

Welcome to Mayflower Heritage Christian School

“Providing a quality education based upon a firm foundation of God’s Word.”

We welcome you to Mayflower Heritage Christian School. We consider it a privilege to be a part of the education of your children. This is a responsibility we are pleased to share with you as your children grow and learn both academically and spiritually.

We have paid careful attention to the curriculum and those chosen to be a part of your child’s school days. We continue to pray for the shaping of the school by God’s hands. We want students to be influenced by people who are walking with God and we also want to see parents and families impacted by those ministering here.

A Parent-Student handbook gives us a chance to talk a little about the atmosphere we are creating in the school. Some guidelines will help us work in a spirit of cooperation as Christians coming together to accomplish the education of our children.

Vision, Mission, and Faith Statements

Vision Statement

To support the Christian family in providing a Christ-centered, biblically-based education which instills spiritual discernment, vision, and the practice of excellence in character, academics and service.

Mission Statement

To provide quality education based upon a firm foundation of God’s Word. Functioning as an extension of the Christian home, the school supports parents who seek to obey the biblical instruction that gives them ultimate responsibility for the education of their children. Because the Christian approach to learning differs significantly from the secular approach, the school offers a curriculum rooted in a God-centered view of life (*Deuteronomy 6:6-8*). The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

Faith Statement

- 1) We believe the Bible is the inspired Word of God and holds His inerrant truths. (*II Timothy 3:16, II Peter 1:20-21*)
- 2) We believe in one God (*Deuteronomy 6:4*) eternally existent in three persons; Father, Son and Holy Spirit. (*John 10:30, Acts 5:32*)
- 3) We believe in the deity of our Lord Jesus Christ (*Acts 2:36*), His virgin birth (*Luke 1:34-35*), sinless life (*Hebrews 4:15*), atoning death (*Matthew 26:28*), and resurrection for the salvation of our sins (*Luke 24:33-34, John 3:16-17*).

- 4) We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life in unity and harmony with God (*I Corinthians 1:10, 3:16, 6:17-20*).
- 5) We believe that mortals are sinful by nature and that spiritual regeneration by the Holy Spirit through Jesus Christ is essential for our salvation (*Romans 3:23, Ephesians 2:8-10, Titus 3:5-7*).
- 6) We believe that God established the family as the basic unity of society and that parents are ultimately responsible for the instruction and discipline of their children (*Ephesians 5:22-6:4, Proverbs 13:24*).
- 7) We acknowledge God as the author of all creation as revealed in the Book of Genesis (*Genesis 1,2*).

Admissions

Admission to the school is obtained by a written application, personal interview by a board designated individual, and receiving previous school records. Entrance tests or assessments *may be* done for evaluation of appropriate grade level.

Parents are asked to agree to the parent-student handbook and sign the vision, mission, and faith statements as a requirement for admission.

A student must be 5 years old on or before September 15th of a given school year in order to be admitted into kindergarten. A student must be 6 years old on or before September 15th of a given school year to be admitted into first grade. The School Board needs to approve any exceptions to these guidelines.

Non-discriminatory Policy

Mayflower Heritage Christian School 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. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs and athletic or other school administered programs. The school will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified teachers or non-certified personnel.

General Information

We will follow Creston Community School for most of the calendar days in school, vacation days, early dismissals for bad weather and snow days. Early dismissals for teacher in-service at the public school do not apply to our schedule. Regular school hours will be slightly different also. Families will be given a school calendar early in the year with official dates and events.

Daily Schedule

7:30	Teacher devotions
8:00	Students may proceed to classrooms
8:15	School begins
10:10	K-6th morning recess
12:00-12:40	Lunch and noon recess
3:05	K-4 dismissal
3:10	5-8 dismissal

Students may not be on the playground 30 minutes before or after school.

Students must be picked up by 3:25 pm, unless other arrangements have been made.

