

MARYVILLE CHRISTIAN SCHOOL

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STUDENT-PARENT HANDBOOK

2018-2019 School Year

WELCOME TO MARYVILLE CHRISTIAN SCHOOL

From its founding in 1994, MCS has lived up to its name with excellence. As a school we are committed to equipping students with academic skills and a knowledge base that equips them for post-secondary education. The quality of our curriculum is attested by our accreditation with the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (AdvancEd) and by the success of our graduates in higher education and job-readiness.

Our first name indicates our sense of community. MCS is not a parochial school, sponsored by a single church or denomination. Rather, it seeks to serve Christian families in Maryville and surrounding communities working cooperatively with many evangelical churches. With them our mission is to support and assist parents in fulfilling their God-given responsibility to bring up their children “in training and instruction of the Lord” (Eph. 6:4).

“Christian,” however, is our middle name, and it controls and characterizes every aspect of school life. Scholastically, it means that the Bible will be a foundational textbook for every subject, for it is the source of TRUTH revealed by God which supersedes truth discoverable by human understanding alone. Relationally, it means that students will be guided toward personal faith in Jesus Christ as Savior, Friend, and Lord; a relationship that bonds faculty, students, and parents as a member of a single body. Vocationally, it means that students will be encouraged to seek and follow God’s unique plan for their lives, the purpose for which He wisely and lovingly created and gifted them. Morally and ethically it commits the MCS community to a distinctive lifestyle, “blameless and pure... in a crooked and depraved generation” (Phil. 2:15).

This is Maryville Christian School, a community of people committed to linking the influences of home, church, and school to produce young people who think and live “Biblically.” We thank you, parents, for entrusting your children’s education to us, and we pledge the full use of our resources, including the resource of prayer, that each one may grow “in wisdom and stature, and in favor with God and men” (Luke 2:52).

As partners with us in this educational enterprise, we urge you to watch for, and participate in, those frequent occasions when your presence, your counsel, your time and energy, and yes, your money, will, with the participation of many others, enable us to advance the quality educational program at MCS. Above all, may we count your family as regular partners with us in prayer for this school year?

Disclaimer: The Board/Administration reserves the right to update, change, amend, etc., this handbook at any point during the school year. Parents and students will be notified as additions or deletions are made.

MISSION STATEMENT

The mission of Maryville Christian School is to partner with Christian parents by providing an academically excellent, Biblically-based education, producing students with distinctive Christian character.

OUR VISION

Maryville Christian School offers a nurturing, safe, and progressive learning environment. Our focused curriculum builds Christian character, a Biblical worldview, and stimulates scholastic excellence. The result is a challenging atmosphere which promotes self-discipline, diligence, and respect and encourages interaction among students of all ages.

MCS will strive to:

- 1. Present the Gospel of Jesus Christ and teach the Scriptures for personal salvation and cultivate spiritual growth in order to enhance the ministry of the local church and our school.**
- 2. Develop a Christ-centered educational atmosphere for our students that produces an academic experience with a Christian worldview.**
- 3. Produce students who will adhere to standards of personal responsibility.**
- 4. Work together with our families to maintain a spirit of cooperation and open communication between our parents, staff and administration for an optimal learning experience.**
- 5. Provide and maintain a godly faculty and staff, committed to the lives and development of our students.**

ADMINISTRATOR

Mr. Kris Schottleutner

PRINCIPALS

Mrs. Dawn Shillington – Preschool/Elementary

Mr. Mike Thornton – Middle/High

Maryville Christian School 2018-19 Faculty Credentials

Faculty Member	Grade	Educational Background
Keith Abernathy	Middle/High School	BA, Campbell University; MDiv, Campbell University
Amanda Ailey	Librarian	BS, University of Phoenix
Sherri Boyd	SLP Program	BA, Florida Atlantic University; ME, Nova Southeastern University
Jessica Brown	High School	BS, University of Kentucky; MS, University of Florida
Wendy Coppedge	1 st Grade	BA, Tennessee Wesleyan; MS, Tennessee Tech
Ann Damron	2 nd Grade	BA, Maryville College
Julie DeBusk	Middle/High School	BS, Pensacola Christian College
Carol Evans	Preschool	BA, Maryville College
Jeff Evans	Middle/High School	BA, Carson Newman University; MDiv., Southeastern Baptist Theological Seminary
Allison Felty	Technology	BS, Tennessee Tech University
Jennifer Fiebig	4 th and 6 th Grades	BA, Truman University; MS, Northern Illinois University
Abigayle Galo	High School	BS, University of Tennessee
Holly Goins	6 th Grade	BA, Carson Newman University; MS, Johnson University
Jan Gore	Middle/High School	BS, Tennessee Temple University
Benic Hampton	High School	BA, Johnson University; MRE, Emmanuel Christian Seminary; D. Min., Lexington Theological Seminary
Deborah Hampton	High School	BS, Morehead State University; MS, Morehead State University
Rhonda Jacobs	Kindergarten	BS, Middle Tennessee State University; ME, University of Tennessee
Ashley Jackson	Middle/High School	BS, Maryville College
Elizabeth Johnson	Elementary/Middle School	BS, Johnson University; MS, Johnson University
Christi Kawa	Middle/High School	BS, Lee University
Cynthia Knight	Kindergarten	BS, Johnson University; MS, University of Tennessee
Sarah McCroskey	Preschool	BA, Western Governors University
Carrie McMillan	Preschool	BS, University of West Georgia; MA, Bryan College
Tracy Moreno	4 th and 5 th Grades	BS, Pensacola Christian College
Tish Morris	PE/Health	BS, University of Tennessee
Becky Patterson	Art	BS, Carson Newman University
Becky Pleasant	3 rd Grade	BS, Auburn University; ME, Auburn University
Jennifer Pollard	4 th and 5 th Grades	BS, University of Valley Forge
Brent Randolph	Elementary/Middle/High School	BA, Anderson Theological Seminary; MA, Liberty University
Sheilah Scherer	Guidance	BA, University of Iowa; MS, Seattle Pacific University
Kris Schottleitner	Administrator	BA, University of Northern Colorado; MA, Grace Theological Seminary
Dawn Shillington	Preschool/Elementary Principal	BS, University of Arizona; MA, Northern Arizona University
Elizabeth Stewart	Licensed Speech Therapist and Reading Intervention	BS, Middle Tennessee State University; MA, University of Tennessee
Ellen Strickland	SLP Program	BS, University of Montevallo; MS, Jacksonville State
Mike Thornton	Middle/High Principal	BS, George Williams College; MA, Northern Arizona University; MTheo, Freelandia Bible College
Ximena Usher	Spanish	BA, University of Caldas, Columbia, South America
Farrah Westerfield	Music/PE	BMus, DePauw University; MS, Johnson University
Shelley Wilkerson	4 th – 5 th Grades	BA, Carson Newman University; ME, University of Tennessee
Debbie Wright	Middle/High School	BS, Tennessee Tech University

TABLE OF CONTENTS

	<u>Page #</u>
Academic Evaluation	18
Academic Integrity	22
Accreditation	1
Anti-Harassment Policy	31
Attendance Policies & Procedures	12
Before and After School Program	14
Biblical Lifestyle Statement	5
Cell Phones	9
Chapel Programs	34
Charter Year Families	1
Conduct and Discipline	23
Core Values	4
Current Board of Directors	1
Discipline Categories and Consequences	24
Disciplinary Probation	31
Dress Code	10
Driver's License Compliance & Forms	35
Electronic Devices	9
Emergency School Closings	14
Equal Opportunity Institution	7
Exams	43
Expulsion	32
Field Trips	34
Financial Policy	15
Food Services	34
Goals	5
Graduation Requirements	20
Health Guidelines	33
History	1
Lockers	35
Lost and Found	35
Medicines	33
Mission Statement	2
Parent Communication	9
Party Invitations	8
Philosophy	2
Pledges	34
Problem Solving	43
School Calendar	47

School Offices	7
Statement of Faith	4
Student Activities	39
Student Drivers	35
Student Drop-off and Pick-up	14
Student Records Policy	17
Student Responsible Use Policy	36
Student Conduct Covenant	46
Student Searches	33
Student/Teacher Ratio	18
Telephone Use	9
Tornado, Lockdown, and Evacuation Procedures	35
Vision	2
Visitors	8
Volunteer Drivers	35
Volunteers	8
Withdrawal Procedures	16

MARYVILLE CHRISTIAN SCHOOL

HISTORY

Maryville Christian School, Inc., (MCS) was established May 29, 1993, as a not-for-profit organization with a board of directors. The first day of school for MCS was August 29, 1994. There were 47 students. The Lord has continually blessed this ministry of education throughout these early years. Fifty-two students completed the first school year, and current enrollment has grown to approximately 350 students. MCS moved to its current location in January 2000. The facility was built on approximately 33 acres donated by Bill and Velma Wallace. Our first senior class graduated in May 2001. MCS has been a continuous member of the Association of Christian Schools International (ACSI).

CHARTER YEAR FAMILIES

ARMSTRONG	CROSS	HUGHES	MCKEE	RATLIFF
BADGER	DEBUTY	HUMPHREY	MCNEIL	SHEPHERD
BODLE	DENTON	IVENS	MILAM	SUTTON
BREEDEN	EASON	JODRAY	MOSELEY	TAYLOR
BROWNING	EVANS	KLAYKO	MYERS	VOGEL
CARLISLE	GARNER	LAMACCHIA	NICK	WEST
CHERRY	HARRIS	LANG	ORR	WIGGINS
COLEMAN	HAUK	LITTRELL	POOLE	WOMAC
COOK	HILL	MCCAMMON	PRAGER	ZORIO
COPPINGER	HODGES	MCCLELLAN	PURCELL	

CURRENT BOARD OF DIRECTORS

Myron Crowe
Scott Ferry
Joseph Goins
Kenny Jarvis

Michael Patterson
Mark Rigsby
Mandy Street

ACCREDITATION

Maryville Christian School is accredited through the Association of Christian Schools International and AdvancEd.

VISION

Maryville Christian School offers a nurturing, safe, and progressive learning environment. Our focused curriculum builds Christian character, a Biblical worldview, and stimulates scholastic excellence. The result is a challenging atmosphere which promotes self-discipline, diligence, and respect and encourages interaction among students of all ages.

MCS will strive to:

1. Present the Gospel of Jesus Christ and teach the Scriptures for personal salvation and to cultivate spiritual growth in order to enhance the ministry of the local church and our school.
2. Develop a Christ-centered educational atmosphere for our students that produces an academic experience with a Christian worldview.
3. Produce students who will adhere to standards of personal responsibility.
4. Work together with our families to maintain a spirit of cooperation and open communication between our parents, staff and administration for an optimal learning experience.
5. Provide and maintain a godly faculty and staff committed to the lives and development of our students.

MISSION STATEMENT

The mission of Maryville Christian School is to partner with Christian parents by providing an academically excellent, Biblically-based education, producing students with distinctive Christian character.

PHILOSOPHY

Maryville Christian School's educational philosophy is based upon our school's mission statement. Analyzing this statement, the following are the chief components of our school's philosophy:

1. *Partner with Christian parents.* MCS recognizes that educating children is a biblical mandate for parents (Deuteronomy 6:4-9, Proverbs 22:6). As such we seek to be an extension of the Christian home. Christian education succeeds only when there is a true partnership between home and school. Both institutions must work in concert to produce a consistent world and life view for the students. Applications of this philosophy:
 - Clear and consistent communication is absolutely imperative between home and school.
 - Build a partnership between MCS and home based upon trust. Both sides recognize that Satan desires to create distrust and disharmony that impacts everyone in a negative way. Parents and school officials have to be willing to trust each other, eschew unwarranted suspicions, scrupulously follow the Matthew 18 principle, give one another the benefit of the doubt and forgive easily.
 - Honesty is another critical component of this relationship. Parents and school officials should be willing to speak the truth in love for the sake of the child. In addition, it is imperative that we always recognize that we are all striving toward the same goal.
2. *Providing (an education which is) academically excellent.* MCS recognizes that we have the responsibility as a ministry of God to provide an exemplary educational program preparing the student academically for success in higher education and adulthood. Beyond ministering to the student body, we strive to have an excellent educational program that reflects the almighty and excellent God. This program must include all of the academic disciplines while utilizing the latest forms of technology. Applications of this philosophy:
 - Teachers are degreed and certified in their respective fields.
 - Faculty members are evaluated on a regular basis to improve their effectiveness in the classroom.
 - Training opportunities for the teachers are an important priority so that they have the most current information and methodologies available.
 - MCS will undergo annual curriculum revision of specific disciplines on a rotating basis.
 - MCS maintains current curriculum guides that meet or exceed Tennessee state standards.

- The faculty and administration employ methods of assessing students that inform them of the strengths and weaknesses of the educational program.
- Students are expected to prioritize academics above extracurricular activities.
- Students will acquire discipline and study habits which allow them to be successful beyond their MCS experience.
- Students will be proficient in the use of technology for academic purposes.
- Students will learn to adhere to strict policies of academic integrity.

3. *(Provide a) Biblically based education.* Recognizing that God’s Word is the source of all truth, MCS is committed to having an educational program based upon the Bible. The Bible is not only a source of information in Bible class, but is also used in the other disciplines. To quote Christian educator David Hocking,

“The Christian begins with God as the creator and source of all true education. He believes that the God who made us has not left man alone in his pursuit of knowledge but in loving kindness has given to man a revelation of Himself and His plans in the person of Jesus Christ and in the Bible. All other forms of revelation (material universe, animal world, and oral communication, etc.) are inadequate and insufficient in describing the totality of God’s truth. God’s knowledge, of course, exceeds that of any man or group of men. His revelation in Jesus Christ and in the Bible is complete and final, and a lifetime of study will not plumb its depths!”

Applications of this philosophy:

- We believe the Bible is the inspired Word of God and the standard by which all knowledge is judged and taught. (II Timothy 3:16-17)
- All academic subjects are to be Biblically integrated. Curriculum guides and lesson plans should specifically integrate this component of the educational program.
- MCS strives to instill a biblical worldview in its students that results in a lifestyle driven by the eternal truths of God as revealed in the scriptures.
- MCS faculty members will be students of God’s Word so that they may effectively integrate their classes.
- Biblical principles are also applied in such areas as student conduct and interpersonal relationships.

