

# MARYVILLE CHRISTIAN SCHOOL

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## STUDENT-PARENT HANDBOOK 2023-2024 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.

**Maryville Christian School  
2023-2024 Faculty Credentials**

<b>Faculty Member</b>	<b>Position</b>	<b>Educational Background</b>
Abernathy, Keith	Upper School	BA, Campbell University; MDiv, Campbell University
Alford, Jennifer	Lower School	BS, University of Tennessee
Brown, Jessica	Upper School	BS, University of Kentucky; MS, University of Florida
Brunson, Josiah	Upper School	BS, Radford University
Cupp, Michelle	Upper School	BS, University of Phoenix; MA, Education
D'aquilante, Katie	Lower School	BA, Rowan University; MA, Rowan University
Davis, April	Upper School Art	BS, East Tennessee State University
Dennis, Matthew	Upper School	BS, Johnson University; MTS, Midwestern Baptist Theological Seminary; MDiv, Midwestern Baptist Theological Seminary
Eichholtz, April	Upper School	BA, Maryville College; MS, University of Tennessee
Felty, Allison	Lower School/Technology	BS, Tennessee Technological University
Gennoe, Bailey	Lower School	BS, Tennessee Technological University
Goins, Holly	Lower School	BA, Carson-Newman University; MS, Johnson University
Gordon, Mindy	Preschool	BS, University of Florida
Goswick, Anna	Lower School Art	BS, Covenant College
Greer, Scott	Music	BMus, Stetson University; MMus, University of Tennessee; MA, Liberty University
Hamner, Eric	PE/Health	BA, Tiffin University; MEd, Columbia International University
Hassenzahl, Angela	Upper School	BA, Spring Arbor University
Holden, Daniel	Upper School Principal	BS, Liberty University
Jackson, Ashley	Upper School	BS, Maryville College
Johnston, Heather	Preschool	BA, National University
Jones, Katie	Lower School	BA, Bryan College
Kammeraad, Kristi	Lower School Principal	BS, West Coast Baptist College; MEd, Liberty University
Kirk, Liel	Upper School	BA, Calvary Chapel Bible College; MA, Calvary Chapel University
McIntyre, Michael	Upper School/Technology	BS, Mansfield University of Pennsylvania
Moreno, Tracy	Lower School	BS, Pensacola Christian College
Mullisen, Luke	Upper School	BS, California Polytechnic State University; MEd, National University
Orr, Susan	IAP Instructor	BA, University of Tennessee; MA, Liberty University
Paddock, Bert	Upper School	BA, Harding University; MS, University of Arkansas; MTS, Lipscomb University
Palmer, Indra	Upper School	BA, University of Georgia
Pollard, Jennifer	Lower School	BS, University of Valley Forge
Scoggins, Jennifer	Preschool	BS, University of Tennessee
Smith, Alicia	Band	BA, George Mason University; MBA, Strayer University
Smith, Brittany	Lower School	BA, Tusculum College
Stephens, Anna	Upper School	BA, Azusa Pacific University; MA, Multnomah University; MA, Multnomah University
Stephenson, Melody	Upper School	BA, California State University
Stewart, Elizabeth	Licensed Speech Therapist and Reading Intervention	BS, Middle Tennessee State University; MA, University of Tennessee
Strickland, Ellen	IAP Coordinator	BS, University of Montevallo; MS, Jacksonville State University

Stroud, Alex	Upper School	BA, Liberty University; MA, Liberty University
Turbyfill, Brian	Athletic Director	BS, University of Tennessee
Urrutia, Christine	Upper School	BS, University of Phoenix; MS, California Baptist University
Wallace, Dana	Academic Dean	BS, Tennessee Temple University; MEd, Carolina University; EdS, Liberty University; EdD, Liberty University
Wallace, Jeremy	Head of School	BS, Tennessee Temple University; MRE, Carolina University; DMin, Carolina University
Welker, Shannon	Lower School	BS, Johnson University; MA, Johnson University
Wheatley, Laura	Lower School	BA, University of Tennessee; MA, Carson-Newman University
White, Kandice	Guidance Counselor	BA, Carson-Newman University; MEd, Lincoln Memorial University; EdS, Lincoln Memorial University
Williams, Cassie	Lower School	BA, Maryville College
Young, Tiffany	Lower School	BA, Tusculum College

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# 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 continually blessed this ministry of education throughout these early years. Fifty-two students completed the first school year, and current enrollment has grown to over 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).

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## 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	

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## BOARD OF DIRECTORS

Allen Byrd	Joseph Goins
Scott Ferry	Stephanie McSpadden
Marc Fontinell	Jeff Palmer
Eric Fugate	Scott Roberts
	Erica Smith

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## ACCREDITATION

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

## VISION

We are dedicated to being a distinctive Christian school that is committed to our Christian identity, committed to academic excellence, and committed to producing students who love Jesus Christ.

## 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.

MCS exists to:

- PARTNER with Christian families.
- PROCLAIM Christ daily in all we do.
- PROVIDE a quality, Biblically based education.
- PRODUCE students with distinctive Christian character.

## PHILOSOPHY OF CHRISTIAN EDUCATION

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

***Partner with Christian families.*** 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.

***Proclaim Christ daily in all we do.*** 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. 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 have a relationship with 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.

***Provide a quality, Biblically based education.*** MCS recognizes that we have the responsibility as a ministry of God to provide an exemplary educational program by 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 Christian values. This program must include all of the academic disciplines while utilizing the latest forms of technology.

***Produce students with distinctive Christian character.*** MCS desires that the impact we have on students continues past their graduation. The goal is not just for students to succeed academically, but to be prepared to live a Christ-honoring life. Their experience at MCS should prepare students to honor and serve Christ in all they do by living out a Biblical world view while being responsible and contributing citizens.



## 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. (1 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:

- **Christ-centered** - Christ should be at the center of all we do. (1 John 2:6)
- **Truth** - God and His Word are the foundations of all truth. (John 1:1-5, John 14:6, 2 Peter 1:21, 2 Timothy 3:16)
- **Godliness** - The fruit of the Spirit should be evident in those who love God. (Galatians 5:22-23)
- **Excellence** - High standards in ministry, academics, and all other areas is our goal. (Colossians 3:17, 23)
- **Integrity** - We must be honest, trustworthy, and dependable. (Hebrews 13:18)
- **Service** - Serving others is a calling on all believers. (John 13:15)

## EXPECTED STUDENT OUTCOMES

The leadership, faculty, and staff of Maryville Christian School commit to an approach of education that impacts students' lives spiritually, academically, socially, and physically. It is expected that graduates of Maryville Christian School will:

1. Have a personal relationship with Jesus Christ that impacts their personal worldview and character.
  - a. Students will demonstrate an understanding of God's plan of redemption and be able to explain salvation with God's Word.
  - b. Students will defend the Christian faith with Scripture and other evidences.
  - c. Students will exhibit integrity and high moral character in their decisions and interactions with others.
  - d. Students will demonstrate Biblical literacy and develop the needed skills for a lifetime of personal Bible study.
  - e. Students will respond to the Great Commission locally and globally in a culturally sensitive manner.
  - f. Students will regularly attend and participate in a church community, serving God and others.
2. Be well prepared in all academic disciplines and possess the academic skills to be successful at the next level.
  - a. Students will develop a Christian worldview through exposure to a Biblically integrated curriculum.
  - b. Students will apply skills in reasoning, academic investigation, creative thinking, and critical thinking in a variety of situations.
  - c. Students will establish themselves as life-long learners.
  - d. Students will apply a comprehensive command of the fundamental processes used in communicating with others (speaking, listening, writing, and reading).
  - e. Students will interpret human history and current events in light of Scripture and an understanding of God's plan for mankind.
  - f. Students will engage technology and employ it appropriately, preparing them to function and contribute in a technologically advanced society.
  - g. Students will identify and discuss artistic expression through fine arts and apply this in expressing themselves more creatively.
  - h. Students will participate in open and honest exchanges of ideas.
3. Honor God's design for personal relationships, interactions, and citizenship.
  - a. Students will review and practice accountability to God and established authorities.
  - b. Students will develop and demonstrate concern for others.
  - c. Students will express respect for the property of others.
  - d. Students will investigate and review cultures of other people groups, rejecting prejudice and promoting interethnic harmony.
4. Demonstrate good stewardship of the abilities and resources entrusted to them by God.
  - a. Students will employ personal care of their body as a temple of the Holy Spirit, avoiding activities and substances that are harmful to the body, mind, or spirit.
  - b. Students will practice responsible stewardship of God's creation.
  - c. Students will investigate management of finances, time, and other resources, and apply those skills personally.

## **BIBLICAL LIFESTYLE STATEMENT**

### **Marriage, Gender, and Sexuality**

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. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance based on the above truth.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 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 Corinthians 6:18; 1 Corinthians 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that the only legitimate marriage is the joining of one man and one woman, and we do not recognize other marriages or unions as legitimate even if they are recognized by local, state, or national governments. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)

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. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Maryville Christian School as a Christian organization, it is imperative that all persons affiliated with MCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

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; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines and practices of our agency.

### **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, with input from the Head of School, 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; Psalm 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, Head of School 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.

## **SPIRITUAL LIFE: CHURCH AND HOME**

All students' foundational spiritual nourishment should come from home, active involvement in their local church, and consistent personal time with the Lord. *Maryville Christian School is not the local church, nor does it seek to replace the student's home.* MCS provides a wide variety of opportunities to enhance spiritual growth, but each opportunity should be seen as just that - enhancement. Students are strongly encouraged to be active participants in their family and church life. To be nourished, encouraged, and held accountable by the home and local church, all MCS students are encouraged to daily live with and be under the authority of their parents or legal guardians and to actively participate in their local church.

