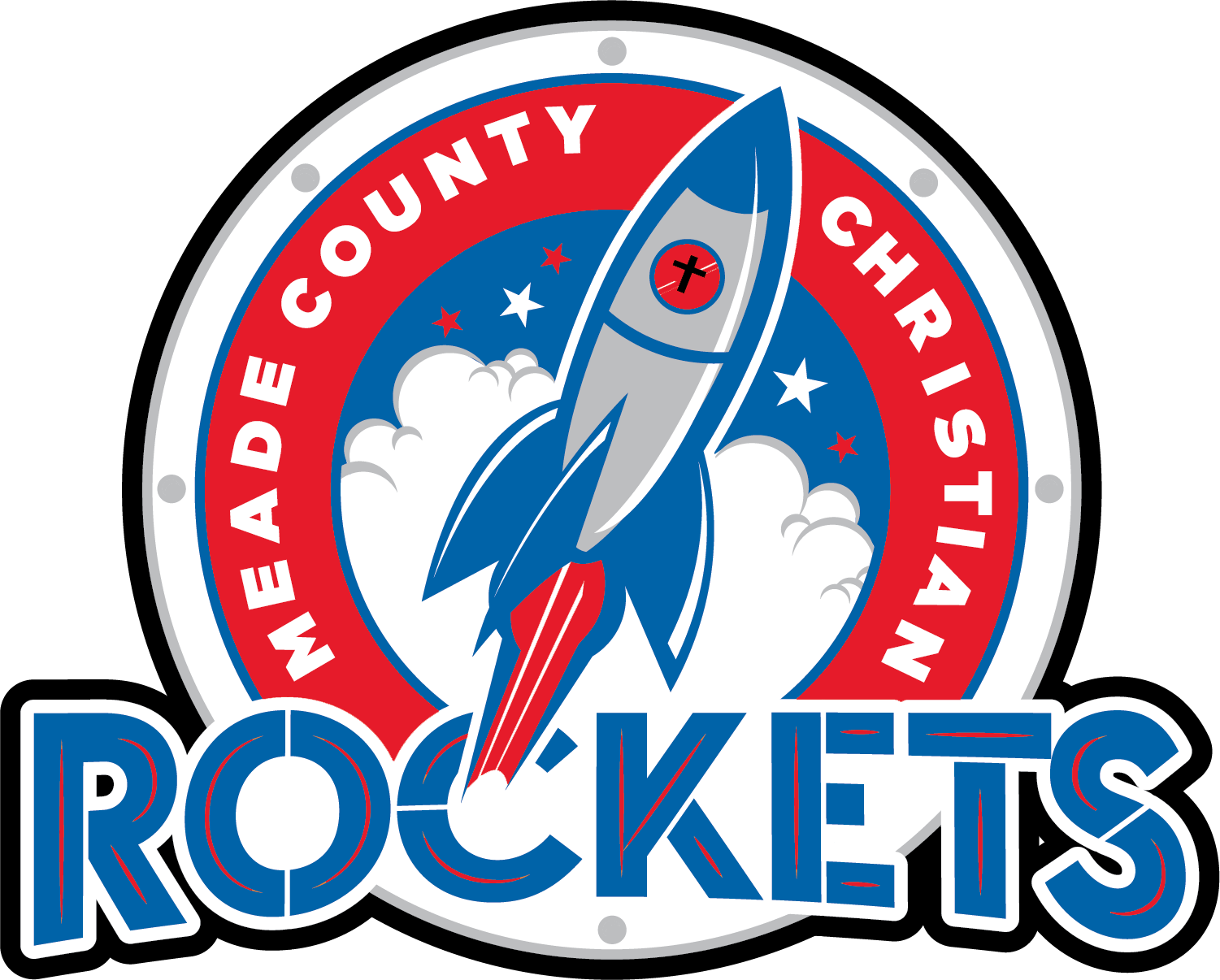
**Meade County Christian**

**PARENT/STUDENT HANDBOOK**

January 2023



# GENERAL INFORMATION

## STATEMENT OF MISSION

Our mission is to provide a Christ-centered educational experience for each family, focusing on a biblical approach to academic, social and physical issues. Our objective is to develop in all students a sound academic foundation and a discerning Christian character that will empower them to succeed in higher education, vocation, Christian service, citizenship and leadership.

## STATEMENT OF PURPOSE

MCC is committed to excellence and is designed to minister to the whole person – spirit, soul and body.