4. *Producing students with distinctive Christian character.* Beyond the academic portion of the school, Maryville Christian School is dedicated first and foremost to the spiritual life of its students. We are committed to working with the home and the church to specifically ensure: 1.) that all of our students experience salvation through Jesus Christ, 2.) that all students develop a growing relationship with Him, 3.) that the students utilize a Christian world and life view in all aspects of their lives, and 4.) that all students live a life of godly distinction for Christ wherever they go as adults once they leave our campus. Applications of this philosophy:

- Christian education at MCS is viewed as a total education. We seek to not only nurture our students in their academic, physical and social growth, but we also foster to promote their spiritual life in Jesus Christ.
- Christian education at MCS teaches children that their world view cannot be “compartmentalized.” The entire world and all of life are in the hands of God. There is no learning or truth apart from Him. (Colossians 2:3) Hence, their Christian life is not restricted to Sundays or at church activities. Rather, the Christian faith is totally integrated into the daily lives of the students resulting in a lifestyle and consistent testimony that is “distinctively” Christian. To quote Chuck Colson:
“Christianity must be a world-view; a view of the entire world, an intellectual grid through which we can interpret everything we see or read or do. God created the world, and everything in the world relates in some way to Him.”
- All MCS faculty and staff members will be born again Christians growing in their faith and serving as role models for the students.
- MCS will, in a deliberate fashion, oversee and plan activities that will enhance the spiritual lives of the students. This includes having a spiritual life committee that meets consistently throughout the school year to keep a pulse on the spiritual life of the school. From there this committee plans activities such as chapel services, spiritual retreats, small group ministries, and service projects such as the Mercy Matters program.
- Students are expected to honor God in their daily behavior and will be held accountable to Biblical standards in the actions, words, and attitudes.

Beyond the classroom, biblical values are also promoted through extracurricular activities such as class trips and athletics.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired and authoritative Word of God and the standard by which all knowledge is judged and taught. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28: 18-20)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3, 1 Peter 2:21-24, John 3:16).
4. We believe that through Adam all men have inherited a sinful nature and we are all under the wrath of God; we are spiritually dead, and are without hope, except for God's mercy. (Romans 5:12, Ephesians 2:1-3, Romans 6:23)
5. We believe that all those who are regenerated by God's Holy Spirit, and who thus repent and believe in Jesus Christ as Savior and Lord, will receive forgiveness of sins, reconciliation to God, and eternal life. This salvation is received apart from any works. Good works do not assist in our salvation, but rather result from our salvation. (John 3:1-8, Luke 13:1-5, Romans 3:21-30, Ephesians 2:8-9)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:22-23)
7. We believe in the resurrection of both the saved and the lost; that those who are in Christ are saved unto the resurrection of life, and those who are outside of Christ are lost unto the resurrection of damnation. (John 5:29, Acts 24:15)
8. We believe that all believers in our Lord Jesus Christ are united in the Body of Christ (John 17:21-23) and are eternally secure in this relationship. (John 10:28, Romans 8:35-39)
9. We believe that children and adolescents should be taught in Christian love. (Hebrews 12:6, Revelation 3:19)
10. We believe that teaching and learning should be accomplished through the cooperative effort of parents and teachers, for the Bible places primary responsibility for the total education of the child on the parents. (Proverbs 22:6, Deuteronomy 6:4-9)

CORE VALUES

As followers of Jesus Christ, we believe in the following core values:

1. We believe in specific Christian principles as declared in the Statement of Faith. (Acts 17:28)
2. Jesus Christ and His Word, the Holy Bible are the foundations of all truth. (John 1:1-5, 14; 2 Peter 1:21)
3. We believe in equipping the student to mature spiritually, academically, physically, and personally. (2 Timothy 3:14, 15; Romans 12:2)
4. Our staff and parents are dedicated to the success of each student. (Deuteronomy 11:19-21)
5. In integrating a curriculum with a Biblical worldview. (John 17:17; 2 Peter 1:3; 2 Timothy 3:16, 17)
6. Our students should have equal opportunity to develop their full potential. (Jeremiah 29:11; 2 Corinthians 5:17; Ephesians 2:10)
7. In creating an atmosphere of accountability and responsibility for all. (James 1:22; James 5:16; James 5:19-20; Ephesians 4:15)

GOALS

The specific goals of Maryville Christian School, which are implicit in the philosophy and statement of faith, include the following:

Upon graduation, MCS students will:

Spiritually be able to:

- Know the Person of Jesus Christ.
- Be spiritually discerning to seek God's will and utilize their God-given gifts and abilities.
- Exhibit integrity and high moral character.
- Develop Godly leadership and servant hood skills to the glory of God.

Academically be able to:

- Integrate current technology in their course of study.
- Successfully perform at a post-secondary level.
- Practically apply learned skills to real-life situations.
- Develop an understanding and appreciation of other cultures.
- Communicate ideas through effective speaking and writing skills.

Understand their personal responsibility toward:

- Citizenship.
- Organization and time management.
- Pursuing job skills.
- Demonstrating a Biblical work ethic.
- Compassion and respect for others.
- Stewardship of God-given resources.
- Applying Biblical principles in personal and sexual relationships.

In partnering with our students' families, MCS will:

- Nurture Christian growth in developing Christ-centered homes.
- Support our Christian community by encouraging regular attendance and commitment to the local church.
- Educate and equip parents concerning the constant cultural changes influencing our children and our homes.
- Help parents understand the school's vision and goals.
- Encourage parental input regarding school policy through volunteer service.

In serving MCS, faculty and staff members will:

- Embrace a personal sense of God's calling to the ministry of MCS.
- Model a Christian lifestyle to the school community.
- Encourage and nurture each student toward a relationship with Jesus Christ.
- Understand, appreciate, love, and serve the students entrusted to their care.
- Continue to develop instructional and assessment strategies.
- Practice the Matthew 18 principle in their relationships with others.
- Possess a cooperative spirit in working with parents and school leadership to implement school policy.

BIBLICAL LIFESTYLE STATEMENT

Maryville Christian School (MCS) believes God creates every person in His image. Human sexuality reflects that image in terms of fulfillment through intimate love, communication, fellowship, and subordination of the self to a greater good. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing that truth is this relationship, one God with one people. Therefore, a monogamous lifelong relationship between one man and one woman expresses God's plan for human sexuality within the framework of Biblical marriage. This divinely designed relationship provides for the birth and rearing of children and creates a union made in the sight of God, taking priority over every other human relationship. (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim.5:14; Heb. 13:4; and Rev. 19:7-8.)

Maryville Christian School is a religious, non-profit Christian school representing Jesus Christ assisting parents in nurturing their children, spiritually, academically, physically, and socially, to become His disciples. The Biblical and philosophical goal of MCS is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will exhibit a Christ-like life. This endeavor involves the school's understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture.

MCS believes in order to follow the Scriptural teaching concerning marriage, we must affirm the immorality and sinfulness of sexual relationships outside of Biblical marriage and of sexual relationships between persons of the same sex. MCS abhors ignoring God's laws of chastity and purity, and opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a Biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. While MCS recognizes the depth of the sinfulness of homosexual practice, we believe in the sufficiency of God's grace in overcoming both the practice of such activity and the perversion leading to its practice. (Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.)

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. He desires the most fundamental distinctions we experience as human beings as a reminder that our completeness ultimately resides in communion primarily with Himself followed by communion with others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32 and Revelation 19:7-9). Based on our Biblical and theological study, we find no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to Biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon Biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every cultural setting.

MCS stands firmly upon Biblical truth claims and moral foundations of Christianity. This includes, the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. By enrolling their children in MCS, parents or the legal guardians are agreeing to support these and other basic Biblical values derived from a historic, evangelical Christian perspective. Parents understand and agree that MCS will teach these principles and Biblical values.

In addition, the Board urges parents to recognize their scriptural responsibility (validated by Deuteronomy 6:1-9, Psalm 78:5, 6, and Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). MCS was founded and continues to operate upon Biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. MCS will only accept students who are willing to support the school's philosophy of Christian education, student conduct codes, and the school's stated positions and whose parents are willing to allow their children to be educated in and influenced by an intentional Christian environment. Continued enrollment at MCS is contingent upon this same understanding and continued support by both the student(s) and parents.

As a religious institution providing an education in a distinct Christian environment, MCS believes its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living, practicing, condoning, or supporting sexual immorality; including, but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts, gender identity different than the chromosomal level at birth, and promoting such practices; or otherwise not supporting the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe God commands humankind to have no intimate sexual activity between a man and a woman outside of a marriage. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20 and 1 Cor. 6:9-10). We believe that in order to preserve the function and integrity of MCS as Christian ministry, and to provide a Biblical role model to the MCS families, it is imperative that all persons employed by MCS in any capacity, that serve as Board members, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (validated by: Matt. 5:16; Phil 2:14-16; 1 Thess. 5:22). However, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31 and Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be renounced and are not in accord with Scripture (Galatians 6:9-10; Ephesians 4:14-16).

FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The school's statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God is the sole and final source of all that we believe and speaks with final authority concerning truth, morality, and the proper conduct of mankind. For purposes of MCS's faith, doctrine, practice, policy, and discipline, our school Board is MCS's final interpretive authority on the Bible's meaning and application.

SANCTITY OF HUMAN LIFE STATEMENT

Since we believe all human life is sacred and created by God in His image, human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Genesis 1:26; Psalms 139).

MARRIAGE POLICY STATEMENT

God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself; therefore, MCS will only recognize marriages between a man and a woman at the chromosomal level. Further, the Board, Administrator, and Staff of MCS shall only participate in weddings and solemnize marriages between one man and one woman at a chromosomal level. Finally, the facilities and property of MCS shall only host weddings between one man and one woman at a chromosomal level.

EQUAL OPPORTUNITY INSTITUTION

Maryville Christian School does not discriminate on the basis of race, sex, color, national origin, age or disability in provision of educational opportunities or employment opportunities and benefits. Maryville Christian School does not discriminate on the basis of sex or disability in the education programs and activities which it operates, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318 and the Americans with Disabilities Act of 1990, Pub. L. 101-336.

SCHOOL OFFICES

School offices (main, elementary, middle/high) are open during regular school days and maintain hours from 7:30 a.m. to 3:45 p.m. (Summer hours will vary.)

VISITORS

Parents and family members are always welcome at MCS, and we welcome prospective students who wish to visit classes for the purpose of deciding about enrolling in the school.

For the safety of our students, MCS is a closed campus. All visitors must sign in at the Main Office and pick up a visitor's badge.

Lunch visit: Relatives of students, full-time pastors and youth pastors, and alumni are allowed on the MCS campus for the purpose of eating lunch during the school's regular lunch time. All visitors must be in good standing with the school. The administration will determine whether or not a visitor is acceptable on campus.

Classroom visit: Prospective students are welcome to visit the school. The parents of prospective students should arrange the visit in advance through the school office. On the day of the visit, the guest must register in the school office. Parents of enrolled students must have prior permission of the administration to visit their students in the classroom and should not enter classrooms without administrative approval.

All visitors are expected to follow the policies and dress code of MCS.

The administration reserves the right to deny anyone access to the school or school events at any time.

VOLUNTEERS

The MCS School Board recognizes that the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school and its families. The board and administration appreciate the time and dedication that goes into volunteer support.

The assigned administrator or his/her designee shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility, and integrity and must sign the Declaration of Moral Integrity.

The volunteer position is a privilege that is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason. Also, any volunteer may be removed from a volunteer position for any reason or no reason.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of a staff member.
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties.
3. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. Volunteers shall respect the individuality, dignity, and worth of each child.
5. Volunteers are not permitted access to pupil records.
6. Volunteers should exercise discretion in discussing their school and personal activities with others while in the role of volunteer.
7. Volunteers are expected to dress modestly as an example of their Christian testimony.

PARTY INVITATIONS (Grades PK-6)

Any time birthday or other invitations are given out at school, **ALL** students in the class must be invited, or invitations must be mailed by the parent (e.g., all students or all girls or all boys).

TELEPHONE USE

Students are permitted to use the office telephone in cases of emergency or if they have forgotten their lunch. The office phone is not to be used by students for such reasons as neglecting to bring appropriate items to school (homework, PE clothes, etc.) or to arrange after school activities. If a student becomes ill, the clinic, not the student, will contact the parent. Students must get permission from the teacher in charge prior to using the telephone.

CELL PHONES

Grades PreK-3: Students are permitted to carry a cell phone to school, but they are to be turned off and kept in the student's backpack during the school day.

Grades 4-6: Students are permitted to carry a cell phone to school, but they are to be turned off and kept in the student's backpack during the school day. Students in grades 4-6 will be allowed to turn cell phones on at 3:15.

Grades 7th - 12th: Students are permitted to carry a cell phone to school, but they are to be turned off during the school day, between the hours of 7:50 - 3:15. All student cell phones will be placed by the student in a protective wall pocket upon entering each classroom and picked up by the student at the end of the class period.

Activated cell phones that are seen or heard by a faculty or staff member will be brought to the principal's office where they may be picked up at the end of the day. Discipline slips will be issued according to the Student-Parent Handbook policy.

PARENT COMMUNICATION

Telephone calls to students should be limited to emergencies. Parents who need to reach their child during the instructional day due to an emergency should call the school's main office or come to the school to pick up their child rather than attempting to contact their child on her/her cell phone. The office personnel will take messages and deliver to students. Students will be allowed to phone home on the office phone in cases of emergency.

If parents need to communicate with a teacher or staff member during the school day, a message can be left on the teacher's school voicemail or with the office. Phone calls will be returned during planning time or after dismissal. Teachers and staff members may also receive email through their school email address. Emails will also be answered during planning time or after dismissal. Teachers do not use their personal cell phones while students are under their supervision.

Please respect the staff members' and teachers' evenings, weekend, and holidays and be sensitive to possible text messaging charges unless there is an issue or situation that cannot wait until school is in session.

ELECTRONIC DEVICES

PreK-6th Grades:

Students in PreK-6th grades are not allowed to bring the following items to school: iPods, game systems, apple watches, or any digital device capable of connecting to the internet.

3rd-6th Grades:

Students may bring Kindles, Nooks, iPads, or any other mobile device for the express purpose of reading e-books to meet Accelerated Reader goals. Any other use is prohibited while at school. These may only be used after a student obtains permission from the supervising teacher. The teacher must know what the student is reading at all times. Students may not have e-readers during arrival and dismissal time. Students in violation of this policy will relinquish the privilege to bring an e-reader to school. Maryville Christian School is not responsible for maintenance, protection, or replacement of any device that the school does not own.

7th-12th Grades:

Students are not permitted to bring their own electronic devices to school. This includes laptops, notebooks, iPads, e-readers, or any other personal Wi-Fi-enabled device. Personal devices that are seen or heard by a faculty or staff member will be brought to the principal's office where they may be picked up at the end of the day.

DRESS CODE

The philosophy of the Maryville Christian School dress code is to promote an appearance that is honoring to the Lord. The Bible tells us that “man looks at the outward appearance, but the Lord looks at the heart.” (I Samuel 16:7) God knows our spiritual condition by our hearts, but men initially see only the physical body and how it is attired. Therefore, it is necessary that those who attend MCS present a modest, neat, attractive appearance as a testimony to the God we serve.