Prompt pickup facilitates the teacher's after-school schedule.

i.e. Wednesday teacher's meeting at 3:20 pm

Late Pick Up Policy

School is dismissed at 3:05 (K-4) and 3:10 (5-8). Students need to be picked up by 3:25. At 3:25, the teachers will take any students not picked up back into the school building and to the teacher's classroom. The parent will need to come inside and sign out their child. A \$10.00 late fee per family per ten minutes will be charged. This money will be used for recess equipment. If you know you are running late please call a friend or someone in you family to either pick up or wait with your child until you arrive.

Chapel

Chapel is held every Wednesday at 8:30 am. Visitors are welcome.

School Attire

The school attire includes **any solid colored** (no writing, stripes, polka dots, plaids, etc): shirts, pants, shorts, skirts, capris, jumpers, skorts, and sweaters. **Shirts must be collared** with modest necklines. Clothing should be clean and in good repair. Our goal is that clothing is modest and appropriate for the school situation. This also would include no bare midriff clothing and length of shorts and skirts should be about half way down the thigh. Please be sure to have a sweater or sweatshirt to be kept at school when it becomes cooler outside. If a sweater or jacket is going to be worn in the classroom, it **must** to be part of the dress code. All students are asked to dress up for the Christmas and Spring programs. For these events girls should wear skirts at the knee or longer. Dress pants may also be worn for these occasions. Hair should be a natural hair color. If any or these guidelines are not followed, parents will be notified.

Every Friday, the students may wear nice jeans, their MHCS t-shirt, or **school attire shirt**.

Winter clothing is to be worn as needed. Boots and warm clothing will be necessary to provide comfort for the child to enjoy their time outside during breaks in the day. Students will play outside if the wind chill is above 10°F. Field trips and Friday schedules may vary and communication for appropriate clothing will be made.

Third through eight graders need a solid red or Mayflower t-shirt, navy or black shorts/sweats, and non-marking tennis shoes for PE. Students will also need to have a modest one-piece swimsuit (or t-shirt over Tankini for the girls) for swimming during winter PE.

Specials

All students have the following specials during the school week: PE, music, chapel, library, Spanish, and art. Most specials are in the afternoon with the exception of chapel on Wednesday mornings.

Field trips

Notification of field trips will take place before each trip and a form will need to be signed granting permission for your child to participate. Parents may volunteer to drive. Texting is prohibited while driving. Phone conversations are discouraged except in the case of an emergency or to communicate about the field trip. Students must be properly buckled into their seat.

Cell phones

Students who have cell phones need to have them turned off during the school day. They need to be left in their locker or backpack.

Bicycles

Students who ride their bikes to school are to enter the school from Buckeye Street. Then they are to walk their bikes on the sidewalk up to the school. The reverse will be done at dismissal. The student will walk the bike to Buckeye Street and then they may ride home.

Pictures

Student pictures will be taken every fall and available for purchase. Students are encouraged to look their best for this event. School attire is not required.

Visitors

MHCS faculty and staff welcome parents, family, and friends to visit the school. All individuals are requested to call ahead.

Lunch

Children are to bring sack lunches. Soups or other hot food in thermos containers are fine. We encourage healthy lunches that the child will eat. Students are asked not to exchanging food to avoid food allergy difficulties. There is an option of having hot lunch on Mondays and Thursdays and pizza on Wednesdays.

Financial Information

Tuition and Fees

Tuition and fees are decided upon annually by the School Board. Payments can be made using automatic withdrawal service from checking accounts through FACTS Payment services. All tuition not paid in full by August 1st will require payment arrangements made through this service. Application forms must be filled out online. Tuition must be paid in full or the family must be signed up with the FACTS Payment Services before the first day of school. There will be a service charge of \$25.00 for insufficient funds after two attempts to receive payment. If more that two payments are unsuccessful, arrangements will be made with the school for payment. Please notify Cindy Young, Joe Powers, or Jamie Travis if you need to make an adjustment to your payment schedule.

