

2023-2024
Middle/High School
Handbook



Shaping Lives That
Shape The Future

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 life-long learners. The joy of life and the joy of learning go hand in hand. May it always be said that our students at MCHS 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 MCHS. 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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**MCS reserves the right to make changes to the parent handbook as needed based on updated information/guidelines.*

I. GENERAL INFORMATION

A. STATE RECOGNITION

MCS/HS 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 (MCS) operates as a ministry extension of First Baptist Church of Maryville (FBM) and in partnership with parents, who are the primary stewards of their child's Christian development (Psalm 78:1-7; Deuteronomy 6:4-9). Therefore, within a configuration of the three-legged stool of home, church, and school, MCS commits to creating an atmosphere where students can:

1. Grow intellectually, physically, emotionally, and spiritually
2. Discover their God-given talents
3. Develop as servant leaders
4. Become all that God has created them to be

Our philosophy of education involves more than simply meeting human needs and developing human potential; we must teach students about the greatness of our God and train them for the advancement of His Kingdom (Matthew 28:19-20). MCS promotes spiritual vitality through the integration of biblical principles into every facet of our school so that students grow in the grace and knowledge of the Lord Jesus Christ and are thoroughly equipped for every good work (2 Peter 3:18; 2 Timothy 3:17).

MCS believes that all truth is God's truth and that God has revealed His special revelation unto salvation and unto subsequent sanctification in His inerrant, infallible Word — the Bible (Psalm 119:41-47; Romans 10:17; John 17:17; 2 Timothy 3:16). This truth is intentionally integrated into a balanced curriculum whereby each student, whether a professing believer or not, is taught about the preeminence of Jesus Christ as Savior and Lord. We believe that the most important goal in the life of our students is for them to enter into a saving relationship with Jesus and to know Him more (Philippians 3:7-14).

Depending on the grade level, students should be led to think concretely, creatively, and/or abstractly in order to bring every thought captive to Christ (2 Corinthians 10:5). Students need to gradually learn how to reason through the lens of a biblical worldview, by which they rightly discern all things in the light of Scripture.

An expectation exists for the delivery of the curriculum to take place in a classroom setting where students acquire the skills necessary for success beyond their time at MCS and forge a lifelong love for learning. Within a context of proper channels of authority, clear boundaries, and high expectations, the classroom exists as a space of mutual respect where the worth and dignity of each student is valued. Further, MCS affirms the necessity of varied instructional methods that appeal to different types of learners and actively engage them with the material being taught.

Students should work in and out of the classroom to gain understanding and wisdom, to mature in godliness, to learn a proper respect for authority, to display good citizenship and patriotism, and to discover the plan of God for their lives. In this way, each student is challenged to develop his/her talents for the honor of God and the service of fellow human beings in all areas of life.

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/HS 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.

We are committed to serving the spiritual, educational, social, and emotional needs of students. If families choose to send their children to Maryville Christian School, they and their children must be committed to the mission, vision, and biblical and moral values that the school holds to. 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. Families with students new to MCS must complete all application and testing information including a non-refundable application and registration fee. All application forms must be completed entirely, signed, and dated.
*If a student is not admitted by MCS for any reason the registration fee will be refunded.
2. New applicants are considered based on the following criteria:
 - a. Student screenings that help determine academic and social readiness.

- b. An official record of good behavior, attendance and grades from the student's most recent educational institution.
 - c. A parent interview that establishes like-mindedness between the home and the school in the areas of philosophy of education, discipline, MCS doctrines and beliefs, and other pertinent topics included in the parent handbook.
 - d. A student interview for new students applying to MCHS will be held with the Principal to provide the student with an opportunity to share their interests, goals, and reasons for wanting to attend as well as to ask any questions they may have.
3. A completed application for admission packet includes:
- a. Student application for admission completed in full and signed.
 - b. Statement of doctrinal beliefs signed by both parents/guardians.
 - c. Statement of support signed by both parents/guardians.
 - d. A non-refundable Application and Registration fee submitted (Registration fee is refunded if the student is not admitted).
 - e. Copy of most recent report card (incoming 6th-9th grader) or transcript (incoming 10th-12th grader).
 - 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.
 - e. Registration fee paid in full.
- 6. 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.
- 7. Maryville Christian School is unable to provide specialized programs for students with academic, physical, or behavioral concerns. Such limitations require special attention, resources, and facilities for the students' maximum development, that of which MCS does not currently provide. If school personnel observe that your child requires additional services that are not provided by MCS, placement in a different educational environment that

more adequately meets his or her needs will be required (on behalf of the parents).

