private property on school premises
12. Discrimination against someone on the basis of race, national origin, sex or disability

# CONDUCT & DISCIPLINE

14. Possession of pornographic material
15. Inappropriate use of technology
16. Gambling (exchange of money or goods by betting or wagering)
17. Participation in any illegal activity in or out of school
18. Use, sale, possession or distribution of tobacco products, alcohol, or drugs at any time

\*Excessive repetition of minor violations

## CLASSROOM PROCEDURE FOR MAJOR VIOLATIONS

- The teacher will notify the admin office that s/he is sending the student to the office. The teacher may request assistance from the office if the student refuses to leave.
- The teacher will fill out RenWeb discipline log report when he or she is able.
- The teacher will email a discipline note when he or she is able.
- The teacher will, at his or her discretion, guide bystanders as to what could be done in the situation.

## OFFICE PROCEDURE FOR MAJOR VIOLATIONS

- Student will fill out an Office Student Incident Report while in the office, to be checked by principal and teacher.
- The principal will have a conference with the teacher and the student as deemed necessary.
- Parents will be called and may be requested to come to school immediately.  
**Note:** Emergency contact numbers will be used if parents are unavailable.
- The principal and relevant staff will have a conference with student and parents as deemed necessary.
- Major violations could have the following consequences:
  - o After-School Detention coupled with probation
  - o Suspension: in-school or out-of-school suspension will be determined by principal/parents

# CONDUCT & DISCIPLINE

- o Immediate suspension and/or temporary dismissal
- o Expulsion

The principal has the authority to suspend, remove, or expel a student from the school without a time of probation.

Suspensions: in-school suspension will be served in the presence of a staff member. The top grade on work done during any suspension will be a “C” in K-8 and a 50% in high school.

**Please Note:** Any suspension makes a student ineligible for honor roll in the quarter during which the suspension occurred.

## Other Violations

1. Misuse of cell phone – see Electronic Devices Policy [Addendum A]
2. Dress code violation – see dress code and consequences [Addendum B]
3. Inappropriate behavior with gum – see Chewing Gum Procedures [Addendum I]

## Bullying or Harassment

Students Subjected to Bullying/Harassment are Encouraged to:

- Avoid being alone with the aggressor(s).
- If possible, tell the aggressor you do not like her/his treatment of you.
- Talk to your parents about the bullying/harassment.
- Remember that it is not your fault that you were bullied/harassed.
- Stay in a group. You are less likely to be a target if you are in a group than if you are alone.
- If you are being bullied or harassed online, don't reply. This may actually make the bullying or harassment worse. Save the evidence. If you get a nasty email, print it out or save it so that you can show it to an adult.

# CONDUCT & DISCIPLINE

- If you believe you have been subjected to bullying or harassment, you should report it immediately to an appropriate adult.

## **Procedures for Student Charged With Bullying/Harassment**

Reports of bullying or harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the persons making the report or a person who may be unjustly accused. If it is determined that a child has been unjustly accused, the situation will be examined and the accuser will be disciplined according to the severity of the situation.

## **Consequence for a Student Charged With Bullying/Harassment**

- The student will be removed from the situation.
- The student will be sent to the principal.
- The student will be required to fill out an Office Student Incident Report, which will be reviewed by the principal and classroom teacher. The goal of this is to help the student understand that her/his own actions are what got her/him into trouble.
- The message given to the student is that he /she behaved inappropriately and that it should stop.
- The student will be subject to discipline deemed necessary by the principal and/or teacher.

## **Recommended Response for a Child Who Witnesses Bullying or Harassment (a Bystander)**

- Encourage your child to join with others in telling bullies to stop if they feel safe doing so.
- Encourage your child to tell adults when they see bullying or harassment.
- To be successful, bystanders need opportunities to discuss and practice responses outside the heat of the moment. The more options they have, the more successful they will be. Keep it simple. Encourage your child to just say, "Monte, cut it out. Nobody thinks that's funny."
- Encourage your child to reach out in friendship to children who may not have friends.

# CONDUCT & DISCIPLINE

- Praise your child when he or she does these things
- Remind them that, with God's help, they have the power to help others.

## Violent or Defiant Students

If a student becomes clearly defiant or violent, the teacher or staff member should call the Administrative/Guidance Office for an administrator to assist at once. The student should not be left alone while waiting for someone to arrive.

## Vandalism

Acts of vandalism should be reported immediately to the principal. Defacing and/or damaging the school property will require the school to contact the parents of the student(s) who damaged the property. The student is responsible for repairing or cleaning up the damage. If the damage cannot be repaired, the student's parents will be responsible for replacing it.

## MCS Policy Regarding Conflict Resolution

"If your brother sins against you go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church: and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-20

Some people may debate about when Matthew 18: 15-17 is to be applied (only when sin is involved), but the use of the principle is a wise choice for organizations to follow. Put another way, Matthew 18 may be stated as an organizational behavior policy – resolve problems and disputes directly with the individual(s) involved. Such challenges and disputes should be given direct attention and an effort should be made to minimize the number of individuals involved in resolving the issue.

## CONDUCT & DISCIPLINE

The Matthew 18 principle is applicable to the operation of ALCS. The policy and procedure for solving problems, reconciling disputes, and resolving issues whenever parents, teachers, or administrative staff is involved are as follows:

**POLICY:** It is the policy of Madison Christian Schools that problems, disputes, and issues involving parents, teachers, or administrative staff shall be first addressed directly between the individual(s) involved being certain that the “truth is spoken in love.”

See the Steps of Conflict Resolution in Addendum J.

# ADMISSIONS & REGISTRATION

## ALCS ADMISSIONS POLICY

All students newly admitted will be considered on probationary status. A student will be on probation for the first six weeks of attendance. During that period of time, the school reserves the right to cancel the student's enrollment if for any reason the administrator deems the placement to not be in the best interest of the student or the school community. Should the administrator cancel a student's enrollment during the probationary period, all tuition (minus one month) and fees will be returned.

**Statement of Faith:** Our *Statement of Faith* is found in the appendix at the end of this handbook. The *Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

For purposes of Abundant Life and High Point Christian Schools, Madison Christian Schools' faith, doctrine, practice, policy, and discipline, the High Point Church elder board is this organization's final interpretive authority on the Bible's meaning and application.

**Issues of Gender Identity and Sexuality:** Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level. All students are expected to dress appropriately (as deemed by the school administration and per the dress code) for their biological sex (i.e. cross dressing is not allowed).

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

## GENERAL INFORMATION

Registration is an annual requirement. All currently registered families will need to fill out a re-registration form and pay the appropriate registration fee yearly.

Since staff and textbook purchases are based on enrollment, early registration is encouraged.

# ADMISSIONS & REGISTRATION

## CURRENT STUDENTS

Registration for students presently enrolled takes place in January. Currently enrolled ALCS families may also enroll additional students at that time. Re-registration for all students at Madison Christian Schools will be assumed for students who are eligible to return the following school year. Registration fees will be automatically billed to the family account. Please inform the school office by re-registration if you do not plan on re-enrolling for the next school year. In order to be considered re-enrolled, however, all paperwork and online registration must be completed, as well as registration fee paid, by the deadline.

All current family accounts must be paid in full prior to registration. Students with outstanding accounts will not be permitted to register for the fall semester. All accounts must remain current in order for a registered student to remain enrolled for the next school year.

## NEW STUDENTS

Registration opens to new students in February. All K-8 students new to ALCS will be given an academic assessment prior to enrollment while new high school students will be given either an academic assessment and/or an interview along with a transcript review.

## STUDENT HEALTH INSURANCE

ALCS does not carry student medical insurance. This is the responsibility of the individual parents.

## IMMUNIZATION RECORDS

ALL students entering MCS (K-12) are required to have the following inoculations as established by the State of Wisconsin (this requirement can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school):

- 4 doses of DPT (diphtheria-pertussis-tetanus)
- 4 doses of Polio
- 2 doses MMR (measles-mumps-rubella)
- 3 doses of Hepatitis B
- 2 doses of Varicella (chickenpox) or disease history

# ADMISSIONS & REGISTRATION

IN ADDITION, students entering grades 6-12 are also required to have:

1 dose of Tdap (adolescent tetanus, diphtheria, and acellular pertussis)

It is a state requirement for MCS to maintain immunization records on each child enrolled. Immunization forms are available in the Student Services Office. Questions may be directed to the Student Services Coordinator.

## TRANSPORTATION REIMBURSEMENT

Wisconsin state law requires each local school district to provide transportation for non-public school children. This service must be comparable to that provided to children in the public schools. Districts are granted the option of providing “parent transportation reimbursement contracts” which reimburse parents for transportation expenses, rather than providing the actual busing.

Below is a list of school districts immediately surrounding ALCS that provide reimbursement to families for transportation.

Madison Metropolitan School District (only students in K-5 and who live more than 2 miles from ALCS are eligible)  
McFarland School District  
Monona Grove School District  
Sun Prairie School District

At the time your child enrolls, MCS will inform your local school district that you have enrolled in ALCS and may possibly qualify for transportation reimbursement. Your local school district will then contact you with the offer of a transportation reimbursement contract. Policies and reimbursements differ widely between the school districts.

If you do not hear from your local school district by October 1, you should contact them and pursue this matter directly.

## HELP US HELP YOU! (and HELP US HELP YOU, TOO)

See Addendum I for details about the Help Us Help You and Help Us Help You, Too programs which provide current ALCS families with financial thank you recognitions for recruiting families to ALCS and sharing the power of Christian education with potential students and parents.

# FINANCES & FUND DEVELOPMENT

## Finances

### GENERAL INFORMATION

Tuition payments are due at the beginning of each month on the 1st. The standard tuition and fees payment plan is a 12-month plan, but families may choose to pay by the quarter, semester, or year should their finances allow. When making a payment, please note your child's name and grade on the check as well as the purpose of the check – e.g.: Brenda Jones, 9th gr, tuition OR Randy Smith, 4th gr, lunch.

