

Dear MCS Students and Parents,

Thank you for allowing us to join with you in the training and equipping of your children to become powerful and effective servant leaders who will impact their ever-changing world for Christ. When you choose a Christian school, you choose a distinctive kind of school that not only addresses the academic formation of its students, but their spiritual formation as well. It also tells us that you believe spiritual formation is an essential part of education. You have made a great decision! Spiritual formation is essential.

It is our mission that our students be prepared in every way to transform their world. We will provide our students with the tools needed to excel in academic excellence and gain in wisdom and character.

School is an exciting time in the life of a child. It is our desire to lead our students in becoming lifelong learners. The joy of life and the joy of learning go hand in hand. May it always be said that our students at MCS have teachers and a program that will lead them into creativity, understanding and the knowledge that will help them to enjoy the “abundant life”.

This handbook was designed to help our students and families understand the expectations here at MCS. The guidelines and expectations are based upon what we believe to be the best for our students. We depend on the parents of our students to guide their children to comply in action and in attitude so that our program will run in the smoothest possible way.

Serving Him Together,  
Maryville Christian School Board

\*Statements in this handbook are subject to amendment with or without notice. Maryville Christian School will attempt to keep you informed of all changes as soon as possible, however, some changes might be made immediately due to unforeseen circumstances.

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**I. GENERAL INFORMATION**

**A. ACSI**

MCS is a member of the Association of Christian Schools International (ACSI).

**B. STATE RECOGNITION**

MCS is fully recognized by the Illinois State Board of Education.

**II. GUIDING PRINCIPLES**

**A. MISSION STATEMENT OF MCS**

To partner with families through a biblically-based education known for academic excellence to cultivate servant-leaders for Christ.

**B. MISSION STATEMENT OF FBCM**

To Exalt the Savior, Equip the Saints, and Evangelize the Lost. (Matthew 28: 18-20) It is our desire to be a church of worshippers who are growing in God's Word and winning our world for Christ.

**C. CORE VALUES**

1. Parents are ultimately responsible for the education of their children. (Duet. 6:6-7)
2. The role of the Christian school is to come alongside parents with delegated authority.
3. The Bible is the infallible Word of God and all truth is God's truth. (John 16:13; II Timothy 2:15)
4. The most important goal in life is to enter into a relationship with Jesus Christ and to know Him. (Acts 16:31; Romans 10:9-10).
5. God's truth is to be integrated into all disciplines.
6. The acquisition of wisdom is to be desired over the accumulation of knowledge. (Proverbs 1:7)
7. All children have different gifts that should be addressed in a well-rounded curriculum and program (Psalm 139:13-16)
8. The teacher is the "Living Curriculum" and should be a model for students in speech, conduct, relationships, work habits and devotion to Christ.
9. The educational environment and atmosphere should encourage spiritual, personal, academic and relational growth of students, faculty, and staff.

10. Service to others will be modeled and encouraged. (Galatians 5:13, Romans 2:10)
11. Respect for authority, good citizenship, love of our country and patriotism will be instilled in order to foster responsibility for homes, community, and country. (I Corinthians 10:11)

## **D. PHILOSOPHY OF EDUCATION**

Maryville Christian School functions as a ministry of First Baptist Church of Maryville. We believe God has given parents the responsibility of educating their children, and thus the school is to function as an extension of the home. Our primary purpose is to support FBCM in nurturing, educating, and equipping children for the service of the Kingdom (Matthew 28:19-20). We will come alongside parents in carrying out their responsibilities as God's stewards over their children's educational and spiritual development (Psalm 78:1-7). We encourage a close partnership between parents and school personnel in every phase of the student's development. Parents and teachers will work in unison to guide the child in developing his/her abilities.

Maryville Christian School believes that all truth is God's truth (Psalm 119:41-47), and God has inherently and infallibly revealed His truth in the Bible. This truth is the foundation for all aspects of the school. God's truth should be integrated into a balanced curriculum in such a way that students will learn to put Christ first in their lives. The development of godly character takes precedence over the accumulation of knowledge. We believe that the most important goal in life is to enter into a relationship with Jesus Christ and to know Him. (Corinthians 12:13).

We believe that content and teaching methods of all subjects taught at MCS should integrate Christ in all areas. Since every child is unique, Maryville Christian School commits to educating the whole child with excellence by focusing on individual needs while laying a strong moral and spiritual foundation. Students should work to understand and apply useful knowledge and skills in order to become better persons and to serve Christ by serving others.

