

MARYVILLE CHRISTIAN SCHOOL

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STUDENT-PARENT HANDBOOK
2021-2022 School Year

WELCOME TO MARYVILLE CHRISTIAN SCHOOL

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

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

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

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

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

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

Maryville Christian School 2021-2022 Faculty Credentials

Faculty Member	Grade	Educational Background
Abernathy, Keith	Middle/High School	BA, Campbell University; MDiv, Campbell University
Baute, Kevin	Middle/High School Principal	BS, Tennessee Temple University
Boyd, Sherri	IAP Program	BA, Florida Atlantic University; MS, Nova Southeastern University
Brown, Jessica	High School	BS, University of Kentucky; MS, University of Florida
Brunson, Josiah	Middle/High School	BS, Radford University
Carr, Elizabeth	Academic Advisor	BS, Memphis State University; MEd, Memphis State University
DeBusk, Julie	High School	BS, Pensacola Christian College
Dennis, Shannon	2 nd Grade	BS, Liberty University
Felty, Allison	STEM/Technology	BS, Tennessee Tech University
Goins, Holly	5 th & 6 th Grades	BA, Carson-Newman University; MS, Johnson University
Gore, Jan	High School	BS, Tennessee Temple University
Hassenzahl, Angela	Middle School	BA, Spring Arbor University
Holden, Daniel	Student Life Director	BS, Liberty University
Jackson, Ashley	High School	BS, Maryville College
Jones, Katie	Elementary	BA, Bryan College
Kammeraad, Kristi	Elementary	BS, West Coast Baptist College; MEd, Liberty University
McCroskey, Sarah	Kindergarten	BA, Western Governors University
McIntyre, Michael	Spanish/Technology	BS, Mansfield University of Pennsylvania
Moreno, Tracy	1 st Grade	BS, Pensacola Christian College
Morris, Tish	PE/Health	BS, University of Tennessee
Paddock, Bert	Middle/High School	BA, Harding University; MS, University of Arkansas; MTS Lipscomb University
Patterson, Becky	Elementary Art	BS, Carson-Newman University
Pleasant, Becky	3 rd Grade	BS, Auburn University; MEd, Auburn University
Pollard, Jennifer	4 th Grade	BS, University of Valley Forge
Scoggins, Jennifer	Preschool	BS, University of Tennessee
Sprout, Tracy	Middle/High School Art	BS, Taylor University
Stephens, Anna	High School	BA, Azusa Pacific University; MA, Multnomah University; MA, Multnomah 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
Turbyfill, Brian	Athletic Director	BS, University of Tennessee
Vande Brake, Shane	Middle School	BA, King College; MA, University of Tennessee; PhD, University of Tennessee
Wallace, Dana	Preschool/Elementary Principal	BS, Tennessee Temple University; MEd, Carolina University; EdS, Liberty University (2021)
Wallace, Jeremy	Head of School	BS, Tennessee Temple University; MRE, Carolina University; DMin, Carolina University
Welker, Shannon	6 th Grade	BS, Johnson University; MA, Johnson University
Westerfield, Farrah	Music	BMus, DePauw University; MS, Johnson University
Westerfield, Jonathan	High School	BS, Johnson University

Wheatley, Laura	Elementary	BA, University of Tennessee; MA, Carson-Newman University
Williams, Cassie	Preschool	BA, Maryville College
Wilson, Russell	Middle/High School	BA, Point Loma Nazarene University
Wright, Debbie	High School	BS, Tennessee Tech University

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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 approximately 300 students. MCS moved to its current location in January 2000. The facility was built on approximately 33 acres donated by Bill and Velma Wallace. Our first senior class graduated in May 2001. MCS has been a continuous member of the Association of Christian Schools International (ACSI).

CHARTER YEAR FAMILIES

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

BOARD OF DIRECTORS

Matthew Albert	Joseph Goins
Allen Byrd	Stephanie McSpadden
Scott Ferry	Scott Roberts
Marc Fontinell	Erica Smith

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

CORE VALUES

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

- **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, 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; 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.

EQUAL OPPORTUNITY INSTITUTION

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

SCHOOL OFFICES

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

VISITORS

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

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

Lunch visit: Relatives of students, full-time pastors and youth pastors, and alumni are allowed on the MCS campus for the purpose of eating lunch during the school's regular lunch time. All visitors must be in good standing with the school. The administration will determine whether or not a visitor is acceptable on campus; preapproval is suggested. K-6th grade students who have a lunch visitor may choose up to two (2) students to join them at the designated lunch table.

Classroom visit: 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.

PARTY INVITATIONS (Grades PreK-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, the clinic, **not the student**, will contact the parent. Students must get permission from the teacher in charge prior to using the telephone.

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. The office personnel will take messages and deliver to students. Students will be allowed to phone home on the office phone in cases of emergency.

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

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

DRESS CODE

The purpose of the MCS dress code is to create a system by which the student is able to demonstrate appropriate dress and appearance choices while submitting to authority in a biblical manner. While we recognize that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important. There may be nothing "wrong" with some items prohibited in this policy; it may simply not meet the desired student appearance standard. The following criteria are used in establishing the standards of our dress code:

- 1- Appropriateness (suitable to the occasion and appropriate for a Christian)
- 2- Modesty (appropriate fit)
- 3- Neatness (clean and in good condition)

It is important for our students to help create an environment which promotes learning. Extreme styles or those styles which draw attention to oneself do not promote such an environment. The administration may deem specific items of clothing inappropriate even if they are not restricted. We look to parents to assume responsibility for their student's conformity to the dress code and to support the school's enforcement of the dress code.

The goal is to have a policy that is easily understood, easily followed, and easily and consistently enforced.

GENERAL GUIDELINES

- 1- Students are expected to dress according to uniform/dress guidelines from the time they arrive on campus until they leave the school for the day or begin sports practice or other extracurricular activities.
- 2- Students are to use good judgement in dressing for extracurricular activities. It should be in a manner that reflects modesty, neatness, and cleanliness.
- 3- Clothing containing inappropriate language, advertising drugs, alcohol, bars, tobacco, sex, or suggestive lettering, slogans, or pictures are not permitted. Students should refrain from wearing clothing that promotes bands.

MIDDLE AND HIGH SCHOOL

School Day Dress for Boys (Grades 7-12)	
Pants	<ul style="list-style-type: none">- Pants should be neat, modest, loose-fitting, free from holes or frayed edges.- Sweatpants, pajama bottoms, and athletic pants are not allowed.
Shorts	<ul style="list-style-type: none">- Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than three inches above the knee.- Athletic shorts are not allowed.
Shirts	<ul style="list-style-type: none">- 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.- Shirts must have sleeves and cannot promote bands (of any kind), gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting.
Outerwear	<ul style="list-style-type: none">- 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.
Shoes	<ul style="list-style-type: none">- Shoes must be worn at all times and must have a back.
Miscellaneous	<ul style="list-style-type: none">- Students may not allow undergarments to show.- Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building.- Male students may not wear fingernail polish, make-up, or earrings.- Students are not allowed to have any visible tattoos or piercings.
Hairstyles	<ul style="list-style-type: none">- 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.- Boys hair should be kept out of the eyes and off the shoulders. 'Man-buns' and ponytails will not be allowed on male students.- Facial hair should be neat and trimmed.