**Payment:** Checks may be dropped off in the tuition drop box across from the Business Office (next to the Athletic Office door) or turned in at the Business Office during school hours. Checks may be mailed to: Abundant Life Christian School, 4901 E. Buckeye Rd, Madison, WI 53716.

**Direct Tuition Payment Program:** In order to make payments simpler for families, ALCS participates in a direct tuition payment program which allows families to fill out an automatic withdrawal form at the beginning of each year and then not worry about payments again as they are automatically deducted from your checking account. This method is preferred because not only does it save paper and postage expenses, it is hassle free for parents, the right amount is paid and it is paid on time every month (no more late fees!). To learn more, contact the Business Office or download a form from the Resources section of ParentsWeb.

### TUITION PAYMENTS

Tuition may be paid on varying payment schedules. The most common is the 12-month payment plan, but families may pay on alternate plans with the agreement of the Business Office.

**Yearly Payment:** Since many of the school's expenses come due at the beginning of the school year, it is of considerable help to ALCS for parents to pay tuition in full by August 1st if possible.

**Semester or Quarterly Payment:** Families who are able may elect to pay tuition by the semester or quarter. There is no discount for doing so.

## FINANCES & FUND DEVELOPMENT

**Monthly Payments:** For most families, monthly tuition payments are the most affordable plan. ALCS provides a monthly tuition option of 12 installments. All payment plans require that the first tuition payment (non-refundable) be paid in advance prior to the beginning of school. Tuition will be prorated for families who enter ALCS after the beginning of the school year.

**Statements:** Tuition/fee statements are emailed out monthly.

**Late Payment:** All monthly payments are due the first of each month. There is a service charge of \$20.00 per month on the unpaid balance for payments not received prior to the 10th of the month.

**Insufficient Funds:** There is a \$25.00 service charge for any check returned from the bank or if a payment is stopped. Should a second check be returned, ALCS will not accept personal checks in the future.

- ALCS reserves the right to restrict access to ParentsWeb if billing accounts are not current.
- All outstanding tuition and fees must be paid in full on the last day of the quarter. Consult the school calendar for end of quarter information and report card days.
- Library fines and lost book charges must be paid in full on report card day for the first, second, and third quarter and by the last day of school for the fourth quarter.
- Athletic uniforms for completed season sports must be turned in to the appropriate coach or athletic director no later than one week after the final game. Parents will be billed for any uniform that is not returned.

## DISCOUNTS & SCHOLARSHIPS

**Multiple Child Discount:** Parents having more than one child enrolled in ALCS will receive a tuition discount for each additional child. Contact the Business Office for details.

**Scholarships:** Limited scholarships are available. Contact the Business Office for details.

# FINANCES & FUND DEVELOPMENT

## LATE ENROLLMENT

Students entering during the school year will be charged from the first of the month enrolled. Students enrolling after the beginning of the school year will be assessed all charges and fees on a semester basis with the exception of textbooks. Tuition will be billed on a prorated monthly basis.

## EARLY WITHDRAWAL

The Business Office should be notified in writing of any pending withdrawal as soon as possible. Please note that any tuition refunds are prorated. All other fees are non-refundable.

## FEES

All fees are non-refundable. ALCS charges a variety of fees to help offset costs associated with specific activities. Questions about fees may be directed to the Business Office.

- **Registration Fee:** The registration fee must be paid at the time of enrollment or re-enrollment. Re-registration is assumed for all students in grades K-11th grades. Registration fees will automatically be charged to the family account unless the school is notified of intent to withdraw in writing by the start of re-registration.
- **Transportation Fee:** A fee of \$100/student/semester will be charged to families who ride the ALCS shuttle bus.

## TEXTBOOKS & MATERIALS

Textbooks are distributed by the teachers on the first day of school or as the need arise. A fee for textbooks is part of the fee package paid in July. This provides for the rental of hard backed textbooks and the outright purchase of consumable workbooks.

Students who damage textbooks or lose textbooks will be assessed fines or charges. The charges for textbooks must be paid in full before report cards or transcripts will be released to the student.

# FINANCES & FUND DEVELOPMENT

MCS has adopted the New International Version as the standard translation of scripture.

Other books owned by Abundant Life Christian School may be assigned by teachers. Each student is responsible for completing a textbook condition form for every non-consumable textbook he or she receives. These forms should be returned to the classroom teacher as directed by the instructor. Students will be responsible for paying for lost or badly damaged books owned by ALCS. Writing in books will incur a fine up to the cost of replacing the book.

If a student fails to turn in a form for a text book, it will be assumed that the text book was in excellent condition when the student received it and a lost or damaged book will result in up to the full cost of the text being assessed to the family. The principal, teacher, and/or superintendent have the authority to determine the amount of the fine.

## Overdue Payment Policy

**Purpose:** Abundant Life Christian School desires to serve the greater Madison area by providing excellent Christ-centered education. The school is operated as a non-profit business, in accordance with God's Word, and requires that the operating expenses and revenues be balanced at the end of each school year. Therefore, no outstanding debts are carried over from one school year to another. Tuition and fee payments must be current prior to registration. All accounts must be current by the first day of school.

In the course of normal operations of the school, there may be situations in which parents are unable to meet their monthly obligations for tuition or special obligations for registration or books. The following policy provides guidance for the school administration and parents regarding the course of action when such difficulties arise.

**Policy:** Parents of enrolled students are expected to remain current with respect to billed invoices for registration, books, tuition, and other special needs the student may have.

Statements are issued on a monthly basis and parents are expected to make full payment prior to issuance of the next monthly statement. Extenuating circumstances may make it difficult or impossible to remain current for the month or over a longer period of time. Communicating the circumstances surrounding such difficulties to school admin-

# FINANCES & FUND DEVELOPMENT

initiated by the parents is a necessary aspect of this policy. Without such communication, the policy becomes unworkable and school administration decisions may be made without full knowledge of the circumstances.

## Procedure

**Registration:** The full registration fee, in accordance with the current school fee structure, should accompany the application for registration. An application for registration is not considered complete and accepted for filing unless accompanied by the registration fee.

All accounts must remain current in order for a registered student to remain enrolled for the next school year. In addition, MCS may consider a student no longer enrolled in the current school year for accounts more than 60 days in arrears. The registration fee for the formerly enrolled student would then be applied to the account in arrears.

**Payment Plan:** Tuition statements are issued monthly. Payments are due the first of each month.

If full payment is not received within 45 days after billing, the parents will be expected to schedule a conference with the school administrator to discuss the circumstances surrounding the missed payments. The school may be able to offer the parents assistance in one of the following ways:

1. The school can arrange a payment plan with parents, which will be set up taking into account the billing liabilities and the parents' ability to pay. The parents and the school administrator will agree to the payment plan. While not a legal contract, the school administration and school board view the agreement as a morally and ethically binding agreement, and urge the parents to view it in the same manner.
2. The school may be able to provide financial assistance in the form of scholarships if the circumstances warrant it.

# FINANCES & FUND DEVELOPMENT

Failure to keep the account current or to establish a payment plan in accordance with the guidelines outlined above will result in loss of the following privileges for the current school year:

- Enrollment fees and/or first tuition payment more than 9 days past due will result in the student no longer being considered registered for the school year.
- ALCS reserves the right to restrict access to ParentsWeb if billing accounts are not current.
- Fees due in excess of 9 days following the due date will be assessed a late fee penalty of \$20.00.
- At the discretion of the administrator, a student whose amount exceeds 60 days past due or is not current at the end of a semester may be suspended until payment is received in full.
- Tuition and any other charges for one semester must be paid in full before the pupil may continue for the next semester.
- The student will not be permitted to register or will cease to be enrolled for the new school year until tuition and fee payments are current.

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## ALCS Fund Development Program

Abundant Life Christian School works hard to balance the goal of keeping tuition as affordable as possible with meeting the financial responsibilities of operating the school on sound monetary principles.

Tuition and fees cover approximately 75-85% of the actual cost of educating each student. The remaining 15-25% of expenses must be secured each year from other sources. The purpose of the ALCS Development Program is to build the long-term financial strength and stability from sources above and beyond tuition. Accountability is maintained through our School Committee and through an annual financial audit by an outside CPA firm.

**Annual Fund:** *Blessed to Be a Blessing* Annual Fund gifts are the primary means of covering the shortfall between tuition/fees and the cost of educating each student. We believe in financial responsibility and in paying our own bills, including tuition for services rendered by the school. We also realize that at times some families find themselves in significant financial

# FINANCES & FUND DEVELOPMENT

straits and unable to afford the full cost of tuition. It is the desire of ALCS that all who want a Christian education be able to obtain it. For this reason scholarship funding and compensating our staff fairly have been identified as two of the top priorities for our *Blessed to Be a Blessing* Annual Fund. Every ALCS family is asked to share in the responsibility of providing annual fund support. Families who can contribute at a higher level are encouraged to do so. All unrestricted gifts to the *Blessed to Be a Blessing* Annual Fund are fully tax deductible.

**Financial Aid/Scholarships:** The ALCS Scholarship/Financial Aid Fund has been established to assist families who need help in paying tuition. These funds are given by donors with the intent of helping families with verifiable financial needs.