## **EQUAL OPPORTUNITY INSTITUTION**

Maryville Christian School does not discriminate on the basis of race, biological 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 biological 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. MCS will follow Title VI as long as it does not contradict foundational documents of Maryville Christian School.

## **SCHOOL OFFICES**

School offices 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 welcome at MCS during designated times, 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. **There will be no exceptions to this policy.**

Lunch Visits: 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 times. All visitors must be in good standing with the school. The administration will determine whether a visitor is acceptable on campus; preapproval is suggested. Lower school students who have a lunch visitor may choose up to two (2) students to join them at the designated lunch table.

Special Assemblies: Parents and relatives are encouraged to attend special chapels, events, and awards ceremonies.

Classroom Visits: Prospective students are welcome to visit the school. The parents of prospective students should arrange the visit in advance through the admissions 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 of MCS. **The administration reserves the right to deny anyone access to the school or school events at any time.**

## **VOLUNTEERS**

MCS recognizes that the services of volunteers can enrich the educational program, assist 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.

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 records.
6. Volunteers should exercise discretion in discussing the 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.
8. Volunteers must have a completed background check on file in the main office before volunteering. Beginning in the 2023-2024 school year, volunteers will be required to pay a background report fee of \$25 when a background report is required. Background reports are valid for five (5) years from the report date.

## **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 or school-related items. If a student becomes ill, he/she must go to the clinic and have the school nurse contact the parent(s).

## **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 his/her cell phone. Office personnel will take messages and deliver them to students. Students will be allowed to phone home on the office phone in cases of emergency. Parents should not call or text their student on his/her cell phone during the instructional day.

If parents need to communicate with a teacher or staff member during the school day, they can email, leave a message on the teacher's school voicemail, or call the office and leave a message. Phone calls will be returned during planning time or after dismissal. Emails will also be answered during planning

time or after dismissal. Teachers do not use their personal cell phones to communicate with parents or students.

Teachers and staff are not expected to respond to emails or messages during the evenings, on the weekend, or during holidays.

## **DRESS CODE (APPEARANCE CODE)**

Maryville Christian School strives to maintain a positive and professional learning environment which reflects God's call to modesty and purity.

Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, our appearance code is defined by two specific standards: modesty and professionalism.

### **UPPER SCHOOL**

#### **Modesty**

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different from the world." Therefore, we have some basic guidelines that we expect students will meet in accordance with these Biblical standards. The standards of modesty should be reflected in a student's dress **at all times**.

- Clothing should completely cover undergarments, including straps and necessary parts of the body, at all times (including while sitting or bending over). Girls should take care to ensure that tops are not plunging or revealing at the neckline. Bra straps must not be visible and shirts must cover the shoulders.
- Skirts and dresses can be no more than four (4) inches above the top of the knee.
- Leggings and all "legging-type pants" should not be worn to school.
- Pants should not be constructed in an overall style that is tight or that reveals the body shape. Under no circumstances are leggings or pajamas considered pants.
- Boys and girls should take care to wear modest clothing styles that consistently cover their midsections at all times. Boys should ensure that their pants cover boxers and undergarments at all times.
- For both boys and girls, shorts must have an inseam length of at least seven (7) inches. Many in-style shorts do not meet this requirement and thus should not be worn on campus.
- During school hours, co-curriculars, and school events, everyone is expected to keep shirts and shoes on at all times.
- Formal Event Dress Standards: The principle of modesty remains the guiding standard for dress at formal events. This includes selecting a dress that is appropriate in length as well as provides appropriate coverage that is not low-cut or plunging at the neckline. For formal events that include dancing, dresses must not have low backs and must have straps.

#### **Professionalism**

We want students to be comfortable, but we also expect that an MCS student's appearance should meet basic standards. As a learning community committed to excellence, we desire to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality; rather, they are preferences that Maryville Christian seeks to uphold in our school community. These are also in place to prepare our students for their future when they have various appearance codes at their places of employment or other venues. The following are in the professional dress requirements during the school day:

- Athletic attire, including shorts, sweatpants, joggers, and yoga pants, are not acceptable outside of PE class, practices, and rehearsals.
- All clothing should be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with ragged/frayed ends or holes.
- Tank tops for either girls or boys are not acceptable school attire.
- Hats, hoods, bandanas, etc. are not to be worn inside during the school day unless special permission is given by the administration due to extenuating circumstances or for special dress-up days.
- Positive logos or brands on clothing are permitted if they align with the MCS culture and do not interfere with the learning environment.
- Hair should look neat and natural. Any hairstyle, hair color, or head appearance - which includes, but is not limited to unnatural coloring, mohawks, or designs shaved into heads - that tends to call undue attention is not acceptable. Hair should be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times. Any facial hair must be well groomed and non-distracting.
- Tattoos or "body art" are not appropriate if visible. Piercings, including the nose, lip, eyebrow, and anything other than earrings for girls are not appropriate. Students who have such piercings will be required to remove their body jewelry when they arrive at school.
- **Any attempt to call undue attention to the individual is not acceptable.**
- Any issue not specifically addressed above will be left to the discretion of the administration.

#### **Athletic and PE Dress Code**

- Boys: Shirts must be worn at all times, both inside and outside of the building. Shirts may not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Sleeveless shirts are not allowed. All shorts, whether worn inside buildings or outside, must have at least a six (6) inch inseam and should not be constructed in an overall style that is tight or reveals the body shape. Spandex shorts worn alone are not acceptable. Pants should not be constructed in an overall style that is tight or reveals the body shape.
- Girls: Shirts must be worn at all times, both inside and outside of the building. Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Sleeveless shirts are not allowed. Undergarments must not be visible at any time during practice or while working out. All shorts, whether worn inside the building or outside, must have at least a six (6) inch inseam and should not be constructed in an overall style that is tight or reveals the body shape. Spandex shorts worn alone are not acceptable. Pants should not be constructed in an overall style that is tight or reveals the body shape.

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is **before** wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity. Standards related to professionalism should be applied as they are appropriate for the activity. Since students purchase their clothing and personal belongings as part of the family unit and prepare for school at home, it is Maryville Christian School's desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with MCS standards.

Each student will be held responsible for his/her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. We realize appearance and dress code may feel subjective, but MCS faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify dress, we expect a respectful response even if a student or parent is not in agreement.

If a student is found out of dress code, he/she will be required to correct the situation by changing clothes. If a student is not able to correct the violation quickly so that they can return to class,

alternative clothing will be provided. Students will be allowed one warning for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in consequences.

## PRESCHOOL AND LOWER SCHOOL

<b>School Day Dress for Boys (Grades PK-6)</b>	
<b>Pants</b>	<ul style="list-style-type: none"> <li>• Pants should be neat, modest, loose-fitting, and free from holes or frayed edges.</li> <li>• Sweatpants and pajama bottoms are not permitted.</li> <li>• Elementary students are allowed to wear athletic pants.</li> </ul>
<b>Shorts</b>	<ul style="list-style-type: none"> <li>• Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than four inches above the knee.</li> <li>• Elementary students are allowed to wear athletic shorts.</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• Students may wear appropriate t-shirts (not undershirts), polo shirts, dress shirts, or sweaters. If vests are worn, they must have an appropriate shirt underneath. Shirts are to be buttoned completely with only the top button undone.</li> <li>• Shirts must have sleeves, cannot promote bands or musicians of any genre, gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting.</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>• Outerwear should be in line with the spirit of this policy. If outerwear is removed during the day, the shirt underneath should be in compliance with the dress code.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Shoes must be worn at all times. Students may not wear shoes that are meant for the beach/pool/shower or shoes that are plastic athletic sandals or slides.</li> <li>• Preschool and kindergarten students must always wear tennis shoes.</li> <li>• Elementary students should wear shoes that are closed-toed and closed-heeled shoes. Crocs and Heelys are not allowed.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Students may not allow undergarments to show.</li> <li>• Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building. Hoodies may be worn, but only with the hood down inside the building.</li> <li>• Male students may not wear fingernail polish, make-up, earrings, or hair bands of any kind.</li> </ul>
<b>Hairstyles</b>	<ul style="list-style-type: none"> <li>• Hairstyles are to be neat, clean, moderate, and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted.</li> <li>• Boys hair should be kept out of the eyes and off the shoulders. 'Man-buns' and ponytails will not be allowed on male students.</li> </ul>

<b>School Day Dress for Girls (Grades PK-6)</b>	
<b>Pants</b>	<ul style="list-style-type: none"> <li>• Pants should be neat, modest, loose-fitting, and free from holes or frayed edges.</li> <li>• Sweatpants, pajama bottoms, spandex, yoga pants, joggers, and tight-fitting pants are not allowed.</li> <li>• <b>Leggings are only allowed with a dress, skirt of appropriate length, or tunic-style shirt.</b></li> <li>• Elementary students are allowed to wear athletic pants.</li> </ul>