The intention of the MCS dress code is:

- To encourage students to attire themselves in a manner that is practical, suitable, and safe for school activities and that discourages unnecessary distractions.
- To nurture student and parent responsibility for maintaining appearance that emanates from a Biblical worldview and doesn't cause a brother or sister in Christ to stumble. “Instead, make up your mind not to put any stumbling block or obstacle in the way of a brother or sister.” Romans 14:13
- To foster hearts that graciously submit to social conformity and authority as those who will someday give an account to God, even when opinions differ. “Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.” Hebrews 13:17
- To create a proper atmosphere in which to learn and develop, expressing an attitude of considering others more important than ourselves. Philippians 2:3.

Parents and students are expected to exercise humility and cooperation in enforcement of the dress code to prevent it from becoming a significant or controversial issue.

Parents' full support of this dress code is required. You do this by the cooperative attitude you display to students and by seeing that your students dress in compliance with this code.

Since opinions of appropriate attire differ, the Administration reserves the right to serve as final authority on student appearance.

Students may be required to make dress changes before they can continue with school functions and, in some cases, parents may be required to bring an appropriate change of clothes to the school. MCS t-shirts will be kept on hand for shirt violations. Students must return the cleaned shirt to the school within one week or a charge will be added to their FACTS account.

Grade-level discipline plans will be followed when dress code infractions occur.

Areas of dress not mentioned or defined in the below statements will be left to school personnel for interpretation and enforcement. **IF AN ITEM OF CLOTHING RAISES A QUESTION IN YOUR MIND, DO NOT WEAR IT.**

The Administration also reserves the right to notify students and parents of modifications or clarifications to the dress code, especially as fashion issues arise.

Preschool

Preschool students are not required to follow the dress code established for grades K-12. Preschool activities are fun and often messy, so please dress children appropriately for these activities. Every child, regardless of age, will need a change of clothes. Please label with first and last name and place clothes in a large Ziploc bag. Shoes must be closed-toed. **Cowboy boots, closed-toed sandals, slippers and flip-flops are not acceptable.**

Kindergarten - 12th Grades

Shirts	<p>Students may wear:</p> <ul style="list-style-type: none">• MCS t-shirts. All old and new MCS shirts must be school issued.• Other shirts with sleeves and modest necklines (no low-cut necklines, exposed bra straps, or cleavage showing); collars are not required. If in doubt, (to ensure modesty) girls may wear camisoles under their shirts.• Collared or polo shirts.• Shirts are to be buttoned completely with only the top button undone. (Overshirts will be treated the same as jackets and will not need to be buttoned as long as the shirt below it is consistent with the dress code.)• Sweaters and vests must be worn with an appropriate shirt.• Christian-themed t-shirts with a crew neck may be worn on Fridays. <p>Students may not wear:</p> <ul style="list-style-type: none">• Sleeveless shirts.• Shirts with name brand logos larger than the size of a fist.• Shirts with the MCS name or logo designed and created by other vendors or embroiderers.• Shirts with words and pictures.• Shirts that expose the shoulder.• Shirts with cap sleeves.• Shirts that draw attention to one's body (i.e., sheer, form fitting, etc.).• Camouflage shirts.
Outerwear (zippered or buttoned jackets/coats)	<p>Students may wear:</p> <ul style="list-style-type: none">• MCS apparel.• Jackets or hoodies with name brand logos no larger than the size of a fist.• If outerwear is removed during the day the shirt underneath must be in compliance with dress code.
Shorts/pants	<p>Students may wear:</p> <ul style="list-style-type: none">• Loose-fitting pants and shorts that are neat, modest, hemmed, free of holes or frayed edges.• Shorts that are no shorter than two inches above the knee.• Form-fitting pants are allowed only if the top is fingertip length front and back and meets the standards for a shirt outlined above.• Leggings are allowed only with a dress or skirt that comes to the knee. <p>Students may not wear:</p> <ul style="list-style-type: none">• Sweatpants, pajama bottoms, spandex, yoga pants, jeggings, or joggers at any school activity. Loose-fitting athletic shorts and pants may not be worn during the school day but may be worn to extra-curricular events.• Leggings as pants.• Camouflage shorts/pants.• Tight-fitting shorts/pants.
Dresses/skirts	<p>Female students may wear:</p> <ul style="list-style-type: none">• Dresses with sleeves and modest necklines (no scoop or lowcut necklines).

	<ul style="list-style-type: none"> • Dresses and skirts must come to the knee. • K-6th grade students must wear shorts, tights, or leggings underneath a dress or skirt. <p>Students may not wear:</p> <ul style="list-style-type: none"> • Tutus or skirts that are made with tulle. • Camouflage dresses/skirts.
Shoes	<p>Shoes must be worn at all times.</p> <p>Students may wear:</p> <ul style="list-style-type: none"> • K-3rd grade students are required to wear tennis shoes every day. These should stay on securely and have non-marking soles. • 4th – 6th grade students must wear shoes with a strap around the heel. • 7th – 12th grade students are allowed to wear sandals that are a quality shoe and not meant for the beach, pool, or shower. <p>Students may not wear:</p> <ul style="list-style-type: none"> • K-3rd grade students are not allowed to wear different shoes to school and bring tennis shoes to change into. • K-6th grade students may not wear plastic athletic sandals/sliders/flip-flops. • 7th – 12th grade students may not wear plastic athletic sandals or sliders.
Miscellaneous	<p>Students may not:</p> <ul style="list-style-type: none"> • Allow undergarments to show. • Wear hats, hoods, bandanas, or sunglasses in the building during the academic school day. • Have visible tattoos, rub-on tattoos, or piercings (except girls' ears.) • Boys may not wear fingernail polish. • Wear any garment made of camouflage. • Wear any garment with pictures or words. • Wear strong-scented perfumes, body sprays, lotions, or sanitizers.
Hairstyles	<ul style="list-style-type: none"> • Hair must be clean, neatly cut, and be out of the eyes. Bangs may not be below the eyebrows. • For boys, the back length should be above the collar of the shirt, and the side length should be above the bottom of the ear. • Boys should be clean shaven with sideburns not extending below the bottom of the ear. • Extreme hairstyles and cuts including mohawks, insignias, or unnatural dyes and colors are not allowed.

ATTENDANCE POLICIES AND PROCEDURES

State law makes school attendance compulsory; therefore, students are both required and expected to be at school whenever it is in session. Consistent attendance is vital to the success of the student. Students are allowed a total of eighteen (18) absences, per school year. If a student misses more than 18 days in a year, they will not be eligible to pass for the year.

If there are extenuating circumstances and a student exceeds eighteen (18) absences in a school year, a written appeal from the parents must be made to the Board of Directors to evaluate whether or not the student will be allowed to receive credit for the year. Physician records should be included to document illness.

Quality education requires regular student attendance. Parents/guardians are responsible for their child's attendance at school, as required by the state. Irregular attendance deprives the student of an opportunity for effective learning. We recognize that situations arise in which missing school is unavoidable.

Parents/guardians should call or email the school office by 8:30 a.m. if their child will be absent from school. Please note that students in attendance for at least two hours, but missing at least two hours of the school day, will be counted as ½ day absent.

PLANNED ABSENCE DURING SCHOOL TIME: Since the school calendar allows for several vacation opportunities periodically throughout the year, parents/guardians are encouraged to schedule vacations and doctor's appointments to coincide with school breaks/in-service days. For families who must be gone during school time, the following guidelines will apply:

1. Parents are expected to submit a letter to the appropriate principal requesting the time off at least two weeks prior to any planned absences.
2. Parents/students must communicate the absence to the student's teachers and make every effort to complete as much work as possible prior to the absence.
3. Classwork, projects and tests must be made up upon the student's return according to the number of days missed.

EXCUSED ABSENCES: MCS recognizes five (5) reasons as excused absences:

1. Personal illness (Doctor's note required if in excess of 9 days per semester.)
2. Serious illness or death in the family
3. Medical or dental appointment
4. Family emergencies approved by the administration
5. College visitation days (MCS allows juniors and seniors to visit colleges during the school year. These days will be excused and must not exceed a total of three days per school year.)
6. Planned absence during school time approved by administration two weeks in advance.

REPORTING BACK TO SCHOOL AFTER AN ABSENCE: Upon returning to school after an absence, the student must provide a written note, signed by the parent/guardian, unless prior notification of the absence was received via phone call or email. It should state the dates and reason for the absence. Students in grades K-6 should turn in the parent note regarding absences to their homeroom teacher. Students in grades 7-12 must check in through the main office when returning to school to receive an admit slip to return to class. Absences other than those listed above and/or failure to provide a note, email, or phone call will result in an unexcused absence. Unexcused absences in grades 7-12 will result in suspension of credit for assignments, quizzes, or tests on the day of the unexcused absence, until the absence is excused. Absences must be excused within one week of the unexcused absence or credit will be forfeited.

If a student is absent due to suspension, he/she will not be allowed to attend or participate in extracurricular activities before, during, or after school hours. This includes off-campus activities as well.

Students must be in attendance at least four hours of the school day in order to participate in any extra-curricular activities that day. These activities include sport practices/games and fine arts practices/performances.

School-initiated absences (such as field trips or snow days) are not counted as part of the cumulative total of absences for students.

TARDIES: Students are considered tardy when they are not seated and ready for work at 8:00 a.m. Students who arrive late must check in at the office. Parents may accompany the student, send a note, or call explaining the reason for the tardy. Parents of students in grades PreK-3rd grade must accompany the student to the office when checking in late.

Examples of Excused Tardies

Car trouble/accidents
Weather delays
Illness
Power outage at home
Medical appointment

Examples of Unexcused Tardies

Oversleeping
Stopping to get gas
Known road construction
Forgetting school work or working on homework

(These lists are by no means exhaustive, but are designed to provide specific examples. The final determination of the validity of any tardy rests with the administration.)

If a student in grades K-6 receives **four unexcused tardies in a single quarter, this will result in being counted as one absence**, and the student will be ineligible for the perfect attendance award. Five or more unexcused tardies within a quarter will result in a parent conference with an administrator. Further disciplinary action may result.

EARLY DISMISSALS: If a student needs to be dismissed early during the day, notification (note, email, or phone call) should be given to the office on the day of the dismissal stating the time and reason for the dismissal. The student must check out at the office and check back in at the office if they return by the end of the school day.

Unexpected early departure may be coordinated with a call to the school office.

PICKING UP MISSED WORK AFTER AN ABSENCE: Elementary parents (grades K-6) should notify the school office by 8:30 a.m. to request that missed work be collected. The office will notify the teacher that assignments for the day are needed. These assignments may be picked up at the end of the day in the main office (3:15 p.m. for grades K-3 and 3:30 p.m. for grades 4-6) or can be sent home with a sibling. Students in grades 7-12 can find assignments online through RenWeb or get them from a fellow student. If this is not possible, the student may pick up the missed work when they return to school.

MAKE-UP WORK FOR EXCUSED ABSENCES: Make-up work for credit is allowed for absences. Generally speaking, the student has the same number of days to make up an assignment as the number of days he/she was absent (i.e., absent three days, three days to make up work).

Students may be required to come in during study hall, recess, before school, at breaks, at lunch, or after school to make up tests if so requested by the teacher. We try to avoid giving make-up tests during the regular class period, as it takes the student out of another lesson.

STUDENT DROP-OFF AND PICK-UP

The school doors open at 7:30 a.m. Drivers should follow the direction of the staff members on duty when dropping off and picking up students. Car riders should enter through the gym doors. Students arriving between 7:30 and 7:50 are to remain in the gymnasium until dismissed. Upper grade students should report to the gym and not go to their lockers until the 7:50 bell. Classes begin at 8:00 a.m. Students should be picked up within 15 minutes of the end of the school day (3:00 p.m. for extended-day preschool, 3:00 p.m. for lower elementary (K-3), and 3:15 p.m. for upper elementary and middle/high school). Students will be picked up from the gym doors. If, for some reason, drivers cannot wait in the car line, they should park, sign in through the front office, go get the student, notify the teacher at the gym doors that you are taking the student, and then sign out and leave through the door by the main office. Students who drive must leave by 3:30.

Students not picked up by 3:40 p.m. will be sent to the after-school program for supervision, and parents will be charged accordingly. Students who stay after school for tutoring, sports practice, or other meetings must be under adult supervision at all times.

BEFORE AND AFTER SCHOOL CARE PROGRAM

Enrollment is open to all MCS students in grades PreK-10. Care is available only on regular school days and not on school holidays. The hours are as follows:

PreK-10 th	6:30 a.m. – 7:30 a.m.
PreK – 3 rd	3:00 p.m. to 6:00 p.m.
4 th – 10 th	3:15 p.m. to 6:00 p.m.

Charges accrue weekly and are billed monthly.

EMERGENCY SCHOOL CLOSINGS

The decision to close the school because of adverse weather conditions or other emergency situations will be made by the administration. The school will notify parents through local TV stations, through the school text messaging

system, and on the school's Facebook page. MCS will be specifically named. We do not follow other school system schedules.

FINANCIAL POLICY

Maryville Christian School is a work of faith. There is not a single church, agency, or body on which it relies for support. Individuals, families, and churches share in the ministry of this school as the Lord enables them.

Tuition and fees are intended to cover the basic operating expenses of the school. While maintaining a high quality program of Christian education may well entail sacrifice, God has promised to "supply all our needs according to His riches in glory by Christ Jesus." Families, school personnel, and the school itself all rely on this firm assurance.

The operating budget includes staff salaries and benefits, educational materials, facility operation and maintenance, and some minimal capital expenditures for furniture and equipment. Financial aid and most student activities are not funded through tuition.

REGISTRATION & FEES (All fees are non-refundable.):

- ***APPLICATION FEE:*** All new students pay an application fee with their completed application.
- ***PRESCHOOL ENROLLMENT FEE:*** Payable when enrolling as either a new or returning preschool student. Payment of this fee secures the student's place for the coming year.
- ***K-12 ANNUAL COMMITMENT FEE:*** Payable upon completion of online enrollment for all students entering Kindergarten and new students entering grades 1-12. Billed annually to FACTS account in March for returning students entering grades 1-12. Payment of this fee holds the student's place for the coming year.
- ***K-12 STUDENT FEE:*** Billed annually to FACTS account in May for returning students and upon completion of online enrollment for new students.

Fees cover the following expenses: Testing, RenWeb and FACTS processing charges, Parent Connect membership, class fund fee for grades K-12, teacher manuals, visual aids, worksheets, classroom supplies, student supply kits, lab/class fees, PE uniforms, books, student materials, technology costs, and administrative charges related to enrollment and record-keeping.

TUITION PAYMENTS: Tuition can be paid in full, by the semester, or monthly (June – May). Payments in full and semester payments can be made directly to the Business Office or paid through your FACTS account. All monthly tuition payments are made via electronic funds transfer or credit card to FACTS Tuition Management. FACTS will assess a processing fee for credit card payments. If the funds transfer fails due to insufficient funds, FACTS will redraft in 15 days. If the automatic draft fails a third time, a \$25 late fee will be assessed. FACTS bills a \$30 assessment fee for NSF transactions.