**SCRIP:** Scrip is simply gift cards/certificates purchased through ALCS at NO EXTRA COST TO YOU! 65% of your Scrip profits will be used to pay tuition and fees or directed to benefit another family of your choice. The “Gas & Groceries/Cash & Carry” program is easy to use. Friends and relatives’ Scrip purchases can also be credited to your account. Scrip is an easy way to make school more affordable for your family! [ex: purchase a \$100 gift card for \$100 and spend \$100 at the store; store rebates ALCS 16% on scrip purchases, so your family earns \$10.40 for your scrip account]

**Serve-A-Thon:** Serve-A-Thon is designed to help us raise funds for our school, while at the same time giving our students an educational experience consistent with the mission of ALCS. ALCS 6th - 12th grade students are asked to volunteer an 8-hour day of service to others and to seek pledges for each hour they work. Work teams accompanied by an adult driver and team leader perform acts of service such as window washing, spring cleaning, yard work, etc. for widows and families nominated by pastors of churches served by ALCS.

**Designated Donations:** Cash gifts designated for specific needs are possible for most ALCS departments. Designated gift lists are available through the ALCS Business Office.

**ALCS Foundation – Planned Gifts:** Wise use of planned gifts can save thousands of dollars in estate and income taxes. The ALCS Foundation’s Planned Giving Program assists donors in making gifts of stock, insurance, or other appreciated assets.

Questions about the Fund Development Program or any of the programs described above may be directed to the Business Office.

# DRIVING & PARKING LOT PROCEDURES

**See our School Parking Lot Map with traffic flow arrows in the Addendum**

As a private school, our students come from many different areas in the greater Madison area. We do not offer a bus service except from High Point to Abundant Life and back again daily. Otherwise, parents are responsible for providing transportation to and from school each day.

All students when in the parking lot area in front of the school are to obey the crossing guard and use the cross walks. Students and parents must both be diligent to look and proceed with caution as they move through the parking lot area. A traffic flow map is included for all parents in the addendum section.

## STUDENTS RIDING THE BUS BETWEEN CAMPUSES

When you register for school, you have the option to sign up for our shuttle bus which runs from our west campus at High Point Christian School on Old Sauk Rd to ALCS daily. There is a \$100 per semester per student fee OR a per ride fee of \$10 a ride. Registration is required. Families wanting shuttle bus information, please email Mr. Haugen at [dhaugen@mcs-wi.com](mailto:dhaugen@mcs-wi.com) or call 608.221.1520 x 347.

Students riding the bus from west campus to east campus should be at High Point Christian no later than 7:20a. In order to ensure the safety of students, please park and wait in the west High Point parking lot facing the west side of the building. This prevents students having to cross the parking lot or driveway. Please be aware that we cannot guarantee that the west campus door will be unlocked before 7:20a. The bus will depart promptly at 7:25a. The ALCS shuttle bus arrives at the east campus daily between 7:50a-8a. If the bus arrives late to school due to traffic, the riders shall be excused from tardies.

The shuttle bus will leave ALCS 10 minutes after the final dismissal bell daily. All riders should meet in the front of the school for boarding. Upon arriving at HPCS, the bus will pull up in front of the school entrance. The same procedure should be used at the end of the day when the bus returns to west campus: park in the west lot facing the west side of the building. The bus is due back at west campus by 3:40p in the afternoon. Please plan on being there for pick up by 3:35p. The bus driver will let the HPCS principal know if the bus is delayed on the belt-line and he will do his best to inform you of the delay.

After school care is not provided, but for older students, with written permission from parents, the Alisha Aeshmann Library is available as a quiet waiting place in the business plaza just west of the school.

# DRIVING & PARKING LOT PROCEDURES

If a student misses the bus either coming or going, it is the parent's responsibility to provide transportation.

## REGULAR ALCS CARPOOL PROCEDURES

**PLEASE NOTE:** All drop-off and pick up should be next to the curb. Students should exit the vehicle on the curb side. After dropping students off or picking them up, proceed around curb side vehicles with extreme caution and drive out of the parking lot area.

### Drop off / Before School

Students may be dropped off between 7:45a – 8:00a at the beginning of the school day. Students are not supervised before 7:45a. Students are to wait for the first bell at 7:55a in the Main Foyer for elementary, Middle School hallway for middle school, and the north tower hallway across from the Main Gym for the high school. Students are dismissed to their homes/rooms/classrooms/lockers at the first bell.

### ALL Grades: KG-12

Drop Off at the main entrance for all students

High school students who drive themselves to school are to park in the City Church parking lot section closest to ALCS. They are to use the sidewalk behind the church and the designated cross walk areas as they walk to school. All student drivers need to complete a Student Vehicle Registration Form.

### Dismissal/After School

Dismissal is supervised by the teachers and a crossing guard. Dismissal is at 3:10p.

#### KG & 1

Pick up will be from the stop sign at the south end of the parking lot. Parents will pull up parallel to the curb. Parents will use parking stalls south of the parking lot, if they need to park longer (e.g.: waiting for older students).

# DRIVING & PARKING LOT PROCEDURES

## **GRADES 2 & 3**

Pick up will be between the main entrance canopy and the south entrance, off the center stairs. Cars will pull up around the north end of the lot and come down to the area between the canopy and the south entrance. Parents will use the center aisle parking stalls to wait for their children.

## **GRADE 4 & UP**

Pick-up will be at the main entrance. Cars will pull up around the north end of the lot and come down as far as the canopy. Parents will use the center aisle parking stalls to wait for their children.

An older sibling can pick up an elementary student to take her/him home OR to take them to their car within the 3:10p - 3:20p window (but not to pick them up and wait outside or in the foyer).

## **LATE PICK UP FOR ELEMENTARY STUDENTS**

Students not picked up by 3:20p will be escorted to the elementary holding room. Beginning at 3:20p, we require that the child is signed out from the holding room; we request that a parent or an adult signs the child out and pays the appropriate amount. Any child picked up between 3:30p - 3:45p will be charged a \$5 fee. An additional \$5 fee for each additional 15 minute interval will be charged.

# PARENT PARTICIPATION

## VOLUNTEERING

Studies have shown that the key ingredient for effective schools is high parental involvement. Parent volunteers help us to provide a rich variety of educational and fun experiences for our students, as well as funds for those extra resources that improve the quality of the learning experience for our students here at ALCS.

For ALCS to be the best it can be, we need everyone to invest in our ministry. Your tuition dollars do not cover all of the expenses of educating your students here. In order to keep tuition as low as possible, we depend upon parents to be involved. That too is part of the cost of Christian education. We realize that much is asked of you as parents and we are all busy but the experience our students and staff have at ALCS is largely due to the involvement of parents like you. There are many ways and levels of involvement. Volunteer for something this year. *You will make a difference!*

The donation of time by serving as a chaperone, assisting in a class, serving on the Parent Support Organization (PSO), Athletic Board, and/or Fine Arts Booster Club, and volunteering at the school is an important form of giving to ALCS and our students.

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## PARENT-TEACHER CONFERENCES

Madison Christian Schools holds formal parent-teacher conferences in the fall for grades K-12. The purpose of these conferences is to encourage parents to discuss their child's progress in learning and to exchange support for one another in jointly caring for the child.

Parents will be sent an email before conferences instructing them in the use of the online sign-up service which will enable them to reserve a spot to speak with teachers during conferences.

Please do not contact staff at home unless it is by special request of that staff person.

We do not hold formal spring conferences; however, you are welcome to set up an appointment with your child's teacher if you would like to meet.

# PARENT PARTICIPATION

## **PARENT SUPPORT ORGANIZATION (PSO)**

Abundant Life Christian School's students, faculty, and staff are supported and encouraged by our Parent Support Organization. They make it their mission to serve the school in whatever capacity is needed to ensure the strength and success of ALCS.

All parents belong to the PSO simply by being a parent of an ALCS student. Every parent is encouraged to get involved and be active with the PSO whether it's by volunteering an hour in the classroom, helping with a fundraiser, serving on the PSO board, running an event, or chaperoning a field trip. Everyone is asked to do what s/he can do and to share whatever talents, skills, and knowledge one has.

The PSO Board sponsors many activities throughout the school year, actively working to bring students, parents, faculty, and staff together. The PSO Board also works diligently to raise funds for special school projects.

The PSO Board meets monthly and meetings are open to all parents.

## **ATHLETIC BOARD AND FINE ARTS BOOSTER CLUB**

Our athletic and fine arts programs depend upon parent volunteers as coaches and advisors, to support the student athletes and artists, to coordinate special events, to serve at games or performances, and to sit on the advisory committees. The success of these two groups is critical to the success of our programs. Any parent or alum is welcome to serve!

The Athletic Board helps coordinate the Challenger Golf Classic each June while the Fine Arts Booster Club helps coordinate the Taste of the Arts event each February.

Contact Mrs. Schenkenberg for information regarding the Athletic Board. Contact Miss Barbie for information about the Fine Arts Booster Club.

# PARENT PARTICIPATION

## NON-TRADITIONAL FAMILIES

Divorced, separated, and blended families are realities of contemporary life which affects Madison Christian Schools' responsibilities to its students. The following guidelines assist the school in situations where non-traditional family structures exist.

- Ordinarily, the school will not resist or interfere with a biological or adoptive parent's involvement in school-related affairs or access to the child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- If the actions of parents become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

# CO-CURRICULAR ACTIVITIES

## LIBRARY

The Library Media Center is available to all ALCS students and faculty. K-5 have a weekly library class. Kindergarten - second grade students come to the library to check out books, hear stories, and start to learn about library resources, parts of books and the role of the various contributors in producing a book. Third - fifth grade students begin learning library and research skills in addition to checking out books during their library class. Middle and high school students may come to the LMC before or after school, at lunchtime, or during study hall on days the library is open. Many parents regularly volunteer to assist in the library during their child's weekly library time. Any parent interested in helping out in the library should contact the librarian.

Library materials may be checked out for one week (K-3) or two weeks (4-12). Fines for overdue books are five cents per day, including days that the student may be absent due to illness. Fines are not assessed for holidays, weekends, or non-school days. Students are expected to be responsible for their own library materials in returning them when they are due. A drop-off crate is stationed outside the LMC entrance for after-hours return. At the end of each quarter, all fines must be paid and books returned or paid for in order for student report cards to be claimed.