<p><b>Shorts</b></p> <ul style="list-style-type: none"> <li>• <b>Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than four inches above the knee.</b></li> <li>• Elementary students are allowed to wear athletic shorts of appropriate length.</li> </ul>
<p><b>Dresses/Skirts</b></p> <ul style="list-style-type: none"> <li>• Female students may wear dresses with sleeves and modest necklines (no scoop or lowcut necklines).</li> <li>• Dresses and skirts must be within two inches of the top of the knee.</li> <li>• Elementary girls must wear shorts, tights, or leggings underneath a dress or skirt.</li> <li>• Students may not wear tutus or skirts that are made with tulle.</li> </ul>
<p><b>Shirts</b></p> <ul style="list-style-type: none"> <li>• Students may wear appropriate t-shirts (not undershirts), polo shirts, dress shirts, or sweaters. If vests are worn, they must have an appropriate shirt underneath. Shirts are to be buttoned completely with only the top button undone.</li> <li>• Shirts must have sleeves and cannot promote bands or musicians of any genre, gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting.</li> <li>• Shirts must have a modest neckline, cannot be sheer or form fitting, and must not reveal bra straps.</li> </ul>
<p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Shoes must be worn at all times. Students may not wear shoes that are meant for the beach/pool/shower or shoes that are plastic athletic sandals or slides.</li> <li>• Preschool and kindergarten students must always wear tennis shoes.</li> <li>• Elementary students should wear shoes that are closed-toed and closed-heeled shoes. Crocs and Heelys are not allowed.</li> <li>• Girls in grades 4-6 are allowed to wear shoes with a strap on the heel but must bring tennis shoes for PE class.</li> </ul>
<p><b>Outerwear</b></p> <ul style="list-style-type: none"> <li>• Outerwear should be in line with the spirit of this policy. If outerwear is removed during the day, the shirt underneath should be in compliance with the dress code.</li> </ul>
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Students may not allow undergarments to show.</li> <li>• Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building. Hoodies may be worn, but with the hood down inside the building.</li> <li>• Female students are not allowed to have any visible tattoos or piercings except for earrings.</li> </ul>
<p><b>Hairstyles</b></p> <ul style="list-style-type: none"> <li>• Hairstyles are to be neat, clean, moderate, and in good taste. Hairstyle extremes are not acceptable. Non-traditional or extreme changes in hair color are not permitted.</li> </ul>

## **ATTENDANCE POLICIES AND PROCEDURES**

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 ask that you refrain from scheduling vacations while classes are in session. While we understand the importance of family vacations and the memories that they create, there are a total of five (5) weeks during the school year that classes are not in session, in addition to six (6) holidays and eight (8) weeks in the summer that are available for family vacations.

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. Per Tennessee state law, students are allowed a total of eighteen (18) absences per school year. If a student misses more than eighteen (18) days in the year, he/she will not be eligible to pass to the next

grade level. Upper school students who miss more than nine (9) days in any given course will be in danger of not receiving credit for that course.

If there are extenuating circumstances and a student exceeds eighteen (18) absences in the school year, a written appeal from the parents must be made to the Head of School for evaluation of whether or not the student will be allowed to receive credit for the year. In the case of an extended illness, physician's records should be included to document the illness.

We recognize that situations arise in which missing school is unavoidable. Parents/guardians should call or email ([attendance@mcstn.org](mailto:attendance@mcstn.org)) the school office by 9:00 a.m. if their child will be absent from school. Five (5) or more consecutive absences will require a doctor's note. Please note that lower school students in attendance for at least two (2) hours but missing at least two (2) hours of the school day, will be counted as a half day absent. Upper school students must attend a minimum of three (3) blocks to be considered present for a full day and a minimum of two (2) blocks to be counted as a half day.

**CAPSTONE ATTENDANCE:** Upper school students are required to be present during their scheduled capstones. Students who are absent from a capstone will receive a zero (0). Should a student have an emergency or illness the day of a capstone, a parent should contact the Academic Dean (not the teacher) to make arrangements for the capstone to be made up. Students may not complete capstones in advance of the scheduled time to begin a break early or take a trip.

**EXAMPLES OF ABSENCES:**

1. Personal illness (A doctor's note is required if absences are in excess of five [5] consecutive days or seven [7] days per semester.)
2. Serious illness or death in the family
3. Medical or dental appointment that cannot be scheduled outside of class hours
4. Family emergencies as approved by the administration
5. College visitation days (MCS allows juniors and seniors three [3] college visits during the school year with the appropriate paperwork. College visits will count towards the total absences for the year.)

**REPORTING BACK TO SCHOOL AFTER AN ABSENCE:** Upon returning to school after an absence, the student must provide a written note or an email, signed by a parent/guardian, unless prior notification of the absence was received via phone call or email. The note 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.

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 on the day(s) of suspension. This includes off-campus activities.

Lower school students must be in attendance at least four hours of the school day in order to participate in any extracurricular activities that day. Upper school students must be in attendance to at least three (3) periods in order to participate in any extracurricular activities that day. Students who are sent home due to illness during the school day are not allowed to participate in extracurricular activities that day. Extracurricular activities include sports 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 if they are not in their assigned classroom when the bell rings.

**Lower School:** Lower school student tardies will be converted to absences. For every five (5) tardies a lower school student accumulates, one (1) absence will be applied.

**Upper School:** Upper school students will be considered absent from a class if they miss more than 40 minutes of the class. Such absences will count toward the allotted maximum of eighteen (18) absences. Students who miss more than nine (9) days of any course will be in danger of not passing that course. Neither teachers nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt, or cause duplication of instruction.

Students should always be on time for class. While problems such as inclement weather or traffic backups may hinder arriving at school on time in the mornings, every effort should be made to be in the first block before the bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, MCS will not distinguish between excused and unexcused tardies to first block. Students should plan to arrive early to allow for unexpected circumstances such as car issues, train delays, traffic accidents, etc.

To allow for unexpected issues that may come up, students are allowed three (3) tardies per block each semester, without penalty. Consequences will be issued after the third tardy in a block and for all subsequent tardies. To be excused from tardiness for periods 2-4, the student must have a pass signed by a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. Business that could be conducted at other times during the day is not a basis for a tardy. It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurrences.

Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, we attempt to educate the student as to the inevitability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student. If continued tardiness occurs, the parent/guardian will be notified by the administration to address the issue.

**MAKE-UP WORK FOR ABSENCES:** Make-up work for credit is allowed for absences. 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 [3] days, three [3] days to make up work). Work for planned absences will not be provided in advance of the absence.

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 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.

Lower school parents (grades K-6) should notify the lower school office (ext. 242) by 8:30 a.m. to request that missed work be collected. The lower school assistant 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 at 3:30 or can be sent home with a sibling.

Students in grades 7-12 can find assignments online in Google Classroom. Students may also email teachers to ask about assignments. If this is not possible, the student may pick up the missed work when they return to school.

## **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. All car riders should be dropped off under the gym awning and enter through the gym doors. PK through 5<sup>th</sup> grade students arriving between 7:30 and 7:50 are to remain in the gymnasium until 7:50. Lower school classes begin at 8:00 a.m. Sixth through

12<sup>th</sup> grade students arriving between 7:30 a.m. and 8:05 a.m. are to remain in the gymnasium until the 8:05 bell. Upper school classes begin at 8:15 a.m.

Preschool and kindergarten students will dismiss at 2:30 p.m. First through 5<sup>th</sup> grade students will dismiss at 3:00 p.m. First through 5<sup>th</sup> grade students will not be dismissed early from the office after 2:30 p.m.

Sixth through 12<sup>th</sup> grade students will dismiss at 3:25 p.m. Student drivers must be off campus by 3:35 p.m. unless participating in a supervised school activity. Upper school parents should not arrive for pickup before 3:15 p.m.

## **AFTER SCHOOL CARE PROGRAM**

Enrollment is open to all MCS students in grades PK-8. Care is available only on regular school days and not on school holidays, snow days, or abbreviated days. The hours are as follows:

PK – K	2:30 p.m. to 6:00 p.m.
1 <sup>st</sup> – 5 <sup>th</sup>	3:00 p.m. to 6:00 p.m.
6 <sup>th</sup> – 8 <sup>th</sup>	3:25 p.m. to 6:00 p.m.

Charges accrue weekly and are billed monthly. See the After Care contract for more information.

## **UNEXPECTED SCHOOL CLOSINGS**

The decision to close the school because of adverse weather conditions or other unexpected 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 website, Instagram, and Facebook pages. Maryville Christian School will be specifically named. We do not follow other school system closures.

## **FINANCIAL POLICIES**

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.
- **CONTINUOUS ENROLLMENT FEE:** Billed annually to FACTS account in March for all returning students. Payment of this fee holds the student's place for the coming year. For students not returning the following year, a Notification to Decline Enrollment form must be received in the office by March 1 in order to avoid the Continuous Enrollment Fee. Families will be responsible for this fee if the Notification to Decline Enrollment is received after March 1.
- **STUDENT FEE:** Billed annually to FACTS account in May for all returning students and upon completion of online enrollment for new students.

**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 extracurricular activities, as well as other miscellaneous expenses that occur during the year, are posted to the parents' FACTS account on the 1<sup>st</sup> of each month and are due by the 15<sup>th</sup> of the month.

- **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.
- **FOOD SERVICE:** Lunch orders are placed weekly through Family Portal. 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 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 for an additional charge. Special services are available to students with professionally diagnosed learning disabilities, an educational assessment referred by MCS administration, and/or attention deficits. The Individual Accommodation Program (IAP) is an individually designed plan to provide needed accommodations in the classroom. The IAP is for students who can be successful in the classroom with the accommodations. Pull-out services are also provided for an additional fee.

**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. Administration 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, biological gender, race, or ethnic origin. New families must complete the application process and be accepted for enrollment prior to applying for tuition assistance. Families who qualify for tuition assistance will receive up to a 50% tuition discount per student.

**ACCOUNTS IN ARREARS:** The administration will review any family account in arrears by 60 days or more. Families can present a plan to make their account current, but Administration reserves the right to dismiss a student from the school if the family cannot meet their financial obligations. Incidental fees (lunch charges, field trips, etc.) will not be billed to accounts that are in arrears. These charges must be paid in cash until the account is brought current. Accounts must be current at the start of each semester for a student to start school. Student transcripts and records will not be released until accounts have been paid in full.

**CONTINUOUS 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, continuous enrollment, and student) are non-refundable. The Continuous Enrollment Fee for the coming school year will be refunded if a Notification to Decline Enrollment Form is submitted prior to March 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 receive their diploma or receive final transcripts unless all tuition and fees are paid in full.

**EARLY 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. Tuition will accrue until a Notification to Withdraw form is submitted to the office. There is a \$750 per family early withdrawal fee.

**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 Head of School 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.