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.

Enrollment for existing MCS students

Enrollment is open first to returning students; to hold their spot, returning students must re-enroll prior to the open enrollment date listed on the school calendar. Siblings of returning students have the next priority for openings at their grade level.

A non-refundable registration fee per student is due upon enrollment/
re-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 school board and administration. Enrollment is based on the following criteria:

1. Current students may enroll for the following school year as long as financial accounts are up-to-date upon re-enrollment.
2. Students are evaluated at the end of each year for continued enrollment. A student who has re-enrolled, but has not made expected academic progress, or who has had disciplinary concerns, may not be allowed to continue at MCS.

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 five 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 academic records WILL NOT be released until all fees and outstanding balances have been paid in full. Student records will not be released to any party (except those allowed by Federal Law) without the parent's or eligible student's consent.

C. GRADUATION REQUIREMENTS

In order to graduate from Maryville Christian High School, students must meet the following required guidelines:

	<u>MCHS Diploma</u>	<u>MCHS Honors Diploma</u>
English	4 credits	4 credits
Math	3 credits	4 credits
Science	3 credits	3 credits
Social Science*	3 credits	3 credits
Foreign Language	2 credits	3 credits
Bible	4 credits	4 credits
PE**	1.5 credits	1.5 credits
Health	.5 credits	.5 credits
Electives	4 credits	4 credits
Total Credits	25.00	26.00/Minimum GPA of 4.0

*All students must take one year of U.S. History, one semester of Government/Civics, and one semester of Consumer Education. In addition, students must pass tests on the United States Constitution and the Illinois State Constitution.

**PE is considered a non-academic course, and it is not calculated in a student's GPA.

NOTE: Students in the 9th and 10th grades take a predetermined course schedule. Students in the 11th and 12th grade will have the opportunity to enroll in elective courses, but they must enroll in all courses necessary to meet graduation requirements.

D. REPEATING COURSES/TRANSCRIPT REVISIONS

Students shall have one opportunity to retake a course and substitute the higher grade earned the second time the course is taken if the student earned a “D” or “F” the first time they took the course.

The higher grade earned will be entered into the student’s transcript and the previous lower grade will be removed. If the course is no longer offered, or is not offered at a time that fits the student’s schedule, the previous grade will stand.

If a student’s grade is to be substituted on his or her transcript and permanent record, the administration may alter the initial grade given to the student in accordance with the following procedures:

1. The teacher who gave the initial grade in the course must be notified concerning the new grade earned the second time the course was taken and the reasons for the change; and
2. The administrator making this change in grade must assume responsibility for the grade.

E. 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 supervision is provided.

No child with a temperature of 100.4 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. 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.

*Eligibility to return to school may be contingent upon applicable health guidelines.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents

MCS allows a parent or guardian or other designated caregiver to administer medications to their child subject to the restrictions outlined in 105 ILCS 5/22-33.

F. 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.

G. NOTICE OF ASBESTOS COMPLIANCE

Per IDPH requirements, we are notifying our families that all facilities utilized by Maryville Christian School were designed and constructed excluding the use of asbestos containing materials. Parents and staff may request to review the letters from the architects if so desired.

H. 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 school email or school 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, a member of the school advisory board will be notified by the administration for a conference.

*Teachers are restricted from responding to communications regarding school and classroom subjects through social media.

I. 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. A microwave is available for student lunches.

If a student arrives at school without a lunch, one will be provided for them and the student's account will be charged. If a family's lunch account balance exceeds \$50, parents will be notified and students will be required to bring their lunches until the account is up-to-date.

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.

J. FIELD TRIPS

Field trips pertinent to instructional objectives may 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 to participate (when needed) 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 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.

K. FINANCIAL POLICIES

A non-refundable registration fee per student is due upon enrollment. A non-refundable resource fee is due on June 1 of each year for all students who have re-enrolled for the following school year. All tuition payments are due on the date selected in the FACTS payment program. Payments may be made annually, by semester, or monthly over a 10 or 12 month period.

Late fees may be assessed through the FACTS payment program if payments are past due. If unforeseen circumstances arise, please contact the school office as soon as possible.