INCIDENTAL EXPENSES: Charges for the following expenses and extra-curricular activities as well as other miscellaneous expenses that occur during the year are posted to the parent's FACTS account and billed monthly.

- ***PERFORMANCE FEE:*** Students participating in music and/or drama programs outside of regular class time may be required to pay a fee to cover costumes, scripts, and other production expenses.
- ***ATHLETIC FEE:*** In order to adequately fund our athletic program, all student athletes must pay a fee to participate. The fee rate will be established on an annual basis and will be determined by the athletic department and administration based upon budgetary needs. The fee is non-refundable after the first game of a particular season. Fees are determined yearly.
- ***FOOD SERVICE:*** Lunch orders are placed weekly through RenWeb. Charges are accrued daily.
- ***FIELD TRIPS:*** Charges are posted upon completion of the trip. More expensive trips may require a deposit or advance payment.
- ***SUPERVISION:*** MCS offers before and after school care to assist parents needing childcare outside of regular school hours. Charges are accrued on either a daily or weekly basis.

STUDENT SUPPORT SERVICES: Student support services are provided at an additional charge. Special services are available to students with professionally diagnosed learning disabilities and/or attention deficits. The Student Learning Program (SLP) is an individually designed plan to provide needed accommodations in the classroom. The SLP is for students who are able to be successful in the classroom with the accommodations. Pull-out services are also provided.

TUITION ASSISTANCE: A limited amount of tuition assistance is available each year to assist qualifying families with students in grades K-12. Assistance is based on demonstrated financial need. Families requesting assistance must apply within the specified application period and must reapply each year. The Finance Committee grants tuition assistance after applications are processed by FACTS, an independent third-party service. Tuition assistance is available to those who demonstrate actual need without regard to nationality, gender, God-given race, color, or ethnic origin. New families must complete the application process and be accepted for enrollment prior to applying for tuition assistance. Families in need of tuition assistance will not receive an award of more than 50 percent.

Another method of tuition assistance available to all families is the Scrip Program. Parents are able to earn tuition credits by purchasing gift cards throughout the year. A percentage of each purchase is credited back to family accounts. More information about this program is available on the school website.

ACCOUNTS IN ARREARS: The Finance Committee will review any family account in arrears by 60 days or more. Families can present a plan to make their account current, but the Finance Committee reserves the right to dismiss a student from the school if the family cannot meet their financial obligations. Accounts must be current at the start of each semester in order for a student to start school. Student transcripts and records will not be released until accounts have been paid in full.

RE-ENROLLMENT OF STUDENTS: Priority re-enrollment of students already attending MCS is contingent on tuition and fees being current at the time of re-enrollment. If the family account is in arrears, and class enrollment reaches capacity, space cannot be assured. *Students are eligible to begin the new school year only if all charges from previous years have been satisfactorily cared for.*

REFUND POLICY: Fees (application, enrollment, annual commitment, and materials/technology) are non-refundable. The Annual Commitment Fee for the coming school year will be refunded if a Notification to Decline Enrollment Form is submitted prior to April 1. Tuition is charged for each month the student is officially enrolled and is non-refundable. Tuition paid during the summer months of June and July is non-refundable. In exceptional circumstances, such as an unexpected family move away from the area, the Administration may authorize a refund upon request.

GRADUATION POLICY: A graduating senior will not be able to go through graduation exercises or receive final transcripts unless all tuition and fees are paid in full.

WITHDRAWAL: If it becomes necessary to withdraw a student during the school year for any reason, tuition is charged for the full month even if the student attends for only part of the month.

CREDIT CHECK: All families applying to MCS may be subject to a confidential credit check. This information will be used in the overall evaluation of the family for admittance to MCS.

FINANCIAL MANAGEMENT: The Board of Directors has the final approval authority on all financial matters as needed. The Administrator handles the day-to-day financial decisions using the board approved budget and the assistance of the Finance Committee. The Business Manager assists with the daily financial management.

WITHDRAWAL PROCEDURES

In the event that parents find it necessary to withdraw a student, the following procedures shall be followed:

1. If a student will not be returning for the following school year, the parent shall submit the Notification to Decline Enrollment Form, available from the main office, prior to April 1.
2. If a student is withdrawing during the current school year, the parent shall provide written notification a minimum of 2 weeks prior to the proposed withdrawal date and complete the Student Withdrawal Form, available from the main office.

3. Fees are not refundable. Tuition is charged for each month the student is officially enrolled and is not refundable. Tuition paid during the summer months of July and August is not refundable. In exceptional circumstances, such as an unexpected family move away from the area, the Administration may authorize a refund upon request.
4. Grades and records will not be released until all financial obligations have been resolved.

STUDENT RECORDS POLICY

MCS will abide by the following policies set forth by the Family Educational Rights and Privacy Act in regard to student records. (FERPA, 20 U.S.C. 1232g; 34 CFR Part 99)

Parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools can disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring; (see additional MCS policy)
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully-issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

MCS has the following additional policies:

Student records are released to another school upon receipt of an official records request. The following information is supplied:

- Academic records
- Health records
- Copies of birth certificate
- Psychological evaluations or special testing

Student records are not released to parents. Parents are allowed to review the information contained in a student's permanent record, but the records are not released to them.

Student records will be released to an individual or school as specified in a court order.

Records will not be released or forwarded until all financial accounts have been cleared.

In regard to personal information, MCS will allow parents and eligible students a reasonable amount of time to request that the school not disclose the following information to the school directory, newspaper, or internet:

student's name, address, telephone number, honors and awards, and dates of attendance. Requests must be made in writing.

STUDENT/TEACHER RATIO

The following maximum class sizes have been established:

<u>Grade Level</u>	<u>Students Per Section</u>
PK3	12 (1 teacher, 1 aide)
PK4/5	16 (1 teacher, 1 aide)
Kindergarten	16
1 st	18
2 nd	18
3 rd	18
4 th	20
5 th	20
6 th	20
7 th	20
8 th	20
9 th	25
10 th	25
11 th	25
12 th	25

A class can exceed the established number with approval of the administrator and teacher.

ACADEMIC EVALUATION

Parents receive evaluation of their child's academic accomplishment through progress reports, report cards each nine weeks, and scheduled parent-teacher conferences.

GRADING SCALE: Numeric grades reflect the progress of students.

A+	98-100	
A	93 – 97	
B+	90 - 92	O = Outstanding
B	85 – 89	S = Satisfactory
C+	80 – 84	U = Unsatisfactory
C	77 – 79	N = Needs Improvement
D	70 – 76	
F	69 and below	

GPA CALCULATION (Grades 9-12): Under a GPA system, each credit awarded in high school earns a certain number of quality points that are used to determine GPA. All credits earned in a weighted course will have an additional quality point added to them. To calculate GPA, the total number of quality points is added up and then divided by the total number of credits taken.

A+	4.3
A	4
B+	3.5
B	3
C+	2.5
C	2
D	1
F	0

GRADE REPORTING: Report cards are emailed and published on RenWeb for grades 7-12, and a hard copy is sent home for elementary grades at the end of each quarter (9 weeks). These should be promptly signed and

returned. Progress reports are emailed and published on RenWeb at the mid-quarter. At the end of the year, report cards are sent home.

HONOR ROLL: Students in grades 3-6 are awarded honor roll certificates at the end of each school year.

- If a student's cumulative average in all core subjects is A, receive O (outstanding) in all specials classes for the content grade, and S (satisfactory) for conduct, he/she will be eligible for "Principal's Honor Roll" recognition.
- If a student's cumulative average in all core subjects is B, receive S (satisfactory) in all specials classes for the content grade, and S (satisfactory) for conduct, they will be eligible for "Teacher's Honor Roll" recognition.

Honor rolls for students in grades 7-12 are established at the end of each grading period. Students who have earned a place on the respective lists will have their names posted in the hallways at the end of each quarter.

- The "Principal's List" is for students who receive a 4.0 GPA or above and the grade of "A" in all courses.
- Students who receive a 3.5 GPA or above and a grade of either "A" or "B" in all courses will receive "High Honors."

CONDUCT EVALUATION (Grades K-6): Student conduct will be evaluated and a grade assigned at mid-quarter and at the end of each 9 weeks. The following Conduct Evaluation Scale will be used:

E= Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

NEW STUDENT PROBATION: All new students will be on academic and social probation for the first semester. A student's acceptance at any grade level is contingent upon the student's ability as measured by a standardized testing program and by the interview data. A probationary period of the first semester will be required for final placement of grade. Should a change be deemed necessary, parents will be notified before the end of the first semester. This probation includes academics, conduct, and attitude. During this period, a student can be dismissed if problems develop in any of these areas. (Academically, the student must maintain a 70 or higher in all academic areas. Socially, their behavior must be in compliance with the guidelines listed in the Student/Parent Handbook.)

ACADEMIC PROBATION: Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the Administrator will decide if the student will be able to continue at Maryville Christian School.

At the end of each 3 ½ weeks, students are evaluated. If they have an "F" in any subject, they are placed on academic probation and will be limited in their extra-curricular activities. Individual conferences will be scheduled by teachers as needed. Please feel free to contact the teachers or principal at any time.

ATHLETIC ACADEMIC ELIGIBILITY: To be eligible for MCS athletics, a student must be passing all of their classes with an average of 70 or above in each class. Overall conduct grades for elementary students must also be satisfactory. This policy includes all grade levels of athletes. More details regarding this policy are outlined in the Athletic Handbook.

PROGRESS/RETENTION: In grades K-8, the student will be promoted except in those cases where the student:

1. Does not exert the required effort to achieve grade level objectives.
2. In the judgment of the teacher, the student is sufficiently behind in academic work as to make it unlikely or impossible to succeed at the next grade level. The teacher will not base this decision solely on grades, but will consider failure to attain grade level objectives, maturity level, work and study habits, and attendance.

Elementary students (grades K-6) will not be promoted if they fail one core subject (language, math, and reading).

An elementary student may also be retained due to social or maturity issues. This is not based upon grades, but rather it is based on how the student is able to interact and behave in a classroom based upon their maturity and social skills.

- Students in grades 7-8 must pass all major subjects (Bible, English, math, science, and social studies) for the year to be promoted to the next grade. Students who fail one or more of these subjects must successfully complete an approved program of instruction during the summer in the deficient subject(s). Students who fail math and English, or any three subjects, must repeat the grade.

ELEMENTARY CLASS PLACEMENT: In determining the makeup of classes in the elementary grades, the following factors will be considered:

- Academic ability
- Personalities; class “chemistry”
- Gender
- Retention

Teachers will confer with the administration at the end of the school year in determining class lists for the next year. Typically, class lists are not finalized until the start of school due to ongoing enrollment throughout the summer and are posted at parent orientation.

Parents may make a request for a particular class for their child in writing only. The request must be based upon a legitimate academic reason. The deadline each year for such requests will be June 1 and should be addressed confidentially to the appropriate principal. Such requests will be strongly considered, but parents must recognize that these desires are not guaranteed, and the ultimate decision for classroom placement rests with the administration. Class lists will be posted each year at parent orientation meetings prior to the start of school.

HIGH SCHOOL GRADUATION REQUIREMENTS: The following (26.5) units of credit are required for students to graduate.

<u>Curriculum Required</u>	<u>Credits</u>
English	4
Mathematics	4
Science	3
Social Studies	4
Bible	4*
Foreign language	2
Fine Arts	1
Wellness	1
Personal Finance	.5
Electives	3

*Students transferring from other schools that do not require Bible are not required to make up missed years of Bible and, therefore, may be allowed to graduate with fewer than 26.5 credits. Electives transferred from other schools are counted. While MCS graduation requirements match entrance requirements for most colleges and universities, we recommend that students check with colleges and universities of interest to insure that all subject requirements are met.

Each regular full-year course carries a maximum of 4.3 quality points. Weighted classes carry a maximum of 5.3 quality points.

Valedictorian and Salutatorian will be chosen from among students who have spent five or more semesters at MCS. They must have followed a college prep program. The class valedictorian and salutatorian will be announced at the end of the senior year and will be based on a student’s weighted GPA.

OPTIONS FOR ACCELERATED STUDENTS: Every class taught at MCS includes enrichment opportunities. All students are challenged with art and music instruction, exciting hands-on learning, technology-based curriculum, special speakers, and field trips. Many opportunities exist that challenge accelerated students to reach their full potential. The Tennessee State Department of education organizes a summer program for 10th and 11th grade students called The Governor’s School. This program is available for students scoring in the top 10% nationally and recommended by teachers as highly motivated. The Duke University Talent Identification Program is open to 4th, 5th and 7th graders. Students who enroll in this program will take the ACT or SAT early and have access to many resources to assist in achieving educational goals. (See www.tip.duke.edu/7enroll) The Walters State Talented and

Gifted Program offers 5th through 8th graders Saturday classes on a wide variety of exciting topics. (See <http://ws.edu/community-ed/youth/tag/default.shtm> or look for Talented and Gifted in the index at <http://www.ws.edu>).

HIGH SCHOOL WEIGHTED COURSES: All of our high school academic classes are College Prep (CP). All weighted classes are awarded an extra quality point when determining GPA as outlined above. Students must have a minimum average of 85 in all other weighted courses and a 90 in English to receive the quality points in that weighted course.

Qualifications for acceptance into weighted courses:

1. The student must have a grade of at least 90 in the previous non-weighted course of the department.
2. The student must have the consent of the teachers in that department.
3. Aspire or ACT math scores will be taken into consideration

DUAL ENROLLMENT COURSES: Two courses are being offered for the 2018-2019 school year through Johnson University. Those courses are College Writing 1012 and Rhetoric 1013. Students must pay tuition to the college and buy their books for these classes. For students who qualify, the Hope Scholarship assistance covers most of the cost of one course per semester. Students must meet the requirements of the college to qualify for enrollment. With administrative approval, MCS will accept dual enrollment credit taken off campus and online. The university must be fully accredited.

COURSE WITHDRAWAL PROCEDURES (Grades 9-12): In the event that parents find it necessary to withdraw a student from a course, the following procedures shall be followed:

1. A student may drop a course within the first three weeks with no record.
2. After the first three weeks, a student may drop, but it will appear on the transcript as either “withdrawn/passing” or “withdrawn/failing.”
3. After the first quarter of a course, a student must remain in the course for its duration.
4. To drop a class, a student must have the proper withdrawal form filled out and signed by the parent, teacher, administrator, and student. There must also be a consultation with the parent by an administrator.

COURSE CREDITS (Grades 9-12): For semester courses, credit is awarded at the end of the semester based on a student’s final average. For full year courses, credit is awarded at the end of the year, based on a student’s final year average. Half credits are not awarded for full year classes.