School Day Dress for Girls (Grades 7-12)	
Pants	<ul style="list-style-type: none">- Pants should be neat, modest, loose-fitting, free from holes or frayed edges.- Sweatpants, pajama bottoms, spandex, yoga pants, athletic pants, and tight-fitting pants are not allowed.- Leggings are only allowed with a dress or a skirt.
Shorts	<ul style="list-style-type: none">- Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than four inches above the knee.- Athletic shorts are not allowed.

<p>Dresses/Skirts</p> <ul style="list-style-type: none"> - Female students may wear dresses with sleeves and modest necklines (no scoop or lowcut necklines). - Dresses and skirts should be no shorter than three inches above the knee. - Students may not wear tutus or skirts that are made with tulle.
<p>Shirts</p> <ul style="list-style-type: none"> - 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. - Shirts must have sleeves, cannot promote bands (of any kind), gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting. - Shirts must have a modest neckline, cannot show cleavage, cannot be sheer or form fitting, and must not reveal bra straps.
<p>Shoes</p> <ul style="list-style-type: none"> - Shoes must be worn at all times.
<p>Outerwear</p> <ul style="list-style-type: none"> - 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.
<p>Miscellaneous</p> <ul style="list-style-type: none"> - Students may not allow undergarments to show. - Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building. - Students are not allowed to have any visible tattoos or piercings except for earrings.
<p>Hairstyles</p> <ul style="list-style-type: none"> - 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.

AFTER-SCHOOL ACTIVITIES DRESS

Modesty and propriety standards must be observed for all MCS activities. Students may choose to “dress down” for after-school events such as athletic events, which means students may wear usually banned items such as hats, flip flops, etc. as long as the items are proper for the event and conform to the overall standards of neat, clean, modest, and in good repair. Dress for events such as concerts, graduation and other evening events will be announced prior to each event.

NON-COMPLIANCE WITH DRESS CODE

- 1- Students who are out of dress code will receive a dress code violation.
- 2- If the non-compliance is a matter of immodesty or total disregard of the dress code policy, parents will be called and asked to bring the student appropriate clothing. The student will not return to class until appropriate clothing is obtained.
- 3- Students will be counted absent (unexcused) if they miss class due to dress code violations.
- 4- The administration reserves the right to make determinations for situations not addressed by this policy.

PRESCHOOL AND ELEMENTARY

School Day Dress for Boys (Grades PreK-6)	
Pants	<ul style="list-style-type: none">- Pants should be neat, modest, loose-fitting, and free from holes or frayed edges.- Sweatpants and pajama bottoms are not permitted.- Elementary students are allowed to wear athletic pants.
Shorts	<ul style="list-style-type: none">- Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than four inches above the knee.- Elementary students are allowed to wear athletic shorts.
Shirts	<ul style="list-style-type: none">- 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.- Shirts must have sleeves, cannot promote bands (of any kind), gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting.- There is no longer a restriction on the size of the brand logo.
Outerwear	<ul style="list-style-type: none">- 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.
Shoes	<ul style="list-style-type: none">- 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.- Elementary students should wear shoes that are closed-toed and closed-heeled shoes.
Miscellaneous	<ul style="list-style-type: none">- Students may not allow undergarments to show.- Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building. Hoodies may be worn, but with the hood down.- Male students may not wear fingernail polish, make-up, earrings, or hair bands of any kind.
Hairstyles	<ul style="list-style-type: none">- 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.- Boys hair should be kept out of the eyes and off the shoulders. 'Man-buns' and ponytails will not be allowed on male students.

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

<p>Shorts</p> <ul style="list-style-type: none"> - Shorts should be neat, modest, loose-fitting, free from holes or frayed edges, and should be no shorter than four inches above the knee. - Elementary students are allowed to wear athletic shorts.
<p>Dresses/Skirts</p> <ul style="list-style-type: none"> - Female students may wear dresses with sleeves and modest necklines (no scoop or lowcut necklines). - Dresses and skirts must be within two inches of the top of the knee. - Elementary girls must wear shorts, tights, or leggings underneath a dress or skirt. - Students may not wear tutus or skirts that are made with tulle.
<p>Shirts</p> <ul style="list-style-type: none"> - 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. - Shirts must have sleeves and cannot promote bands (of any kind), gangs, violence, or other groups/activities that are inappropriate or not appropriate for the school setting. - Shirts must have a modest neckline, cannot be sheer or form fitting, and must not reveal bra straps. - There is no longer a restriction on the size of the brand logo.
<p>Shoes</p> <ul style="list-style-type: none"> - 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. - Elementary students should wear shoes that are closed-toed and closed-heeled shoes. - Girls in grades 4-6 are allowed to wear shoes with a strap on the heel but must bring tennis shoes for PE class.
<p>Outerwear</p> <ul style="list-style-type: none"> - 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.
<p>Miscellaneous</p> <ul style="list-style-type: none"> - Students may not allow undergarments to show. - Students are not permitted to wear hats, hoods, bandanas, or sunglasses inside the building. Hoodies may be worn, but with the hood down. - Female students are not allowed to have any visible tattoos or piercings except for earrings.
<p>Hairstyles</p> <ul style="list-style-type: none"> - 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.

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.

State law makes school attendance compulsory; therefore, students are both required and expected to be at school whenever it is in session. Consistent attendance is vital to the success of the

student. Students are allowed a total of eighteen (18) absences, per school year. If a student misses more than 18 days in a year, they will not be eligible to pass for the year.

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

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

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

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

EXCUSED ABSENCES:

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

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

REPORTING BACK TO SCHOOL AFTER AN ABSENCE: Upon returning to school after an absence, the student must provide a written note, signed by the parent/guardian, unless prior notification of the absence was received via phone call or email. It should state the dates and reason for the absence. Students in grades K-6 should turn in the parent note regarding absences to their homeroom teacher. Students in grades 7-12 must check in through the main office when returning to school to receive an admit slip to return to class. Absences other than those listed above and/or failure to provide a note, email, or phone call will result in an unexcused absence. Unexcused absences in grades 1-12 will result in suspension of credit for assignments, quizzes, or tests on the day of the unexcused absence, until the absence is excused. Absences must be excused within one week after returning to school or credit will be forfeited.

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

Students must be in attendance at least four hours of the school day in order to participate in any 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 when they are not seated and ready for work at 8:00 a.m. Students who arrive late must check in at the office. Parents may accompany the student, send a note, or call explaining the reason for the tardy. Parents of students in grades K-3rd grade must accompany the student to the office when checking in late.