Students using the library should remember that all normal classroom rules are in effect while in the library. Students are to work individually without talking. The library is not an area meant for socializing. In order to use the library during a study hall, a student must obtain a pass from a teacher. Students must return to study hall or class with a signed pass before the end of the hour.

Please see Addendum H for the library guidelines including hours, check out limits, overdue book policy, and printing charges.

## MUSIC PROGRAM

The ALCS Music Program is comprised of music class for students in K-5; general music or choir for grades 6-8; and choir for students in 9-12 partnered with band for 4-12th grade students.

## CO-CURRICULAR ACTIVITIES

**Band:** beginning in fourth grade, ALCS students may take band. The band program is a contracted program offered through the Overture Foundation. Students participate in both private and group lessons. There are two concerts each year – a Christmas concert and a spring concert. Outstanding band students in 6-12 may be selected to participate in Overture's Honors Band program which is comprised of the best band students from area private schools.

**Music:** both elementary and secondary departments present seasonal music programs for families and guests. The specific dates are listed on the school calendar and are found on the ALCS website. Students participate in vocal and instrumental music concerts at Christmastime and in the spring. Middle and high school students may also be involved in special musical selections or smaller dramas for presentation at such events as chapel, National Day of Prayer, etc. Our students also perform outside the school as musical ambassadors for the Lord. For all students enrolled in music class, participation in their respective music program/concert is mandatory.

Middle school students also have the opportunity to take a general music appreciation class as an alternative to choir if they should prefer. There is no performance requirement with this class.

**Worship Team:** worship team is a selective middle and high school opportunity that offers students the ability to serve as worship leaders for the MS/HS Chapel as well as grow in their musical and performance abilities.

### SPELLING BEE

ALCS participates in the Association of Christian Schools International's Spelling Bee competition. The spelling bee begins with students in grades one through eight having classroom spell-downs, often in November. The winner of each grade's spell-down will then move on to the regional bee held at an ACSI school in the area. This regional bee usually takes place in January.

Both the winner and the runner up in each grade are given word lists to study for the regional bee. In order to participate in this event, we commit to providing volunteers at the regional bee.

## CO-CURRICULAR ACTIVITIES

The spelling bee encourages students to develop a love for language and gives them the thrill of healthy competition while having fun with words. Parents are asked to consider helping to make this event possible by volunteering at the regional bee.

### WEIGHT ROOM

Abundant Life Christian School has a well-equipped, newly remodeled and updated weight room including free weights and machines. The weight room is available for students who have been trained in its use and with appropriate supervision.

The weight room is available to students with advance permission from a Physical Education teacher to make-up a class or to supplement their training. After hours operation is conditional upon available supervision. Students must be supervised by a staff member at all times. A quarterly schedule of open hours the Weight Room will be posted.

Use of the weight room outside of the student body is limited to City Church employees who have been trained by the Physical Education Department or to alumni who have received permission from the Athletic Director.

### YEARBOOK

ALCS publishes an annual yearbook as a keepsake for all students, grades K-12. The yearbook is the product of the efforts of the Publications class. The cost of the yearbook is included in the registration fee.

Students that de-enroll during the school year are entitled to receive a yearbook. It is the responsibility of the parents to request a copy of the yearbook by contacting the school by phone, email, or letter. ALCS does not make arrangements to send or deliver these yearbooks.

### FORENSICS

ALCS middle and high school students may compete in the Wisconsin High School Forensics Association with public and private schools from across the state. Forensics offers a wide variety of public speaking events including story-telling, poetry, prose and drama.

# CO-CURRICULAR ACTIVITIES

## **NATIONAL HONOR SOCIETY**

Abundant Life Christian School is a member of the National Honor Society Association. Students from the tenth, eleventh and twelfth grades are potential candidates for membership. Members are selected on the basis of character, leadership, scholarship, and service. Membership dues for each honor student are \$10 per year, payable on or before the induction ceremony held annually.

Students interested in NHS will be reviewed and approved by the Faculty Council according to NHS guidelines.

## **MIDDLE SCHOOL STUDENT COUNCIL**

Student Council is a middle school club under the supervision of an ALCS staff member. The purpose of the student council is to provide leadership, promote school spirit, and service projects amongst the middle school students.

Madison Christian Schools intentionally trains our athletes for God-honoring competition; teaching them about faith, hope, and love and thereby transforming their hearts through individual performance and team participation. Our motivation is “to manifest Christian character and to model love and sacrifice for others as we make disciples through athletics.”

## HIGH SCHOOL SPORTS

Abundant Life Christian High School participates in interscholastic athletics. ALCS is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and belongs to the Trailways Conference. Loyalty to ALCS and compliance with the Code of Conduct is expected at all times. (See Athletic Handbook for specific requirements)

ALCS participates in a cooperative high school program with St. Ambrose Academy and Madison Country Day School. It allows greater athletic options for our high school student athletes and also expands the social and competitive opportunities.

ALCS offers the following high school-level sports:

Girls Volleyball

Girls Cross Country

Girls Basketball

Girls Golf

Girls Track and Field

Girls Soccer

Boys Football

Boys Cross Country

Boys Basketball

Boys Golf

Boys Track and Field

See the Athletic Handbook for all requirements related to High School Athletics.

## MIDDLE SCHOOL SPORTS

(includes 5th grade students)

Abundant Life Christian Middle School also participates in interscholastic athletics. ALCS is a member of the Madison Area Independent Sports League (MAISL). Middle School sports are open to 5th grade students at ALCS. Loyalty to ALCS and compliance with the Code of Conduct is expected at all times. (See Athletic Handbook for specific requirements)

ALCS offers the following middle school-level sports:

Girls Volleyball

Girls Basketball

Girls Track and Field

Flag Football

Boys Basketball

Boys Track and Field

See the Athletic Handbook for all requirements related to Middle School Athletics.

## **ATHLETIC ELIGIBILITY & REINSTATEMENT**

Athletic eligibility information is discussed at length in the Athletic Handbook. Likewise, ineligibility is defined along with reinstatement of eligibility requirements. See the Athletic Handbook for full details.

## **ATHLETIC FEES**

High school athletic fees are charged according to the sport as fees vary. See the Athletic Handbook for full details.

ALCS students participating in the Madison Area Independent Schools League (MAISL) will be charged an athletic fee determined by league participation expenses to the school.

Non-ALCS student athletes are required to pay ALCS the sports fee prior to the beginning of the sports season. The non-ALCS student will not be allowed to participate until these fees are paid.

## **ATHLETIC VERSE**

"Whatever happens, conduct yourselves in a manner worthy  
of the gospel of Christ."

Philippians 1:27a

# SCHOOL-WIDE EVENTS

## MEET THE TEACHER

The purpose of *Meet the Teacher* is for students in grades K-8 is to begin to feel comfortable in their classrooms, drop-off supplies, find their lockers, see where they will sit, and get acquainted or re- acquainted with the teacher and their peers. This is an open house format with no specific agenda.

## BACK TO SCHOOL NIGHT

The purpose of Back to School Night is to acquaint K-12 parents and high school students with essential school year information. It takes place the night before the first day of classes.

**Parents:** each family should have at least one parent attend Back to School Night to get the

latest information needed for an effective and positive school year. Parents will attend a group session and then classroom sessions.

**High School Students:** 9-12th grade students attend Back to School Night for their High School Orientation. Attendance is required and school dress code applies.

## ADVANCE/RETREAT

High school students have two special times away from campus: Advance and Retreat. These are days away in which the students have fun together, spend some time learning together, and building community. Advance happens at the beginning of the year, sets the spiritual tone for the year, and includes an overnight experience. Retreat is a day away at the end of school.

## OPEN HOUSES

Open houses are an opportunity for prospective families to meet ALCS staff, students, and parents. Families are invited to volunteer at Open Houses and share with prospective families the benefits of Christian education at ALCS.

# SCHOOL-WIDE EVENTS

## **SPIRITUAL EMPHASIS CHAPELS**

Spiritual Emphasis Chapels occur during the first week of school. The purpose of these chapels is to lay the spiritual foundation for the coming year.

Each year a theme, or spiritual emphasis, for the year is established. Besides the Spiritual Emphasis Chapels, teachers have an ongoing dialogue with students about the theme and associated verses as well as reinforce the theme through classroom activities and lessons.

## **MISSIONS DAY**

Each year, City Church hosts Missions Week in the fall and sets aside one day during the week for missionaries to spend time sharing with ALCS students. Elementary and MS/HS each take a turn at spending part of the day with various missionaries, learning about what God is doing in their ministries. Teachers provide opportunities for reinforcing the information through discussion and interaction in the classroom.

## MCS DRESS CODE

Madison Christian Schools (Abundant Life and High Point campuses) desires to maintain an appropriate educational environment. Cleanliness, neatness, and modesty (I Tim 2:9 "...dress modestly, with decency and propriety...") are our goals. We believe our dress and our actions represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent our desire to please God and honor him. Any apparel, hairstyles, make-up, jewelry, or accessories that interfere with these purposes are unacceptable.

MCS does not have an "official" uniform but our dress code is in actuality creating standard for dress with as broad parameters as possible that meet the goals. All students are to abide by these standards as we are training our students to make modest choices.

**MCS DEPENDS ON OUR PARENTS** to work with the schools in maintaining these appearance standards by checking your child before s/he leaves for school, making sure s/he is dressed and groomed properly. It is understood that enrollment at ALCS or at HPCS means a pledge on the part of both parents and students to abide by this dress code. Please have your child(ren) read, understand, and agree to follow the *MCS Dress Code*.

Teachers and administration have the authority to interpret and enforce this dress code policy. When a circumstance occurs where the parents and teachers cannot come to an agreement, administration will have the final word.