Should a student transfer halfway through a course, a half credit will be awarded only if the student is passing the class.

REPEATING FAILED COURSES (Grades 9-12): Courses previously failed may be repeated in summer school if offered or during the regular school year. If these options are not available, an independent study program may be made available through the department head for that subject.

REPEATING PASSED COURSES (Grades 9-12): Courses previously passed may not be repeated for credit.

TEACHING ASSISTANT/ STUDY HALL PERIODS (Grades 9-12): Teaching assistant courses may be done by students upon recommendation or request by a specific teacher and available room in a student’s schedule. Credit for these TA courses will be a half credit for a full year of work, or a quarter credit for a semester of work. A maximum of one full credit is possible from TA positions (two full years).

JUNIOR/SENIOR INTERNSHIPS: Juniors and seniors may, upon approval of the administration, do an internship. Internships typically involve an off campus educational experience related to the student’s future course of study. These internships are subject to scheduling approval, and it is not mandatory that the school grant the privilege of doing an internship.

Students must take the lead in arranging the internship, in consultation with the guidance department. The guidance counselor will ensure that the assignment will entail sufficient educational experience to warrant academic credit from the school.

Credit will be awarded on the basis of one credit for each class period worked over a semester.

Students taking an internship may not take any study hall or TA class periods.

SENIOR ARRIVAL/DEPARTURE GUIDELINES: Seniors will be allowed to arrive at school after 8:00 or leave prior to 3:15 under the following conditions. This is a senior privilege and is not available to other students.

Approval will be evaluated on a case-by-case basis.

- They must be enrolled in a dual enrollment online class.
- They must be enrolled at a local college or university.
- They are employed (verification required) and the parents have requested early dismissal due to the student's work schedule.
- Tuition is paid for a full day of school.
- If the above circumstances change, the student will return to a normal school day schedule.

ACADEMIC INTEGRITY

STATEMENT OF PHILOSOPHY:

Our students are well educated, anchored in God's Word, and exhibit integrity and high moral character.

(Maryville Christian School Vision Statement)

We believe the Bible to be the inspired and authoritative Word of God and the standard by which all knowledge is judged and taught. (2 Timothy 3:16-17)

(Maryville Christian School Statement of Faith)

We believe, based on the above statements, that honesty and integrity are important and desirable traits in all areas of our students' lives, including their academic pursuits. We are committed to creating a learning environment that supports academic integrity and to educate our students to high standards of academic pursuit to the best of our ability. Furthermore, we commit to report and/or follow disciplinary guidelines when violations occur.

DEFINITION OF ACADEMIC MISCONDUCT: Principle of academic integrity shall be that a student's submitted work, examinations, reports, or projects must be that student's own work.

Plagiarism – Representing the ideas or language of others as one's own.

- Using text from another source (e.g., websites, books, journals, newspapers, etc.) without documenting the source.
- Using a direct quotation from a text without quotation marks or formatting through indentation or font style signifying that the portion of text is a quote, even if the source has been cited correctly.
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.
- Substituting a word or phrase for the original while maintaining the original sentence structure or even the organizational structure of the original piece.
- Citing sources incompletely with intention to deceive.
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgement of the source.
- Obtaining packaged information (e.g., completed paper from an on-line source) and submitting it as one's own work without acknowledging the source.

Cheating – Giving or receiving unauthorized assistance (e.g., copying, using crib sheets, stealing exams, using electronic aids/devices, internet sources, using aids like *Cliff's Notes* in place of reading the original work) in any academic work or examination. Using or attempting to use any unauthorized materials, information, or study aids in an examination or academic work.

Falsification – Falsifying or inventing any information, data, or citation in any academic work.

Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

Complicity – Facilitating any of the above actions or performing work that another student then presents as his or her own work (e.g., copying someone’s homework, classwork, or tests or allowing someone to copy homework, classwork, or tests).

Interference – Interfering with the ability of a fellow student to perform his or her assignments (e.g., stealing notes or products of assignments, tearing pages out of books, purposefully deleting another student’s work from an electronic storage area, or removal of hard copies of student work from storage folders).

STUDENT RESPONSIBILITIES FOR AVOIDING ACADEMIC MISCONDUCT:

- To read, understand, and follow the Maryville Christian School Academic Integrity Guidelines.
- To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work (i.e., the writer’s perspective and purpose on the information). This authentication includes:
 - Keep copies of all drafts of work.
 - Keep photocopies of research materials (including downloads from websites).
 - Keep notes, note cards, source cards.
 - Keep logs of work on assignments and papers.
 - Save drafts or versions of assignment electronically under individual file names (i.e., resave each revision under a new file name to prove that the paper has gone through a writing process and what that process was).

The inability to authenticate work is sufficient grounds for a charge of academic dishonesty and will result in a zero on the assignment and follow the disciplinary process for suspension.

CONDUCT AND DISCIPLINE

One of the most important functions of any school is effective discipline. Control and cooperation are essential to the success of Maryville Christian School. The school and the home need to be paralleled in disciplinary outlook. It is essential that our disciplinary philosophy and practice be based on the Word of God.

We must consider discipline as a learning experience. The word comes from the root “disciple” or learner. Therefore, discipline is positive as well as negative. Positively, it is guidance and encouragement. Negatively, it is corrective. Discipline may even show the student his sinful will, leading him to trust Christ and become a self-disciplined person who wants to do God’s will. The law of God is likened to a schoolmaster to lead or guide people into a right relationship with God through Jesus Christ. (Galatians 3:24.)

PURPOSES OF DISCIPLINE: A major purpose of discipline at Maryville Christian School is to help bring students to maturity in Christ so that they will learn to exercise self-discipline in all areas of life.

1. Discipline increases respect for authority (ultimately God’s authority).
2. Discipline is a sign of love and concern by those in authority.
3. Discipline provides an environment that is conducive to maximum learning.
4. Discipline helps develop a cooperative attitude in students.
5. Discipline prepares students for adult life and living the Christian life successfully.
6. Discipline provides a secure atmosphere. It helps produce self-control and security in students.
7. Discipline provides for students’ safety and protects them from various injuries.
8. Discipline develops a sense of responsibility.
9. Discipline or good group control helps protect the physical plant.

SELF-DISCIPLINE: Maryville Christian School teaches self-discipline, helping to develop Christian character according to the Word of God. Emphasis is placed on the following qualities in order to develop Christian character in the lives of the students:

- Attitude – Portrays respectful sentiments toward others.
- Industry – Learns to develop diligent habits of attention to business and study.
- Initiative – The ability to work on one’s own.
- Integrity – Is honest, upright, and shows moral soundness.
- Reliability – Accepts responsibilities and is dependable.
- Thrift – Learns to make use of all the things God gives us.

CONDUCT STANDARDS:

1. Respect for authority of the administration, faculty, all school personnel, and duly elected student officers. Disrespect will be considered as just cause for serious disciplinary action. Students are to conduct themselves courteously to all school staff members and to one another.
2. Proper speech. The scriptural teaching, "Let the words of my mouth and the meditation of my heart be acceptable in thy sight, oh Lord," is the guideline of Maryville Christian School. Vulgarity, profanity, and lying have no place.
3. Christian testimony. The testimony of Maryville Christian School is a very important asset to every student in the entire school. Students who demonstrate by attitude, speech, dress, or behavior an unwillingness to conform to a lifestyle consistent with school values will be counseled to withdraw or face expulsion from the school.

Students of Maryville Christian School are expected to conduct themselves in a manner that honors the Lord Jesus Christ. This is true not only on campus, but in off-campus activities, whether at home or elsewhere.

4. Proper behavior. Students are expected to conduct themselves in an orderly manner anywhere on the school campus: halls, classrooms, restrooms, and athletic and play areas. Unruly behavior is both disrespectful and potentially dangerous and will not be tolerated.
5. Students must exhibit respect for the property and personal belongings of the school and its people. Deliberate mutilation or destruction of property is a serious offense.
6. Students are expected to maintain a good attitude. Defiant attitudes and griping are not acceptable.
7. Proper relationships. Display of personal affection between members of the opposite sex is not appropriate for school. Teachers have the authority to intervene and instruct students accordingly. A wholesome boy-girl relationship is multidimensional, involving social (talking, enjoying one another's company), spiritual (prayer, sharing the Lord's blessings, witnessing), and intellectual (growing in understanding and learning about the world in which they live). Displays of affection tend to overemphasize one dimension of a relationship (the physical-emotional) and inhibit proper development of the whole person (I Cor. 6:19-20).
8. Classroom conduct. Students are to be orderly and listen, be recognized to speak, be on time, stay in their seats unless given permission to move, and be prepared for class.

DISCIPLINE CATEGORIES AND CONSEQUENCES

DISCIPLINE POLICY FOR GRADES PREK-3:

Discipline plans are established by the classroom teachers and designed with the developmental characteristics and age of the child in mind. Each discipline plan includes expectations based upon standards in God's Word, positive outcomes, and steps to improve misconduct. Discipline plans will explain the point at which misbehavior will be handled by a principal or principal's assistant. Parents are notified in writing and by phone if this occurs. The principal may conference with the student, require lunch detention, make a phone call to parents, or require in-school suspension. A student may be removed from the classroom anytime the learning process is being inhibited due to misbehavior. Parents receive these plans at parent orientation. Parents and students should realize that, in determining the proper course of action for any offense or deficiency, the administration reserves the right to deviate from policy based upon the specific offense, the student's past record, the student's response to the situation, or any extenuating circumstances. All infractions will be judged on an individual basis.

DISCIPLINE POLICY FOR GRADES 4-6:

The 4th-6th Grade Discipline Policy has been established in accordance with the MCS Student-Parent Handbook.

Expectations:

- Obedience: Hebrews 13:17 instructs us as believers to “Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”
- Respect: Ephesians 4:29 says, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”
- Preparation: Colossians 3:23 encourages us with, “Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

Each teacher will establish their own reward system for their classroom, which could be in the form of “turtle time,” points, marble jar, etc. We look forward to rewarding good behavior!

Failure by any student to meet any of these expectations will result in the following consequences:*

- Level 1 [minor infraction]: recess detention in a classroom when the student is guided in scriptural reflection in writing, plus any natural consequences, such as finishing incomplete work.
- Level 2 [disobedience]: phone call home and lunch detention with scriptural reflection in writing plus any natural consequences such as writing an apology letter.
(Note: repetition of level 1 demerit behavior = 2 demerits)
- Level 3 [defiance]: call home, visit the principal to determine detention status as listed below

Demerits are tallied for an overall conduct grade on progress reports and report cards. If a student accumulates eight demerits, he/she will be ineligible to participate in the next athletic event or extracurricular activity. Each demerit earned beyond the first eight will result in missing another game (5.2 Athletic Handbook) or extracurricular activity. Demerits accumulate on a quarterly basis and reset each quarter. The conduct grade will be recorded on the report card even if other demerits are not received and the period of ineligibility has been served. (For specific athletic policies regarding elementary students, please refer to the Athletic Handbook.)

Students could possibly receive an N or U in a specials class conduct category. This will not result in extracurricular or athletic ineligibility. Extracurricular or athletic ineligibility will occur only if the overall conduct grade is an accumulation of a minimum of eight demerits.

*Obviously, some behavior is more serious than others and may require immediate discipline, conference with the principal, and/or contact with parents. Parents and students should realize that, in determining the proper course of action for any offense or deficiency, the administration reserves the right to deviate from policy based upon the specific offense, the student’s past record, the student’s response to the situation, or any extenuating circumstances. All infractions will be judged on an individual basis.

Principal’s Discipline Policy:

- 1st visit: conference, warning, phone call to parents
- 2nd visit: half-day in-school suspension
- 3rd visit: full day in-school suspension
- 4th visit: out-of-school suspension and *loss of field trip privileges

*Participation in field trips is a privilege. Teachers and administrators have the discretion to revoke that privilege.

All students are expected to be prepared for class. This consists of having all work completed before class, bringing work to class, and having all necessary materials. Any student not prepared for class will receive a demerit. Any student that fails to complete their classwork or homework assignments **will be required to complete those assignments during their lunch and into recess, if necessary.**

*Proverbs 3:11-12 (NIV) My son, **do not despise the Lord's discipline** and do not resent his rebuke, because the Lord disciplines those he loves*

1. Write out the scripture verse and reference that applies to the discipline you are receiving.

2. Describe what you did wrong in one or more complete sentences.

3. Explain what you should do in the future, according to scripture.

[Please note, you will need to re-do any unthoughtful or unreadable work]

PRAY for the Lord to help you to have self-control and to honor Him with your behavior choices.

Demerits:

Level 1 Behaviors: *Minor Infraction*

- A student is distracting others from learning.
- A student interrupts the class by continually blurting out.
- A student is continually talking during inappropriate times.
- A student is repeatedly unprepared for class. Student comes to class without necessary materials, homework, etc.
- A student violates dress code.
- A student is off task with the Chromebook (opening apps or other screens without permission, playing music).
- A student opens the Chromebook before directed by the teacher.
- A student has the Chromebook out on the bleachers in the morning or at pick-up.

Consequence: One demerit is given and the student will have a classroom detention during recess with scriptural reflection in writing, plus any natural consequences such as finishing incomplete work.

Level 2 Behaviors: *Disobedience*

- Any repetition of a Level 1 infraction.
- A student displays disrespectful speech, action, or attitude.
- A student leaves the classroom at any time without permission to do so.
- A student is horse playing with another student.
- A student uses inappropriate language.
- A student cheats on an assignment.
- A student lies or behaves deceitfully.
- A student touches another student's Chromebook without being directed to by the teacher.
- A student deletes or alters another student's work without permission.

Consequence: Phone call home. Two demerits are given and the student will serve a lunch detention with scriptural reflection in writing plus any natural consequences such as writing an apology letter.

Level 3 Behaviors: *Defiance*

- Any repetition of a Level 2 infraction.
- Vandalization of school property.
- A student uses profanity of any kind.
- A student displays defiance in their speech, action, or attitude.
- A student repeatedly displays disrespect in their speech, action, or attitude.
- A student threatens another student or group of students.
- A student has repetitively harassed another student.
- A student engages in a fight with another student or group of students.
- A student steals any object from another individual (including MCS, classmate, parent, or MCS faculty/staff member).
- A Technology Policy infraction of any kind. This includes any misuse of MCS phone or internet policies. (The administration reserves the right to deviate from policy based upon the specific offense, the student's past record, the student's response to the situation, or any extenuating circumstances.)

Consequence: Three demerits are given and the student visits the principal to determine detention status which may include: before school detention (7 a.m.), ½ day in-school suspension, full day in-school suspension, or out of school suspension. See the Athletic Handbook for consequences for athletes.