Examples of Excused Tardies

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

Examples of Unexcused Tardies

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

In grades K-6, **four unexcused tardies in a single quarter** will equal one unexcused absence, and the student will be ineligible for the perfect attendance award. Five or more unexcused tardies within a quarter will result in a parent conference with the principal. Further disciplinary action may result.

In grades 7-12, **five unexcused tardies to any one class or a combination of classes in one semester** will equal one unexcused absence. Demerits will be assigned for every subsequent tardy, and disciplinary action will follow the demerit total guidelines in the demerit policy.

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

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

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

MAKE-UP WORK FOR EXCUSED ABSENCES: Make-up work for credit is allowed for excused 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 days, three days to make up work).

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

STUDENT DROP-OFF AND PICK-UP

The school doors open at 7:30 a.m. Drivers should follow the direction of the staff members on duty when dropping off and picking up students. Car riders should enter through the gym doors. Students arriving between 7:30 and 7:50 are to remain in the gymnasium until dismissed. Upper grade students should report to the gym and not go to their lockers until the 7:50 bell. Classes begin at 8:00 a.m. Extended day PreK-6th grades dismiss at 3:05 p.m. Secondary students dismiss at 3:15 p.m. Students should be picked up within 15 minutes of the end of their school day. Students will be picked up from the gym doors. If, for some reason, drivers cannot wait in the car line, they should park, sign in through the front office, go get the student, notify the teacher at the gym doors that you are taking the

student, and then sign out and leave through the door by the main office. Students who drive must be off campus by 3:30 p.m. unless participating in a supervised school activity.

Students not picked up by 3:30 p.m. will be sent to the after-school program for supervision, and parents will be charged accordingly. Students who stay after school for tutoring, sports practice, or other meetings must be under adult supervision at all times.

BEFORE AND AFTER SCHOOL CARE PROGRAM

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

PreK - 10 th	6:30 a.m. - 7:30 a.m.
PreK - 6 th	3:05 p.m. to 6:00 p.m.
7 th - 10 th	3:15 p.m. to 6:00 p.m.

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

EMERGENCY SCHOOL CLOSINGS

The decision to close the school because of adverse weather conditions or other emergency situations will be made by the administration. The school will notify parents through local TV stations, through the school text messaging system, and on the school's website, Instagram, and Facebook page. MCS will be specifically named. We do not necessarily follow other school system schedules.

FINANCIAL POLICY

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

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

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

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

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

Fees cover the following expenses: Testing, FACTS processing charges, class fund fee for grades K-12, teacher manuals, visual aids, classroom supplies, lab/class fees, PE uniforms, books, student

materials, Chromebooks, technology costs, and administrative charges related to enrollment and record-keeping.

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

INCIDENTAL EXPENSES: Charges for the following expenses and extracurricular activities, as well as other miscellaneous expenses that occur during the year, are posted to the parent's FACTS account on the 1st of each month and are due by the 15th 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 FACTS. Charges are accrued daily.
- **FIELD TRIPS:** Charges are posted upon completion of the trip. More expensive trips may require a deposit or advance payment.
- **SUPERVISION:** MCS offers before and after school care to assist parents needing childcare outside of regular school hours. Charges are accrued on either a daily or weekly basis.

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

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

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

ACCOUNTS IN ARREARS: The Finance Committee will review any family account in arrears by 60 days or more. Families can present a plan to make their account current, but the Finance Committee reserves the right to dismiss a student from the school if the family cannot meet their financial

obligations. Accounts must be current at the start of each semester in order for a student to start school. Student transcripts and records will not be released until accounts have been paid in full.

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

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

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

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

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

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

WITHDRAWAL PROCEDURES

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

1. If a student will not be returning for the following school year, the parent shall submit the Notification to Decline Enrollment Form, available from the main office, prior to April 1.
2. If a student is withdrawing during the current school year, the parent shall provide written notification a minimum of 2 weeks prior to the proposed withdrawal date and complete the Student Withdrawal Form, available from the main office.
3. Fees are not refundable. Tuition is charged for each month the student is officially enrolled and is not refundable. Tuition paid during the summer months of July and August is not refundable. In exceptional circumstances, such as an unexpected family move away from the area, the Administration may authorize a refund upon request.
4. Grades and records will not be released until all financial obligations have been resolved.

STUDENT RECORDS POLICY

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

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

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

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

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

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

MCS has the following additional policies:

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

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

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

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

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

In regard to personal information, MCS will allow parents and eligible students a reasonable amount of time to request that the school not disclose the following information to the school directory, newspaper, or internet: student's name, address, telephone number, honors and awards, and dates of attendance. Requests must be made in writing.

Policy on the 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 another institution or agency will be made and communicated to all current and previous MCS families.

ACADEMIC EVALUATION

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

GRADING SCALE: Numeric grades reflect the progress of students.

A	90 - 100	
B	80 - 89	O = Outstanding
C	70 - 79	S = Satisfactory
D	60 - 69	U = Unsatisfactory
F	59 and below	N = Needs Improvement

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

A	4
B	3
C	2
D	1
F	0

GRADE REPORTING: Report cards are emailed and published on FACTS for grades K-12 at the end of each quarter (9 weeks). Progress reports are available on FACTS at the mid-quarter as grades are always available for review in FACTS. At the end of the year, report cards are sent home for grades K-6.

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 mid-quarter and at the end of each 9 weeks. The following Conduct Evaluation Scale will be used:

O = Outstanding	S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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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 semester. 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 Administrator will decide if the student will be able to continue at Maryville Christian School.

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

ATHLETIC ACADEMIC ELIGIBILITY: To be eligible for MCS athletics, a student must be passing all of their classes with an average of 60 or above in each class. Overall conduct grades for elementary students must also be satisfactory. This policy includes all grade levels of athletes. More details regarding this policy are outlined in the Athletic Handbook.

PROGRESS/RETENTION:

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

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

Elementary students (grades K-6) will not be promoted if they have a cumulative grade of 69 or below in one core subject (language, math, and reading).

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

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

In grades 9-12, a student must have earned 6 credits to be classified as a sophomore, 13 credits to be classified as a junior, and 19 credits to be classified as a senior.

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

1. Academic ability
2. Teacher recommendation
3. Personalities; class "chemistry"
4. Gender
5. Retention

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

<u>Curriculum Required</u>	<u>Credits</u>
English	4
Mathematics	4*
Science	3
Social Studies	4
Bible	4**
Foreign language	2
Fine Arts	1

Wellness	1
Personal Finance	.5
Electives	3

*Students are required to enroll in a mathematics course each 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 26.5 credits. Electives transferred from other schools are counted. While MCS graduation requirements match entrance requirements for most colleges and universities, we recommend that students check with colleges and universities of interest to insure that all subject requirements are met.

Each regular full-year course carries a maximum of 4.0 quality points. Weighted classes carry a maximum of 5.0 quality points.