School Structure

School Board

The MHCS Board is the policy-making body with the authority to hire, evaluate and retain or dismiss members of the administration, faculty and staff. A schedule of their meetings will be published with the school calendar. Those wishing to place an item on the agenda may do so by contacting the School Board President. These requests should be submitted in writing at least 7 days prior to the meeting. The School Board is comprised of Christians with an interest in the success of our school. Information regarding the responsibilities is contained in the Bylaws of Mayflower Heritage Christian School.

Faculty

Our faculty members are Christians who are licensed as qualified teachers by the state of Iowa. They are active participants of a local church and are dedicated to our school's philosophy.

Order of Communication

Parents are requested to communicate with a student's teacher initially with any concerns. In the event that other input is needed, the teacher or parent may contact the Board appointed teacher-liaison School Board Representative. Any issues that cannot be resolved by this route should be addressed in writing to the School Board. Jesus said, "By this all men will know that you are my disciples, if you love one another." (*John 13:35 NIV*) We want our school to deal with problems in a way that glorifies God.

General principles being:

1. Keep the matter confidential.
2. Keep the circle small. Most problems are solved at the two-person level.
3. Be straightforward.
4. Be forgiving.
5. The parent and teacher should agree if they feel the need to share the matter with the school-board liaison.
6. If the matter can still not be resolved it should be submitted to the School Board President in writing.

We wish to encourage harmony and good fellowship in our school and seek God's ways in resolving any problems that should arise.

Association of Christian Schools International (ACSI)

Mayflower Heritage Christian School is a member of the Association of Christian Schools International. This organization is dedicated to enabling Christian schools worldwide to function as valid, quality institutions. ACSI provides accountability and credibility to its member schools and keeps schools abreast of legal and educational issues. In addition, ACSI coordinates additional training for administrators, school board members and faculty. ACSI also hosts a variety of student activities.

Academic Policies

Academic Reporting

Report cards will be sent home at the end of each nine week quarter indicating overall progress and areas needing additional attention. In addition, informal, mid-term progress reports will be sent home between report cards.

Testing

A testing program to measure students' abilities and progress will be maintained. In addition to testing of students within their curriculum, the Iowa Test of Basic Skills is administered each year.

Promotion and Retention

Students will be promoted to the next grade level upon successful completion of the curriculum and testing required of their current grade level. If a student does not progress satisfactorily, Mayflower Heritage Christian School has the right to retain a student upon recommendation of the classroom teacher. Parental input will be taken into consideration with the idea that students who have not mastered the basic skills required to be successful in the next grade level will not be promoted. If retention is necessary the reasons will be well documented.

Grading Scale

The following grading scale will be used for core subjects:

A+	100
A	95-99
A-	93-94
B+	90-92
B	87-89
B-	85-86
C+	83-84
C	80-82
C-	78-79
D+	76-77
D	73-75
D-	70-72
F	69 or below
+	= Excellent
✓	= Satisfactory
-	= Needs improvement

Kindergarten report cards will reflect the following guidelines:

+	= Excellent
✓	= Satisfactory
-	= Needs improvement

An "incomplete" will be given when the required work has not been completed due to extenuating circumstances, with a due date established between the student and teacher. If the work remains undone beyond the due date the grade will be changed to an F.

Student records and Release of Information

MHCS maintains records on each student in order to facilitate progress. The records contain information about the student and various educational data. Student records shall remain confidential, except according to the 1974 Privacy Act. The records of each student will be located in a secured file.

The following information may be released to the public in regard to any individual student of the school: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, the previous school attended, and other similar information. Any student, parent or guardian not wanting this information released to the public should make specific objections in writing to the school.