### **General Guidelines for All Students**

**CLOTHING:** All students are to dress modestly. Lettering and pictures must not be offensive to God or others. (See next page for specifics.)

**SHOES:** Shoes or sandals must be worn and fastened. Socks are recommended. Safety and hygiene should be considered in choosing shoe styles – particularly with regards to playground and outdoor activities. It is important that students wear proper athletic shoes for P.E. and other athletic activities.

# **MCS DRESS CODE**

**CAPS:** No caps or hats may be worn in school. Hooded sweatshirts must be worn with the hood down while inside the school.

**DRESS UP DAYS:** Special events such as the Christmas program, spelling bee, speech contest, science fair, concerts, special programs, and graduation require students to dress up. The school will send special guidelines, if applicable when these events occur. Because we want our students to understand that dressing modestly isn't something important only on school days but should be a lifestyle, MCS Dress Code applies regardless of occasion or location, including graduation pictures and graduation. However, we do understand that for graduation and graduation pictures the girls dress quite formally and it can be difficult to find a dress of an appropriate length. In the case of graduation and graduation pictures only, we will allow dresses that are a bit shorter as long as they are of modest length (mini-skirt length is not modest length).

## **Boys**

**SHIRTS:** Shirts must be opaque with modest necklines. Sweatshirts are acceptable. No underclothing may be displayed. Sleeveless t-shirts are acceptable, but tank-type shirts are not. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.\*

**PANTS:** Dress pants, sweat or wind pants, and jeans are acceptable. Pants must be of full length and moderate cut. Pants must be worn with the waist above the hips. "Ripped" jeans may be worn only if rips are at or below the fingertips (arms straight down at side).

**SHORTS:** Knee length shorts may be worn April through October. Spandex and short shorts are unacceptable.

# MCS DRESS CODE

## Girls

**SHIRTS AND BLOUSES:** Shirts and blouses must be opaque with modest necklines. A modest neckline is defined as when the hand (fingers together, as for the pledges) is laid on the collarbone below the chin, the cloth is touched by the lowest finger. Sweatshirts are acceptable. Sleeveless blouses and t-shirts are acceptable but the shoulder must be at least three fingers wide. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline – no bare stomachs.\*

**DRESSES, SKIRTS, AND SLACKS:** Dresses, skirts, and skorts are acceptable. Hemlines must be fingertip (arms straight down at side) length or longer even if leggings or tights are worn underneath. Dresses must have modest necklines (see above definition). Tank style dresses and jumpers are unacceptable unless worn with a blouse or shirt. Dress slacks, sweat pants, wind pants, and jeans are acceptable. “Ripped” jeans may be worn only if rips are at or below the fingertips (arms straight down at side). Leggings may be worn but only with a skirt or a top at least fingertip length that covers 360 degrees.

**SHORTS:** Shorts (at or below fingertip level) may be worn April through October. Spandex, and short shorts are unacceptable. For those playing athletics (during practices and games only), mid-thigh shorts are acceptable.

*\*Midriffs must be covered at all times. When a student’s arms are raised, no skin should show. A tank top or a camisole may be worn underneath a shirt if the shirt is too short.*

*Non-compliance with the MCS Dress Code will result in the student having to change into appropriate clothing before being allowed to return to the classroom. Students may choose to keep an extra set of clothing at school if uncertain whether or not what they want to wear meets dress code, a parent may be notified to bring in an appropriate clothing item, or students may change into clothing supplied by the school.*

# MCS DRESS CODE

## K to 2nd Grade Violations

- **1st & 2nd violation:** the parents will be contacted by note or email (student will not be required to change)
- **3rd violation:** the parents will be called and asked to bring in a change of clothing.
- **4th violation:** the parents will be asked to meet with the administrator; the student will be required to change.
- **5th violation:** the parents will be notified, the student put on probation, the student will be required to change.
- **6th violation:** the parents will be notified, lunch detention, required to change
- **7th violation:** the parents will be notified, the student will be sent home for the remainder of the day
- **8th violation:** probable expulsion

## 3rd to 12th Grade Violations

Student will always be required to change into appropriate clothing

- **1st & 2nd violation:** the parents will be contacted by note or email
- **3rd violation:** the parents will be asked to meet with the administrator
- **4th violation:** the parents will be notified, the student put on probation
- **5th violation:** the parents will be notified, detention
- **6th violation:** the parents will be notified, the student will be sent home for the remainder of the day
- **7th violation:** probable expulsion

## **ADDENDUMS**

**In this section you will find forms, further information,  
and school policy information.**

# ADDENDUM A: Electronic Devices Policy

## Policy on Use of Electronic Devices – High School Students

Recognizing that students are growing up in a world where electronic devices are part of everyday activity, we realize that many of our students may be carrying cell phones, iPods and/or other devices such as Kindle's or electronic notebooks or tablets.

We encourage high school students to take advantage of the technology available to them today. However, students must also recognize the importance of maintaining focus in the classroom. High school students may carry electronic devices during the day time as long as they are compliant with the guidelines listed below:

- **All electronic devices will be turned off during class time.** Students may not use an electronic device while in the classroom unless prior consent has been given by the teacher.
- **The teacher may reserve the right** to require students to place devices in a visible location or a designated place away from the student during testing times.
- **During study hall periods,** students may use ear buds along with an iPod or cell phone for the purpose of listening to music. Electronic devices may not be used for other entertainment purposes such as watching video or playing games. In the event a student does not have homework, a teacher may at his/her discretion allow a student to read a book on a Kindle or notebook device.
- **Chapel times are not the place for electronic devices** and they should not be brought to the sanctuary.
- **Students are free to use their electronic devices during their free times:** passing periods, snack break, lunch time and before/after school. However, prompt arrival and good attendance during class time is required. Student tardiness due to use of cell phones for communication purposes will not be excused. Students needing to communicate with parents or guardians during a class time must first get permission from the teacher or school office.

# ADDENDUM A: Electronic Devices Policy

- **State law prohibits use of electronic devices** in locker rooms and under no circumstance should a student turn on an electronic device in the locker room. Students should refrain from bringing electronic devices into the locker room at all.
- 

Misuse of electronic devices constitutes a major infraction and the following consequences will be imposed when a student breaks any of the above guidelines:

- **1st violation** – device is confiscated and turned in to Administrative/Guidance Office; parents are notified by call or email; student is required to meet with principal or designee after school to retrieve the device.
- **2nd violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting with principal or designee is required to retrieve the device; student may receive a detention at discretion of principal.
- **3rd violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting with principal is required to retrieve device.
- **4th violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting is required with principal to retrieve the device; student will no longer be allowed to carry electronic devices in the school. If brought to school, they must be turned in to the Administrative/Guidance Office in the morning and picked up after school.
- **5th violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting is required with principal to retrieve the device; student will serve in-school suspension.

## Policy on Use of Electronic Devices – Elementary and Middle School Students

### CELL PHONES

**Students in Kindergarten through 8th grade may not use cell phones** inside the school during school hours 7:55a - 3:10p without permission from school personnel.

# ADDENDUM A: Electronic Devices Policy

**Cell phones or cameras may not be taken into locker rooms at any time.** (This is state law.)

Students may use their phones **under the supervision of ALCS staff or outside the building between 3:10p and 3:30p** in order to communicate with parents who may need to make last minute carpool arrangements with their children.

**Cell phones visible OR in use during the school day will be confiscated by ALCS staff and taken to the Administrative Office.** Parents may pick up the cell phone at the end of the school day.

## ELECTRONIC DEVICES

While we acknowledge that electronic devices are part of our students lives, students must also recognize the importance of maintaining focus in the classroom.

- **Middle school students may carry electronic devices** other than cell phones during the day as long as they are compliant with the guidelines listed below:
- **All electronic devices will be turned off during class time.** Students may not use an electronic device while in the classroom unless prior consent has been given by the teacher.
- **During study hall periods,** middle and high school students may use ear buds along with an electronic device for the purpose of listening to music. Electronic devices may not be used for other entertainment purposes such as watching video or playing games. In the event a student does not have homework, a teacher may at his/her discretion allow a student to read a book on a Kindle or notebook device.
- **Chapel times are not the place for electronic devices** and they should not be brought to the sanctuary.
- **State law prohibits use of electronic devices** in locker rooms and under no circumstance should a student turn on an electronic device in the locker room. Students should refrain from bringing electronic devices into the locker room at all.