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

OPTIONS FOR ACCELERATED STUDENTS: Every class taught at MCS includes enrichment opportunities. All students are challenged with art and music instruction, exciting hands-on learning, technology-based curriculum, special speakers, and field trips. Many opportunities exist that challenge accelerated students to reach their full potential. The Tennessee State Department of education organizes a summer program for 10th and 11th grade students called The Governor's School. This program is available for students scoring in the top 10% nationally and recommended by teachers as highly motivated. The Duke University Talent Identification Program is open to 4th, 5th and 7th graders. Students who enroll in this program will take the ACT or SAT early and have access to many resources to assist in achieving educational goals. (See www.tip.duke.edu/7enroll) The Walters State Talented and Gifted Program offers 5th through 8th graders Saturday classes on a wide variety of exciting topics. (See <http://ws.edu/community-ed/youth/tag/default.shtm> or look for Talented and Gifted in the index at <https://ws.edu/home/>).

SPECIAL SERVICES: MCS provides special services for students based on the needs of the students. These services are provided through the Learning Lab. The Learning Lab is staffed with a coordinator, a speech-language pathologist, a part-time teacher, a full-time assistant, and a part-time assistant.

- **Reading Intervention** is designed for students in kindergarten through sixth grade who need additional reading instruction. Student eligibility is determined through testing data and teacher observation. Instruction is determined based on the needs of the students. Typically, the instruction is provided individually and/or in a small group setting. This service is free to the students.
- **Math Intervention** is designed for students in kindergarten through sixth grade who need additional math support and instruction. Student eligibility is determined through testing data and teacher observation. Instruction is determined based on the needs of the students. Typically, the support is given in the classroom during the student(s) math time. At times, students receive additional math instruction individually and/or in a small group setting depending on their needs. This service is free to the students.
- **Speech-Language Therapy** is provided for a 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 a 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, students are able to have a one-on-one teacher for either math or reading instruction.

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

DUAL ENROLLMENT COURSES: For the 2021-2022 school year, we are offering English 109 and English 110. Statistics is being offered through Bryan College. Students must meet the requirements of the college/university to qualify for enrollment. Students must pay tuition to the college/university and buy their books for these classes. For students who qualify, the Hope Scholarship covers most of the cost of one course per semester. Students may also be eligible for a grant from the State of Tennessee (TSAC). The Guidance Department can provide additional information on eligibility. With administrative approval, MCS will accept dual enrollment credit taken off campus and online. The university must be fully accredited.

ONLINE COURSES (Grades 9-12): Online courses are available through Seven Star to students on campus as well as students in the independent study program. Students are responsible for the cost of these courses.

Courses are offered for the following reasons:

- Elective choices not taught by our faculty
- Home school courses not taught by the parent
- Credit recovery opportunities
- Greater flexibility in student schedules

COURSE WITHDRAWAL PROCEDURES (Grades 9-12): In the event that parents find it necessary to withdraw a student from a course, the student must have the proper withdrawal form filled out and signed by the parent, teacher, administrator, and student. There must also be a consultation with the parent by an administrator.

COURSE CREDITS (Grades 9-12): For semester courses, credit is awarded at the end of the semester based on a student's final average. For full year courses, half credit is awarded for each successfully completed semester of a full year course. Should a student transfer halfway through a course, a half credit will be awarded only if the student is passing the class.

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

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

TEACHING ASSISTANT PERIODS (Grades 11-12): Teaching assistant courses may be done by students upon recommendation or request by a specific teacher and available room in a student's schedule. Credit for these TA courses will be a half credit for a full year of work, or a quarter credit for a semester of work. A maximum of one full credit is possible from TA positions (two full years).

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

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

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

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

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

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

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

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

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

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

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

CONDUCT AND DISCIPLINE

The Administration at Maryville Christian School believes that the full potential of academic excellence can only be accomplished in an environment where the discipline policy is easily understood, easily followed, and is fairly and consistently enforced. The goal is for moral and spiritual values to be emphasized within a loving and caring Christian atmosphere.

ENROLLMENT AT MCS

Attendance at Maryville Christian School is a privilege and not a right. MCS reserves the right and at its sole discretion can remove students from their enrollment. MCS will cooperate with the home in the nurturing of the student(s). MCS reserves the right to remove students from enrollment if the school can no longer assist the family in the nurturing of their children. MCS reserves the right to deny admission to any student whose actions demonstrate it is not in the school's best interest to allow admission.

STUDENT EXPECTATIONS

- Students should demonstrate respect to faculty members, staff members, and fellow students.
- Students are to be respectful of the property of MCS and others.
- Students are expected to maintain academic integrity.
- Students are expected to demonstrate appropriate behavior at all school functions.

SPIRITUAL RESTORATION PROGRAM

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.

Our goal is to see:

1. A biblical understanding of the situation;
2. A correct response to authority;
3. Personal initiative;
4. A humble attitude;
5. A proper handling of conflict or disagreement;
6. True repentance;
7. Pursuit of restoration;
8. Joy and peace as a result of forgiveness.

We have established a Spiritual Restoration Program that will be described in greater detail below.

PARENT/GUARDIAN EXPECTATIONS

- Parent/guardians are expected to demonstrate a spirit of cooperation with the administration and faculty of the school. Any school-related concerns need to be resolved Biblically.
- Parent/guardians are expected to be respectful of school staff and students and display Christ-like behavior in speech and actions.
- Parent/guardians are responsible to know and adhere to all school policies.
- Parent/guardians are expected to abide by all expectations listed in the Parent/Student Handbook.
- Parent/guardians are expected to dress modestly and appropriately at school-related events.

STUDENT BEHAVIOR

To accomplish these student expectations, certain student behavior cannot be tolerated and will result in action by the teacher and/or the administration. Examples include:

- Use of physical force or verbal intimidation.
- Leaving school property without permission.
- Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent/guardian).
- Being disrespectful toward fellow students, teachers or staff in attitude, words or actions.
- Using profanity or vulgarity.
- Lying, cheating or stealing.
- Inappropriate public display of affection toward another student.
- Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of MCS.
- Obscene body language.
- Possession on their person, in their locker, in their backpack or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, vapor items, alcohol or pornography. This includes any inappropriate content that is stored or viewed on an electronic device.

DISCIPLINE POLICY FOR GRADES K-6

MCS will approach the discipline of elementary 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 keep 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 re-direction 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 vary 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. The majority of 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 elementary 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 elementary principal will be consulted in these situations. If the elementary principal is not on campus, one of the other administrators should be contacted (the secondary school principal or head of school). 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 elementary 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-3rd Grade Students

- Any time a student in K-3rd 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.)
- Consequences for students in this age range may result in some loss of recess time. However, understanding the importance of movement at this stage of development, no student in K-3rd grade should be asked to sit still and quiet for the entirety of recess. This consequence may be carried out for one day or a longer period of time, at the discretion of the principal, in line with the severity of the offense.
- 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. In this stage, the student should lose the privilege to choose his or her recess activity, but will still be given an opportunity to move. This consequence may be carried out for one day or a longer period of time, at the discretion of the 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 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 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 4th-5th Grade Students

- Any time a student in 4th-5th 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 partial recess privileges by sitting out or walking for a portion of the time. This consequence may be carried out for one day or a longer period of time, at the discretion of the principal, in line with the severity of the offense.
- Students may lose all recess privileges by sitting out or walking for the duration of the time. This consequence may be carried out for one day or a longer period of time, at the discretion of the 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 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 6th Grade Students

- Any time a student in 6th 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 break privileges for a portion of the time. This consequence may be carried out for one day or a longer period of time, at the discretion of the principal, in line with the severity of the offense.
- Students may lose all break privileges for the duration of the time. This consequence may be carried out for one day or a longer period of time, at the discretion of the principal, in line with the severity of the offense.
- Students may serve an after-school detention. Parents will be notified ahead of time so they can make necessary arrangements.
- Students who continue to be referred to the principal and are unresponsive to previous disciplinary action 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.