Attendance Policies

Regular and punctual attendance at MHCS is important to the success of each student. It is the responsibility of students and parents to respect attendance policies. The following are acceptable reasons for being tardy or absent:

- Illness of the student
- Emergency in the family
- Medical and dental appointments that can't be scheduled outside of class time
- Family trips--It is best to notify the school in advance. The student can best afford to miss school for a trip if they already have a good attendance record. It is recommended that these excused days not cause them to exceed ten total days per semester.

When a student is going to be absent from school or will be more than thirty minutes tardy, parents need to call the school.

Early Dismissals

Parents must call or send a note to let the school know that a student needs to leave school early. A parent or authorized designee must sign the student out before leaving: a parent or designee must sign a student back in if he/she returns that school day. Clear communication with the teacher needs to be accomplished in regards to the child leaving and returning to school. A sign in/sign out sheet will be in each classroom.

Delays and Cancellations

School may be canceled occasionally due to inclement weather which may include, but is not limited to, actual or wind-chill temperatures in the danger zone, snow or ice which obstructs roadways, limited visibility, and winter travel advisories. Our school may have more than one school district to consider. We will follow the Creston public school for winter weather dismissals. Please be alerted to normal channels and Creston radio for delays or cancellations. If you live in another community we recommend you use your best judgment for picking up your child and returning home safely. (i.e. a storm may arrive in Corning before it gets to Creston) Early outs and teacher inservice days of the public school will not be the same as MHCS so please consult your MHCS calendar.

Discipline Policies

General Policy

Each student at MHCS, as a part of his/her education, must develop age-appropriate social behaviors. The responsibility for each student's behavior rests with the parents or guardians. We pledge to work closely with parents by communicating progress or concern related to behavior and discipline. We also request that parents communicate clearly with us regarding any issue at home which may affect behavior or academic performance at school. Parents are expected to support the discipline measures the school employs on a student's behalf.

Students are required to conduct themselves in a manner which demonstrates honor for God and respect for the rights and property of other students, faculty, or visitors of the school. Defiance toward authority will not be tolerated. Harm or threatened harm to self or another person or their property, and immoral or illegal acts will lead to immediate intervention. Parents are not to advise their own children to "strike back" if conflicts arise at school. If there is concern about such a situation developing please notify the school so that appropriate adult supervision can be alerted.

In accordance with Iowa state law, MHCS does not employ any type of corporal punishment.

Discipleship involves discipline and is a learning process from the Lord and others. The end goal would be that students learn to exercise appropriate behavior that glorifies our Lord.

Every effort will be made to extend grace to the students and families of MHCS. We will not, however, continue to work with students or families who choose not to communicate or cooperate with the spiritual and educational mission of our school.

We do not employ a counselor at our school, but some situations may warrant this type of intervention. The school may recommend that a family seek Christian and/or pastoral counseling to assist with some issues. In some cases, the School Board may require written documentation from a counselor in order for a student/family with serious difficulties to return to school if other measures have not proven successful and the family desires to remain in cooperation with the school.

Repetitive or Severe Misbehavior

If a student chooses to repeat the same or similar misbehavior excessively or makes a choice that demonstrates willful defiance toward authority, harm or threatened harm to self, another person or their property, or commits immoral or illegal acts, an immediate plan of dealing with the situation will be outlined with the parents. Any illegal behavior, including possession or use of illegal drugs or any weapons including guns or knives, will be reported to the local police department.

Parent Involvement

Parent-Teacher Conferences

Teachers welcome opportunities to talk with parents. There will be two official parent-teacher conferences each year. These will be announced and scheduled via the school calendar and the classroom teacher.

Other conferences may be scheduled by appointment, however, parents should respect that teachers cannot accommodate spontaneous conferences during the day.

Parent Volunteers

Parents or others who would like to regularly volunteer to aid in the school should contact the volunteer coordinator. Parents who would like to volunteer specifically to help with class parties, field trips or student events may volunteer through the classroom teacher.

Pedestrian Safety

A prescribed drop off and pick up procedure will be outlined during parent orientation to accommodate a safe and orderly process.