Student accounts must be kept current at all times including tuition and fees, extra-curricular fees, lunch balances, etc. At the end of each semester, all accounts must be up-to-date before a report card or transcript is released.

If the Financial Policies are not complied with, the school has the right to:

- Deny the student the right to participate in any type of extracurricular activity
- Deny the student/family the right to receive official transcripts of academic records
- Refuse to allow the student to attend Maryville Christian School
- Take other actions as deemed necessary

L. CELL PHONES/PERSONAL MEDIA DEVICES

Cell phone use and text messaging (via any device) are prohibited between the hours of 8:05 a.m. and 3:05 p.m. Students must turn their phones off, and all personal electronic devices must be stored in the student's locker during the school day. If students are being picked up from the elementary end of the

building for dismissal, they cannot have their phones out until they have exited the gym and are in their car.

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.

The following consequences will be given for violation of the Cell Phone/Personal Media Devices policy:

- 1st offense - Device will be confiscated, turned into the office, and must be picked up by the student after school – The student will be assigned a lunch detention. Parents will be notified that their child’s cell phone was taken away and that if it happens again, the parent will be required to pick up the phone from the office.
- 2nd offense - Device will be confiscated, turned into the office, and must be picked up by the student after school – The student will be assigned a lunch detention. Parents must pick up the phone by 3:15 p.m.
- 3rd offense - Device will be confiscated, turned into the office, and must be picked up by a parent by 3:15 p.m. – The student will be assigned an after school detention.
- Any additional violations: Device will be confiscated, turned into the office, and must be picked up by a parent by 3:15 p.m. – Infractions may result in more significant disciplinary actions as deemed necessary by the administration.

Electronic devices or social media sites may not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local, state, or federal laws.

MCS may not request or require a student and their parents/guardians to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website. MCS may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy, and the school may require the student to share content in the course of such an investigation.

M. LOCKER PROCEDURES

1. It is the responsibility of each student to maintain a clean and organized locker. Inspections may be made at the discretion of the administration for academic, health, or safety reasons.
2. No items should be left on the hall floor at any time. Any item found around the locker area will be submitted to the “Lost and Found”.
3. Students may not decorate the outside of their lockers*. (No stickers, magnets, posters, etc. may be placed on the exterior of the lockers.)
4. Students may decorate the inside of their lockers. Only magnetic items are allowed on the interior of lockers. Students may not place stickers/tape or other difficult to remove materials on the insides of their lockers. The administration has discretion to determine whether interior locker decorations are appropriate, and students will remove any decorations deemed inappropriate.
5. Each student will be assigned a locker. Sharing of lockers is not permitted. Switching of lockers is not permitted.
6. Lockers cannot be propped open with the use of any object. They must be closed and locked following each passing period.
7. The school will not assume responsibility for lost or damaged personal property or locks (locker room) that are cut off for any reason.
8. Any student found burglarizing or vandalizing a locker will be subject to disciplinary action by the administration and will be held responsible for restitution.

*There may be times where various student groups decorate lockers for various events with permission from the group sponsor. In addition, students may ask an administrator's permission to decorate lockers for birthdays, or other special occasions.

N. VISITORS

Parents are welcome on our campus for various events and to volunteer. 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. Visitors must present photo identification upon entering the building. Parents that will be volunteering at the school 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. Volunteers are expected to adhere to student confidentiality.

O. POSITION STATEMENT ON STUDENT RELATIONSHIPS

In his all-knowing goodness, God created people in his image and chose to make them male and female (Gen 1:26-27). We affirm that each student’s gender

identity matches their biological gender and is given to them by God as a part of their creation.

Further, we affirm that God designed the institution of marriage as a covenant relationship between one man and one woman (Ephesians 5:25-32). While we encourage students to pursue friendships with other students of both genders, we believe students should use parental guidance and discernment before entering into dating relationships with students of the opposite gender. Dating relationships with students of the same gender are against God's design, and as such are sinful by their nature (Romans 1:26-27, 1 Cor 6:9-11).

Public displays of affection pertaining to 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.

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P. 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. Parents of the involved students will be notified. Bullying could lead to disciplinary action including suspensions or dismissal from MCS.

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

Q. EXTRACURRICULAR ELIGIBILITY

Maryville Christian School highly values participation in extracurricular activities; however, academics should always take priority in students' lives over athletic and extracurricular activities.