***In the 2nd semester, 6th grade students will transition to the demerit system in order to prepare them for their transition to Middle School. From January - May, the discipline plan for 6th grade students will follow the secondary procedures.

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 day in duration, or up to 3 days in duration for elementary 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 substance(s)
- 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

The Bible clearly indicates that parent/guardians are responsible for the discipline of their children. Maryville Christian School exists to partner with parent/guardians in their God-given responsibilities. Therefore, MCS seeks not to assume the task which God gives to parent/guardians, but only to serve as the parent/guardian's appointed and authorized representative in the child training process, in a limited way.

Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his/her life. The purpose of Christian discipline is to produce Christlikeness. Imposed discipline (outer discipline) helps to produce self-discipline (inner discipline). Discipline of students is a joint responsibility of parents, teachers, administrators, and students, themselves.

DISCIPLINARY GOALS

- Respect authority: "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." (Romans 13:2)
- Respect yourself: "Teach us to number our days, that we may gain a heart of wisdom." (Psalm 90:12)
- Respect others: "Do not let any unwholesome talk come out of your mouths, but only listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:29, 32)

DISCIPLINE POLICY

MCS utilizes a progressive discipline system as a means of correction for infractions of school standards, rules, and classroom procedures. Corrective measures of varying degrees of severity will be used.

SEXTING

In keeping with 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 other digital device. Students engaged in such activities on or off campus are subject to state laws and school discipline.

Sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message, 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

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, 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, 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 (PreK-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.

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

The following actions in ongoing form 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 POLICY (PreK-12)

Students may have cell phones during the school day, but the phones should not be used for making calls without permission from the school office. Use of phones or smart watches without permission from the school office will result in the following penalties:

Cell phones should never be visible during class unless permission is granted by the teacher as part of a class activity. Cell phones/smart watches may not be used during chapel, or at any other unapproved time during the school day. Forgetting to turn off the cell phone/smart watch is not an excuse for violation.

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

Parent/guardians should not consider their student's cell phone as a means of contacting their student for any reason during the school day. Parent/guardians who need to contact their student during the school day for emergency purposes should use the school's normal emergency contact process and

call the School office. The MCS staff will assist parent/guardians in communicating with their child in appropriate emergency situations.

Disciplinary consequences for violation of the cell phone policy shall be as follows:

1. 1st offense: Students will receive one demerit, and be instructed to put the phone away.
2. 2nd offense: Student will receive a detention, and the phone will be sent to the principal and returned at the end of the school day.
3. 3rd offense: Student will receive a Saturday detention, and the phone will be sent to the principal and returned at the end of the school day.
4. 4th offense: Student will receive a Saturday detention and forfeit the privilege to have a phone on campus the remainder of the school year.

MCS accepts no responsibility for use, breakage, theft or loss of cell phones/smart watches or other personal items.

Earbuds are not permitted to be used during the school day unless approved by a teacher and for instructional purposes. Disciplinary procedures follow the same guidelines as cell phone usage.

SOCIAL MEDIA POLICIES (PreK-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 of 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

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

DEMERIT SYSTEM

The demerit system is a guide for discipline at MCS and is used as a communications tool between the school and the home. The positive side of discipline is stressed according to Proverbs 22:6. The administration expects students at MCS to carry themselves with class and maintain the highest standards of behavior at all times. Failure to comply with standard conduct guidelines will result in the issuing of demerits. Demerits for a student are recommended by the teacher or other school personnel to the administrator, who will make the final decision. Students are permitted to talk to a teacher about a demerit after class as long as he or she displays a respectful and cooperative attitude. A meeting with the administrator may be requested if the student has additional questions.

The following chart explains the penalties for accumulated demerits.

DEMERITS

PENALTY

5..... Students receive a warning notice to be signed by his/her parents and returned.

10..... Students will receive one detention.

15..... Students will receive two additional detention.

20..... Students will receive a Saturday School detention, in addition to a mandatory parent conference. Saturday detentions will be two hours in duration and will incur a fee to pay for Saturday detention supervision. Saturday detention fees must be paid on the day of detention to the supervising teacher.

25..... Students will receive an in-school suspension. The length of ISS will be determined by the administration and will take into account the severity of the offense. Students will be charged a fee at the regular rate of substitute teacher pay for ISS supervision. This fee will be billed to the family's FACTS account.

35..... Students will receive an out of school suspension. The length of OSS will be determined by the administration and will take into account the severity of the offense. Students will also enter into the spiritual restoration program that will allow the student, parents and administration to plan a path for personal growth, development and restoration.

50..... Students who accumulate fifty demerits in a semester may lose the privilege of attending MCS. A student who receives twenty-five demerits in two successive semesters will be placed on disciplinary probation and must meet with the parents, and discipline committee before continuing in school the next semester. The student is subject to expulsion if he/she acquires twenty-five demerits in three consecutive semesters or commits a serious violation of school policy.

The demerit system is categorized into three broad areas of development: Responsibility Offenses, Character Offenses and Dress Code Offenses. All demerit offenses will reset at the beginning of a new semester.

RESPONSIBILITY OFFENSES

1-3 demerits for each offense: (this list is not exhaustive and some actions not listed could be deemed a responsibility offense)

- Communication (including passing notes)
- Hall Violations
- Failure to follow instructions
- Late to class
- Working on unrelated materials in class
- Not attending detention hall
- Disrupting Chapel
- Disorderly Conduct
- Wearing headphones or earbuds without permission
- Homework offenses

CHARACTER OFFENSES

5-15 demerits for each offense: (this list is not exhaustive, and some actions not listed could be deemed a character offense)

- Forging a parent's signature
- Direct disobedience
- Lying
- Inappropriate conduct
- Inappropriate language (profanity, vulgarity, off-color)
- Disrespect

- Fighting
- Being dismissed from class
- Driving infraction
- Stealing
- Defacing school property
- Violent or destructive behavior
- Social infraction (public displays of affection, social media etiquette)
- Cheating
- Plagiarism
- Inappropriate material (magazines, pictures, videos, etc.)