We believe that service to others should be modeled and encouraged by the entire staff with Christ's servant leadership serving as the example. Respect for authority, good citizenship, love of our country, and patriotism should be instilled in our students in order to foster responsibility to their homes, community, and country.

We believe that teachers perform a most honored and vital ministry in the education of our children (Luke 6:40). The teacher should direct the students to submit to the truth and the love of Christ. Teachers and parents should work in

harmony in educating the children. The teacher should love to teach, love the children, and desire to continually grow in his or her ability to teach creatively (Colossians 3:23-24). Creative thinking should be fostered toward the truth and love of Christ. The teacher is a role model and should desire the grace and lordship of Christ to be demonstrated in his or her life.

We believe that MCS is to be a place of order and discipline that honors God. The classroom atmosphere is to be orderly, structured, and conducive to learning.

### **III. POLICIES & PROCEDURES**

#### **A. ADMISSIONS and ENROLLMENT**

Maryville Christian School admits students of any color, race, gender, nationality, or ethnic origin to all rights and privileges, programs and activities made available to students at the school. MCS does not discriminate on the basis of color, race, gender, nationality, or ethnic origin in the administration of its educational policies, admissions policies, or any other school administered programs.

A student's previous educational records and behavioral patterns are all considered in the acceptance process. Any falsified admission will result in immediate dismissal without a refund.

In addition, the following requirements must be met:

1. Students will not be accepted unless all application and testing information is completed entirely, signed and dated.
2. Parents must understand that teachers will provide an opportunity to lead their child to a personal relationship with Jesus Christ.
3. New applicants are considered based on the following criteria:
  - a. Kindergarten students MUST be 5 years old by September 1<sup>st</sup> of the school year.
  - b. Student screenings that help determine academic and social readiness.
  - c. An official record of good behavior, attendance and grades from the student's most recent educational institution.
  - d. A parent interview that establishes like-mindedness between the home and the school in the areas of discipline and openness to the presentation of MCS doctrines and beliefs.
4. A completed Application for Admission packet includes:
  - a. Student Application for Admission completed in full and signed.
  - b. Statement of Belief signed by both parents/guardians.
  - c. Statement of Support signed by both parents/guardians.

- d. Application Fee submitted (non-refundable).
- e. Copies of most recent report card for grades 1-8.
- f. Copy of Birth Certificate.
- g. Completed ISBE Race and Ethnicity Data Standards Form.

An invitation or denial for enrollment will be extended based on the above criteria and the availability of openings. Upon acceptance, a non-refundable resource/book fee will be required. In addition, the following forms may be requested depending on the grade and time of year your student is enrolled. Any forms requested MUST be completed entirely, signed and dated to be accepted.

- 5. A completed enrollment packet includes:
  - a. State of Illinois “Certificate of Child Health Examination and Immunizations”.
  - b. State of Illinois “Proof of School Dental Examination”.
  - c. State of Illinois “Eye Examination”.
  - d. Childhood Lead Risk Assessment Questionnaire.
- 6. The application fee is not part of the student’s tuition and will not be refunded for any reason unless the child is denied admission to MCS.
- 7. Students who have been dismissed or expelled due to disciplinary problems, from MCS or any other school, may not be accepted for enrollment into MCS. All parents and students must agree to the purpose and goals of MCS and abide by all policies in order to be admitted and remain at Maryville Christian School.
- 8. Maryville Christian School is unable to provide specialized programs for students with physical, behavioral or learning disabilities. Such limitations require special attention, resources, and facilities for the students’ maximum development, that of which MCS does not currently provide. If the school personnel observe that your child requires special services, and we feel it is in the best interest of the student, placement in a different educational environment that more adequately meets his or her needs will be required (on behalf of the parents).

**Enrollment for existing MCS students**

Enrollment is open first to returning students and their siblings. A non-refundable application/registration fee per student is due upon enrollment. Once a class fills to capacity, a waiting list will be established. While we continue to value small class sizes, classroom capacity is subject to change based on the discretion of the board of education and administration. Enrollment is based on the following criteria:

- 1. Current students may enroll for the following school year when all tuition and fees from the previous year have been paid.
- 2. Students are evaluated at the end of each year for future enrollment. Academic progress and discipline concerns are major criteria in the evaluation process.

## Waiting List

Once classes have met their enrollment capacity, waiting lists will be established. If an opening becomes available, parents will be notified and the admissions process will continue. A student screening and parent interview will be scheduled.

If an opening does not become available, the application/registration fee will be refunded.