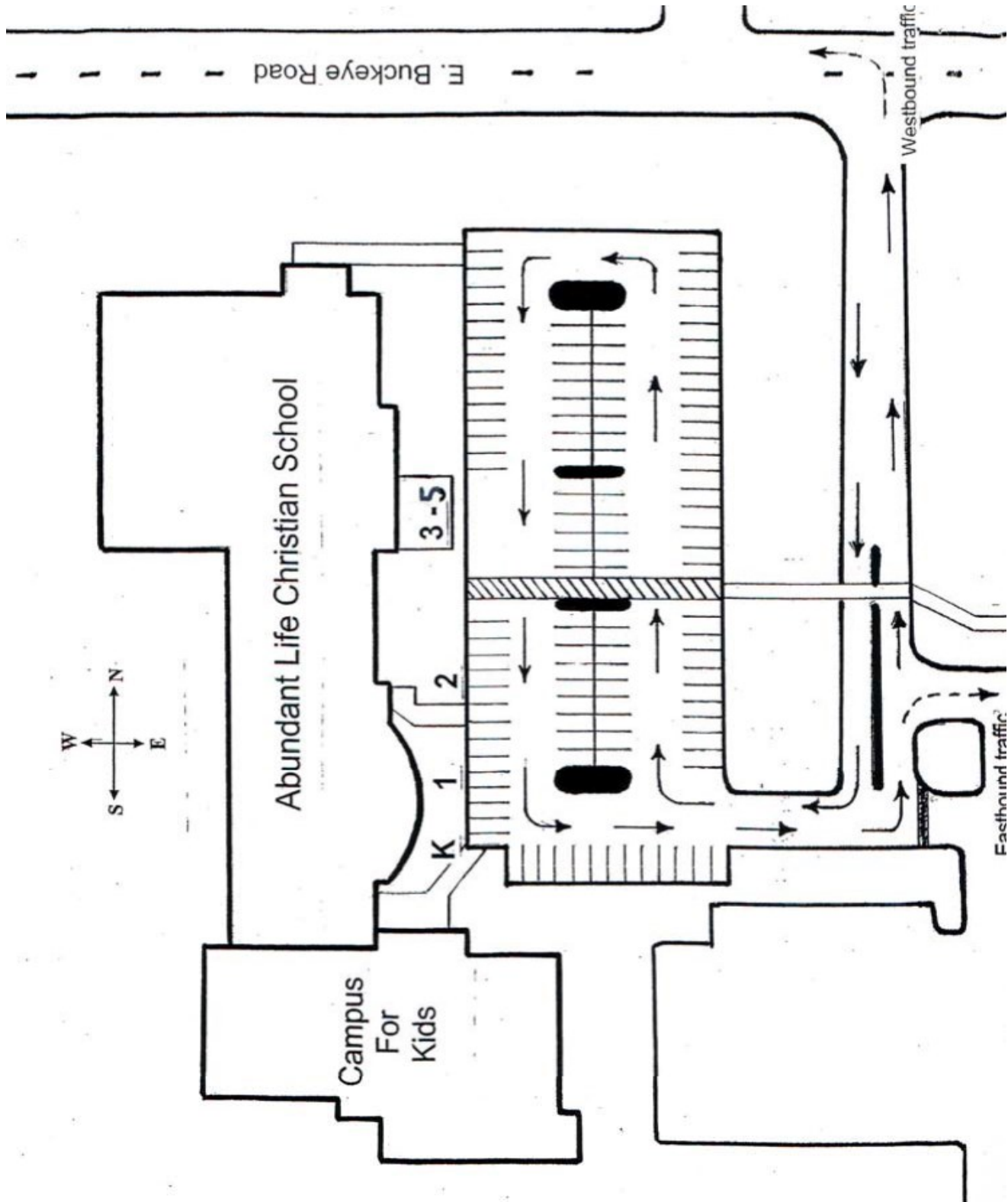
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- **2nd violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting with principal or designee is required to retrieve the device; student may receive a detention at discretion of principal.
- **3rd violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting with principal is required to retrieve device.
- **4th violation** – device is confiscated and turned in to Administrative/Guidance Office; parent meeting is required with principal to retrieve the device; student will no longer be allowed to carry electronic devices in the school. If brought to school, they must be turned in to the Administrative/Guidance Office in the morning and picked up after school.

## ADDENDUM B: Traffic Map

Follow this map for navigating ALCS traffic flow in the main parking lot.



## **ADDENDUM C: Safety Patrol—5th Grade**

Safety Patrol is a group of 5th grade volunteers who assist with recess duty and provide peer-to-peer safety assistance to elementary students. Patrollers assist younger students with safely crossing the parking lot and work during lunch recess to ensure the safety of all students.

### **Requirements to be a Member of Safety Patrol**

Must be a 5th grade student  
Volunteer for Safety Patrol  
Exhibit good leadership qualities

Maintain proper attitude of servanthood and respect  
Maintain academic average of “C” or above

### **Selection of 5th Grade Safety Patrollers**

The 5th grade teacher will consult with the principal to ensure volunteers for safety patrol duty have good conduct and attitude, are qualified academically, and demonstrate responsibility.

### **Safety Patrol Responsibilities**

- Serve approximately one day each week
- Display good attitude and example, both on and off duty
- Be readily available to the playground supervisor

### **Safety Patrol Duties**

- Follow instructions from playground supervisor and teachers
- Stop students at crosswalk when a vehicle approaches
- Correct safety violations by reminding students of safety rules
- Direct adult supervisor’s attention to students who continue to violate rules
- As directed by the supervisor, accompany slightly injured students to the office
- If students fight, tell them to stop and get the playground supervisor
- If students argue, do not try to settle it or control non-safety behavior, instead refer students to the playground supervisor
- Escort classes to and from recess as directed by the playground supervisor
- Report problems promptly to the playground supervisor
- Wear Safety Patrol belt properly

# **ADDENDUM C: Safety Patrol—5th Grade**

## **Dismissal from Safety Patrol**

Students may be dismissed from Safety Patrol after the 5th grade teacher and principal discuss the individual's situation. Reasons for dismissal include:

- Fighting
- Excessive bossiness
- Grade point average below "C"
- Declining academic performance
- Lack of respect for playground supervisors or teachers
- Not exhibiting responsible character attributes and attitudes

## ADDENDUM D: Tardy Policy

### **The ALCS Tardy Policy is as follows:**

Parents are expected to make arrangements to ensure that their child(ren) arrive to school on time. Students should be in in their seats, ready to learn at 8:05a. All students arriving after the late bell sounds at 8:05a will be assessed a tardy and required to obtain a late slip from the Student Services Office before proceeding to the classroom.

Tardies have a negative impact on academic achievement, both for the child that is tardy and his/her classmates. Late arrivals cause interruptions in the classroom. Breaks in instruction interfere with the learning atmosphere and make extra work for the teacher.

Middle School and High School consequences for tardies within one quarter:

- 4-5 tardies = student receives a warning
- 6-8 tardies = detention and communication with parents
- 9-10 tardies = parent meeting with principal
- 10+ tardies = possible in-school suspension at discretion of principal

Elementary consequences for tardies within one quarter:

- 5 tardies = email from principal to parents
- 7 tardies = parent meeting with principal

Tardies may be excused at the discretion of the school administration under certain conditions such as inclement weather, a road accident, or for medical and/or dental appointments.

Tardies will not be excused because a parent was “running late” or a sibling was slow in the morning.

# ADDENDUM E: Gum Chewing Procedures

Middle and high school students as well as middle and high school faculty are allowed to chew gum.

The ability to chew gum at school is a privilege and students/faculty should treat it as such. Gum should be an enhancement to school life, not a distraction. Those who opt to chew gum should do so respectfully, being considerate of others and of school property.

Gum must always be disposed of in trash receptacles.

## **Exceptions to Gum Chewing: Gum may NOT be chewed during**

- Choir
- Band
- Chapel
- Physical Education

Gum may not be chewed if prohibited by a faculty member (i.e.: a classroom teacher does not want it in her/his classroom), a coach (i.e.: at athletic activities), or a director (i.e.: puppet director, music director, drama director, etc.).

## **Discipline: Any misconduct, distraction, or misuse will not be tolerated.**

- Any violator will not be allowed gum for the rest of the day.
- Continuation of inappropriate conduct will prevent the violator from chewing gum for the rest of the quarter.
- Any intentional misplacing, vandalism, or inappropriate conduct (such as placing in others' hair or belongs) will result in an immediate detention.
- Three violations in a week will result in a detention. Any student intentionally misplacing gum or vandalizing property will be required to clean damaged property.

## ADDENDUM F: Increased Responsibility Guidelines

ALCS offers an **Increased Responsibility** option for selected upperclassmen in high school. While trying to preserve a healthy student-life atmosphere here at Abundant Life, we also recognize that there may be advantages for some students/families to consider a late arrival or early dismissal time.

The **following guidelines apply for students/families** that which to take advantage of this option:

- Students must have a study hall scheduled during 1st or 9th period.
- Students cannot be on academic or behavioral probation.
- Students cannot have a pattern of incomplete assignments or failing grades at mid-quarter or quarter end (outstanding incompletes make a student ineligible for the Increased Responsibility option for the period of the incomplete and until teacher reports change in grade).
- Students cannot have a “D” or “F” grade at mid-quarter or on the quarter report card (if early release/late start has not been granted or was lost after a grading period, students may renew the request at the next midterm or quarter grading period).
- Students who are suspended will lose this privilege; consultation between the parent, student and Principal is necessary to determine the period of ineligibility.
- Students must be in good standing: doing all schoolwork on time and to the best of their ability, with no detention problems, no habitual tardiness or absenteeism, as well as maintaining good classroom behavior. More than 5 unexcused tardies in a quarter will result in a period of ineligibility.

### Cautions:

- We do not allow students to drop a class in order to be eligible.
- Student schedules will not be changed in order to make increased responsibility participation possible; this is not the intent of the program.

# ADDENDUM G: Intended Outcomes

## Intended Elementary and Secondary Student Outcomes

### Students who graduate from MCS:

- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger.
- Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- Know how to utilize resources, including technology, to find, analyze, and evaluate information.
- Are committed to lifelong learning.
- Have the skills to question, solve problems, and make wise decisions.
- Understand the worth of every human being as created in the image of God.
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand, and apply God's Word in daily life.
- Possess apologetic skills to defend their faith.
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Treat their bodies as a temple of the Holy Spirit.
- Are actively involved in a church community, serving God and others.
- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Embrace and practice justice, mercy, and peacemaking in family and society.
- Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas).
- Respect, and relate appropriately with integrity to, the people with whom they work, play, and live.
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Are prepared to practice the principles of healthy, moral family living.
- Are good stewards of their finances, time (including discretionary time), and all other resources.
- Understand that work has dignity as an expression of the nature of God.

# ADDENDUM H: Library Media Center (LMC)

**ALCS Librarian:** Mrs. Ellen Hierl 608.221.1520 x 352 ehierl@mcs-wi.com

**LMC Hours:**

Monday  
Tuesday –  
Wednesday –  
Thursday –  
Friday –

**Printing fees:** 1st copy/day is free; Additional copies - \$ .05 ea.

**Check Out Limits** per grade level:

K-3	1 book / week
4-12	2 books/ 2 weeks

## Overdue Book Policy

Books are due on the due date stamped on the card at the back of the book and should be returned during the student's scheduled library time or in the drop box outside the entrance to the LMC.