25-50 demerits for each offense. Demerits are given based on the severity of the offense. (this list is not exhaustive, and some actions not listed could be deemed a character offense)

- Pornography
- Any illegal or criminal behavior
- Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possessing or using tobacco products, e-cigarettes or any similar device, or vaping products.
- Use, distribution, or possession of alcoholic beverages
- Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription
- Participation in sexual immorality
- Possession of a firearm on school property is a felony and will result in dismissal.
- Failure of parent/guardians to cooperate with the Academy in the discipline of their children
- Assault of a staff member

DRESS CODE OFFENSES

It is the conviction of Maryville Christian School that appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom.

Each dress code infraction will result in 1-3 demerits.

Students whose attire is deemed inappropriate will receive demerits and may be asked to secure appropriate clothing to continue in school for the remainder of the day.

DISCIPLINE PROGRESSION

Demerit penalties listed above are for the first offense. Repeated offenses may result in a greater demerit penalty than that listed. If the administration feels that demerits are not changing the student's behavior, the administration may use other means of discipline to remedy the problem.

SATURDAY DETENTION

Saturday detention is the result of cumulative demerits or a more serious infraction.

Saturday detentions will be served from 8:00 to 10:00 am. A \$40.00 fee will be assessed. Students should come dressed in work clothes.

SUSPENSION

Suspensions are either the result of cumulative detentions 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 and may range from 1-5 days.

IN SCHOOL SUSPENSION

In-school suspensions will be served in school from 8:00 am – 3:15 p.m. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the middle/high school office immediately upon arrival at school. The student will be required to pay an \$75 ISS fee to defray the cost of hiring a suspension supervisor.

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 their next extracurricular event (practices/games). Further action will be at the discretion of the 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 unless permission is secured from 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 their next extracurricular event (practices/games). Further action will be at the discretion of 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 and faculty is in place for the purpose of dealing with severe and ongoing discipline problems. At the request of the HOS, the committee will make recommendations concerning student behavior. The Discipline Committee will be made up of The Head of School, Lower School Principal, Upper School Principal, Spiritual Life Director, Guidance Counselor, and one Board Member.

The discipline committee will make all decisions related to out-of-school suspension and expulsion.

SPIRITUAL RESTORATION PROGRAM

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 accumulates a minimum of thirty-five demerits or is guilty of committing a severe violation of the discipline policy that results in potential expulsion, that student will enter into MCS spiritual restoration program. 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 (examples may include but are not limited to... illegal, criminal, violent activity or activity that compromises the safety of MCS students or faculty), attendance at MCS will be prohibited. The goal of restoration 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.

RESTORATION PROCESS

When a student enters into the restoration process, both student and parent must agree to following guidelines.

1. Students and parents will meet with administration to discuss the process of restoration.
2. Students and parents will meet with the disciplinary committee.
3. Students must agree to follow a customized plan for restoration.
4. Students will be placed on disciplinary probation for one semester.

STUDENT SEARCHES

Students may be asked to empty their pockets 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 by the administration, the school resource officer, or other law enforcement personnel. 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 FACTS Family under School > Resource Documents; it also may be obtained from the school office. Medication Authorization Records must also be completed for distribution of non-prescription medication, which must also be distributed according to state laws and guidelines. The school clinic will coordinate the administration of all medicines. All medications (including Tylenol, any over-the-counter medication, vitamins, supplements, or anything resembling a pill) must be brought to the homeroom teacher or clinic along with the required Medication Authorization Record and a note from the parent with directions for dosage, immediately upon arrival at school. Expired medications will not be administered by the school clinic.

HEALTH GUIDELINES

For the safety of our students, faculty, and staff, sick children should not be sent to school. If they are running a fever of 100.4 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 48 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. Additional COVID guidelines may apply.

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

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

- Pediculosis - lice infestation and nits
- Scabies - skin mite infestation
- Chicken pox - blister-like skin rash

- Conjunctivitis – “Pink Eye”
- Diarrhea illnesses
- Vomiting
- Fifth Disease
- Hand-Foot-and-Mouth Disease
- Ringworm
- Influenza
- Measles
- Meningitis
- Mononucleosis
- Mumps
- Ringworm
- Staphylococcal diseases – Impetigo, boils, skin lesions
- Streptococcal diseases – Strep throat, scarlet fever, impetigo
- Illnesses causing the student to have a fever

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. 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.

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. Students have a snack break during mid-morning. There are very limited reheating facilities in the gym/cafeteria for reheating. If possible, students should bring a lunch that does not require heating. Students in grades PreK-3 should not bring food that needs to be heated.

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 admission costs. Parent chaperones are encouraged to attend, but siblings are not allowed.

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

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

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

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

VOLUNTEER DRIVERS

According to insurance guidelines, volunteer drivers who are transporting students must be between 24 and 65 years of age. A Volunteer Driver Form must be on file in the office along with a copy of the driver's license and current proof of insurance certificate. Drivers must carry the minimum coverage required by the state of Tennessee. A new Volunteer Driver Form is required each school year. This form can be found in FACTS Family under School > Resource Documents.

TORNADO, EVACUATION, AND LOCKDOWN PROCEDURES

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

LOCKERS

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

- Lockers may be searched at any time without notice by the administration or SRO.
- Students in grades 1-6 may not post anything on the inside or outside of lockers except magnets.
- Students in grades 7-12 may post only birthday wishes or an athletic team/student activity poster on lockers using only blue painter's tape. Duct tape is not allowed. These may be posted for a week or until the end of a season or activity. Pictures and slogans can be affixed to the inside of lockers if they are not crude or worldly. (It is recommended that lockers be kept locked at all times.)
- School officials reserve the right to inspect all school property at any time.
- Lockers must be cleaned at the end of the year.
- The same guidelines apply to lockers assigned to athletes and physical education students.

DRIVERS LICENSE COMPLIANCE & FORMS

Any person between the ages of fifteen (15) and seventeen (17), both inclusive, shall present to the Department of Safety a Certification of Compulsory School Attendance form in order to be eligible to receive a driver's license or permit. Attendance requirements are that a student must not have 15 or more unexcused absences in a term or 10 or more consecutive unexcused absences. The academic

requirement is that a student must have a passing grade in at least two (2) full unit subjects. The following information comes from TCA 49-3017 and may be beneficial:

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

STUDENT DRIVERS

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

STUDENT RESPONSIBLE USE POLICY

Maryville Christian School requires written parental consent before a student can access electronic media using the school's technology resources and before they can use the device issued to them by the school. The purpose of this consent is to protect your student and Maryville Christian School by providing clear guidelines and expectations. Please review the contract with your student, and then sign the agreement so that your student can access technology at school and use their device. The contract for grades PK-3 and the contract for 4th-12th grades are located in the Appendix.

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

School personnel will be working with students to help them develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school's student learning outcomes. Students may have access to the internet ONLY with a teacher's permission, and ONLY for educational needs. Access to the internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by school authorities. If a student is on a device, they are always responsible to reflect the principles of Maryville Christian School. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites, or inappropriate or unauthorized use.