## **EARLY WITHDRAWAL**

Withdrawals have a significant impact on our school year. Plans are made well in advance for staffing, programming, materials, curriculum, and facility usage based on the number of students we expect for the school year. We strive to be fiscally responsible and to make wise decisions regarding our resources. For example, we make teacher hiring decisions each spring based on the number of students expected in each grade.

Therefore, if parents find it necessary to withdraw a student during the school year, the following procedures should 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 March 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 Notification to Withdraw form, also available from the main office.
3. A withdrawal fee of \$750 per family will be charged for students withdrawn after the start of school.
4. 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 June and July is not refundable. In exceptional circumstances, such as an unexpected family move away from the area, the administration may authorize a refund upon request.
5. Grades and records will not be released until all financial obligations have been met and all MCS property has been returned.
6. A student who withdraws from MCS mid-year will not be eligible to re-apply and re-enroll until the next school year. If the student does re-apply, his/her academic and behavior records will be taken into consideration in the admissions decision.

## STUDENT RECORDS POLICY

MCS will abide by the following policies set forth by the Family Educational Rights and Privacy Act regarding 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 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
- Copy of birth certificate
- Psychological evaluations or special testing
- Behavior records
- Attendance records

**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.

Regarding 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.

**Transfer of Student Records in the Event of Permanent Closure:** In the event that Maryville Christian School is dissolved (permanently closed), an arrangement for the transfer of academic records to Blount County Schools will be made and communicated to all current and previous MCS families.

## ACADEMIC EVALUATION

Parents can track academic progress through Family Portal, report cards each quarter, and scheduled parent-teacher conferences.

**GRADING SCALE:** Numeric grades reflect the progress of students.

A	90 - 100	O = Outstanding
B	80 - 89	S = Satisfactory
C	70 - 79	N = Needs Improvement
D	60 - 69	U = Unsatisfactory
F	59 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 additional quality points added to them. To calculate GPA, the total number of quality points is added up and then divided by the total number of credits attempted.

Letter Grade	College Prep	Honors	AP/DE
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0	0	0

**GRADE REPORTING:** Lower school report cards are calculated at the end of each quarter. Report cards for grades K-5 will be sent home with the student and should be returned signed by a parent. Report cards for grades 6-12 will be emailed to parents at the end of each semester. Parents of 6<sup>th</sup> grade students will also receive a progress report after Q1 and Q3. All report cards are available for viewing in Family Portal for a period of two (2) weeks after they are sent. Final report cards will be held for families with outstanding balances on their FACTS account.

**HONOR ROLL:** Honor rolls for students in grades 7-12 are established at the end of each grading period.

- 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 with a grade assigned at the end of each quarter. The following Conduct Evaluation Scale will be used:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory



**NEW STUDENT ACADEMIC REVIEW:** 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 quarter will be required for final placement of grade. Should a change be deemed necessary, parents will be notified before the end of the first quarter. This review period 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 Head of School will decide if the student will be able to continue at Maryville Christian School.

**PRIVILEGE TO PARTICIPATE:** To be eligible for MCS athletics, a student must be passing all his/her classes with an average of 70 or above in each class. Overall conduct grades for lower school students must also be satisfactory. This policy includes all grade levels of athletes. More details regarding this policy are outlined in the Athletic Handbook.

**CAPSTONE ATTENDANCE:** Upper school students are required to be present during their scheduled capstones. Students who are absent from a capstone will receive a zero (0). Should a student have an emergency or illness the day of a capstone, a parent should contact the Academic Dean (not the teacher) to make arrangements for the capstone to be made up. Students may not complete capstones in advance of the scheduled time to begin a break early or take a trip.

**SPECIAL SERVICES:** MCS provides special services for students based on the needs of the students. These services are provided through the Learning Lab for an additional fee.

- **Reading Intervention** is designed for students in kindergarten through 6<sup>th</sup> grade who need additional reading instruction. Student eligibility is determined through teacher observation. Instruction is determined based on the needs of the student and will be provided individually and/or in a small group setting. There is an additional fee for this service and it requires a commitment of nine (9) weeks.
- **Speech-Language Therapy** is provided for an additional fee to students who meet eligibility according to federal guidelines. The therapist provides therapy for students who need speech, language, and/or auditory processing.
- **Special Education Services** are provided for an additional fee for students who qualify based on results from psycho-educational testing or doctor documentation. The students are eligible to receive accommodations based on their individual needs in order to assist the student in being successful in the classroom. At times, based on student needs and support from psycho-educational testing, at administrative discretion, students are able to have a one-on-one teacher for either math or reading instruction. The fee for this service is in addition to the IAP fee.

**K-8 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. At the discretion of the Lower School Principal, lower school students (grades K-6) will not be promoted if they have a cumulative grade below 60 in one core subject (Bible, history, or science) or a cumulative grade of 70 in reading/ELA or math.
3. A lower school 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.

4. Students in grades 7-8 must pass all major subjects (Bible, English, math, science, and history) 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.
5. Repeating Grades
  - a. New students will not be accepted to MCS if they have had to repeat a grade or grades more than two times, or who are two or more years older than their grade-level peers.
  - b. Current students who are already two or more years older than their grade-level peers will be ineligible to repeat a grade. Students who meet this age requirement are only able to repeat a grade or grades two (2) times. All kindergarten through 12<sup>th</sup> grade school years are included in this count, regardless of where the student is or has been enrolled.
  - c. Any exceptions to the age requirement policy must be approved by MCS administration.

**HIGH SCHOOL GRADUATION REQUIREMENTS:** In accordance with MCS standards and Tennessee state standards, the following credits are required for graduation beginning with the 2023-2024 freshmen. Students in 10<sup>th</sup>-12<sup>th</sup> grades may have graduation requirements that differ slightly from those listed below.

<u>Curriculum Required</u>	<u>Credits</u>
Bible	4**
English	4
Mathematics	4*
PE / Wellness	2
Science	3
Foreign Language	2
History / Social Studies	4
Economics / Personal Finance	1
Fine Arts	1
Computer Science	1
Electives	3

\*Students are required to enroll in a mathematics course each high school year. Required courses are Algebra I, Algebra II, Geometry, and one higher level mathematics course.

\*\*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 29 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 ensure that all subject requirements are met.

Each college prep course carries a maximum of 4.0 quality points. Weighted classes carry a maximum of 5.0 quality points.

Valedictorian and Salutatorian will be chosen from among seniors who have spent five or more semesters at MCS and have followed a college prep program. The class Valedictorian and Salutatorian will be announced in the spring of senior year and will be based on a student's weighted GPA when fall semester grades are finalized.

**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. ACT math scores will be taken into consideration for higher math courses.

**DROP/ADD PROCEDURES (Grades 7-12):** In the event that parents find it necessary to withdraw a student from a course, the student must have the proper drop/add form filled out and signed by the parent, teacher, guidance counselor, and student. **Drop/add must be completed in the first week of the semester.**

**REPEATING FAILED COURSES / CREDIT RECOVERY (Grades 9-12):** A final grade of 59 or below will result in the student not receiving credit for that course. To make up the credit, the student must pass a credit recovery course approved by the administration. Credit recovery courses are the responsibility of the parent and the student.

## ACADEMIC INTEGRITY

**STATEMENT OF PHILOSOPHY:** Our students are well educated, anchored in God’s Word, and exhibit integrity and high moral character.

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:** The principle of academic integrity shall be that a student’s submitted work, examinations, reports, or projects must be that student’s own work.

MCS has adopted a tiered response to academic misconduct. Student offenses accumulate during his/her time in the lower school or upper school, but reset in the transition between the two divisions.

**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.

### Consequences for Plagiarism

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Confidentially recorded in permanent file (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) Academic Probation (Upper School Principal & Academic Dean)
3 <sup>rd</sup> Offense	Failure of course (Academic Dean) Withdrawal from MCS (Discipline Committee)

**Cheating** - Giving or receiving unauthorized assistance (e.g., copying, using cheat 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.

**Consequences for Cheating**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Lunch Detention (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal)
3 <sup>rd</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal) Academic Probation (Upper School Principal & Academic Dean)
4 <sup>th</sup> Offense	Zero on the assignment (Academic Dean) Withdrawal from MCS (Discipline Committee)

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

**Consequences for Falsification**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal) Behavioral Probation (Upper School Principal)
3 <sup>rd</sup> Offense	Failure of course (Academic Dean) Withdrawal from MCS (Discipline Committee)

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

**Consequences for Multiple Submission**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Confidentially recorded in permanent file (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) Parent-Teacher-Administration Conference (Academic Dean)
3 <sup>rd</sup> Offense	Zero on the assignment (Academic Dean) Academic Probation (Upper School Principal & Academic Dean)
4 <sup>th</sup> Offense	Failure of Course (Academic Dean) Withdrawal from MCS (Discipline Committee)

**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).

**Consequences for Complicity**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Lunch Detention (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) Parent-Teacher-Administration Conference (Academic Dean) In-school Suspension (Upper School Principal)
3 <sup>rd</sup> Offense	Zero on the assignment (Academic Dean) Academic Probation (Upper School Principal & Academic Dean)
4 <sup>th</sup> Offense	Withdrawal from MCS (Discipline Committee)

**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).

### **Consequences for Interference**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Lunch Detention (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal & Academic Dean)
3 <sup>rd</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal) Behavioral Probation (Upper School Principal)
4 <sup>th</sup> Offense	Zero on the assignment (Academic Dean) Withdrawal from MCS (Discipline Committee)

**Unauthorized Editing** - Revising an assignment after submitting it for a grade without approval of the teacher.

### **Consequences for Unauthorized Editing**

1 <sup>st</sup> Offense	Zero on the assignment (Academic Dean) Confidentially recorded in permanent file (Upper School Principal)
2 <sup>nd</sup> Offense	Zero on the assignment (Academic Dean) Parent-Teacher-Administration Conference (Academic Dean)
3 <sup>rd</sup> Offense	Zero on the assignment (Academic Dean) Lunch Detention (Upper School Principal)
4 <sup>th</sup> Offense	Zero on the assignment (Academic Dean) In-school Suspension (Upper School Principal) Academic Probation (Upper School Principal & Academic Dean)
5 <sup>th</sup> Offense	Zero on the assignment (Academic Dean) Withdrawal from MCS (Discipline Committee)

## **STANDARDS OF CONDUCT**

Understanding the purpose and mission of Maryville Christian School, we want to develop a life of faith and obedience in our students, based on God's standards laid out in His Word. While some of these standards are detailed and specific and others are more general, MCS encourages students to live in a manner that glorifies God in every area. All lives will be enriched by applying these truths in a consistent manner. MCS expects students to adhere to these standards at all times, and students are held accountable for behavior outside of school that violates these standards.