A player's participation in extracurricular contests and performances will be determined by the following academic guidelines. Each student:

- (a) Must maintain an overall C- average for the current grading period
- (b) Must be passing five academic courses.
- (c) Must meet all expectations set forth in the Athletic Participation Agreement

Eligibility will be checked every Friday. It is up to the group sponsor/administration to determine whether or not a student can participate in practices/rehearsals while academically ineligible.

If a student fails a semester course, they will be ineligible for the next semester.

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

All activity/extracurricular fees must be paid in full before a student may participate in games/performances.

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 and other supplies. Textbooks remain property of the school at the conclusion of the school year. A daily student planner will be provided to MCS students. In addition, teachers will provide a list of supplies needed on or before the first day of class.

*Students will be assessed a fee for any lost or damaged textbooks or equipment.

B. GRADING SYSTEM

Students will receive letter grades of A, B, C, D, or F for subjects studied.

Middle school students will receive grades at the end of every quarter, and high school students will receive grades at the end of every semester, based on the

following scale:

Grade Number Equivalent

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

*Grades are available for viewing online. A communication will be sent to parents reminding them to check their student's progress at various times throughout the year.

C. GRADE POINT AVERAGE CALCULATION

High school students will have a grade point average (GPA) calculated on a 4-point scale. GPA is calculated based upon final semester grades only, and thus only changes after the completion of a semester.

Grades will earn grade points on the following scale:

Unweighted GPA Scale		Weighted GPA Scale	
A/A+	4.0	A/A+	5.0
A-	3.67	A-	4.67
B+	3.33	B+	4.33
B	3.0	B	4.0
B-	2.67	B-	3.67
C+	2.33	C+	3.33
C	2.0	C	3.0
C-	1.67	C-	2.67
D+	1.33	D+	2.33
D	1.0	D	2.0
D-	0.67	D-	1.67
F	0.0	F	0.0

Courses designated as honors, AP, or dual-credit will receive weighted grades for any passing grade, with their final semester grades counting as one full grade point higher than in a general course.

D. SEMESTER EXAMS

At the conclusion of each semester, high school students will take cumulative exams in each class which will count for a percentage of the overall semester grade.

In general education courses, the final exam will count for 15% of the overall semester grade. In courses designated as honors, AP or dual-credit, the exam will count as 20% of the final semester grade.

Second (Spring) semester final exams may be waived for graduating seniors who have an average of at least 85% in the 2nd semester of the class. In addition, if a student misses more than 7 days during the year they will be required to take all exams. Dual-credit courses may still have a final exam required to acquire college credit.

E. HONOR ROLL

Students who exhibit outstanding academic success will be recognized at the end of each quarter for middle school students and each semester for high school students for the following:

High Honor Roll

MS—Student has earned an A in every class.

HS—Student has earned a GPA of at least 3.85

Honor Roll

MS—Student has earned a combination of A's and B's.

HS—Student has earned a GPA of at least 3.50

F. CHANGES TO SCHEDULE

Students may make changes to their schedules up to 2 weeks into the semester with written permission from a parent and administrative approval if space is available in an alternative class. Students will be responsible for content covered prior to their transfer into the class.

After 2 weeks, schedules may not be changed for the remainder of the semester.

G. ACADEMIC INTEGRITY

As a Christian school, we believe integrity exists as a core aspect of a student's character. Integrity is "the quality of being honest and having strong moral principles." Honesty supports intellectual growth and creates a fair learning environment. The development of strong moral principles helps to remove the temptation to cheat from the minds of students. Consequently, we strive to create a community of learning in which students display honor in all matters related to their academic performance.

While our school recognizes times for independent as well as collaborative learning, we stress that the work of our students should represent their own understanding. All learners must take personal responsibility for their education. Grades should reflect a student's own work and academic growth, which is why we consider academic dishonesty to be a serious offense.