## B. STUDENT RECORDS

Academic records will be kept in the office and are property of Maryville Christian School. The records of students who have departed the program will be kept in the office for a minimum of four years after their departure. Any requests for transcripts will require a two-week notice. Medical records will be kept in the office for use in case of emergency and will be retained for a minimum of two years. Student records WILL NOT be released until all fees and outstanding balances have been paid in full.

## C. MEDICAL POLICIES

MCS will follow the recommended medical procedures as outlined by the Illinois State Board of Education and the Illinois Department of Human Services. First Aid will be administered by the school nurse. Serious injuries will receive first aid via emergency services.

MCS/FBCM is not responsible for financial expenses incurred for injuries resulting from accidents that occur while adequate supervision is provided.

No child with a fever of 100 degrees will be allowed to remain at school. Your child must be **fever free** for 24 hours before returning to school. Rashes or eye infections may require a child to go home where there is a question of contagion. A child may return to school 24 hours after any symptoms of nausea, vomiting, diarrhea, rash, etc. are gone, or when the family physician notifies the school in writing that it is safe to do so.

Medications will be administered by the school nurse or school staff member under the direction of the school nurse. Proper forms will need to be on file in the MCS office before medications will be administered. Only oral inhalant and emergency medications will be administered at Maryville Christian School by unlicensed personnel.

## **D. EMERGENCY PREPAREDNESS POLICY**

It is the goal of FBCM / MCS to provide a safe and secure environment for everyone present in our facility. All staff members are required to follow the emergency response procedures.. Several practice drills will be held each year. Students will be instructed in regards to procedures and behavioral expectations.

## **E. GRIEVANCE PROCEDURES – Matthew 18:15-20**

Situations of concern may arise during the school year when a parent and teacher need to communicate. MCS has established the following policy for parents to follow if such a situation arises:

1. Contact the teacher(s) involved by email or phone to set a meeting/conference time at the school.
2. Parents/guardians and teacher(s) should pray together for God’s wisdom and guidance in resolving the conflict in a loving, caring manner.
3. If the problem is not resolved, the parents may bring the concern to an administrator.
4. If the conflict is still unresolved, the senior pastor of FBCM will be notified by the administration for a conference.

**\*\*Teachers are restricted from responding to communications regarding school and classroom subjects through Facebook.**

## **F. LUNCH PROGRAM**

MCS offers a daily hot lunch program. Students may bring their own lunch from home. Lunches should be packed to remain fresh without refrigeration.

If a student arrives to school without a lunch, one will be provided for them and the student’s account will be charged.

Students will be expected to obey the lunchroom rules which consist of the following:

1. Students are to sit appropriately in their chairs.
2. Students are to maintain a calm voice while in the lunchroom.
3. Students are to dispose of their trash and be responsible for their area.

## **G. FIELD TRIPS**

Field trips pertinent to instructional objectives will be conducted during the year.

Parents will receive information prior to the field trips and must sign a permission slip specific to each field trip for students to participate.

### **Field Trip Guidelines**

1. Parents are often encouraged (when needed) to participate in field trips by assisting and/or supervising the activities. Due to the importance of parental assistance with students, parents are NOT ALLOWED to bring siblings or other children on field trips.
2. **Parents must have completed a criminal background check and have it on file in the MCS office before they will be allowed to transport/supervise students other than their own children.**
3. There may be times when parent drivers are needed. If so, parents will be required to complete driver related paperwork. This paperwork should be obtained from their child's teacher (see #4 below). Students must wear seatbelts or be in car seats as designated by state law. Parent drivers should be aware that their personal automobile insurance coverage is liable for accidents or injuries to persons or property that may occur while voluntarily driving on the field trip.
4. All drivers must sign a transportation agreement prior to each field trip. Driver's license number, license plate number, and insurance information are required.
5. If a parent chooses for his/her child not to participate in a scheduled field trip or fails to return a signed permission slip, parents **MUST** pick up their child prior to field trip departure.
6. All students should return to school at the conclusion of the field trip to finish the remainder of the school day. Students will be dismissed at the normal 3:05 p.m. dismissal time. Students not returning to school after a field trip, unless the field trip concludes after 2:05 p.m., will be counted as a half-day absence.

## **H. FINANCIAL POLICIES**

All monthly tuition payments are due by the 1<sup>st</sup> of each month. Payments may be made annually, by semester, or monthly over a 10 or 12 month period. Checks or money orders are to be made payable to MCS. The cancelled check is your receipt. Payments can be made in the school office, placed in the MCS mailbox in the church office, mailed, or sent in your student's folder. Please contact the school office regarding all fee related inquiries.