There should be no expectation of privacy for activities conducted on school owned computers or the school network; any and all use of these resources may be recorded and/or reviewed by staff.

STUDENT ACTIVITIES

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

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

- I. Christian Service
 - A. Community Service
 - All students are encouraged to engage in Christian service.
 - 12th Grade: 8 hours for quarters 1, 2, and 3 are to be required as part of Senior English.
 - Objectives:
 1. To develop servant leadership.
 2. To gain practical understanding of the Biblical command to love your neighbor.
 3. To develop a life-long commitment to serving your community.
 - B. Student Life Groups
 - Students in grades 7-12 meet regularly in small groups for the purpose of fellowship and spiritual growth. Life Groups are divided by gender.
 - Objectives:
 1. To provide a small group ministry for the secondary students so that they may grow in their walk with Christ.
 2. To strengthen individual student relationships.
 3. To provide a student mentor for the upper grade students.
 4. To emphasize the importance of prayer partners and accountability.
 5. To develop spiritual leadership among the upperclassmen.
 - C. Retreats in Grades 7-12
 - Description: A 3-day, 2-night spiritual emphasis retreat off campus.
 - Though not mandatory, all students are strongly encouraged to attend. The retreat takes place on school days.
 - Objectives:
 1. To enhance the individual student relationships with Jesus Christ.
 2. To bring unsaved students to Christ.
 3. To unify the upper grades through strengthening relationships among the students and between the students and faculty.
- II. Academic
 - A. National Honor Society
 - Description: A nationally recognized organization based on student academic success, service, leadership, and citizenship.
 - Eligibility: Students in grades 10-12 with a minimum 3.6 GPA and a commitment to 10 service hours in addition to community service. Students must have been at MCS for at least one year.
 - Objectives:
 1. To promote the ideals of character, service, and leadership.
 2. To reward meritorious academic achievement.

3. To encourage and assist students in post high school education.

B. Spelling Bees

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

C. Poetry Contests

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

D. Math Contest

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

E. National Junior Beta Club

III. Student Government

A. Student Council

- Description: A student-led organization of class representatives with officers.
- Eligibility: Student council representatives are chosen from each class on the secondary level. Officers are elected from all of the students in grades 7-12.
- Objectives:
 1. To provide opportunities for leadership.
 2. To provide liaisons between administration and the student body.
 3. To gain experience in fundraisers.
 4. To involve students in the decision making process of major events such as the annual spring prom.
 5. To develop feelings of unity, spirit, and loyalty for MCS.

IV. Class Trips (may not happen every year)

A. 4th-6th Grade JA BizTown Trip

- Description: Fourth, Fifth and Sixth grade students participate in JA BizTown in Clinton, TN, which is an experiential-based learning program offered by Junior Achievement of East Tennessee. The JA BizTown experience is brought to life by our teachers who incorporate into their daily teaching lesson a JA BizTown curriculum which encompasses financial literacy, work readiness, and entrepreneurship - the "economics of life."
- Objectives:
 1. To learn about the worldwide economy
 2. To learn the basic life skills of managing money
 - a. Earning money

- b. Writing checks
 - c. Balancing a checkbook
- 3. After lessons are taught in class, the students will go on a field trip to BizTown which is a fully interactive simulated town facility.
- 4. Helps students connect the dots between what they learn in school and the real world.
 - a. Run the local government, vote for mayor
 - b. Operate banks
 - c. Manage restaurants

B. 5th Grade Nashville Trip

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

C. 6th Grade Wesley Woods Trip

- Description: Sixth grade students participate in Wesley Woods Environmental Education Camp located in the foothills of the Great Smoky Mountains for 3 days and 2 nights in the spring each year.
- Objectives:
 1. To praise our Creator, God the Father, in the midst of His creation.
 2. To challenge students to grow spiritually in their walk with the Lord.
 3. To experience hands-on learning within the biosphere of all physical life in the area.
 4. To study the history of the Great Smoky Mountains and our ancestors.
 5. To grow the 6th grade class in team building skills to work together as a cooperative group and as brothers and sisters in Christ.

D. Freshman Trip

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

E. Sophomore Trip

- To be determined.

F. Junior Trip

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

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

G. Senior Trip

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

V. Fine Arts

A. Drama Production

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

B. Music Festivals

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

VI. Athletics

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

Guidelines for Activity Sponsors

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

1. Sponsors must be at least 21 years of age and will be subject to a criminal background check.
2. Sponsors must be in agreement with the Statement of Faith and all policies of Maryville Christian School.

3. The sponsor must be a born again Christian and be a positive role model for Christ and MCS in all activities.
4. Sponsors will report to the MCS administration and will support all decisions of the leadership of the school.
5. All fundraisers must be coordinated through the Development Office and are subject to final administration approval.
6. Sponsors must be in attendance for all activities of the organization. If the sponsor must miss an activity, a qualified adult can serve in their absence (the substitute must be approved by the administration).
7. Sponsors are encouraged to have parents serve as assistants, but these must also be subject to administration approval.
8. All organization activities must be scheduled in advance through the school office.

EXAMS

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

APPENDIX

MARYVILLE CHRISTIAN SCHOOL

STUDENT CONDUCT COVENANT

(For Students Entering Grades 7-12)

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

(Leviticus 20:13; Romans 1:27)

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

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

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

MARYVILLE CHRISTIAN SCHOOL PK-3 STUDENT RESPONSIBLE USE POLICY

Maryville Christian School requires written parental consent before a student can access electronic media using the school's technology resources. Please review the appropriate contract with your student and then sign the contract form so that your student can access technology at school.

Internet access is available to students, faculty and staff at MCS. With the diverse and unique resources this offers, educational excellence is promoted. Resource sharing, innovation and communication are facilitated. Electronic mail allows communication with people all over the world. Public domain software, library services, discussion groups and graphics of all types are available for use. With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Precautions must be taken to restrict access to controversial materials. Even with appropriate filters in place, on a global network it is impossible to control all materials, and a user may be exposed to controversial information. The valuable information and interaction available on this worldwide network outweigh the danger that users may procure material that is not consistent with the educational goals of the school. For this reason, while internet access is allowed, all computer use by students must be done with adequate teacher supervision. Classroom teachers must ensure that computer screens are visible to them. Students must be required to check with their teacher before logging on to the internet, whether on their own device or one owned by Maryville Christian School.

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

Computer Use Contract Grades PK-3

Traveling on the internet is a lot like going to a big city:

- There are many wonderful and exciting places that I can visit, like museums, art galleries, zoos, and hospitals, but there are also many places that I should not visit.
- I will never give my name, address, or telephone number to someone online, because the people on the internet are strangers to me.
- I will not go into parts of the internet that are not appropriate for my learning at school.
- I will back out and tell my teacher right away if I come across anything that is not appropriate. I should not invite other students to come see it, but back out and tell a teacher.

The computer, software, network, and internet are there to help me with my learning, just like the books, assemblies, and videos that the teachers share with me at school.