Students at Maryville Christian School submit to our academic code of honor. This means that they will exhibit integrity in all areas of their educational pursuits. These following actions do not display qualities of honesty and strong moral principles, limit the depth of learning, and violate the Maryville Christian School Honor Code:

1. Copying answers from a student OR allowing another student to copy answers
2. Collaborating (working together) on an assignment that the teacher intends for students to do independently
3. Using forbidden material to help during an exam, such as cheat sheets, graphing calculator, electronic devices or websites and apps, etc.
4. Turning in work that is not one's own:
 - (a) Plagiarism. Using someone else's work, words, writings, and/or ideas without giving him or her appropriate credit (this includes written, graphic, audio, and/or video files)
 - (b) Not contributing to a group project but taking credit for having done so
5. Downloading digital information illegally
6. Using unauthorized electronic resources (i.e., websites, apps, and/or translation sites)
7. Taking an exam or completing an assignment for another student
8. Submitting the same work for more than one assignment without permission from the student's teachers
9. Lying to a teacher about having turned in an assignment when the student has not actually done so

10. Repeatedly or strategically missing a class with a test, quiz, paper, or project due

Students, teachers, parents, and administrators agree to observe certain responsibilities in order to help ensure the observance of the Maryville Christian School Honor:

A. Student Responsibilities

- (1) Read and know the Honor Code and agree to its full observance
- (2) Report to a teacher if cheating is taking place in class by another student and how it is being done
- (3) When in doubt, clarify with the teacher what aids can be used when taking a test or completing assignments
- (4) Do not discuss any aspect of a test with other students until the teacher has returned it and given permission to discuss it.

B. Teacher Responsibilities

- (1) Make sure students are fully aware of what academic integrity entails. (Teachers may wish to consider having students sign the honor code document at the start of the school year.)
- (2) Communicate to students that they will enforce the MCS Honor Code
- (3) Clearly specify when collaboration with other students is permitted on an assignment (If no such communication occurs, students should assume the work should be done on their own)
- (4) Address any violations of the MCS Honor Code with the student(s) involved
- (5) Report any violations of the MCS Honor Code to an administrator and the parent and communicate the consequence
- (6) Document all violations of the MCS Honor Code

C. Parental Responsibilities

- (1) Read and know the school's Honor Code
- (2) Communicate with children in their home the value of academic integrity and the expectation for students to comply with the school's Honor Code
- (3) Support the consequences for a violation to the Honor Code
- (4) Do not complete work on behalf of children in their home

D. Administrator Responsibilities

- (1) Ensure that students, teachers, and parents have a copy of the school's Honor Code
- (2) Facilitate ongoing conversations and reflection about this code
- (3) Administer fair and consistent consequences for offenses of the Honor Code
- (4) Maintain records of Honor Code violations

Consequences for Academic Dishonesty:

If a violation of the Honor Code occurs, students will be required to submit/resubmit work that meets the standards of the Honor Code for the assignment in question, or complete additional work, to demonstrate knowledge and understanding of the learning standards being assessed by the assessment/assignment.

For the first offense, a student will be required to resubmit their own work and will receive at minimum a 25% reduction, and a maximum of a 50% reduction. If the offense involved an assessment (test, quiz, or other in class assignment), the student may be required to take the assessment the next day during the class involved.

For a second offense, a student will receive a zero for the given assignment. However, he or she must still re-do the assignment to avoid suspension or exclusion from any extra-curricular activities. The purpose of requiring students to complete the work despite receiving no credit is so teachers are able to assess learning targets. In addition, it helps students understand that an attempt at academic dishonesty will not remove responsibility from the student for completing the work with integrity.

In the case of subsequent offenses, the administration will make a determination as to how to handle the student moving forward.

In all instances, parents will be notified. In some cases, a meeting will take place with the student and their parent(s). A student will not be permitted to withdraw from or drop a class in order to avoid consequences associated with the violation of the MCS Honor Code.

H. HOMEWORK

Homework assignments relevant to the curriculum may be assigned to reinforce and expand concepts and skills being developed during class.

Make-up work is the student's responsibility. Students must turn in all assignments to receive credit. If a student neglects to turn in assignments by their due date, grades for those assignments are subject to a reduced grade or no credit.

I. REPORTS TO PARENTS

MCS will communicate with parents when midterm reports are available online. Report cards will be available online at the conclusion of each term (please refer to the school calendar for these dates). Grades ***will not*** be available if there are outstanding financial obligations.

The online grading system is made available to parents 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.

J. 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.

K. TESTING

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

L. CHAPEL SERVICE

One of the primary goals of MCS is to provide students with opportunities to grow in their knowledge and love for Jesus Christ and others. Chapel services are a time where we come together corporately as a middle and high school to build relationships and fellowship with one another. Chapel is held weekly and all students are required to attend.