### **Late Payment Policy**

Monthly fees are to be paid by the 1<sup>st</sup> of each month. An account is past due if payment is not received by the 10<sup>th</sup> of the month and may be assessed a \$20.00 late fee. An account that becomes 30 days past due will result in a possible dismissal of the student(s). If unforeseen circumstances arise, please contact the

school office as soon as possible. Checks returned for insufficient funds may result in a \$30.00 NSF fee. An account that exceeds the 30 day late period and has been brought up-to-date, may be required to authorize automatic monthly withdrawals from your bank account for the remainder of the year.

## **I. CELL PHONES/PERSONAL MEDIA DEVICES**

Students must keep communication devices (cell phones, etc.) in their backpacks (turned off) when they arrive on campus each morning.. Cell phone use is limited to **after 3:25 p.m. only**. Cell phones are not allowed at before or after school Kid's Club. They must remain powered off and in their backpacks during this time. Text messaging while on campus prior to 3:25 p.m. is strictly prohibited. Personal media devices (iPods, iPads, etc.) are **not** allowed on campus, at Kid's Club, or on school sponsored trips without permission from the teachers. MCS is not responsible for lost, damaged or stolen devices. Any device found in violation of this policy will be confiscated and disciplinary action will result. Parents may be responsible for picking up the device from school administration. Disciplinary action will be at the discretion of Administration.

## **J. VISITORS**

Parents are welcome on our campus! However, for safety reasons, we require parents and other visitors to sign in at the school office and receive a visitor pass for the duration of their visit. It is important that we maintain the best possible environment for learning, therefore we ask that all parent volunteers sign up or call in advance prior to arriving at the school. Parents that will be volunteering in the classrooms must have a criminal background check on file in the MCS office prior to volunteering. Please remember all guests are subject to the same rules of conduct as students during their visit. If a parent or family member wishes to join a student for lunch, please sign in at the school office and obtain a visitor pass. Lunch should only be brought in for your child.

\*\*Furthermore, volunteers are expected to adhere to student confidentiality.

## **K. POSITION STATEMENT ON BOY-GIRL RELATIONSHIPS**

Because we want our children to be allowed to be children, and not be pressured to grow up too quickly, the following would be a reflection of our heart and philosophy concerning boy-girl relationships:

1. We expect our students to wear age-appropriate, modest (non-revealing) clothing. Please refer to (section V., B. / Dress Code) for additional information.

2. Public displays of affection pertaining to boy-girl relationships are not allowed on campus, as it can cause a disruption to the educational process

It is our desire to partner with parents to help our children develop and maintain wholesome, biblical attitudes toward the opposite sex.

## **L. BULLYING**

Bullying will not be tolerated at MCS. Every student has the right to feel safe and valued in their education. Any reports of bullying will be handled immediately and consequences will be given. Parents will be notified.

MCS uses the definition of bullying provided by Public Act 96-0952: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can reasonably be predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance;
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

## **M. EXTRACURRICULAR ELIGIBILITY**

In order for a student to be participate in competitions/performances they must have current passing grades. A student will not be allowed to participate in competitions/performances if they are receiving either two "D's" or one "F". Eligibility is calculated weekly. If a student is deemed ineligible, they will not be able to participate in competitions/performances until they regain eligibility on a weekly report. It is up to the group sponsor/administration to determine whether or not a student may participate in practices/rehearsals while being ineligible.

Students are expected to uphold the behavioral standards set forth in section VI. Failure to do so may result in removal from extracurricular activities.

## IV ACADEMIC PROGRAM

### A. BOOKS AND SUPPLIES

The non-refundable instructional resource/book fee is utilized to purchase items such as (but not limited to), consumable workbook materials as well as non-consumable texts. Textbooks remain property of the school at the conclusion of the school year. A daily student planner will be provided to MCS students at the 2nd grade level and above. In addition, teachers will provide a list of supplies needed on or before the first day of class.

### B. GRADING SYSTEM

The following letter grades will be given for students in Kindergarten, First Grade, and all specialist courses.

<b>3</b>	<b>Proficient skill</b>
<b>2</b>	<b>Developing skill</b>
<b>1</b>	<b>Limited progress towards skill</b>

Students in grades 2<sup>nd</sup>-5<sup>th</sup> will receive letter grades of A, B, C, D, or F based on the following scale:

<u>Grade</u>	<u>Number Equivalent</u>
<u>A</u>	<u>90-100</u>
<u>B</u>	<u>80-89</u>
<u>C</u>	<u>70-79</u>
<u>D</u>	<u>60-69</u>
<u>F</u>	<u>0-59</u>

Progress reports/report cards will be given at midterms and at the end of each quarter. Online grading is available to families through ALMA.