- I will treat Maryville Christian School's computers with respect and not cause damage to them.
- I will treat other people's files with respect and not change or delete them.
- I will not copy things to include in my projects unless I give credit to the author and/or website.

It is up to the school to decide how the computer is set up and what software programs should be used to help me learn.

- I will not download software from the internet nor install software that I bring from home because this could break the law.
- I will not change the way the computer is set up to run.

Email gives me a chance to communicate with many people, but there are rules I must follow:

- The only times I can use email are when a teacher sets it up for me.
- I will always use proper and appropriate language and my best writing skills.
- I will not give out any personal information that tells who I am or where I live.
- I will never use a chat room or talk session unless an adult is with me.

I understand that if I break any of these rules, I may lose the privilege of using the computer and/or the internet. I understand that the principal will decide what the punishment will be for breaking the rules. I have talked about these rules with my parents and by signing this contract I agree to follow them.

Violation of the above is subject but not limited to the suspension and/or dismissal of all parties involved. In addition, the school and/or its designees reserve the right to 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.

**Maryville Christian School
Information Technology Division**

MARYVILLE CHRISTIAN SCHOOL
4th-12th STUDENT RESPONSIBLE USE POLICY

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

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

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

Technology, Internet and Network Use Contract for Students

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

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

Violation of the above is subject but not limited to disciplinary action by administration that may include the loss of internet use, temporary loss of device, the suspension and/or dismissal of all parties involved. In addition, the school and/or its designees reserve the right to search a student's 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.

Procedures for Chromebooks and Their Care

Chromebooks are available to all students in 3rd-12th grades at MCS to use at school and home (excluding 3rd grade) throughout the school year. These devices will be checked out to each student at the beginning of the year and checked back in before summer break. Access to these devices provides our students with the opportunities and learning experiences to prepare them for their college and career. With the diverse and unique resources this offers, educational excellence is promoted. MCS will use these devices as a tool to compliment teacher instruction and extend learning.

Students will be expected to use these devices responsibly and follow the procedures outlined on the following pages. Teachers at MCS will facilitate use of these devices and teach each student how to be a good digital citizen that can discern between appropriate and inappropriate behavior on his/her device.

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

Personal Device Contract for all Students

Maryville Christian School requires students to follow these rules:

1. Keep the device in the case when you are not using it (this includes to and from school and between classes).
2. Only you can take your device home.
3. Visit appropriate sites that are approved by your teacher or parents.
4. Only log in using your school Google account.
5. Keep your device with you, in your locker, or in a designated location at all times. (Always know where your device is located)
6. Do not download anything without permission.
7. No stickers or decals on your device.
8. Do not remove any stickers the school has placed on your device.
9. Always logout and shutdown your device when finished.
10. Stay on the designated website when using the device in class.
11. Stay off of social media websites (Facebook, Twitter, Instagram, etc.).
12. Do not use message functions for unassigned conversations
13. Report any issues with your device to your teacher.
14. Do not click on any pop ups.
15. Do not let anyone else use your device.
16. Keep it charged.
17. Do not lose your charger. (If your charger is lost, you will be responsible for paying \$15 to replace it.)

If a student is found breaking any of the rules stated above the following consequences will occur:

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

1st offense: Student conference with the principal.

2nd offense: Loss of device until the end of the day. Student will use paper and pencil.

3rd offense: Detention slip and parent conference. The student will lose the privilege of using the device for a period of time determined by administration.

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

The following statements are to be read and understood by each student and their parents before receiving a device. Please sign below after reading.

- Each student (grades 3-12) will have their own Chromebook to use at school and at home (excluding 3rd grade).
- The Chromebook (device) belongs to Maryville Christian School (MCS)
- The device is to be returned at the end of the school year and/or if the student withdraws from MCS.
- Legal action may be taken if the device is not returned or if the device is purposefully damaged and the school is not reimbursed.
- Parents and students will understand that they will be responsible for replacing the device if lost, stolen, or badly damaged (ex. damaged keyboards or broken screens).

- The school will take care of any damage that occurs from everyday wear (ex. frayed charger wires or dead batteries).
- Teachers will teach the students about digital citizenship. This includes:
 - Safe and unsafe websites
 - Talking to strangers online
 - Downloads
 - Treating the device with care
 - Using programs the right way
 - Never giving out personal information
 - Google account use
- Parents are responsible for monitoring computer use at home.
- All devices have a limited filtering system that will work at school and at home.
- Students are responsible for the device, and they will be held accountable for its care.
- Students will make sure their device is charged before bringing it to school each day.
- Students may only charge their device at a designated charging station.
- Students are responsible for reporting any issues with their devices to their teacher or to any IT personnel.
- Just like any other material in the classroom, students are expected to use their device correctly. If a student is found using the device in a way a teacher has not instructed or is found breaking one of the procedures above, the student may be punished at the teacher/administration's discretion. This may include: loss of internet use, loss of device, suspension or dismissal of all parties involved.
- Parents understand that the internet is a worldwide group of hundreds of thousands of computer networks.
- Parents understand that Maryville Christian School does not control the content of these internet networks.
- When using the internet, parents will realize that students may read material that might be considered controversial or offensive.

The following consequences will occur if the device is damaged:

1st offense: \$50 deductible to cover damage. This is also the student's first warning and no disciplinary action will be taken at this time.

2nd offense: \$75 deductible to cover damage. The student will lose the privilege of taking the device home. The student will have to check his or her device out each morning between 7:45 and 8:00 from IT personnel and check it back in before 3:45 in the afternoon.

3rd offense: \$100 deductible to cover damage. The student will lose the privilege to use the device. The student will use paper and pencil during class.

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

The following consequences will occur if the student is found using the device inappropriately at home:

1st offense: The student will lose the privilege of taking the device home for a period of time determined by the principal. The student will have to check his or her device out each morning between 7:45 and 8:00 from IT personnel and check it back in before 3:45 in the afternoon.

2nd offense: The student will lose the privilege of taking the device home for the remainder of the year. The student will have to check their device out each morning between 7:45 and 8:00 from IT personnel and check it back in before 3:45 in the afternoon.

The following consequences will occur if the device is left at home or is not charged:

1st and 2nd offense: Verbal warning. The student may check out an extra Chromebook from the Smart Room or they can use the desktop computer in the classrooms. (All Chromebooks checked out from the Smart Room must be returned by 3:45 or the student will receive a warning slip.)

3rd offense and beyond: Lunch detention. The student will turn in their Chromebook to the IT Department, losing the privilege of taking the device home for a period of time determined by the principal. The student will have to check their device out each morning between 7:45 and 8:00 from IT personnel and check it back in before 3:45 in the afternoon.

Students will have the ability to use a charging station in the event their Chromebook is not charged for class. This station will have limited access, and the consequences stated above for not having a device in class will be in effect while the student's Chromebook is on the charging station. Devices may be connected to and picked up from the charging station between classes.