V. STUDENT LIFE

A. ATTENDANCE

Quality education requires daily school attendance. A student's level of success in school relates directly to class attendance and quality of work. The middle/high school day officially begins at 8:05 a.m. and ends at 3:05 p.m. The doors will open at 7:55 a.m. Students must be in the classroom prepared for class at 8:05 a.m.

Tardiness

Late to School

Students who arrive at school after 8:05 will be considered late to school. Students who are late to school must sign in at the front office upon arrival.

Consequences for being Late to School:

- 1st-2nd: Office administrator will communicate to the student that they are being marked late to school
- 3rd-5th violation: Student meeting with administrator, one lunch detention, and email or phone call home to parents
- 6th-9th violation: Student meeting with administrator, email or phone call to parents, one after school detention scheduled by the administrator for each offense, student is unable to participate in extracurricular activities that day—even after the conclusion of their detention. (This includes games, practices, rehearsals, etc.)
- 10th violation and beyond: Student meeting with administrator, email or phone call to parents, one after school detention scheduled by the administrator for each offense, student is unable to participate in extracurricular activities that day—even after the conclusion of their detention. (This includes games, practices, rehearsals, etc.), \$25 fine for each violation (Fee will be applied to the student's FACTS account and will be due in full within one week of receiving the fine by notice.)

Tardy to Class

A student who arrives in class after the designated start time will be counted as tardy.

Consequences for being tardy to class:

- 1st-2nd violation: Teacher will inform the student they are tardy

- 3rd violation: Teacher will inform the student they have been tardy three times and will email the parent
- 4th-5th violation: Student will be assigned one lunch detention by the teacher for each infraction
- 6th violation and beyond: Student will be referred to a school administrator, administrator will assign one after school detention, parents will be notified by phone

*Tardies start over each semester

Absences

Parents must call the school office at **505-7000, ext. 510, 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 3rd 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.
- e. College Visits: When at all possible it is preferable for students to utilize school breaks to visit college campuses (long weekends, spring break, etc.) so they are not missing instruction. However, there are times when universities host special visit days that may be beneficial for students. Students in grades 10-12 may be excused from school for a maximum of two scheduled college visits per year. Prior parental notification is required.

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 order for it to be considered an excused absence.

In the event of excessive absences (excused or unexcused), a parent conference will be scheduled by 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 1 day 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 specified date, the grade for each incomplete assignment may be reduced.

Long-term absences

Parents should notify the school office and classroom teachers if a student will be absent for three or more consecutive days. Students will have 1 day 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. Parents should notify the classroom teachers and 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.

Excessive Absences

Any student who has missed greater than 5% of the days school has been in session must meet with an administrator to discuss attendance concerns. If a student has missed 5% of school days (or 10 days total for sickness at any time in the year), any subsequent absence must be accompanied by a note from the doctor for it to be considered an excused absence. For students participating in athletics/extracurriculars, please refer to the Athletic Participation Agreement for specific details regarding continued involvement in these groups.

Any student who has missed over 10% of the days school has been in session may not be allowed to participate in extracurricular activities of any kind

(including practices, games, etc). A meeting will be held with the student, parents, and an administrator to determine next steps.

Students who miss more than seventeen (17) days (excused and unexcused) in a school year may be retained in the current grade, or be dismissed from school.

B. 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 web page/Facebook page. 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

One day of attendance may be ADDED for each snow day taken up to a maximum of 3.

C. PARENT/STUDENT COMMUNICATION DURING THE SCHOOL DAY

In the case that parents need to contact their child during the school day, we request that they do so by contacting the appropriate office administrator. In the case that parents need to check out their child early during the school day, we

request that they do so through the appropriate office administrator.

If students wish to contact a parent during the day, they should refrain from utilizing personal communication devices. They should report to the appropriate office administrator and they will be allowed to contact their parent from a school phone.

D. 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.

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

Drop-Off

Middle/High School Student Drop-off: The school day begins at 8:05 a.m. and the doors open at 7:55 a.m.

All parents dropping off middle school students must use the car lines, and students should wait to exit until their vehicle is near the sidewalk to the building.

Families with last names A-J will utilize drop-off line D (west lot).
Families with last names K-Z will utilize line C (northwest lot).