### C. HONOR ROLL

Students in grades 2<sup>nd</sup>-5<sup>th</sup> who obtain a GPA of 3.5 or higher will be recognized at the end of each year with an honor roll certificate.

### D. HOMEWORK

Homework appropriate for the age and grade of the child will be assigned. Homework assignments will be relevant to the curriculum and beneficial to reinforcing and expanding concepts and skills being developed during class.

Homework will not be assigned on Wednesdays in order to facilitate and encourage our students and families to attend Wednesday night programs at their local churches.

Make up work is the student's responsibility. Students must turn in all assignments to receive credit. If a student consistently neglects to turn in assignments by their due date, grades for those assignments are subject to a reduced grade and possible further disciplinary action.

#### **E. REPORTS TO PARENTS**

MCS will communicate with parents when midterm reports are available to parents through ALMA. Report cards will go home every quarter (please refer to the school calendar for these dates). The final report card will be mailed home at the end of the school year. Grades **will not** be available if there are outstanding financial obligations.

The online grading system is made available to parents of 2<sup>nd</sup>-5<sup>th</sup> graders so they can track the academic progress of their student. Parents are strongly encouraged to access this program to track their student's academic performance.

#### **F. DISMISSAL FROM SCHOOL**

If the administration concludes that the needs of a student are not being met by the academic program at MCS (determined by reviewing test scores, report cards, absences and the student's progress), a conference will be held with the parents, classroom teacher(s), and the administration. At that time it will be decided if it is in the best interest of the student to repeat a grade level at MCS or be withdrawn from the school. Students may be dismissed due to behavior problems and/or behavioral needs at the discretion of the administration.

#### **G. CLASSROOM FOLDERS**

Grades K-2 teachers will prepare folders of their student's work and school-to-home communications on a regular basis. Parents are asked to cooperate with teacher requests to sign and return packets as requested and in a timely manner.

Folders are the main vehicle of communication between teachers and parents and are designed to help keep parents well-informed.

## H. TESTING

MCS administers a standardized test each spring. These tests are administered to grades 3-10. It is important that students are present for testing.

## I. CHAPEL SERVICE

### Elementary

Chapel services are held weekly and all students are required to attend. Chapel service for elementary students will be held on Wednesday mornings from 8:50 – 9:35.

Parents are welcome to participate in elementary chapel each week. If small children are in attendance with parents, we ask that they remain with parents during this time. We respectfully ask that if your child(ren) is causing a distraction that you remove them for the remainder of the chapel service.

## V. STUDENT LIFE

### A. ATTENDANCE

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of work. The Elementary School Day officially begins at 8:35 a.m. and ends at 3:05 p.m. The main entrance doors will open for Elementary students at 8:15 a.m. Please do not enter the building before that time unless prior arrangements have been made.

#### **Tardiness**

Tardiness is a disruption to the learning process of the entire classroom. Two important disciplines that are recognized here at MCS are promptness and preparation. Promptness denotes that students are in the proper places on time, and preparation denotes that students are ready for class each day with the necessary materials and completed assignments. A series or pattern of tardiness or lack of preparedness for class will jeopardize a student's success.

#### **Tardy Disruption Fee**

Parents will be notified after the 5<sup>th</sup> tardy of each quarter. A tardy disruption fee of \$25.00 per student will apply for every tardy thereafter. This fee will be due in full within one week of receiving the fine by notice.

#### **Absences**

Parents must call the school office at **505-7000, ext. 500, by 9:05 a.m.** to report **each** absence. If an absence is not reported by 9:05 a.m., students are subject to receive an unexcused absence and must bring a written note upon returning to school.

### **Excused Absence**

The following absences are considered excused however; a call from home explaining the circumstances is required:

- a. Personal illness. After the 3<sup>rd</sup> consecutive day a physician's excuse is required.
- b. Death of a family member.
- c. Family emergency.
- d. A scheduled physician or dentist appointment. However, parents are expected to schedule doctor appointments after school hours, whenever possible.

### **Unexcused Absence**

Unreported absences as well as absences for any reason, other than noted above, will be considered unexcused. Missed assignments for unexcused absences may result in a lowered grade.

After 10 sick days a doctor's note may be required for each subsequent sick day.

In the event of excessive absences (excused or unexcused), a parent conference will be scheduled by the teacher or the administration.

### **Short-term absences**

Parents must call the school office to report each absence. Students who are absent for two or less days should request missed assignments from their teacher(s) upon return. Students will have 2 days for each missed day to turn in assigned work, unless otherwise noted by their teacher(s). If makeup work is not turned in by the allotted time, the grade for each incomplete assignment may be reduced.