Student Health and Safety Issues

We do not have a nurse available at school daily. We do have a nurse with whom we will consult regularly regarding health concerns, records, screenings, and policies. School personnel can give minor first aid.

In order for medicine to be administered at school it must be in its original container and accompanied by complete written instruction and a signed consent form.

Children should be kept home when they are ill. A student should not return to school until their temperature is normal for twenty-four hours. If a child becomes ill while at school, parents are expected to arrive promptly or make other arrangements for their child to be picked up expediently. Every effort will be made to insure the child is kept comfortable until the parent arrives.

This is a smoke free campus. No one may smoke in the buildings, or on the property around the buildings.

Two fire drills and two tornado drills will be conducted during each semester of school in compliance with the school safety standards of the state code.

Kindergarteners (and previously homeschooled students) need the following items to begin school in Iowa:

- Copy of birth certificate
- Immunization record
- Lead Screening
- Dental Screening
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Tuition

All registration and payment in full should be paid directly to the school before August 1st. All other payments must be made through FACTS Management Corporation. We utilize this company called FACTS for both tuition management and scholarship applications. FACTS tuition services must be used for all tuition payments that are not paid in full before the beginning of school. Early Payment Tuition discount rates must be received by August 1st. Payment in full or registration with FACTS needs to be completed by August 10 with the first month's payment beginning that August and last payment before the end of May.

The following page has the Tuition and Fee Schedule for the 2010-2011 school year.

Mayflower Heritage Christian School

Tuition and Fee Schedule 2010-2011

REGISTRATION/BOOK/CURRICULUM FEE:

The book/curriculum fee is \$225 per student until May 15.

After May 15 the book/curriculum fee is \$250 per student.

Please pay directly to **Mayflower Heritage Christian School**.

TUITION:

K-8 \$2,800

DISCOUNTS:

- A. Early Payment Tuition Discount – \$2,675.00 (1st child only)
(Tuition paid in full by August 1, 2010)
- B. Pastor's Tuition Discount – 10% per child
- C. Multiple Children Enrolled Tuition Discount – 1st Child: standard tuition
2nd – 4th child: \$2,000

One discount is available per family. In the case of multiple children, only the first child may receive an early pay discount. If you receive a scholarship from the school, this is regarded as your discount.

Please note: All registration and payment in full should be paid directly to the school. All others must use FACTS Management Corporation.

We utilize a company called FACTS for both tuition management and scholarship applications. Applications are completed online. FACTS tuition services must be used for all tuition payments that are not paid by August 1st of the school year. Payments can be made over a ten to twelve month period with the last payment due in May of the school year, ie. June-May, July-May, or August-May.

To register with FACTS:

- Simply type this website address in the address bar of your Internet browser.
 - Website Address: <https://ecashierk12.factstuition.com/ecashierk12>
- Fill in the Institution Id and Pin number to complete the FACTS Tuition agreement.
 - The Institution ID is 03751 and the pin number is 50801.
- There will be a \$38 application fee.

If you have any questions, click on the help button at the top of the screen or feel free to call the FACTS technical department at 1-800-624-7092.

This type of payment plan keeps our accounting simple and requires less time and money to maintain. Thank you for your cooperation.

Mayflower Heritage Christian School

Board Members

Steve Marean	641-782-7426
*Mark and Dawn Pearson	641-347-8070
Joe and Karla Powers	641-782-7340 & K. cell 641-782-0846
Jamie and Megan Travis	641-782-4517
Cindy Young	641-782-6662 & cell 641-344-4723
Pastor Chuck Spindler	641-782-2018

*Denotes President of the Board

Mayflower Heritage Christian School

Parental Confirmation of Parent/Student Handbook

I, the undersigned, have received a copy, read, understand, and agree with the statements found in the 2010-2011 Parent/Student Handbook.

Parent Signature

Date

Please return this sheet to the school by Friday, August 27. Thank you.