In keeping with these beliefs, it is to be understood that Maryville Christian School expects its students to:

- *Cultivate an active and authentic relationship with Jesus Christ.*
  - Studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
  - Avoid influences that create a heart divided from the Lord. These include what one views and listens to, recognizing that anything that mocks or disregards Biblical standards can be destructive to a life of faith.
- *Treat others with respect and love.*
  - Encourage one another and build each other up. (1 Thessalonians 5:11) These outcomes require us to treat others with kindness and respect at all times. They also require us to be a positive influence in the lives of those with whom we associate.
  - Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.

- Develop relationships that edify our relationship with Christ and spur us to live righteously. (1 Corinthians 15:33)
- *Live a life of integrity.*
  - Respect authority. This includes the authority of parents, as well as the school and greater community. Living daily with one's parents and under their authority is a requirement of a student at MCS. (1 Thessalonians 5:12)
  - Be honest and above reproach. We must always speak truth and avoid any appearance of dishonesty. (Proverbs 8:7) This includes avoiding such things as stealing, lying, cheating, and deception.
  - Demonstrate self-control. (James 1:19) We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.
- *Maintain God's standards for morality, purity, and righteous living.*
  - Flee from the presence and association of any inappropriate or illegal activities. (Ephesians 5:3-7) These include, but are not limited to, activities such as possession and use of alcoholic beverages, tobacco, vaporizers, and controlled substances.
  - Maintain purity in all areas of their lives. This includes, but is not limited to, things such as refraining from sexual relations; homosexual, transgender, bisexual, or transsexual behaviors; and pornography (printed or virtual).
  - Apply God's Word to every aspect of life. Students are expected to refrain from the overt promotion or advocacy of ideas contrary to Biblical principles or Maryville Christian School's principles. We expect MCS students to adhere to these guidelines at all times, both inside and outside of school.
- *Commit to building a Kingdom Community.*
  - Adhere to Biblical principles in interactions and speech toward one another, as well as hold each other accountable when mistakes are made.
  - Embrace a standard that reflects that we are new creations, set apart for Christ.
  - Pray that MCS students will seek God and build His kingdom.
  - Honor one another as persons created in the image of God.
  - Listen and identify the worldviews of others without becoming defensive or afraid.
  - Empathize with one another.
  - Learn about peoples and cultures that are different from us.
  - Engage with different parts of the world that we do not experience on a daily basis.
  - Dialogue with one another in truth and gentleness.
  - Act as kingdom builders fighting for truth, righteousness, and justice.
  - Worship God in all that we do.
  - Celebrate and embrace their identity as children of God as primary and value it above all other identities.

## **PARENT STANDARDS OF CONDUCT**

Understanding the purpose and mission of Maryville Christian School, MCS strives to develop a life of faith and obedience in its students, based on God's standards laid out in His Word. While some of these standards are detailed and specific and others are more general, MCS encourages students to live in a manner that glorifies God in every area. All lives will be enriched by applying these truths in a consistent manner. In keeping with these beliefs, it is to be understood that Maryville Christian School expects its students to follow the guidelines that are described in the Student-Parent Handbook and desires that parents understand the expectations of students at MCS. To partner with parents, families are asked to agree with the expectations that are described in the Student-Parent Handbook. This handbook highlights, but is not limited to, the following key areas for living:

- Cultivate an active and authentic relationship with Jesus Christ.
- Treat others with respect and love.
- Live a life of integrity.
- Maintain God's standards for morality, purity, and righteous living.
- Honor and build a Kingdom Community.

## **DISCIPLINE POLICY FOR GRADES K-6**

MCS will approach the discipline of lower school students with a mindset that is corrective rather than punitive. We model our mindset and practices about discipline after God, our loving Heavenly Father, Who allows corrective discipline in the lives of those He loves with the goal of restoration. Disciplinary actions taken solely for the punishment of a student, without the pursuit of restoration, should not be practiced at MCS.

It is also understood that the development of students in elementary grades vary greatly, from young children who are experiencing their first whole-day classroom environment to young adolescents capable of abstract thinking and comprehension. Therefore, great care is taken to take each student's age, development, and capabilities into consideration. Parents, teachers, IAP specialists, and the principal will proactively communicate regarding appropriate expectations and consequences for students with special needs that may impact behavior.

Further, it is imperative that disciplinary actions are proportionately matched with the offense in a consistent manner, while being progressive in nature. Teachers will issue warnings, admonitions, and utilize redirection as a first approach to correct problem behavior. Continued disobedience will be met with student forfeiture of privileges, communication with parents, principal involvement, and if necessary, more significant disciplinary action. The specific outworking of these steps varies by age and will be detailed further below.

### **In the Classroom**

Each teacher will develop his or her own strategy for classroom management, with age-appropriate expectations and consequences. Most disruptions and misbehaviors will be dealt with in the classroom. However, if a student's problem behavior is ongoing or repetitive, further action may be needed. Also, if a more serious offense is committed, the lower school principal will become involved. These offenses may include, but are not limited to:

- Ongoing misbehavior, unresponsive to correction, detracting from the learning of others
- Vandalism of school property
- Profanity (when used with comprehension of its inappropriateness)
- Defiance or disrespect toward an MCS employee
- Threats to another student, group of students, or MCS employee
- Bullying behavior or speech
- Engaging in a fight with another student or group of students
- Stealing
- Lying
- Intentionally deleting or altering another student's work without permission
- Intentionally performing acts opposed to academic integrity

### **Principal's Referral**

Once discipline outside the classroom is warranted, consistency is imperative. Therefore, only the lower school principal will be consulted in these situations. If the lower school principal is not on campus, one of the other administrators should be contacted. Teaching assistants or office workers should not handle significant disciplinary concerns.

Any student referred to the principal will have an opportunity to explain the chain of events from his or her perspective. Because all discipline at MCS is designed to be corrective and not punitive, the lower school principal will seek to identify the root of the problem or situation, not just deal with the action or behavior that resulted in the referral. Discipline, when needed, will be issued with a Biblical approach and in line with the severity of the offense.

### **Disciplinary Steps for K-3<sup>rd</sup> Grade Students**

- Any time a student in K-3<sup>rd</sup> grade is referred to the principal's office, parents will be contacted.

- Natural consequences may be utilized, depending on the offense (i.e., writing an apology note, repairing damages or paying for repairs, etc.).
- Loss of recess time or silent lunch.
- Repeated referrals to the principal's office may result in loss of recess time, where the student will sit out of activity for half of recess and then walk laps the other half. Silent lunch may also be an option at this point.
- Students who continue to be referred to the principal and are unresponsive to loss of recess privileges or silent lunches will be put on a behavior plan.
- Suspension, while extremely rare for this age group, may be possible, and would involve the MCS Discipline Committee.
- Expulsion, while extremely rare for this age group, may be possible, and would involve the MCS Discipline Committee.

### **Disciplinary Steps for 4<sup>th</sup>-5<sup>th</sup> Grade Students**

- Any time a student in 4<sup>th</sup>-5<sup>th</sup> grade is referred to the principal's office, parents will be contacted.
- Natural consequences may be utilized, depending on the offense (i.e., writing an apology note, repairing damages or paying for repairs, etc.)
- Students may lose privileges within their classroom based on the teacher's classroom management system.
- Students may be assigned lunch detention. This consequence may be carried out for one day, or for a longer period of time, at the discretion of the lower school principal, in line with the severity of the offense.
- Students may be assigned ISS. This consequence may be carried out for one day, or for a longer period of time, at the discretion of the lower school principal, in line with the severity of the offense.
- Students who continue to be referred to the principal and are unresponsive to loss of recess privileges or lunch detention will be put on a behavior plan. This document will be prepared by the principal. The principal and parents will conference in-person to ensure communication about expectations are clear. Parents, the principal, and appropriate teachers will sign the behavior plan as a commitment to the partnership shared in teaching and training the student. This is not punitive, but is designed to be corrective, to help the student understand the importance of his or her actions, and to seek restoration.
- Suspension, while rare for this age group, may be possible, and would involve the MCS Discipline Committee.
- Expulsion, while rare for this age group, may be possible, and would involve the MCS Discipline Committee.

### **Disciplinary Steps for 6<sup>th</sup> Grade Students**

Sixth grade students will follow the upper school discipline policy in order to prepare them for their transition to the upper school. The discipline plan for 6<sup>th</sup> grade students will follow the upper school procedures under the supervision of the lower school principal.

### **Suspension and Expulsion**

When misbehavior is repetitive or serious enough that suspension or expulsion is under consideration, the MCS Discipline Committee will work together to determine the appropriate course of action. Suspension may be in-school or out-of-school and may be 1-3 days in duration for lower school students.