### **Long-term absences**

Parents should notify the school office if a student will be absent for three or more consecutive days. This will permit the office to inform the appropriate teachers. Parents may also make arrangements through the school office to obtain their child's missed assignments. Assignments can be picked up in the school office before 3:30 p.m. as long as prior arrangements have been made. Students will have 2 days for each missed day to turn in assigned work, unless otherwise noted by their teacher(s).

### **Extended Absences**

We realize some families may choose to allow their student(s) to miss school for family vacations or mission trips. These absences are required to be approved by the administration two weeks in advance. These absences are voluntary. When possible, schoolwork may be provided prior to a trip. However, **it is not the teacher's responsibility to provide assignments in advance.** When assignments are received for an extended absence, teachers will provide due dates.

In the event of an extended absence due to illness, surgery or injury, parents and teachers will communicate to achieve a successful outcome for the student as he/she returns to the classroom.

### **Attendance Probation**

Students who miss more than seventeen (17) days (excused and unexcused) in a school year may be retained in the current grade or placed on probation for the following school year.

### **MCS Inclement Weather Policy**

At MCS, we consider the safety of our students and families a top priority. Possible reasons for school closures include, but are not limited to, unsafe parking lot conditions, poor road conditions, or severe cold temperatures (wind chill).

Please understand the administration will make the best decision for our students with the information they have readily available to them at that time. Weather can be very hard to predict and we thank you for your support and understanding in whatever decisions are made.

### **School Closure**

In the event that road or weather conditions become dangerous, it may be necessary for Maryville Christian School to cancel school or dismiss early.

If school is canceled, we will give as much advance notice as possible for our families to make accommodations. When appropriate, school will be canceled the night before. In the event a determination cannot be made the night before, school will be canceled by **6:00 a.m.**

### **School Closure Notification**

In the event school is canceled, you will receive an email and it will be posted to the MCS webpage at [www.maryvillechristian.org](http://www.maryvillechristian.org). We will also notify the following television stations in the event of inclement weather: KTVI – Fox 2 St. Louis, KMOV – Channel 4 CBS St. Louis, ABC 30, and KSDK – Channel 5 NBC St. Louis.

## **Inclement Weather Make-Up Day Policy**

The last day of school will be on **Wednesday, May 23<sup>rd</sup>** unless snow days are used. *One day of attendance may be **ADDED** for each snow day taken up to a **maximum of 3**.* **The final day of school will be Tuesday,, May 29<sup>th</sup> if all snow days are used.**

\*In order to meet state mandates, the administration may have to revisit the total number of make-up days if more than 10 inclement weather days are used in a single school year.

### **B. DROP-OFF/PICK-UP PROCEDURES**

**\*Student safety during drop-off and pick-up is our top priority. Cell phone use by drivers during this time is strictly prohibited.**

#### **Transportation**

Parents are responsible for transportation to and from school.

#### **Drop-Off**

**K-5<sup>th</sup> Grade Student Drop-off:** The school day begins at 8:35 a.m. The front door (main entrance) opens at 8:15 a.m. Students must be dropped off early enough for them to stop at their assigned storage location (hook) and arrive in their classroom, seated and ready to begin by 8:35 a.m.

#### **K-5<sup>th</sup> Grade Student Drop-off options:**

- 1) Park and walk your student into the building. You must park in the east parking lot if you choose to walk your child(ren) into the school.
- 2) Drop them off in front of the building in the car line at the main entrance.. It is never an option to pull up outside of the canopy area and drop off. This is a safety issue and will be addressed by security.

In addition, when lines reach the main entrance, the proper protocol is to make a right turn and drive the perimeter of the northwest parking lot so as many cars as possible can be accommodated.

#### **Pick-up**

- Dismissal will begin at 3:10 p.m. Parents/guardians must be at the school and ready to receive their children at that time.
  - Teachers will escort the students to the gymnasium for dismissal.
- 1) **Car Line:** Detailed information regarding pick-up procedures will be provided in your student registration packet at the beginning of the year.

- Parents are required to display their car signs during pick-up. If you plan to have someone else pick-up your student, please notify the school office and make sure the person picking up your student has the sign displayed and is prepared to show their identification

2) **Inside Pick-up:** Parents are allowed to pick-up students at the Café doors inside the building by the east gymnasium.

- Parents that wish to park in the church parking lot and pick-up their children from the café must wear their security name badges and wait at the gymnasium doors for their children to be dismissed.