Daily overdue fines are not charged.

Replacement cost of the book plus a \$1 service fee will be charged to the family's school account for any book that is 7 or more days past due\*. These charges are posted bi-monthly.

When a late book is returned to the LMC its replacement cost is credited to the account. Replacement cost will not be refunded for books outstanding three (3) months beyond the due date. The service fee is nonrefundable.

All library fines are paid in the Business Office.

\*If class is not held for any reason, books are due the following school day.  
Holidays and non-school days are exempt.

## **ADDENDUM H: Library Media Center (LMC)**

**Book Care:** Book Care Guidelines are discussed with all students.

Damaged or torn books will be assessed by the librarian and a fee posted to the family's account. PLEASE DO NOT repair books at home.

# ADDENDUM I: Help Us Help You & Too

**Help Us Help You (HUHU) is a tuition credit program in which families earn a \$200 tuition credit by referring a new student who enrolls at ALCS.**

The **Help Us Help You** referral program is a great opportunity for your family! We understand that “word of mouth” is the best advertising, so we are offering this special incentive. You can earn a tuition credit of **\$200** for each new student who enrolls in our school based on your referral.

Here’s how it works:

**Step 1:** You encourage families you know to consider enrolling at either of our campuses – ALCS on the east side or HPCS on the west side. New families are welcome to tour either campus, speak to admissions, and have their child(ren) shadow with another student in the classroom.

Feel free to direct prospective families to the school’s website for information [www.madisonchristianschools.com](http://www.madisonchristianschools.com).

**Note:** If finances are a concern, then encourage them to apply for our need-based financial assistance. Feel free to have them contact the school if they have any questions about the process.

**Step 2:** The new family lists you as the referring family on their enrollment paperwork. (Note: when more than one referring family is listed, the credit is split equally between the referring families.)

**Step 3:** After the new student(s) successfully complete two quarters, you earn a **\$200** tuition credit for each new student you referred.  
(ex: refer five students and earn \$1,000 in tuition credit!)

CONTACT the Student Services Office to learn more about HUHU.

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Help Us Help You, Too, is a partner program to HUHU. HUHU2 similarly provides a ‘thank you’ to families who are telling others about ALCS.

## **ADDENDUM I: Help Us Help You & Too**

Periodically throughout the year, we offer the HUH2 program which provides a \$25 gas card to any current ALCS student or family who refers another non-Madison Christian School family to our campus and that family takes a tour or attends an Open House.

Watch for HUH2 opportunities throughout the year. Let us say thank you by helping fill your gas tank as you help us fill our school!

# **ADDENDUM J: Conflict Resolution**

## **Steps of Conflict Resolution for ALCS**

1. Go directly to the person with whom there is a conflict.

### **If no satisfactory resolution is reached:**

2. Go to that person's direct supervisor (Kindergarten teacher supervises the kindergarten aide), the office manager supervises office staff and SCRIP coordinator, the principal supervises all other school personnel, the superintendent supervises the principal, and the school committee chair supervises the superintendent.
3. After discussing the issue with the supervisor, a meeting will be set up between the conflict-ed parties and the supervisor with the supervisor acting as mediator except in the case of the superintendent in which the senior pastor will act as mediator along with the school committee chair.

### **If no satisfactory resolution is reached:**

4. The court of last resort is meeting with the elders along with the senior pastor and other involved parties. The elders decision will be final and binding. The elders have the right to decide whether or not the conflict warrants this step. They may choose to give the school committee chair or senior pastor the authority to make the final and binding decision.

### **How to handle conflict in a manner which is conducive to a positive result:**

1. Do not speak to others about the conflict or people involved. Even if accurate information is initially imparted, it doesn't take long before the information becomes twisted and destructive to the reputation of others and/or the school. The health of the school community depends upon this step being honored. Gossip divides a community and does nothing constructive towards bringing resolution. In fact, resolution is less likely to be satisfactory.
2. If the appropriate steps are followed and a party still desires to involve a school committee member, do not discuss the issue "informally" at carpool, in the hallway, etc. Instead let the school committee member know you would like to meet with him or her and set up a mutually agreeable time for the meeting. The school committee member will then invite

## **ADDENDUM J: Conflict Resolution**

member to be present at the meeting.

3. For the sake of your child, speak to (and in front of) him or her as positively as possible about the school, other students, and staff. Attitudes of students about the school of which they are a part, peers with whom they associate daily and the staff to whom they are responsible greatly affect behavior and the overall learning environment. Criticism and negative talk makes it very difficult for the student to have a positive experience here at ALCS – and we very much desire that every student have a positive experience here.

# ADDENDUM K: Student's Bill of Responsibilities

## THE STUDENT'S BILL OF RESPONSIBILITIES AT ABUNDANT LIFE CHRISTIAN SCHOOL

A student at Abundant Life Christian School is expected to:

1. View attendance at ALCS as a privilege.
2. Desire to learn and to cooperate in the educational process (Prov. 15:14; 17:16; 23:12).
3. Take pride in ALCS, to support its activities and to abide by its regulations.
4. Complete all assignments on time, working up to your God-given abilities (Luke 12:48).
5. Respect your fellow students (James 3:9-12); and to seek to build them up (Eph 4:29).
6. Seek true wisdom from above rather than the wisdom of the world (James 3:13-18).
7. Willingly submit to the authority structure of the school (Romans 13:1-5).
8. Respect the faculty and staff of ALCS (I Thessalonians 5:12-13), to obey them at all times (Hebrews 13:17) and to pray for them (Hebrews 13:18, Ephesians 6:19).
9. Not lie (Colossians 3:9), cheat (Luke 16:10), or steal (Exodus 20:15) or to tolerate among us those who do (II Corinthians 6:14).
10. Always strive to be an example of proper behavior (I Timothy 4:12).

# ADDENDUM L: *Statement of Doctrine*

*As a church-related entity, it is important that our school clearly identifies the basic theological beliefs which form the foundation of our view of central spiritual issues. The following statements clarify our core beliefs.*

*How do we speak concisely about our faith?*

## **THE APOSTLE'S CREED**

I believe in God the Father Almighty, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord :Who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven, and sits on the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic\* church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen. *\*The word "catholic" refers to all who believe in Jesus Christ as Savior and Lord. This creed received its title because of its great antiquity, dating from the first centuries of the church.*

*Where do we get information about God & faith?*

**THE BIBLE:** We believe that the Bible, consisting of sixty-six books of the Old and New Testaments, was given by the inspiration of God and is the inerrant Word of God in its original manuscripts; that it reveals our state by nature and presents the only means of our salvation; and that it constitutes the perfect and final authority in all matters pertaining to Christian faith and practice. (*References: II Tim. 3:16-17; II Peter 1:19-21, I Thess. 2:13; Rom. 3:10-12; Acts 4:12; Acts 17:11; Isa. 8:20.*)

*Who is God?*

**THE GODHEAD:** We believe that there is one living God, Jehovah, perfect, infinite and eternal, who is unchangeable in His being, wisdom, power, holiness, justice, goodness, love and truth; who exists in one essence as three persons, Father, Son, and Holy Spirit, who are equal in their divine perfection and harmonious in the execution of their distinct offices. (*References: Ps. 83:18; Ex. 6:2-3; Matt. 5:48; I Kings 8:27; Ps. 90:2; Mal. 3:16; I Tim. 1:17; Gen. 17:1; Isa. 6:3; Ps. 19:9; Ex. 34:6; Jn. 3:16; Matt. 28:19; Jn. 5:17; Jn. 14:16-17; Jn. 15:26; Eph. 2:18; I Jn. 5:7.*)

**THE FATHER:** We believe that God is the Father of our Lord Jesus Christ, His only begotten Son, and spiritual Father of all believers in Christ. He is the Creator, Preserver, and Ruler of the Universe. (*References: Jn. 20:17; Jn. 3:16; Gen. 1:1; Heb. 11:3; Neh. 9:6; Heb. 1:2; Ps. 103:19; Eph. 1:11.*)

**THE SON:** We believe that in the fullness of time the Son humbled Himself and assumed human nature by being born of the Virgin Mary, thus uniting organically and indissolubly the divine and human natures in the one unique person of Jesus Christ. By becoming man, He was made like us, and having a body, He offered it as a sacrifice for us. Being eternal God; and without sin, the sacrifice He made on Calvary was infinite in value. He rose bodily from the grave and ascended into heaven, both as a confirmation of His divinity and of His ultimate triumph over sin and death. (*References: Isa. 9:6; Matt. 1:18-25; Jn. 1:14; I Tim. 3:16; Heb. 2:14; Heb. 10:9-10; Jn. 8:58; II Cor. 5:21; Heb. 4:15; Jn. 1:29; Jn. 2:1-2; Rom. 1:4; Rom. 1:25.*)

**THE HOLY SPIRIT:** We believe that the Holy Spirit is the third person of the Trinity, co-equal with the Father and the Son. He proceeds from the Father and the Son. His principle ministry since His coming at Pentecost is to remove or convict the world of sin, of righteousness, and of judgment: to restrain the progress of evil until God's purposes are accomplished; to bear witness to the truth preached; the regeneration of those who repent of their sins and exercise faith in Christ; to instruct, comfort, and guide God's children; to sanctify them; to empower them for life and service; and to give life to their mortal bodies by the Holy Spirit is baptized by the Holy Spirit; and sanctified by the Holy Spirit. The believer is told not to grieve, not to quench, but to yield to, and to be filled with the Holy Spirit. (*References: Matt. 28:19; Ex. 17:7 with Heb. 3:7-9; I Cor. 3:16; Jn. 15:26; Jn. 16:8-11; II Thess. 2:7; Acts 5:30-32; Jn. 3:3-8; Titus 3:5; Jn. 14:16-18, 26; Jn. 16:13; II Thess. 2:13; I Peter 1:3; Rom. 8:2; Acts 1:8; Eph. 3:16; I Cor. 2:14; I Thess. 1:5; Eph. 1:13; II Cor. 12:13; II Thess. 2:13; I Peter 1:2; Eph. 4:30; I Thess. 5:19; Rom. 6:13-19; Eph. 5:18.*)