While there is a progressive plan for students who are referred to the principal, some offenses are serious enough in nature that the prior intervention options are not appropriate for the action. Behavior that warrants consideration of suspension or expulsion includes, but is not limited to:

- Fighting/hitting with intent to harm
- Possession of illegal substances
- Vandalism of school property or destroying another person's property
- Obscene language used toward an MCS employee



- Arson or tampering with fire alarms or extinguishers
- Racial comments
- Theft
- Possession of weapons, explosives (including fireworks), hazardous materials, and/or any object that may be construed as dangerous
- Intimidation/Harassment/Bullying
- Violation of local, state, or federal law

## **DISCIPLINE POLICY FOR GRADES 7-12**

As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed, and better choices are made in the future. It is also important that we seek to prepare students to make wise choices when we are not around, not simply to control them while we are with them. To achieve this goal, we aim to:

- Work with each student individually. In order to see young lives molded, we strive to understand individuals and recognize each individual may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers. We also understand that in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.
- Maintain standards. We take very seriously the Biblical, community, and school standards that each student pledges to live by when enrolling at Maryville Christian School. Violations of certain standards will not be tolerated.
- Allow growth through failure. We know that some of the most profound opportunities for growth in life come through the way we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather we want to allow students to appropriately experience consequences and the growth that can result from them.
- Maintain cooperation between home and school. We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or haste. Parents are expected to support the school's discipline.
- Deal with forgiveness and consequences. We differentiate between forgiveness (both God's and other's) and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students who participate in activities with stated standards of conduct or students who hold leadership positions may experience consequences related to their participation in those activities which are not directly related to disciplinary action.
- Realize the limits of our discipline. Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent or the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from MCS. This action does not mean we are giving up. The students continue to be a part of a Christian home and church. However, sometimes a change in school environment may be the best for all involved.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. Rules and standards of conduct are necessary to promote a safe environment and are in accordance with the Maryville Christian School mission. The school will evaluate each case of student misconduct or problematic behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If at any time the school determines that a student's influence is considered harmful, or if his/her presence is regarded by the administration as undesirable, the school may request the student to withdraw immediately or may expel the student.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. Maryville Christian School is committed to humbly seek God's wisdom and direction as we implement student discipline that encourages growth and change.

## **DISCIPLINARY PROCEDURES**

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. When the administration determines that a student's behavior displays a lack of assuming responsibility for one's own actions and/or lack of self-control, is in conflict with MCS standards, or has a negative effect on the overall culture and community, the student will be disciplined. The highest Christian standards are to be maintained by MCS students at all times. MCS attempts to provide a positive learning environment for all students regardless of race, national and ethnic origin, or biological gender. Behavior that undermines the well-being of students will not be tolerated. We expect that all students and adults will be treated equitably, fairly, and respectfully by the Maryville Christian School faculty, staff, and student body.

The behaviors listed in this handbook are not intended to be an all-inclusive list of prohibited behavior and activities, but rather serve as an illustration of the types of behaviors and activities which are/are not acceptable. Therefore, students should ask permission and not assume questionable behavior is or is not acceptable if it is not listed in the handbook.

A student may be disciplined for misconduct that occurs on or within sight of campus; traveling to or from school or a school event; off campus at a school event or activity reasonably related to school; or before, during, or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another student, or educational function. Maryville Christian School is not required to apply discipline in a progressive manner.

As stated above, if the administration, at its sole discretion, determines that a student's influence is harmful, or if his/her presence in the school is regarded by the administration as undesirable, the school may request that the student withdraw or may expel the student. Actions that exhibit disobedience to school rules, lack of courtesy, general disturbances, and other such misdemeanors will be handled by the supervising teacher in such ways as he/she deems best. Situations which a teacher deems to be chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. Additionally, Maryville Christian School will partner with local law enforcement when necessary and appropriate.

### Level I Discipline

The following infractions may result in a warning, lunch detention, loss of privileges, or other consequences deemed appropriate by the administration.

- Dress code violation
- Inappropriate language
- Disrespect towards a teacher, another student, or a staff member
- Tardiness
- Classroom disruptions

### Level II Discipline

The following infractions may result in suspension (in-school), disciplinary probation, or other consequences deemed appropriate by the administration.

- Repeated Level I infractions
- Skipping class or leaving class without permission
- Lying or dishonesty
- Leaving campus without permission
- Inappropriate use of technology (see Technology Acceptable Use Policy)
- Repeated missed assigned detentions
- Use of profanity or profane gestures, including sexual innuendos
- Defiance of authority

### Level III Discipline

The following examples may result in suspension (in-school or out-of-school), disciplinary probation, or expulsion. This list is not an exhaustive list of infractions that may be handled under Level III Discipline.

- Repeated Level II infractions
- Stealing
- Vandalizing or misusing school property or another person's property
- Bullying, fighting, or disruptive behavior
- Grossly disrespectful acts or language toward another person (faculty, staff, or student)
- Cheating
- Repeated inappropriate use of technology (see Technology Acceptable Use Policy)
- Sexual immorality
- Pornography
- Sexting
- Racial slurs or racist behavior (including inappropriate attempts at humor)
- Use of language that is threatening in nature or could be construed as threatening (verbal, written, electronic, or virtual)

### Level IV Discipline

The following examples may result in expulsion. This list is not an exhaustive list of infractions that may be handled under Level IV Discipline.

- Repeated Level III infractions
- Use, possession, or distribution of tobacco products, vaporizers, or e-cigarettes (vaping)
- Use, possession, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, cannabis (including marijuana and hashish), drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product
- Use or possession of guns, knives, or any weapon on school property or at a school event
- Use or possession of fireworks or explosive devices on school property or at a school event
- Use or possession of repellant or so-called "self-defense" sprays such as, but not limited to, chemical mace, pepper spray, dog repellant, or similar substances in the school building or at a school event
- Pulling fire, police, or medical alarms or tampering with fire or safety equipment
- Any other acts that directly or indirectly jeopardize the health, safety, and welfare of school personnel or students

Students are expected to be cooperative with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, their choice may result in disciplinary action, including, but not limited to, suspension (in-school or out of school) or expulsion.

## **OTHER DISCIPLINARY NOTES**

- Teachers will implement appropriate class consequences for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Repeated behavior violations during class will be referred to the Upper School Principal.
- A student who receives two (2) lunch detentions in a semester will serve an in-school suspension.
- A student who receives two (2) in-school suspensions in a semester will serve an out-of-school suspension and a parent meeting will be scheduled with the Upper School Principal to discuss a Behavioral Probation plan (see Behavioral Probation section on page 33) and/or the student's future at MCS.
- An out-of school suspension could result in expulsion, if applicable.
- *The Maryville Christian School Discipline Committee and administration reserve the right to suggest that any student should withdraw from school at any time.*
- *Expulsion is viewed as a last resort but will be enforced when necessary.*

## **SEXTING (K-12)**

In keeping with the MCS commitment to provide a safe learning environment for all students, the following policy has been established regarding the issue of sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, images, or videos via cell phone, computer, or another 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, image, or video 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.

## **HARASSMENT POLICY (K-12)**

MCS is committed to providing an environment in which every student is treated as an image bearer of God. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments, or actions because of race, national origin, biological sex, physical characteristics, or disability, robs the student of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another student
- Physical Harassment: Unwanted physical touching, assault
- Visual Harassment: Derogatory drawings, writings, cartoons, or gestures/actions
- Sexual Harassment: Unwanted sexual advances or request for sexual favors, including the sharing of inappropriate media

MCS does not condone or allow harassment of others, whether engaged in by students, employees, or family members. Any student who believes he or she has been subjected to harassment should report these actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner.

Students who violate these principles will be subject to disciplinary action up to and including dismissal. Students found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

## **BULLYING POLICY (K-12)**

Rationale: In an effort to instill Biblical values and create a more loving environment, the school has adopted a bullying policy. From time to time, conflict can occur. We seek to implement a clear framework for dealing with bullying incidents in order to protect the students and help the bully to learn how to relate in a way that is in line with the Biblical standard of relationships. In the lower school grades, we proactively invest in a bullying prevention initiative.

Definition: Bullying is physical or verbal harassment occurring over a period of time involving an imbalance of power.

The following actions, when ongoing, may be forms of bullying:

- Physical aggression including hitting, punching, or kicking
- Teasing or verbal abuse including put-downs, insults, name-calling, racial, or sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written, verbal, or electronic messages or photos that contain threats, put-downs, gossip, or slandering

#### **CELL PHONE/SMART WATCH/EARBUDS POLICY (PK-6)**

- Students in grades preschool through 4<sup>th</sup> grade are not allowed to have cell phones, smart watches, or earbuds at school.
- Students in grades 5-6 may have cell phones, but they must remain silenced in their locker during the school day and may not be used until after school hours.
- Students in 6<sup>th</sup> grade may have a smart watch and will follow the 7-12 policy for smart watches. Students in 5<sup>th</sup> grade are not allowed to have smart watches.
- Earbuds are not allowed for any student in lower school.

#### **CELL PHONE/SMART WATCH/EARBUDS POLICY (7-12)**

- Cell phones must be placed in student lockers or backpacks during school hours and must be silenced.
- Students are only allowed to use their cell phone or smart watch in between classes.
- Cell phones, smart watches, and earbuds may not be used during class, LIFE groups, or lunch.
- At their discretion, teachers can request that a student place their smart watch in their locker or backpack.
- Earbuds are not permitted at any time during school hours.
- Forgetting to silence/turn off a cell phone/smart watch is not an excuse for a violation.

Use of a cell phone/smart watch during a test for any reason (text messaging, photos, etc.) will automatically be considered cheating and appropriate academic disciplinary action will be taken at the sole discretion of the administration. No unauthorized taking of photographs/recordings is permitted during the school day. Specifically, students should avoid using cell phones in classrooms, restrooms, and locker rooms. A violation of this policy is a serious disciplinary offense.

Parent/guardians should not consider their child's cell phone as a means of communicating for any reason during the school day. Parents/guardians who need to contact their child during the school day for an emergency should call the main office. MCS staff will assist parents/guardians in communicating with their child in appropriate emergency situations.