\*Please note, as a security precaution, parents are NOT allowed to enter the gym to pick-up students after school.

- *Students will only be released to their parents unless the office or the student's teacher is notified of other arrangements. Please call the MCS office if your child will be riding home with someone not listed on your pick-up permission form.*
- *Students that are not picked up by 3:25 p.m. will be escorted to Kid's Club (after school program) and a fee will be assessed. Parents must park and enter the building to pick up students from Kid's Club.*

### C. DRESS CODE

Students are expected to dress in ways that express Christian values. Modest, neat clothing is expected during school hours and at all school functions. Clothing that shows excessive skin (spaghetti straps, short shorts) or is overly revealing, displays inappropriate or disrespectful sayings/words, etc. will not be allowed. Students will not be allowed to wear clothing with holes above the knees. In the event a student arrives at school dressed in a questionable fashion, parents will be asked to return to school with a change of clothes for their child.

\*\*For student safety, students in grades K-5 will not be allowed to wear flip-flops and shoes without a back.

### P.E.

Safety is of the utmost importance during P.E. classes. Tennis shoes MUST be worn during P.E. Because comfort is also desired, we request that during warm weather, students wear shorts and t-shirts; and during cool and cold weather,

students wear loose fitting pants and long sleeved shirts as well as jackets and/or coats. Please make sure your child is dressed appropriately on the days they are scheduled for P.E. classes. Students who attend P.E. class without the appropriate attire may be subject to disciplinary action. Elementary school students do not need to purchase PE uniforms.

In the event that a student cannot participate in PE, they will be allowed to miss one day. After the first day, the student must provide the MCS office with a note from a doctor to excuse them from PE.

#### **D. RECESS**

Students will participate in outdoor activities during recess and need to dress accordingly. We will make every attempt to take students outside for recess on a daily basis.

We encourage students to wear tennis shoes during recess. Students will not be allowed to take their shoes off during recess.

Students will be expected to obey gymnasium and playground rules or risk the loss of future recesses and possible further discipline.

### **VI. CONDUCT & DISCIPLINE**

#### **A. BIBLICAL PRINCIPLES INFLUENCING THE DISCIPLINE POLICY**

##### *II Timothy 3:16-17*

***“All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”***

It is the goal of Maryville Christian School to provide a caring, Christ-centered environment to promote self-confidence and self-control in each child. Discipline should also build up, encourage and train our students in principles, concepts and behaviors that honor God. The Bible instructs us to reprove and correct in love with a measure of grace and compassion. Discipline is ordained by God for the building of character and the training of behavior. Our goal of discipline seeks to encourage and develop the self-discipline in students, which is necessary for growth and maturity.

The discipline process involves God-given responsibilities not only for parents and teachers, but also for students. Students are expected to respond to school

faculty and supervisory staff members with a Christ-like attitude of respect and courtesy. Guidelines provide boundaries for security and freedom.

### **MCS discipline objectives:**

1. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical, emotional and social development.
2. To develop and maintain the most conducive environment for learning.
3. To partner with parents to correct behavior that is disruptive or destructive to the individual or the learning environment.
4. To remove, as a last resort, disruptive students so an effective learning environment may be maintained.

Teachers will handle misbehavior by applying Christian principles to address the behavior while meeting the needs of the child and the other students. Positive reinforcement will be used to promote good behavior choices. Consequences will take place for poor behavior choices.

The following steps will be used to guide decisions made by the MCS staff when a student is unable to function within the school's discipline guidelines:

#### **STEP 1**

A student who interferes with the learning process and the atmosphere of the classroom/school will be subject to a teacher/student conference. The teacher will notify parents of this conference and a remediation plan will be discussed to help the student correct his/her behavior. Consequences may be given as deemed appropriate by the teacher or administration.

#### **STEP 2**

If the remediation plan established in STEP 1 has not successfully changed the student's behavior, the teacher may call for a teacher/student/parent/administrator conference. These individuals will work as a team to help the student meet the required standards of behavior. Any staff members involved with the student will be made aware of the action plan. Consequences may be given as deemed appropriate by the teacher or administration.

#### **STEP 3**

If the identified objectives in the remediation plan from STEP 1 and STEP 2 are not met, more drastic action will be needed. The administration will contact the parent and student, review the student's actions, and decide on one of several

options, including but not limited to suspension and/or removal from extracurricular activities.

\*If a student is suspended from school (in- or out-of-school), they are not allowed to participate in any after school/extracurricular activities.

#### **STEP 4**

Student behavior that is consistently inappropriate and unacceptable during school or during any school activity on or off campus will incur a request for withdrawal or dismissal from school.