*Who are we as human beings?*

**CREATION:** We believe that human beings were created by an immediate act of God and not by a process of evolution; that the purpose of our creation is to glorify God; that humanity was created in the image of God, possessing the character for Christ-likeness; and that humanity was endowed with power of rational and responsible choice between good and evil. (*References: Gen. 1:27; Col. 3:10; Acts 17:24-28.*)

**THE FALL:** We believe human beings were subjected to trial in the Garden of Eden, in order to test their loyalty to God. Under trial they lost their holy estate by voluntarily transgressing God's positive command and yielding to the enticement of Satan, were alienated by God, and became depraved physically, mentally, morally, and spiritually. In consequence of this act of disobedience, the entire human race became involved in sin so that in every heart there is by nature that evil disposition, which eventually leads to responsible acts of sin and to just condemnation. (*References: Gen. 2:15-17; Gen. 3:1-6; Heb. 1:8-10; Rom. 5:12-18, 3:10-12, 23, 1:19-31; Eph. 4:18.*)

**REDEMPTION:** We believe that God has provided redemption for all human beings through the mediatorial work of Christ, who voluntarily sacrificed Himself on Calvary as a perfect sacrifice for sin, the just suffering for the unjust, being made sinful for us, bearing sin's curse, and tasting death for every person. (*References: Matt. 20:28; Heb. 9:11-12; I Peter 3:18; II Cor. 5:21; Gal. 3:13; Heb. 2:9; I Tim. 2:5-6.*)

# ADDENDUM L: *Statement of Doctrine*

## *How does God love us?*

**SALVATION, JUSTIFICATION, AND REGENERATION:** We believe that salvation is wholly of grace, but conditional on repentance toward God and acceptance of Christ's work on the Cross by faith. When the sinner believes the Gospel and puts trust in Christ, God justifies and regenerates him. Justification is a judicial act of God whereby the believer is declared righteous on the basis of Christ's punishment on the Cross. Regeneration makes the believer a new creation in Christ Jesus by the operation of the Holy Spirit through the Word, the believer is given a disposition to obey God. (References: Eph. 2:8-9; Titus 3:5; Acts 4:12; 16:31; II Cor. 7:10; Rom. 5:1-9; Rom. 4:4-5; Acts 13:39; II Cor. 5:17; Jn. 3:3-5; 1:12-13; I Peter 1:23.)

## *How does God work in our life every day?*

**SANCTIFICATION:** We believe that in positional sanctification the believer is cleansed and set apart for God. In progressive sanctification the believer becomes conformed to the image of Christ. Ultimate sanctification, and complete victory over sin, awaits us at the coming of Christ. (References: I Cor. 6:11; II Cor. 3:18; I Jn. 3:2.)

## *Why can we have confidence in God & hope in Him?*

**ETERNAL SECURITY AND PERSEVERANCE OF SAINTS:** We believe that once saved we can never be lost for we are born of incorruptible seed. We are given everlasting life, are sealed for the day of redemption, and our life is hidden with Christ in God. We are given knowledge and assurance of eternal life. We are nevertheless warned not to accept the grace of God in vain, but to work out our own salvation with fear and trembling, to seize the hope set before us, and to take heed, lest there be in anyone an evil, unbelieving heart, leading one to fall away from the Living God. (References: I Peter 1:23; Jn. 5:24; Jn. 10:27-29; Eph. 4:30; Col. 3:3; I Jn. 5:11-13; II Cor. 6:1; Phil. 2:12; Heb. 6:18; Heb. 3:12.)

## *What happens when our life on earth ends?*

**RESURRECTION AND IMMORTALITY:** We believe that, at the return of the Lord, the righteous dead will be raised and the living believers will be changed so that both will have literal, spiritual, and immortal bodies like Christ's own glorious body. (References: Rom. 8:23; I Cor. 15; I Thess. 4:16-17; Phil. 3:20-21; cf. Luke 24:36-43; Acts 1:3.)

## *How do we worship & serve together?*

**THE CHURCH:** We believe that the church invisible and universal is an organism composed of all those who are called out of the world, separated to God and vitally united by faith to Christ, its living Head and Ruler; that the church local and visible is an organization made up of a company of professed believers in Christ, voluntarily joined together and meeting at stated times for worship and instruction in the Word, to observe the ordinances, and to administer discipline. It is the duty of the church to give the Gospel as a witness to all people; to build itself up in the most holy faith; to minister to the widows and orphans, the sick and afflicted, stranger and sojourner; and to glorify God. (References: I Peter 2:9; cf. Jn. 15:18; Eph. 1:22-24; 4:15-16; I Cor. 12:12-27; Acts 2:46-47; 20:7; I Cor. 16:2; Matt. 18:15-17; I Cor. 5:1-5; Matt. 28:18-20; Acts 1:8; Acts 5:42; Jude 20-21; Eph. 4:11-12; 16; Acts 20:32; Acts 6:1-9; James 1:27; I Peter 4:11.)

## *What special services do we share together?*

**ORDINANCES:** We believe that two Christian ordinances were appointed by Christ to be administered in each church, not as a means of salvation, but as visible signs and symbols of the facts and realities of salvation:

**BAPTISM:** We believe that baptism by immersion in water is the public confession of Christ as Savior and Lord. It is a symbol of one's union, by faith, with Christ in death, burial, and resurrection, and therefore is to be administered by immersion only to those who have given evidence of faith in Christ as their personal Savior. In effect, baptism identifies the believer with the visible body of Christ. (References: Matt. 28:19; Mark 16:16; Acts 2:38-41; Rom. 6:3-5, Col. 2:12; Acts 8:36-39.)

**The Lord's Supper:** We believe that the Lord's Supper should be observed by all believers in obedience to the command, "This do in remembrance of Me." It consists of partaking of the bread and cup, which symbolize the death of Christ for the remission of our sins, our need for self-examination, and union with Christ and with other believers. The Lord's Table is open to all believers who are in right relationship with God and one another, regardless of denomination. (References: I Cor. 10:17; Matt. 26:26-30; Luke 22:19-20; I Cor. 10:16; I Cor. 11:23-26.)

## *How do we engage our community?*

**ATTITUDE TOWARD SOCIETY:** We believe that civil government is ordained of God for the punishment of evil-doers, and for the protection of the good. We therefore consider it our duty to pray for rulers and magistrates; and to be obedient to their authority, except in things contrary to the will of God. We are not to withdraw from the world, but to endeavor to be its salt and light, doing all in our power to bring righteousness and justice to human institutions and relationships. (References: Rom. 13:1-7; I Tim. 2:1-3; Titus 3:1; I Peter 2:13-14; Acts 4:19; Acts 5:29; Matt. 23:10; Matt. 5:13-16; I Cor. 5:9-10, John 17:15.)

# ADDENDUM L: *Statement of Doctrine*

*What do we believe about future events?*

**CHRIST'S SECOND COMING:** We believe in the personal, visible, pre-millennial and imminent return of Christ. First, Christ will descend into the air to catch away His waiting bride, the Church. Christ will descend with His saints to establish the long promised kingdom, and to reign upon the earth for a thousand years. Prior to Christ's ultimate return to reign, the great tribulation judgments will be visited upon the apostate and rebellious world. *(References: Jn. 14:1-3; Acts 1:10-11; Mark 13:34-37; I Thess. 4:14-18; I Cor. 15; Rev. 3:11; Jude 14; Rom. 8:16-19; Col. 3:4; Rev. 19:14; Dan. 7:13-14; Luke 1:32-33; Rev. 5:9-10; 20:4-6; Jer. 30:7; Matt. 24:21; II Thess. 1:3-10; Rev. 6-19.)*

**JUDGMENTS:** We believe that the believer's sins are judged in Christ on the Cross; and that the believer's works will be judged for rewards at the judgment seat of Christ at the time of His coming. We believe that the unrepentant wicked will appear before God for judgment at the great white throne after the Millennium to be consigned to the lake of fire, there to suffer torment forever with the devil and his angels. *(References: II Cor. 5:21; Gal. 3:13; Jn. 5:24; I Cor. 3:8-15; 4:5; II Cor. 5-10; II Tim. 4:8; Eccl. 12:14; Matt. 10:28; Mark 9:43-48; Rom. 2:8-9; Heb. 9:27; Rev. 20:10-15; cf. Rev. 14:9-11.)*

*What future may each of us choose?*

**THE ETERNAL STATE:** We believe that after all God's enemies are consigned to punishment, the present order of things will be dissolved and the new heaven and the new earth, wherein dwells righteousness, shall be brought in as the final state in which the righteous will dwell forever. *(References: Isa. 65:17; 66:22; II Peter 3:10-13; Rev. 7; 21:1-22.)*

*Approved by the High Point Church congregation on April 30, 2006*

## Notice of Nondiscrimination

Madison Christian Schools is a private, nonprofit, nondenominational institution founded for the purpose of developing and implementing an educational program that is thoroughly Christian both in content and practice. As such, MCS recognizes that in Christ, "There is neither Jew nor Greek, slave nor free, male nor female."

Therefore, Madison Christian Schools admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## **ALCS Parent Handbook**

**Abundant Life Christian School**  
**www.alcs.us** **608.221.1520**