#### **Disciplinary consequences for violation of the cell phone/smart watch/earbud policy (7-12):**

- First Offense: The device will be given to the Upper School Principal and will be returned to the student at the end of the school day.
- Second Offense: The device will be given to the Upper School Principal and will be returned to the student at the end of the school day. The student will also receive lunch detention and/or further discipline as deemed appropriate by the administration.
- Third Offense: The device will be given to the Upper School Principal and a parent/guardian will need to retrieve the device at the end of the school day. The student will receive an in-school suspension and/or further discipline as deemed appropriate by the administration.

- Fourth Offense: The device will be given to the Upper School Principal and a parent/guardian will have to retrieve the device at the end of the school day. The student will no longer be allowed to have their device inside the school building for the remainder of the semester. Further discipline may be deemed appropriate by the administration.

Maryville Christian School accepts no responsibility for the use, breakage, theft, or loss of cell phones/smart watches/earbuds or other personal items.

### **SOCIAL MEDIA POLICY (K-12)**

As members of the MCS community, we continuously represent Jesus Christ and MCS whenever and wherever we use online communications (both at school and at home). This includes, but is not limited to, email, chat, instant messaging, video calls, texting, gaming, and social networking sites. In all our online communication with classmates, teachers, and anyone else inside or outside the MCS community, we will treat others in love and respect as Christ teaches. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on social media or similar sites which would be obscene; derogatory to the school or the school community; or threaten, demean, or bully students or faculty, is prohibited and will be subject to school disciplinary action and may be referred to local law enforcement agencies. Any illegal, disrespectful, obscene, or inflammatory language or media; ethnic or racial slurs, bullying, harassment or defamation; or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

### **GUNS & WEAPONS (K-12)**

MCS does not allow guns, knives, or weapons of any kind on campus. Violation of this policy may result in the immediate dismissal of the participating student and the notification of appropriate law enforcement officials.

### **SUSPENSIONS**

Suspensions are either the result of cumulative discipline or a more serious infraction. Suspension may be in-school or out of school as deemed necessary by the Upper School Principal and/or the Discipline Committee and will begin on the date assigned. Suspensions may range from one (1) to five (5) days.

#### In-School Suspension

In-school suspensions will be served at school during the school day. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the lower/upper school office immediately upon arrival at school.

When a student receives an in-school suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor.

All students who have received a suspension will be barred from extracurricular events (practices/games/performances) on the day(s) of the suspension. Further action could be taken at the discretion of the principal or the Upper School Principal.

#### Out of School Suspension

When a student is serving an out of school suspension, he/she is not permitted on campus and is not permitted to attend any school function during the period of the suspension, unless special permission is given by the principal or the Upper School Principal.

When a student receives an out of school suspension, a zero will be given for all missed tests, quizzes, and assignments.

All students who have received an out of school suspension will be barred from extracurricular events (practices/games/performances) during the period of suspension. Further action could be taken at the discretion of the principal or the Upper School Principal.

## Expulsion

Expulsion is a last resort and is the result of multiple or ongoing severe offenses.

A student expelled from MCS will not be considered for readmission until they have sat out at least one full semester.

## **DISCIPLINE COMMITTEE**

A discipline committee made up of administration, faculty, and at least one (1) board member is in place for the purpose of dealing with severe and ongoing discipline problems. At the request of the Head of School, the committee will make recommendations concerning student behavior.

The Discipline Committee will make all decisions related to expulsions.

## **BEHAVIORAL PROBATION**

The goal of our discipline policy is not punishment but discipleship by way of correction. Rather than pursuing behavior modification, we desire to see heart transformation. When a student is guilty of committing a severe violation of the discipline policy that results in potential expulsion, that student will enter behavior probation. It is understood that some violations of the discipline policy are so severe that even though our goal is to see genuine change and spiritual growth in all students that need this program, due to the severity of the offense, attendance at MCS will be prohibited (examples may include, but are not limited to, illegal, criminal, or violent activity, or activity that compromises the safety of MCS students or faculty). The goal of behavioral probation is as follows:

- A Biblical understanding of the situation
- A correct response to authority
- Personal initiative
- A humble attitude
- A proper handling of conflict or disagreement
- True repentance
- Pursuit of restoration
- Joy and peace as a result of forgiveness

## **PROBATION PROCESS**

When a student enters the behavioral probation process, both student and parent must agree to the following guidelines:

- The student and parents will meet with administration to discuss the process of behavioral probation.
- The student and parents may be asked to meet with the Discipline Committee.
- The student must agree to follow a customized plan for restoration.
- The student will be placed on behavioral probation for at least one (1) semester.

## **STUDENT SEARCHES**

Students may be asked to empty their pockets, backpack, or purse or have their locker searched at any time and for any reason by the administration, the school resource officer, or other law enforcement personnel. A student's locker or backpack may be searched without notice or permission. 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 can be found in Family Portal under School > Resource Documents; it also may be obtained from the school office. The Medication Authorization for prescriptions must be signed by the physician before the clinic will dispense it. Medication Authorization Records must also be completed for distribution of non-prescription medication, which must also be distributed according to state laws and guidelines. Only the school clinic can coordinate the administration of 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 immediately upon arrival at school, along with the required Medication Authorization Record and a note from the parent with directions for dosage. *Expired medications will not be administered by the school clinic.* **All medications should be in their original packaging.** Medications not in their original packaging (e.g., in a Ziploc bag), will not be accepted or administered to students.

## HEALTH GUIDELINES

For the safety of our students, faculty, and staff, sick children should not be sent to school. If a student is running a fever of 100.4 or above (this is usually when they are contagious), they should be kept at home. A fever should stay below 100.4 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 antibiotics for 24 hours before returning to school, unless otherwise dictated by a physician's school excuse.

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
- Staphylococcal diseases - impetigo, boils, skin lesions
- Streptococcal diseases - strep throat, scarlet fever, impetigo
- Illnesses causing the student to have a fever

A student who has been sent home from school with an illness may only return to school following the requirements listed above. If a student is sent home from school because of illness, he/she may not participate in any extracurricular activities (e.g., games, practices, performances) per the above-stated health guidelines.

## VACCINE PREVENTABLE DISEASES

If your child has been diagnosed with a vaccine preventable disease, he/she will need to be out of school until the disease has run its course. If there are siblings in the family and they have not had the 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 been vaccinated have a very low chance of contracting preventable diseases.



## **SUNSCREEN**

Sunscreen has been added to the list of over-the-counter medications available in the clinic. The 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. It must be in its original packaging and have the student's name on it.

## **FOOD ALLERGIES**

Precautions are taken in the lunch area as well as individual classrooms for students with severe food allergies.

## **FOOD SERVICES**

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

## **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. 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/or admission costs. When parent chaperones are requested, there may be a fee for the parent. These fees will be posted to the student's FACTS account. Parent chaperones must have a current background check on file in the office. Siblings are not allowed on 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 be counted absent and parents will need to make child care arrangements.

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 will be counted absent for the day.

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

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

### **Field Trip Chaperone Policy**

Our primary focus on all school trips is the safety of our students. In the world in which we live, we believe it is necessary to take every possible precaution. As a result, the following are our procedural policies and expectations regarding field trip chaperones.

- Chaperones must have a completed background check on file in the main office before attending a field trip. Beginning in the 2023-2024 school year, chaperones will be required to pay a background report fee of \$25 when a background report is required. Background reports are valid for five (5) years from the report date.
- Research shows that the ideal number of chaperones for a typical school trip is 4-6. More than that risks students being "lost" in the crowd of participants. Therefore, each field trip will have

an appropriate number of dedicated and identified parent chaperones. Those who are selected will be identified with an MCS name tag.

- Other parents are welcome to attend trips where there is no attendance limit such as trips to public places. However, parents in attendance that are not designated as chaperones should
  - be intentional about not distracting the identified chaperones from their responsibilities.
  - refrain from taking on chaperone responsibilities such as taking students to the restroom.
  - Understand that there may be components of the trip that are either a special ticketed tour/event and, per the request of the venue, only students, teachers, and identified chaperones will be allowed to participate.
- Due to space often being limited and because of our desire to keep chaperones focused on their responsibilities, only chaperones will be allowed to ride the bus to the venue (when space allows).

## **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 current proof of insurance certificate. Drivers must carry the minimum coverage required by the State of Tennessee. A new Volunteer Driver Form and accompanying documentation is required each school year. This form can be found in Family Portal under School > Resource Documents. All volunteer drivers must also have a current background check on file in the office.

## **EMERGENCY DRILL PROCEDURES**

At certain times during the school year, emergency drills will 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. Details of these drills are outlined in the School Emergency Response Plan.

## **LOST AND FOUND**

Please label all items with your student's first and last name. Items found will be taken to the lost and found located in the gymnasium. Smaller items (i.e., eyeglasses, jewelry, earbuds) will be taken to the main office. At the end of each quarter, unclaimed items will be donated to a local charity organization.

## **LOCKERS**

Each student in grades 1-12 will be assigned a hall locker 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.

- Lockers, backpacks, and purses may be searched by the administration, school resource officer, or local law enforcement at any time without notice.
- 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 students in grades 7-12 use a lock on their locker.** Administration reserves the right to inspect all school property at any time and students are required to unlock their locker at the request of the administration, a school resource officer, or local law enforcement. The school has the right to forcibly remove a lock if a student refuses or is unable to open it.

- 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 absences in a term or 10 or more consecutive 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:

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 drivers must register their vehicle with the upper school office and receive a student parking permit. The parking permit must be visible while the vehicle is on campus. The parking permit fee is \$12 and will be posted to the student's FACTS account.
- Students are allowed to drive their cars to school and should park in the designated student 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 and must sign out/in at the main office.
- Student drivers must sign out (with parent/guardian consent) when leaving school early.