THE ADMINISTRATION RESERVES THE RIGHT TO BYPASS CERTAIN STEPS BASED ON THE SEVERITY OF THE DISCIPLINARY INFRACTION.

\* Corporal punishment will not be used as a disciplinary method.

### **VII. ROLES & RESPONSIBILITIES**

Parents and teachers must be living examples of the kind of disciplined lives that we want to see in our children. School and home must constantly work together to achieve this goal. We have outlined the responsibilities and expectations of the parents, teachers, and students who participate in the Maryville Christian School Program to help them promote a team spirit and unity through consistent guidelines.

#### **Parent Responsibilities**

Parents are expected to:

- Read, understand and adhere to the intent and mission of the school as defined in the handbook and to indicate acceptance through the online registration process.
- Cooperate in your child's educational development by encouraging his or her best effort, monitoring his or her progress, providing study time at home and working with your child when needed.
- Cooperate with teachers and staff to build respect and accountability in your child for his or her effort.
- Monitor your child's behavior by signing and returning weekly and or daily behavior progress reports if used by the teacher.
- Work to achieve a rapport with your child's teacher and maintain open communication.
- Pray for the MCS faculty, staff, and other MCS families.
- Support the school and its programs.
- Pay all financial obligations in a timely manner.
- Sign in at the school office when arriving at the school.

- Participate in regular scheduled conferences. If desired, additional conferences may be scheduled by contacting the teacher.
- Refrain from contacting the teachers or administration at home.
- ***Refrain from using social media to discuss students, teachers, administration, or other MCS families.. All school-related issues should be addressed directly with the individual(s) involved. Examples include Facebook, Twitter, etc.***
- Refrain from contacting the teachers in conversation prior to and during class time to allow teachers' focus to remain on the students.
- Pick up children promptly at the close of the school day.
- Notify the office when children will not be present due to illness.
- Inform the school in advance of absences unrelated to illnesses.
- Read all school correspondence and communicate when appropriate.
- Address any grievances in a biblical manner.
- Promptly pick up a sick child once phoned by the nurse or the school office.
- Enjoy the blessings of parenting children through this stage of life!

\* A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the administration and school board's discretion.

## **Teacher Responsibilities**

Maryville Christian School teachers and staff are expected to:

- Be an active ministering Christian, with a like faith.
- Be capable of integrating spiritual principles within all curricula.
- Be able to teach from the Statement of Faith.
- Be an enthusiastic supporter of the philosophies and ministries of First Baptist Church Maryville.
- Approach the educational process as a ministry (Ephesians 4:11).
- Possess a thorough grasp of educational principles.
- Utilize creative and varied presentations of material.
- Pursue professional growth through classes and in-service training.
- Maintain a team approach under God's direction to achieve educational objectives.
- Value students and their learning potential.
- Maintain high standards of personal character development in students and staff.
- Maintain stringent academic standards.
- Continually renew a personal vision for excellence.
- Develop and implement a good, consistent discipline program in keeping with the discipline philosophy stated in the handbook.
- Love and respect each child without favoritism.

- Keep an open line of communication with each child's parents in the form of regular reports, special contact when needed and parent-teacher conferences.
- Handle discipline by applying Christian principles to address behavior while meeting the needs of the students. ***Teachers should not use social media for these correspondences (Facebook, Twitter, etc).***
- Each teacher will give every child the opportunity to receive Jesus in the classroom throughout the school year.

## **Student Responsibilities**

### Students are expected to:

- Come to school each day with an open heart and mind to grow spiritually and academically.
  - Arrive on time and with assignments.
  - Be attentive and engaged during class and put forth their best effort in accomplishing assigned schoolwork.
  - Be responsible for your behavior.
  - Show respect to adults, peers, and property at all times. Students can be held responsible for the cost of damages or items needing replacement.
  - Strive to maintain a Christ-like behavior and attitude at all times.
  - Use appropriate language at all times.
  - Solve conflict through discussion and adult intervention when needed, rather than physical, verbal assaults, or statements made through technological devices.
  - Abide by classroom rules as defined by the school handbook as well as the teachers.
  - Dress in ways that express Christian values. Modest, neat clothing is expected during school hours and at all school functions (refer to school dress code).
  - Refrain from bringing iPods, hand-held electronic games, toys, etc. to school or on school sponsored trips without permission from the teachers.
- ❖ Weapons or toys that resemble weapons (knives, guns or any other item that can be used to inflict physical harm) are not permitted and if brought to school will result in dismissal.