Parents dropping off high school students may use the circle drive in front of the high school.

*If a family has middle and high school students, they can utilize the appropriate middle school line or the high school line.

Students arriving between 7:00 a.m. and 7:55 a.m. will have to sign-in at Kid's Club at the middle school entrance (Door 7D). A fee of \$5 will be assessed for each morning Kid's Club is utilized.

Pick-up

Middle/High School Student Pick-up: Middle school and high school students are dismissed at 3:05 p.m. Parents should make arrangements for pick-up with students prior to dismissal.

If a middle/high school student has an elementary sibling and is going to be picked up with that sibling, they must be in the elementary pick-up area by 3:10.

Students who have not been picked up by 3:20 will be taken to after-school Kids' Club. Students cannot be unsupervised in the building after 3:20 p.m.

Student Drivers

Any high school student who is driving their own vehicle must provide a copy of their drivers license and insurance to the high school office. Once these items have been submitted, parking tags may be purchased (at registration or from the MCHS office) for \$50. Students must park in Lot E (Student drivers may NOT park in Lot C or D). Any student vehicles parked without a tag will receive a verbal warning for the first offense, followed by a \$10 fine for each subsequent offense.

E. DRESS CODE

The purpose of Maryville Christian School's dress code is to encourage students to demonstrate the characteristics of a Christian leader (modesty, dignity, and excellence) through their daily dress and appearance. Parents/guardians are responsible to see that their students are dressed properly when they leave for school. If a student's attire does not meet the dress code standards, they will be required to put on their PE uniform or will be able to borrow a PE uniform until they are able to obtain proper clothing.

The dress code has the following guidelines:

- All clothing should be clean and in good condition.
- All shirts must at minimum have shoulder straps.
- No undergarments, chest, or midriff should show at any time (including when bending over).
 - All pants/shorts/bottoms must be worn at the waist.
 - All pants/shorts/bottoms must extend a minimum of 4 inches below the inseam. (Clothing cannot have any holes or rips within 4 inches below the inseam either.)

- Shoes may be athletic or dress-type. Sandals may be worn during school, but certain classes may require closed-toe shoes (PE, science, etc).
- Clothing that promotes anything the school deems inappropriate may not be worn.
- Hats, caps, and other headwear are not permitted during the school day (including hoods on hooded sweatshirts).

P.E.

Safety is of the utmost importance during P.E. classes. Tennis shoes MUST be worn during P.E. Middle/High School students will be required to purchase a P.E. uniform. Students are expected to wear their uniforms for P.E. each day.

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 their PE teacher with a note from a doctor to excuse them from PE.

VI. CONDUCT & DISCIPLINE

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. We trust that MCS students will respond with positive attitudes and conduct.

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 optimum 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 be given 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 discipline method.

** 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 may result in dismissal.

Firearms & Drugs

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds (School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.)

If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.

The chief school administrator shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

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. If a staff member of Maryville Christian Christian school recognizes that a student is struggling socially or emotionally due to changes in the student body or stresses

within the surrounding community, MCS will communicate with parents and attempt to connect the family with resources to support the family and child in whatever way possible.

Parent Responsibilities

Parents are expected to:

- Enjoy the blessings of parenting children through this stage of life!
- 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.
- Work to achieve a rapport with your child's teachers 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.***
- 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.

*If parent(s) demonstrate an uncooperative attitude with the school and/or have a history of disagreement with the philosophy and the mission statement of the school, it may result in their child being dismissed from the school based on the discretion of the administration and school board.

Teacher Responsibilities

Maryville Christian School teachers and staff are expected to:

- Enjoy the blessings of educating children!
- 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.
- 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 high 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.
- ***Teachers should utilize school email and phones to communicate with parents and students (Social media, personal cell phones, etc. should not be used for school communication.)***

Student Responsibilities

Students are expected to:

- Come to school each day with an open heart and mind to grow spiritually and academically.
- Be punctual and prepared for school each day.
- Be attentive and engaged during class and put forth an appropriate effort in accomplishing assigned schoolwork.
- Behave in a manner that is in keeping with Christian principles at all times.
- Show respect to adults, peers, and property at all times. Students may be held responsible for the cost of damages or items needing replacement.
- Use appropriate language at all times.
- Solve conflict through discussion and adult intervention when needed, rather than physical altercations, 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 the MCS Dress Code).