## **APPENDIX**





## TECHNOLOGY ACCEPTABLE USE POLICIES

(Revised: July 12, 2023)

### INTRODUCTION

As part of the students' education, Maryville Christian School (MCS) provides a variety of technology resources and services. It is a privilege for students to utilize these resources to improve their educational experience. The purpose of this document is to provide guidelines on what is acceptable and unacceptable behavior regarding the use of these resources. As with all things at MCS, the Bible is our inspiration and reason for putting these guidelines together.

"But I want you to be wise as to what is good, and innocent as to what is evil." Romans 16:19b

"Keep my commands and live; keep my teaching as the apple of your eye." Proverbs 7:2

"Keep your heart with all vigilance, for from it flow the springs of life." Proverbs 4:23

"How can a young man keep his way pure? By guarding it according to your word. With my whole heart I seek you; let me not wander from your commandments! I have stored up your word in my heart, that I might not sin against you." Psalm 119:9-11

Students must conform to the policies and guidelines as written herein. MCS also asks for parental consent and asks parents to partner with us in the proper, responsible use of technology. **At the end of this document is a student acknowledgement and parental consent form to be filled out and returned to MCS.**

### GENERAL TECHNOLOGY USE POLICY

Maryville Christian School provides students & staff with internet access and MCS technology for the purposes of promoting educational excellence. With the diversity of resources available, this presents a wealth of opportunities for students to excel.

#### Acceptable Behavior

Access to the internet and school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by administration. Students are always expected to reflect the Christ-like behavior and the principles of Maryville Christian School. Students must first ask permission to use their Chromebook in the classroom and it is only to be used for educational purposes. Below is a list of some possible, appropriate actions students may conduct while utilizing MCS technology:

- Use devices under teacher supervision only. Screens must always be visible.
- Use Google Mail (mcstn.org) to communicate with teachers for classwork.
- Use FACTS & Google Classroom to keep up with homework assignments, projects, and upcoming tests.
- Use appropriate websites and search engines for research projects.
- Use teacher-approved websites and apps for class-related activities.

- Use the MCS Library online catalog to find books and eBooks.

### **Prohibited Behavior**

Unless specifically authorized, students are prohibited from carrying out any of the following actions whether or not they are using an MCS device or network. Students are expected to act responsibly and with Christ-like behavior at all times, including with technology.

- Use of the internet without teacher permission.
- Trying to hide your screen from teacher supervision.
- Allowing another person to use an assigned account or device.
- Accessing someone else's account, email, files, or other resources.
- Accessing and showing inappropriate content to other students and/or not notifying a staff member, if inappropriate content appears.
- Looking at another student's computer screen when completing an online test or assignment.
- Use of technology to plagiarize any information.
- Use of technology for non-school related communications.
- Use of online streaming media (music & video).
- Use of technology for instant messaging (online real-time conversations).
- Use of technology to access obscene or pornographic 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.
- 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 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 software, hardware, or proxy sites to intentionally bypass the school's settings and filters.

In order to enforce the above guidelines, the MCS Technology Department utilizes a variety of services to monitor and manage the school's infrastructure, students' accounts, students' email, and more. There should be no expectation of privacy for activities conducted on school-owned computers, the school network, or school-provided services; any and all use of these resources may be recorded and/or reviewed by staff. However, even the most robust set of rules, restrictions, and management tools is not perfect. There is no device, filter, or service that can 100% protect and prevent harmful material from across the screen infecting or infiltrating our devices or preventing someone from doing something that is inappropriate or unlawful. That is why it takes cooperation from all parties (students,



staff, and parents) to act accordingly. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites or inappropriate/unauthorized use.

Violation of the above is subject to disciplinary action by administration, which may include the loss of internet access, loss of device, loss of access to Google account, or 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 personal or 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.

### **Password Policy for Students**

At the beginning of each school year, students are given a password which will be used to log into their Chromebook, their Google account, and their Microsoft account. This password is assigned by the Technology Department and is not to be changed at any time by the students. Students are not allowed to share their passwords with other students or use another student's password for any reason.

If a student is locked out of their account, they should contact a teacher or the Technology Department to have their account unlocked or password reset.

The Technology Department retains the right to change this password at any time, if it deems necessary. Parents are also provided with this password to help monitor their child's account and provide training on proper usage.

## **CHROMEBOOK/LAPTOP USE POLICY**

In 3<sup>rd</sup>-5<sup>th</sup> grades, there are enough Chromebooks in the classroom for each student. It is up to the teacher's discretion whether to allow students to take them home. In 6<sup>th</sup>-12<sup>th</sup> grades, each student is assigned a Chromebook which they are allowed to take home at any time. Students are responsible for taking good care of them and making sure that they are fully charged for the next school day.

MCS will use these devices as a tool to complement 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 the use of these devices and teach each student how to be good digital citizens that can discern between appropriate and inappropriate behavior on his/her device.

In addition to the General Technology Use Policy, the following rules must be followed when using a school-owned laptop.

1. Keep it in the protective case.
2. Do not place any stickers or decals on your device.
3. Do not remove any stickers the school has placed on the device.
4. Report any issues with your device to your teacher.
5. Only log in using your school Google account.
6. Stay on the teacher assigned website when using the device in class.
  - a. Stay off of social media websites (Facebook, Twitter, Instagram, etc.).
  - b. Do not use message functions for unassigned conversations.
  - c. Do not play games or use it for entertainment.
  - d. Do not click on any pop ups.
7. Do not allow another person to use your device while you are still logged in.

Failure to charge the Chromebook for the next day or bring it to school will result in no access at all. **A loaner Chromebook will not be given out** unless the device is broken and turned in for repair.

Broken Chromebooks will result in a charge to the student's FACTS account to cover the cost of replacement parts or a new Chromebook. The only time these charges will be waived is at the beginning of the year when the student is first given their Chromebook. The homeroom teacher and the student will inspect the Chromebook upon distribution.

If a student is found breaking any of the rules and guidelines mentioned previously, the device will be taken by the teacher and a behavior incident will be posted in the student's record. Administration will determine any disciplinary action.

Other related information for Chromebook use:

- Teachers will teach the students about digital citizenship. This includes:
  - Safe and unsafe websites
  - Talking to strangers online
  - Learning about safe download procedures
  - Treating the device with care
  - Using programs the right way
  - Never giving out personal information
  - Proper use of online accounts
- All devices have a filtering system that will work at school and at home.

### **WIRELESS NETWORK USE POLICY**

The MCS Technology Department has installed multiple wireless networks for the use of staff, students, parents, and guests. These networks are closely monitored to ensure availability and reliability for school functions. The use of these networks is to conduct school-related activities. They are not to be used for personal entertainment.

Passwords for the wireless networks below will be kept by the Technology Department only. Passwords will not be shared with any other MCS faculty, staff, students, or parents. The Technology Department retains the right to change these passwords at any time as it deems necessary and to ensure the security of the school network.

- *MCS-Staff*: For use on MCS owned devices assigned to faculty & staff.
- *MCS-Students*: For use on MCS owned devices assigned to students.
- *MCS-Guest*: For use on personally-owned devices. This network is restricted to the internet only. There is no internal network access. It is highly restricted and throttled to ensure that the other two networks are working properly.

When connected to one of the above wireless networks, students are expected to follow the guidelines as set forth in the General Technology Use Policy.

### **PERSONAL MOBILE DEVICE POLICY**

Personal devices (not owned by MCS) are not allowed on the wired network, nor are they allowed to connect to the "MCS-Staff" or "MCS-Students" wireless networks.

Personal devices (not owned by MCS) are ONLY allowed to connect to the "MCS-Guest" wireless network.

## **SOCIAL MEDIA POLICY**

Social media is a tremendous method for keeping in touch with people and sharing information. At the same time, it requires responsibility and treating each other with care and respect. As a member of the MCS community, students, staff, and parents are to act in a way that is both Christ-like and a positive representation of MCS. The actions below are just a few examples of what MCS considers to be inappropriate:

- Sharing personal, private information (e.g., phone numbers, social security numbers, home addresses, email addresses, dates of birth, etc.)
- Cyber-bullying
- Posting disparaging comments or harassment
- Posting comments or videos that disrespect the school
- Posting comments or videos that disrespect authority (e.g., police or local, state, & federal governments and/or their workers)
- Posting comments or videos that are pornographic in nature
- Posting comments or videos that deal with drugs, alcohol, prostitution, or other inappropriate behavior
- Posting comments or videos that promote criminal acts
- Participating in controversial activities that stir up contention, anger, or hate
- Liking or sharing posts that fit any of the above activities

School administration will frequently monitor social media sites to ensure the reputation of the school and to ensure that online behavior is appropriate. If the administration believes that it is otherwise, then they may take disciplinary action or take other necessary actions.

## **CONCLUSION**

The Technology Department retains the right to monitor devices and browsing history at all times. Administration and the Technology Department also retain the right to modify the above policies at will, whenever it deems necessary, for the security and safety of our staff and students.

### **Student Acknowledgement & Parental Consent**

I, \_\_\_\_\_, as a student of Maryville Christian  
(student's printed name)

School, have read and agree to follow these rules and guidelines of appropriate use of technology. I understand that failing to comply with these policies may result in disciplinary action as determined by the school administration and may result in the loss of use of the technology resources that MCS provides.

\_\_\_\_\_  
Signature of Student

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
Date of Acknowledgement

I, \_\_\_\_\_, as a parent or guardian of the above  
(parent's/guardian's printed name)

named student, have also read the preceding policies of acceptable use of technology. I have reviewed them with the student named above and agree that I will partner with Maryville Christian School to guide and protect him/her in the proper use of technology. I also acknowledge that if these policies are violated, I will support the school in whatever disciplinary measures are taken.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
Date of Acknowledgement