****Teacher discretion is to be utilized at all times.**

DISCIPLINE POLICY FOR GRADES 7-12:

Maryville Christian School is a positive learning environment. We choose to value each person by living the “4 Rs”: **Reverence, Respect, Responsibility, and Restraint.**

- **Reverence:** A commitment to honor Christ Jesus for His character, work, and sacrifice for us: I will begin, continue and conclude all that I think, say, and do within the context of knowing Him.
- **Respect:** A commitment to honor others: I will choose to think, act, and speak in a way that honors and shows compassion for others as people created in God’s image and as those for whom Christ died.
- **Responsibility:** A commitment to honor myself as a person made in God’s image: I will be trustworthy, self-governed, and accountable for my choices, and I will accept the consequences for my actions.
- **Restraint:** A commitment to self-denial and self-control. I will follow Jesus’ instructions to take up my cross and follow Him wherever and however He may lead, realizing that those who belong to Christ Jesus have an obligation crucify the flesh with its passions and desires.

The ultimate goal of Maryville Christian School is for students to achieve the ability to govern themselves from within/internally, based on the example and model of Jesus Christ. As the ability of students intrinsically to govern themselves grows, there is less need for imposing external or extrinsic rules and regulations. As staff and parents working together, helping our children mature in their Christian walk, teaching and training them to do what is right according to God’s Word, we will raise up exceptional young leaders, ready to move confidently into tomorrow’s world.

Scope of Student Conduct Covenant: 24/7/365

Students are expected at all times to represent Maryville Christian School in a positive manner in person and online, even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to MCS in a negative manner which may result in disciplinary action or a student’s dismissal from the school.

Discipline Categories:

Inappropriate student behavior may be categorized as minor or major offenses. An explanation of these levels is provided below.

Parents and students should realize that, in determining the proper course of action for any offense or deficiency, the administration reserves the right to deviate from policy based upon the specific offense, the student’s past record, the student’s response to the situation, or any extenuating circumstances. All infractions will be judged on an individual basis. **The following are examples and are not meant to be all-inclusive.** Teachers may simply require a lunch-time restriction for minor problems in class. They may require after-school attendance to make up work not done. **Beyond that, there are consequences for handling discipline infractions that includes warnings, conferences, detentions, suspensions, and expulsion.** All infractions resulting in detention or suspensions will be recorded in RenWeb. Parents will be notified by email or by phone.

Minor Offenses: The items below are considered minor violations. However, minor offenses will be considered major level violations if the student does not respond to discipline at the lower level.

- **Dress Code.** All students should be within the proper dress code (depending on the day or event) at all times. (See the Dress Code for more information.) Dress code infractions may result in ISS, OSS, or dismissal for repeat offenders.
Consequences for failure to comply with dress code:

1st offense: Writing assignment from the dress code and parental contact

2nd offense: Essay on purpose of dress code, reasons for non-compliance, action plan to remedy behavior and parental contact

3rd offense: Detention

4th offense: The student will be removed from class and the parent will be contacted to pick up the student from school. The student may not return to class until the dress code issue is resolved. The student will be expected to make up any work missed from class. Subsequent dress code infractions will result in additional consequences and may result in dismissal.

All writing assignments are due to administration before the 1st period bell the morning after the infraction occurs. Failure to comply will result in the next level consequence.

- **Classroom Behavior.** Sleeping in class, non-participation, not dressing in appropriate clothing for P.E. and not having appropriate class materials (as specified by the teacher) are unacceptable. No food or drinks are allowed in chapel. Students should not use electronic devices at school during the school day or on day field trips without permission from the supervising teacher.
- **Day-to-Day Guidelines.** Students are expected to comply promptly and in a respectful manner with the instructions and directives of the faculty and staff. Students are expected to be in the classroom, chapel, or other assigned area ready to begin work at the designated time or when the teacher or leader starts class, chapel, etc.
- **Appropriate Areas.** Students are not to enter a classroom unless a teacher is present. No students should be in cars in the student parking areas during the lunch period.
- **Unexcused Tardies:** Up to three unexcused tardies are allowed in a class per semester. The fourth will result in detention.
- Minor level offenses also include, but are not limited to, simple public displays of affection; horseplay; scuffling; throwing objects; possessing music or items that are not supportive of Christian standards.

Major Offenses: Major level offenses are considered serious and place the enrollment of the student at MCS in jeopardy. These offenses may result in dismissal.

- **Chronic Tardiness to Class**
- **Truancy**
- **Failure to Comply.** The behavior of a student who fails to resolve minor level matters will be considered a major offense.
- **Unauthorized access.** Under no circumstances are students to open a teacher's computer, compartment, or any other school storage compartment, or disturb materials on a teacher's or other staff member's desk. Unauthorized entry of or presence in any school facility or part thereof is forbidden. The unauthorized possession of any key to any school facility or property is forbidden.
- **Substance Abuse.** Possession or use of tobacco, e-cigarettes, vaping materials, alcohol, or any illegal substance. Prescription drugs are limited to those prescribed to the student by a certified healthcare professional.
- **Weapons/Explosives.** Possession or use of a gun, knife, or any other object used as a weapon, or explosives, including fireworks and hazardous materials (Pocketknives should not be brought to school.)
- **Assaultive Behavior.** The threat of or the actual physical abuse of any person, or, conduct which threatens or endangers the health and/or the safety of any person.
- **Theft.** Intent to temporarily deprive the owner of possession of property, failure to seek the owner of "found" property, or unauthorized possession of property belonging to the school or others.
- **Lying**

- **Fighting**
- **Academic Dishonesty** (Please refer to Academic Integrity on page 22.)
- **Disorderly Conduct.** Including disruptive, lewd, indecent, or obscene conduct.
- **Intimidation/Harassment (Bullying):** Intentional and repetitive verbal or physical mistreatment in which there is an imbalance of power, often characterized by a desire to demonstrate power over and/or humiliate another.
 - Direct: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc.
 - Indirect: Characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.
- **Sexual Misconduct.** Misuses of God’s gift of sexuality are understood to include, but are not limited to, sexual abuse, sexual harassment, sexting*, sexual assault, incest, adultery, fornication and homosexuality. This further includes the possession of sexually explicit material (pornography) and any sexual behavior inconsistent with biblical principles.
- **Abuse of Social Media.** Social media reaches far beyond the school community. Therefore, students must use social sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection of not only themselves, but also our school, and, ultimately, Christ.

In the online environment, students must follow MCS behavior guidelines and conduct themselves online as in school. Use of MCS logos or images on your personal social networking sites is prohibited. Discussing or depicting the drinking of alcoholic beverages, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, use of any tobacco products including smokeless tobacco, snuff, e-cigarettes (vaping), using profanity, disrespecting authority or property, exhibiting improper sexual behavior, and engaging in abusive behavior towards others are all prohibited. MCS reserves the right to require school-related images or content posted without permission to be removed from the internet.

Cyberbullying is considered Intimidation/Harassment.

If a student sees anything of concern on a fellow MCS student's social networking page or account, they should immediately contact a school counselor or principal. Similar to comments made in person, MCS will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm students, faculty, or staff of MCS.
 - Derogatory language or remarks that may harm representatives of other schools, including comments that may disrespect opponents in athletic competitions.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional. Any violation of the social media guidelines may result in disciplinary action including possible suspension and/or expulsion.
- **Obstruction or Disruption.** Of any aspect of the school program.
 - **Verbal or Non-Verbal Abuse.** Of any person, including any “hazing,” and racial or ethnic slurs.
 - **False Reports.** Falsely reporting the presence of an unlawful explosive or incendiary device, a fire or other emergency; includes the setting of a false fire alarm.
 - **Arson or Tampering with Fire Alarm or Extinguisher**
 - **Vandalism or Damage of Property**

- **Occult Items.** Possession of items related to witchcraft or other occult practice.
- **Felony Violation of any Local, State, or Federal Law.** Law violations that come to the attention of the school will be reported to legal authorities.

*Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities on or off campus are subject to state laws and school discipline. Sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image is a violation of this policy. Such a violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any incident of sexting to a teacher or school administrator.

Consequences For Inappropriate Behavior:

Minor level violations will generally begin with any of the items "a" through "h" listed below.

Major level violations may result in inclusion of items "a" through "j," depending on the severity of the offense.

Potential disciplinary actions include but are not limited to the following:

- Conference.** A discussion may be held with the student about his or her behavior and options for different choices. This discussion may include parents, teachers, the guidance counselor, and/or the principal.
- Offense-related Consequences.** A consequence related to the inappropriate behavior will be assigned.
- Work Detail.** The student may be asked to complete a constructive, manual labor work project.
- Social Restriction.** The student may best learn the cause-and-effect nature of behavior by experiencing the loss of a social privilege related to the inappropriate behavior.
- Disciplinary Assignment.** A written report or other similar project, usually requiring some reflection by the student, may be assigned.
- Restitution.** The student will be expected to pay for any damages caused by his or her inappropriate behavior.
- Detention.** Detentions are to be served before school (beginning at 7:00 a.m.) on the day assigned. Students are to report to detention on time with work to be done. The accumulation of three Detentions in one semester will result in an In-School Suspension. The staff members monitoring detention have the option of having the student do other assigned work, including manual labor. Students must follow directions and serve the entire time. Failure to appear for detention will result in two detentions.
- Social Supervision.** The student on social supervision will be required to meet regularly with the principal or counselor and to participate in a program designed to help the student achieve success at the school. This program may include limited privileges, involvement in a social skills developmental program and logical consequences. Social supervision may be assigned to a new student whose prior record does not clearly predict success at MCS.
- In-School Suspension (ISS)/Saturday School.** If a student displays, in the administration's professional judgment, chronic defiance of authority, or lack of effort or cooperation, that student may be required to attend school on Saturday. In-School Suspension will be served from 8:00 a.m. – 12:00 p.m. on a Saturday. There will be a charge of \$25 to compensate the teacher supervising ISS for his/her time. In ISS, the student will complete assignments independently.
- Out-of-School Suspension (OSS).** A student may be asked to leave campus for a specified number of days. Students will be expected to complete all missed classwork, homework, tests, quizzes, and other assignments, in conjunction with initial due dates. A parent conference may be a prerequisite for resuming attendance. Students will be considered absent from school and will not be eligible to participate in any extracurricular practices, events, or competitions during or after school. Furthermore, students may not be on campus or attend school related events on the day(s) of OSS.

Athletics/Activities Eligibility Requirements:

After the first three weeks of every quarter, a progress report will be produced on the last day of the school week indicating the grades of students in grades 7-12. Students must be passing (70% or above) each of their classes in order to participate in after-school activities (athletics or other co-curricular programs) the following week. This

eligibility will run from Monday through Sunday. If ineligible students are passing each of their classes by the end of that week, they will become eligible.

The Athletic Director will notify coaches of any ineligible players. Teachers of other after-school programs need to review the report and adjust for absences of ineligible students.

An email will go home to the parents of ineligible students to aid in communication and assist young people in acquiring the support they need to experience success.

ANTI-HARASSMENT POLICY

The environment at MCS must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

Bullying Policy: Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

Unkind Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.

Bullying Behavior: Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically or emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a **minimum** of one-day suspension. If attempts to rectify the behavior are unsuccessful the offending student will be subject to expulsion.

DISCIPLINARY PROBATION

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. [See listing of infractions.] While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended.

Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

After Suspension Restoration Plan: It is always the intention of Maryville Christian School to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students: At the beginning of the suspension period, MCS staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.
- At the end of the suspension period, MCS staff and administration will:
- Conduct a re-entry interview with the student.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the MCS community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

EXPULSION

The dismissal of a student from Maryville Christian School is an extremely serious matter that is considered very prayerfully and cautiously by school officials. This decision usually occurs after all other means of discipline have proven to be unfruitful, but could occur as a result of a single act of a student whether it be on or off campus. Expulsion will also be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if that student is becoming disruptive to the environment of the school. **The school board and administration reserve the right to expel a student for any reason at any time, not limited to the reasons listed below.** The board will take action against any student or parent whom they feel is a continuing negative influence upon the school. Some possible reasons for expulsion:

- Unresolved academic or disciplinary probation
- Commission of any serious infraction while on disciplinary probation
- Multiple suspensions
- Continued disregard of school rules and policies
- Continued disrespect of school authority
- Sexual immorality
- Abusing, supplying, or possessing drugs or alcohol
- Stealing
- Assault or battery
- Possession or use of a weapon
- Inappropriate use of social networking (see above under Suspensions)
- Serious violation of any local, state, or federal statute
- Tuition and fees that are 60 days in arrears without prior arrangements being made
- Failure of the parents to support the school's philosophy, uphold school policies, or support decisions made by the administration and/or school board

PROCEDURE: In the event that expulsion is considered, the student will be immediately suspended until the event is evaluated by the administration. From there, the administration makes a recommendation to the school board, or the administration may simply bring the matter to the board and ask that they decide on the appropriate course of action.

APPEAL PROCESS: If the parents opt to appeal the board decision, the appeal must be written and submitted to the board chairman within seven (7) days of the initial decision. In the case of divorced parents, the appeal process

is utilized for the specific parent that appeals the expulsion. It will be the responsibility of the appealing parent to notify the other parent about these actions.

REINSTATEMENT: A student who is dismissed during the fall semester (prior to January 1) may request readmission to the fall semester of the following year. A student who is dismissed during the spring semester (after January 1) may request readmission to the spring semester of the following year. A student on dismissal status is not permitted on campus without specific written permission from the MCS administration.

STUDENT SEARCHES

Students may be asked to empty their pockets or purse or have their locker searched in the event of a suspicion by the administration. Student vehicles parked on school property are subject to searches as well. If a student declines to empty their pockets or refuses to allow their property to be searched, the parents will be contacted to come and assist in the search. If the student and/or parents still refuse a search, then the school reserves the right to expel the student.

MEDICINES

At the **written** request of a parent, school personnel will assist with the distribution of prescribed medications in accordance with state laws and guidelines. The required Medication Authorization Record may be obtained from the school office. Medication Authorization Records must also be completed for distribution of non-prescription medication, which must also be distributed according to state laws and guidelines. The school clinic will coordinate the administration of all medicines. All medications (including Tylenol, any over-the-counter medication, vitamins, supplements, or anything resembling a pill) must be brought to the homeroom teacher or clinic along with the required Medication Authorization Record and a note from the parent with directions for dosage, immediately upon arrival at school.

HEALTH GUIDELINES

For the safety of our students, faculty, and staff, sick children should not be sent to school. If they are running a fever of 100.0 or above (this is usually when they are contagious), they should be kept at home. A fever should stay below 100.0 without medication for 24 hours before the student returns to school. If a child has experienced vomiting and/or diarrhea, the child must be symptom free for 24 hours and should be able to take in a normal diet before returning to school (24-48 hours). Depending on the illness, a doctor's release may be required for a student to return to school.

If a child has been seen by a physician and prescribed antibiotics, they need to take the medication for 24 hours before returning to school.

Communicable diseases and/or symptoms of communicable diseases for which children may be sent home from school include, but are not limited to:

- Pediculosis – lice infestation and nits
- Scabies – skin mite infestation
- Chicken pox – blister-like skin rash
- Conjunctivitis – “Pink Eye”
- Diarrhea illnesses
- Vomiting
- Fifth Disease
- Hand-Foot-and-Mouth Disease
- Ringworm
- Influenza
- Measles
- Meningitis
- Mononucleosis
- Mumps
- Ringworm
- Staphylococcal diseases – Impetigo, boils, skin lesions

- Streptococcal diseases – Strep throat, scarlet fever, impetigo
- Illnesses causing the student to have a fever

CHICKEN POX: If your child has been diagnosed with chicken pox, they will need to be out of school until the blisters have scabbed over. If there are siblings in the family and they have not had the chickenpox vaccine, they will have to remain out of school until it is clear they have not come down with the virus. If siblings have had the vaccine then they may come to school. Most people who have had the vaccine have a very low chance of contracting the virus.

SUNSCREEN: Sunscreen has been added to the list of over-the-counter medications available in the clinic. Blount County Health Department states that each school can make its own policies regarding sunscreen use. The State of Tennessee does not have a law that addresses this matter. Our goal is to partner with you in preventing sunburns. Broad spectrum sunscreen with an SPF of 50 will be available in the clinic. If your child is sensitive, or if you prefer a certain type of sunscreen, please send it to school for use on your child.

CHAPEL PROGRAMS

Chapel is held weekly for preschool, lower elementary, upper elementary, middle school, and high school. The faculty and staff provide the program speakers. **Chapel programs are open to parents and visitors.**

PLEDGES

Pledge to the American Flag – “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Pledge to the Christian Flag – “I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all Christians in service and love.”

Pledge to the Bible – “I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its word in my heart that I might not sin against God.”

FOOD SERVICES

Students may bring their lunches and snacks from home. Opportunities to purchase lunch, including milk and ice cream, are available. Students have a snack break during mid-morning. There are very limited reheating facilities in the gym/cafeteria for reheating. If possible, students should bring a lunch that does not require heating. Students in grades PreK-3 should not bring food that needs to be heated.

Students in grades PreK-6 are not allowed to use the vending machines. Students in grades 7-12 are allowed to use the vending machines during break and lunch.

FIELD TRIPS

Throughout the year teachers plan field trips to nearby points of interest to expand and enhance classroom instruction. Students are required to travel by school bus on field trips unless the school requests volunteer drivers. All PK4-12 students are required to purchase a purple “Ambassador shirt” through GoTeez and wear them while they are on field trips. Parents will receive notices of field trips well in advance and will be asked to sign permission forms. A fee may be requested from each student to cover transportation and admission costs. Parent chaperones are encouraged to attend, but siblings are not allowed. Homeschool families are not eligible to attend MCS field trips.

To participate in a field trip, a student must demonstrate that he/she has the discipline to obey rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the Principal, may choose not to take any student who has demonstrated a lack of self-discipline and who may be a potentially disruptive influence on a trip. Students who are not allowed to attend a field trip will have an alternative assignment.

Parents may choose for their child to not participate in a particular field trip. If this should be the case, the student will not be academically penalized for non-participation, but he/she is not excused from school during the time of the field trip unless of kindergarten age. An alternative assignment and/or supervised study time will be provided for students in grades 1-12.

If a student attends a field trip apart from their regular class (i.e., a senior taking junior-level course), then the student must make up missed work in advance of the field trip.

In the secondary grades, no field trips will be allowed during the final two (2) weeks of each semester.

VOLUNTEER DRIVERS

According to insurance guidelines, volunteer drivers who are transporting students must be between 24 and 65 years of age. A Volunteer Driver Form must be on file in the office along with a copy of the driver's license and proof of insurance certificate. A new Volunteer Driver Form is required each school year.

TORNADO, EVACUATION, AND LOCKDOWN PROCEDURES

At certain times during the school year, emergency drills shall be practiced. During evacuation drills, students will evacuate the school building as directed by the classroom teacher. During a tornado drill or lockdown drill, students will follow the instructions of their teacher.

LOST AND FOUND

Items found will be taken to the lost and found located in the Gymnasium or the Main Office.

LOCKERS

Each student in grades 1-12 will be assigned one or more hall lockers to use for the year. While the locker is the property of the school, it is the student's responsibility to keep it clean and in good condition.

- Students in grades 1-6 may not post anything on the inside or outside of lockers except magnets.
- Students in grades 7-12 may post only birthday wishes or an athletic team/student activity poster on lockers using only blue painter's tape. Duct tape is not allowed. These may be posted for a week or until the end of a season or activity. Pictures and slogans can be affixed to the inside of lockers if they are not crude or worldly. (It is recommended that lockers be kept locked at all times.)
- School officials reserve the right to inspect all school property at any time.
- Lockers must be cleaned at the end of the year.
- The same guidelines apply to lockers assigned to athletes and physical education students.

DRIVERS LICENSE COMPLIANCE & FORMS

Any person between the ages of fifteen (15) and seventeen (17), both inclusive, shall present to the Department of Safety a Certification of Compulsory School Attendance form in order to be eligible to receive a driver's license or permit. Attendance requirements are that a student must not have 15 or more unexcused absences in a term or 10 or more consecutive unexcused absences. The academic requirement is that a student must have a passing grade in at least two (2) full unit subjects. The following information comes from TCA 49-3017 and may be beneficial:

1. Notice will be given to the Department of Safety of any students 15 and older who withdraw from school (10 days consecutive or 15 cumulative unexcused absences per term).
2. Notice will be given to the Department of Safety of any students 15 and older if they do not have "satisfactory academic progress" (pass three subjects at the end of a term).
3. Once notice is received, students may have their driver's license suspended.
4. If the student has their driver's license suspended twice due to truancy or unsatisfactory academic progress before they turn 18, they lose it until they turn 18.

STUDENT DRIVERS

- The ability for a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that he/she will drive responsibly and is mature and will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on his/her maturity and responsibility.
- Student driver decals must be purchased from the high school office for \$5.00 per vehicle and must be displayed at all times while on campus.
- Students are allowed to drive their cars to school and should park in the student designated parking area.
- Students must drive slowly and carefully on school grounds and on the streets surrounding the school.
- Students may not go to their cars at any time during the school day without permission from a teacher or administrator.
- Student drivers must sign out (with parent/guardian consent) when leaving school early.

STUDENT RESPONSIBLE USE POLICY

Maryville Christian School requires written parental consent before a student can access electronic media using the school's technology resources and before they can use the device issued to them by the school. The purpose of this consent is to protect your student and Maryville Christian School by providing clear guidelines and expectations. Please review the contract with your student, and then sign the agreement so that your student can access technology at school and use their device.

“But I want you to be wise about what is good, and innocent about what is evil.”

–Romans 16:19b

“Keep my commands and you will live; Guard my teachings as the apple of your eye.”

– Proverbs 7:2

“Above all else, guard your heart, for everything you do flows from it.”

– Proverbs 4:23

“How can a young person stay on the path of purity? By living according to your word. I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you.”

– Psalm 119:911

Internet access is available to students, faculty and staff at MCS. With the diverse and unique resources this offers, educational excellence is promoted. With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Precautions must be taken to restrict access to controversial materials. Even with appropriate filters in place, on a global network it is impossible to control all materials, and a user may be exposed to controversial information. For this reason, while internet access is allowed, all computer use by students must be done with adequate teacher supervision. Classroom teachers must ensure that computer screens are visible to them. Students must be required to check with their teacher before logging on to the internet at Maryville Christian School.

School personnel will be working with students to help them develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school's student learning outcomes. Students may have access to the internet ONLY with a teacher's permission, and ONLY for educational needs. Access to the internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by school authorities. If a student is on a device, they are always responsible to reflect the principles of Maryville Christian School. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites, or inappropriate or unauthorized use. There should be no expectation of privacy for activities conducted on school owned computers or the school network; any and all use of these resources may be recorded and/or reviewed by staff.

Technology, Internet and Network Use Contract for Students

Unless specifically authorized, Maryville Christian School prohibits the following activities while students are using the school's network, device, or personal device on school property:

- Use of internet without teacher permission.
- Allowing another person to use an assigned account or device.

- Accessing and showing inappropriate content to other students and/or not notifying a staff member if inappropriate content appears.
- Use of technology for non-school related communications.
- Use of technology to access obscene material.
- Use of technology to transmit material likely to be offensive or objectionable to recipients.
- Use of technology to participate in inappropriate and/or objectionable discussions or newsgroups.
- Use of technology to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- Use of technology to plagiarize any information whether or not that results in a copyright violation.
- The illegal installation, distribution, reproduction or use of copyrighted software on school computers.
- Use of technology to intentionally obtain or modify files, passwords, or data belonging to any other users.
- Use of technology to misrepresent other users on the network.
- Use of technology for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media, including peer-to-peer applications used to download songs, movies, or software illegally.
- Development or distribution of programs that harass other users, infiltrate a computer system, and/or damage the software or components of a computer system.
- Destruction or theft of school hardware or software.
- Use of technology for instant messaging (online real-time conversations) *unless part of a class assignment.*
- Use of technology to facilitate any illegal activity.
- Use of technology for commercial or for-profit purposes.
- Use of technology for product advertisement or political lobbying.
- Use of technology to read another's mail or files without their consent.

Violation of the above is subject but not limited to disciplinary action by administration that may include the loss of internet use, temporary loss of device, the suspension and/or dismissal of all parties involved. In addition, the school and/or its designees reserve the right to search a student's school issued devices and/or pursue civil and/or criminal prosecution as the situation warrants. Inappropriate technology beyond the scope of this document is also subject to disciplinary action at the discretion of administration.

Procedures for Chromebooks and Their Care

Chromebooks are available to all students in 3rd-12th grades at MCS to use at school and home (excluding 3rd grade) throughout the school year. These devices will be checked out to each student at the beginning of the year and checked back in before summer break. Access to these devices provides our students with the opportunities and learning experiences to prepare them for their college and career. With the diverse and unique resources this offers, educational excellence is promoted. MCS will use these devices as a tool to compliment teacher instruction and extend learning. Students will be expected to use these devices responsibly and follow the procedures outlined on the following pages. Teachers at MCS will facilitate use of these devices and teach each student how to be a good digital citizen who can discern between appropriate and inappropriate behavior on his/her device.

Allowing each student to use a device at school and at home is a true partnership with families. Maryville Christian School will provide students and their families with the support they need to use this technology in a way that is appropriate and enhances learning. We know not all of our families at MCS have access to Wi-fi at home. Our goal is to provide families with the resources and options that will provide our students with internet access when they need it.

Personal Device Contract for all Students

Maryville Christian School requires students to follow these rules. If a student is found breaking any of the rules stated below the student's teacher will enforce the discipline plan she has set in place for her classroom (clip moved, lose points, etc.).

****The administration and IT department reserve the right to deviate from the policy based upon the specific offense, the student's past record, the student's response to the situation, or any extenuating circumstances. All infractions will be judged on an individual basis.***

- Do not leave your device on the floor.
- Always logout and shut down your device when finished.
- Report any issues with your device to your teacher.
- Plug it up to charge when you are done.
- Any repetition of infractions resulting in a warning.
- Stay on the designated website when using the device in class.
- Stay off of social media websites (Facebook, Twitter, Instagram, etc.)
- Do not use message functions for unassigned conversations.
- Ask your teacher's permission before you download anything.
- Do not click on any pop ups or ads.
- Visit appropriate sites that are approved by your teacher or parents.
- You may not remove any stickers the school has placed on your device.
- Only log in using your school Google account.
- Only you can use your device.

If a student is found using the device to cheat (which compromises the academic integrity policy as noted in the Student-Parent Handbook) or searching for inappropriate websites, the device will be turned in to the principal. The student will visit the principal to determine suspension status.

- Each student IN grades K-3 will have their own Chromebook to use at school.
- Each student in grades 4-12 will have their Chromebook to use at school and home throughout the school year.
- The Chromebook (device) belongs to Maryville Christian School (MCS).
- Legal action may be taken if the device is purposefully damaged and the school is not reimbursed.
- Parents and students will understand that they will be responsible for replacing the device if badly damaged (ex. damaged keyboards or broken screens).
- The school will take care of any damage that occurs from everyday wear (ex. frayed charger wires or dead batteries).
- Teachers will teach the students about digital citizenship. This includes:
 - Safe and unsafe websites
 - Talking to strangers online
 - Downloads
 - Treating the device with care
 - Using programs the right way
 - Never giving out personal information
 - Google account use
- All devices have a limited filtering system that will work at school.
- Students are responsible for the device. They will be held accountable for its care.
- Students will make sure their device is plugged into the charger before leaving school each day.
- Students are responsible for reporting any issues with their devices to their teacher or to any tech personnel.
- Just like any other material in the classroom, students are expected to use them correctly. If a student is found using the device in a way a teacher has not instructed or is found breaking one of the procedures above, the student may be punished at the teacher/administration's discretion. This may include: loss of internet use, loss of device, suspension or dismissal of all parties involved.
- Parents understand that the internet is a worldwide group of hundreds of thousands of computer networks.
- Parents understand that Maryville Christian School does not control the content of these internet networks.
- When using the internet, parents will realize that students may read material that might be considered controversial or offensive.

The following consequences will occur if the device is damaged (ex. cracked screen or broken keyboard):

1st offense: \$50 deductible to cover damage.

2nd offense: \$75 deductible to cover damage.

3rd offense: \$100 deductible to cover damage.

If the principal determines that the device was purposefully damaged, the consequence will move to the 2nd or 3rd offense, the student may also receive in-school suspension This may include malware, viruses, or attempting to remove MCS filters.

STUDENT ACTIVITIES

The activities program is available to all students who meet the specified qualifications (if any), regardless of their individual abilities. Every effort is made to support the program with the best facilities, equipment, and most qualified Christian staff available.

Overall, the Maryville Christian School student activities program is an extension of the school's mission statement in that it is part of a "Biblically based education producing students with distinctive Christian character." The student activities program consists of the following:

I. Christian Service

A. Community Service

- 9th - 11th Grades: Students may submit community service hours to their Bible teacher for an extra credit of one point for each hour for up to 5 hours each quarter. These points will be added to the lowest test grade within that quarter. 2018 summer hours will apply to the first and second quarters only.
- 12th Grade: 8 hours for quarters 1, 2, and 3 are to be required as part of Senior English.
- Objectives:
 1. To develop servant leadership.
 2. To gain practical understanding of the Biblical command to love your neighbor.
 3. To develop a life-long commitment to serving your community.

B. Small group ministry

- Students in grades 9-12 meet weekly in small groups led by a junior or senior student leader for the purpose of fellowship and spiritual growth. Groups are divided by gender, and student leaders are selected through an interview process by the Spiritual Life Committee.
- Objectives:
 1. To provide a small group ministry for the secondary students so that they may grow in their walk with Christ.
 2. To strengthen individual student relationships.
 3. To provide a student mentor for the upper grade students.
 4. To emphasize the importance of prayer partners and accountability.
 5. To develop spiritual leadership among the upperclassmen.

C. Retreats in Grades 7-12

- Description: A 3-day, 2-night spiritual emphasis retreat off campus.
- Though not mandatory, all students are strongly encouraged to attend. The retreat takes place on school days.
- Objectives:
 1. To enhance the individual student relationships with Jesus Christ.
 2. To bring unsaved students to Christ.
 3. To unify the upper grades through strengthening relationships among the students and between the students and faculty.

II. Academic

A. Beta Club

- Description: An organization for students to promote academic excellence and service to others.
- Eligibility: Students in grades 10-12 with a minimum 3.2 GPA and a commitment to 10 service hours in addition to community service. Students must have been at MCS for at least one year.
- Objectives:
 1. To promote the ideals of character, service, and leadership.

2. To reward meritorious academic achievement.
3. To encourage and assist students in post high school education.

B. National Honor Society

- Description: A nationally recognized organization based on student academic success, service, leadership, and citizenship.
- Eligibility: Students in grades 10-12 with a minimum 3.6 GPA and a commitment to 10 service hours in addition to community service. Students must have been at MCS for at least one year.
- Objectives:
 1. To promote the ideals of character, service, and leadership.
 2. To reward meritorious academic achievement.
 3. To encourage and assist students in post high school education.

C. Spelling Bees

- Description: Students participate in a school-sponsored spelling bee.
- Eligibility: Students in grades 1-8.
- Objectives:
 1. To reward meritorious academic achievement.
 2. To promote good spelling.
 3. To compete for excellence in this area.

D. Poetry Contests

- Description: Students submit pieces of poetry for local competition.
- Eligibility: Teachers choose best selections for submission.
- Objectives:
 1. To promote creative writing through poetry.
 2. To develop an appreciation of poetry.
 3. To compete against other students locally in writing poetry.

E. Math Contest

- Description: This is an annual event in which students demonstrate and compete using their mathematical abilities beyond the typical classroom situation.
- Eligibility: Students in grades 3-12 are eligible. They are chosen by the faculty based upon their ability.
- Objectives:
 1. To stimulate interest in mathematics.
 2. To recognize the achievements of students in mathematics.
 3. To compete against other students in the area of mathematics.

F. The Money Tree

- Description: One day each week, students work in a branch of the Alcoa Tenn Credit Union that is on the MCS campus. Students work with Alcoa Tenn personnel and serve as tellers for the students who have accounts in the Credit Union.
- Objectives:
 1. To promote understanding of how financial institutions within our community work.
 2. To promote saving among the student body.
 3. To develop work habits.

III. Student Government

A. Student Council

- Description: A student-led organization of class representatives with officers.
- Eligibility: Student council representatives are chosen from each class on the secondary level. Officers are elected from all of the students in grades 7-12.
- Objectives:
 1. To provide opportunities for leadership.

2. To provide liaisons between administration and the student body.
3. To gain experience in fundraisers.
4. To involve students in the decision making process of major events such as the annual spring prom.
5. To develop feelings of unity, spirit, and loyalty for MCS.

IV. Class Trips

A. 5th Grade Wesley Woods Trip

- Description: Fifth grade students participate in Wesley Woods Environmental Education Camp located in the foothills of the Great Smoky Mountains for 3 days and 2 nights in the spring each year.
- Objectives:
 1. To praise our Creator, God the Father, in the midst of His creation.
 2. To challenge students to grow spiritually in their walk with the Lord.
 3. To experience hands-on learning within the biosphere of all physical life in the area.
 4. To study the history of the Great Smoky Mountains and our ancestors.
 5. To grow the 5th grade class in team building skills to work together as a cooperative group and as brothers and sisters in Christ.

B. 6th Grade Nashville Trip

- Description: Sixth grade students are invited by our local legislators to visit the State Capitol and experience first-hand the legislative process of our state.
- Objectives:
 1. To observe the Tennessee House of Representatives and the Tennessee State Senate in action.
 2. To present a mock bill in the Senate and debate the bill.
 3. To tour the Tennessee State Capitol Building.
 4. To visit the State of Tennessee History Museum.
 5. To understand the importance of Christians taking leadership roles in government.
 6. To understand that God uses Christians in government and encourage student career interest.

C. Freshman Trip

- Description: This annual trip involves going to the Creation Museum and Ark Museum in Petersburg, KY.
- Objectives:
 1. To provide the experience of seeing the Creation and Noah's Ark Museums.
 2. To strengthen their faith in the debate of creation vs. evolution.
 3. To strengthen student relationships as the class travels together.

D. Sophomore Trip

- Description: This annual trip involves traveling to Windswept Academy, an ACSI school in Eagle Butte, South Dakota, which is dedicated to educating Lakota Indian children, and with whom MCS has partnered. This trip combines community service for the school with a visit to Mount Rushmore, Custer State Park, and the Badlands.
- Objectives:
 1. To provide students with the opportunity to do mission work within the U.S., but outside of their local community.
 2. To experience the current culture of the Lakota Indians.
 3. To provide needed assistance to a partnering ACSI school.
 4. To visit National Monuments.
 5. To strengthen student relationships as the class travels together.

E. Junior Trip

- Description: This annual trip involves the junior class going to Washington D. C. for several days in the month of September.
- Objectives:
 1. To provide the experience of seeing our nation's capital.

2. To provide a deeper understanding of our nation's government and history.
3. To strengthen student relationships as the class travels together.
4. To work together as a class in fundraising.

F. Senior Trip

- Description: This annual trip involves the senior class going on a mission trip for a week.
- Objectives:
 1. To provide an opportunity for the seniors to serve as missionaries in a foreign field.
 2. To provide an opportunity to experience another culture.
 3. To strengthen the faith of the students as they see God working through them in a foreign country.
 4. To strengthen student relationships as the class travels together.
 5. To work together as a class in fundraising.
 6. To practice their skills in speaking Spanish.

V. Fine Arts

A. Drama Production

- Description: There is an opportunity for students to perform in a fall and/or spring production, and students will have the opportunity to perform in chapels.
- Eligibility: All MCS students in good academic standing are encouraged to audition for parts in the production. Selection is based upon casting needs as well as the acting abilities of the students.
- Objectives:
 1. To learn how to put together a drama production.
 2. To develop and strengthen acting and performing skills.
 3. To learn life skills such as teamwork, time management, self-confidence, and "thinking on one's feet," etc.

B. ACSI Music Festival

- Description: This is an annual competition involving choral and instrumental music. The students compete against other Christian school students.
- Eligibility: Students in grades 3 – 12 are eligible.
- Objectives:
 1. To compete against other students, thus motivating them to improve performance abilities.
 2. To gain performance experience and learn from comments of judges.
 3. To be encouraged to pursue music through the excitement of a competitive atmosphere.

VI. Athletics

For all information regarding the MCS athletic program, please refer to the MCS Athletic Handbook.

Guidelines for Activity Sponsors

Most student activity sponsors are MCS faculty members. However, interested parents and community leaders are also welcome to assist in these various programs. The following guidelines are expected of all individuals who serve as sponsors of any MCS student activity:

1. Sponsors must be at least 21 years of age and will be subject to a criminal background check.
2. Sponsors must be in agreement with the Statement of Faith and all policies of Maryville Christian School.
3. The sponsor must be a born again Christian and be a positive role model for Christ and MCS in all activities.
4. Sponsors will report to the MCS administration and will support all decisions of the leadership of the school.
5. All fundraisers must be coordinated through the Development Office and are subject to final administration approval.

6. Sponsors must be in attendance for all activities of the organization. If the sponsor must miss an activity, a qualified adult can serve in their absence (the substitute must be approved by the administration).
7. Sponsors are encouraged to have parents serve as assistants, but these must also be subject to administration approval.
8. All organization activities must be scheduled in advance through the school office.

EXAMS

At the end of each semester (after the 2nd and 4th 9-week grading periods), students in grades 9-12 can expect to take final semester exams. These exams are comprehensive, meaning that they will cover the entire semester's material in a particular class.

For classes that are taught over the course of one semester only, the teacher will reserve the right to give a cumulative test at the end of the 1st and 3rd 9 weeks grading periods according to the syllabus and goals of the course.

PROBLEM SOLVING

A school is made up of people, and there is always the potential for misunderstanding, irritation, or even strong disagreement. Scripture outlines a procedure to follow when such difficulties arise. Matthew 18:15-17 describes the process and John 13:34-35 indicates the proper spirit.

Based on these passages, the Maryville Christian School board, faculty, staff, parents, and students are exhorted to face problem situations in the following manner:

If you have a complaint:

1. Express it promptly. Keeping it to yourself can cause ill feelings and friction which decrease our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system. Express it promptly.
2. Tell it to the right person. Complaints about school policy or operations should be expressed directly to the school administrator. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the administrator only if you cannot work it out between yourselves, or if you feel he/she should know about it.
3. Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
4. Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
5. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

If you overhear or are told a complaint:

Encourage the person speaking to go to the person(s) involved and try to resolve the problem. Try to limit any further discussion about the matter and do not repeat anything you heard.

“As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.” (Ephesians 4:1-3)

“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” (Colossians 3:12-13)

If a complaint is made to or about you:

1. Understand the problem. Make sure you know exactly what the complaint is and why it is being made. Ask the person making the complaint, if necessary.
2. Give it prompt attention. Talk to the person who is complaining about you, or, if necessary, the administrator, as soon as possible. Try to agree on an effective solution to the problem as soon as possible. This will show your concern and desire to cooperate and will stop the problem from getting bigger or worse. Give it prompt attention.
3. Make it into a growth experience. Instead of taking offense at the complaint, realize that someone has pointed out something that can help you to grow as a Christian. Solomon stated frequently in Proverbs that the wise man is one who can accept and learn from counsel, reproof, and/or instruction. Learn from your mistake or from what has displeased the complainer. Make it a growth experience.
4. Pray about it. Ask God's wisdom in solving the problem and His help in putting the solution into effect. Pray that all may work out for the good of the school and for the good of His kingdom. Pray for the person who complained about you, and ask God to help you love him/her more. Above all, pray about reconciliation.

Parents should always go directly to the teacher if a problem arises with their child. If the matter remains unresolved, it should then be taken to the principal. It is very important that the chain of authority be followed in such cases. This is the clear Biblical standard of Matthew 18:15-17.

In summary, these scriptural guidelines direct that parents confer with teachers regarding student problems before talking to an administrator. If necessary, the administrator will take the matter to the Board of Trustees. It is beneficial to deal with problems in the order just mentioned. The attitude of all involved should reflect love and conciliation with the goal of establishing an acceptable solution.

APPENDIX

MARYVILLE CHRISTIAN SCHOOL

STUDENT CONDUCT COVENANT

(For Students Entering Grades 7-12)

The biblical and philosophical goal of Maryville Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Maryville Christian School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior.

(Leviticus 20:13; Romans 1:27)

Maryville Christian School's student body should consist of students who are individually committed to fulfilling Colossians 3:17: "...whatever you do, in work or deed, do everything in the name of the Lord Jesus..."

I give my full support of the stated aims and policies of Maryville Christian School. I will make every reasonable effort to comply with the following:

- As a student enrolled at MCS, I will seek to be diligent in upholding the standards of the school for myself and encourage my fellow students to do the same.
- I pledge to cooperate with and show respect for all authority placed over me, and I understand that defiant behavior is grounds for suspension or expulsion. (Romans 13:1-2; Hebrews 13:17)
- I understand that attending MCS is a privilege, and my personal behavior and dress are to be a testimony to the Lord, both at school and in my private life.
- I understand that I am to uphold the standards of MCS both on and off campus and that a violation of our standards either on or off campus will result in disciplinary action.
- I understand that MCS retains the right to refuse enrollment to, or for an admitted student, to require counseling, or in certain circumstances, expel students who engage in sexual immorality, including any student who professes to be homosexual, bisexual or transgender or is a practicing homosexual, bisexual or transgender. (I Corinthians 6:9-20)
- I understand that the use of non-approved drugs, alcoholic beverages, or any form of tobacco will result in suspension and possible expulsion. (I Corinthians 6:9-15)
- I understand that the use of profane language, the reading, viewing or possession of pornographic materials, and Biblically immoral behavior are against MCS standards, detrimental to a Christian witness, and could result in suspension or expulsion. (Proverbs 6:27-28; Romans 12:2, Job 31:1; Psalms 119:37)
- I understand that inappropriate use of media (social networking, email, text messaging, etc.) could result in suspension or expulsion. This includes but is not limited to using inappropriate language, posting inappropriate pictures, and sending inappropriate or threatening messages. (Proverbs 16:24; I Timothy 4:12; I Thessalonians 5:11; James 3:3-12)
- I understand I may be suspended or expelled for academic dishonesty. (Exodus 20:15; Matthew 19:18)
- I realize that failure to support MCS as stated above may result in my involuntary dismissal.



**Maryville Christian School Calendar
2018-2019**

August

1-3 In-Service (No Students)
 6-7 In-Service (No Students)
 8 First Day of School (Full Day)

January

3 Return to School (Full Day)
 21 MLK Holiday (No School)

September

3 Labor Day (No School)
 14 Parent Conferences (No Students)

February

6 Professional Development (Abbreviated Day)*
 18 President's Day (No School)

October

1-5 Fall Break
 24 Professional Development (Abbreviated Day)*
 25-26 ACSI Conference (No School)

March

11-15 Spring Break
 18 In-Service (No Students)

November

7 Professional Development (Abbreviated Day)*
 21-23 Thanksgiving Break

April

19 Good Friday (No School)
 22 Easter Monday (No School)

December

18 Exams (Abbreviated Day)*
 19 Exams (Abbreviated Day)*
 20 Christmas Break Begins

May

18 Graduation
 21 Exams (Abbreviated Day)*
 22 Exams (Abbreviated Day)*
 Last Day of School
 23 In-Service (No Students)

School Hours:

Preschool (Morning) 8:00 a.m. – 12:00 noon
 Preschool (Extended Day) 8:00 a.m. – 3:00 p.m.

Grades K-3 8:00 a.m. – 3:00 p.m.
 Grades 4-12 8:00 a.m. – 3:15 p.m.

Grading Periods:

September 28 End of 1st Nine Weeks
 December 19 End of 2nd Nine Weeks
 March 8 End of 3rd Nine Weeks
 May 22 End of 4th Nine Weeks

***Abbreviated Days:**

Grades PK-3 dismiss at 11:45
 Grades 4-12 dismiss at 12:00