This is accomplished by:

* Assisting Christian parent/guardians in fulfilling their responsibility to train their children to follow biblical precepts.
* Assisting in the development of spiritual maturity through emphasizing the power of the Holy Spirit, the authority of the Word of God and their relevance to everyday life.
* Providing a quality academic program that will equip students for higher learning, vocational success and lives enriched by intellectual curiosity.
* Helping students develop personal characteristics which will enable them to assume roles of leadership in society and the church.
* Helping students develop an awareness of the needs of others and a willingness to help meet them.
* Providing training for the development of physical fitness.

## PHILOSOPHY OF EDUCATION

The educational philosophy of MCC is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are totally subject to God and are made to glorify Him forever. This is very true of man, who was made in God’s image, different in kind from all other creation, with the unique capacity of knowing and responding to God personally, intimately and voluntarily. Man is a sinner by nature and choice, and he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord through which he is enabled to do God’s will, which is the abiding purpose of his life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God to develop a Christian mind in him, and to train him in godly living so that he can fulfill God’s total purpose for his life, personally and vocationally.

The student must:

* Be taught the Bible so he may understand God as well as his new nature and role as God’s image.
* Be developed and related to God as a whole person spiritually, mentally, physically and socially.
* Learn to see all truth as God’s truth and integrate it with, and interpret it by God’s Word.
* Be educated as an individual with his own unique abilities and personality, who must learn to live and work with others at home, in the church and in a changing secular society.
* Interact with and be taught by parent/guardian and teacher models that are themselves born again and have a biblical perspective on life.

## STATEMENT OF FAITH

We believe:

* The Bible is the inspired and only infallible and authoritative Word of God.

(II Timothy 3:16)

* There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost. (Matthew 28:19, Luke 3:22)
* 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, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal future return to this earth in power and glory to rule a thousand years. (Matthew 16:16, I Corinthians 15:3,4)
* In the blessed hope, which is the rapture of the Church at Christ’s coming. (Titus 2:13)
* The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18, 19)
* Regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5)
* The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (I Peter2:24)
* In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)
* In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (John 5:28, 29)

## MAJOR GOALS

The educational objectives of MCC are grouped into four categories: those related to the student’s spiritual and moral growth; personal and social development; academic advancement and the school’s responsibility to the entire student’s family.

Spiritual and Moral Growth

The school seeks to:

* Teach the Bible as God’s inspired Word.
* Develop attitudes of love and respect for the Word of God.
* Teach the basic doctrines of the Bible.
* Lead the pupil to a decision of confessing Jesus Christ as Savior and Lord.
* Develop a desire to know and obey the will of God as revealed in the Scriptures.
* Equip the student to discern the will of God for his personal life and vocation.
* Impart understanding of the Christian’s place in the church and its worldwide mission to evangelize.
* Stimulate the student’s involvement in evangelism and discipling.
* Develop the mind of Christ in the student toward godliness and sin and overcoming sin.
* Encourage the development of self-discipline and responsibility.
* Establish a basis of respect for authority.
* Help the student develop a Christian worldview by integrating life and studies with the Word of God.

Achieving these goals will require programs of daily Bible instruction for each grade level appropriate to the student’s current level of spiritual development. It also will require school-wide programs, such as chapel, for spiritual training and edification.

**Academic Goals**

For the academic advancement of the student, MCC will:

* Promote high academic standards within the potential of the individual.
* Help the student realize his full academic potential.
* Help the student gain a thorough comprehension and command of the fundamental processes used in communication, such as reading, writing, speaking, listening, mathematics, English and social studies.
* Teach and encourage good study skills.
* Teach the student how to do research and show logical conclusions.
* Prepare the student for higher levels of academic training.
* Develop creative and critical thinking using biblical criteria.
* Promote good citizenship through developing and understanding and appreciation of our Christian and American heritages.
* Teach the Christian heritage of the United States.
* Promote the Christian influence in all professions and levels of society and government.
* Engender an appreciation for the fine arts through the development of the student’s special talents and gifts.
* Produce an understanding and opportunities for God’s world and an awareness of man’s role in his environment.
* Be a stepping stone in the production of born again, spirit-filled leaders in the future homes, churches and government of America.

**Physical/Behavioral Goals**

The student will:

* Demonstrate cardiorespiratory fitness.
* Demonstrate muscular endurance and strength.
* Demonstrate agility.
* Demonstrate flexibility.
* Maintain a lifestyle of physical fitness (III John 2; I Thessalonians 5:23; Psalm 92:12-14).
* Take care of the body as the temple of the Holy Spirit (I Corinthians 3:16; I Corinthians 6:19, 20).
* Participate in quality leisure-time and sport activities (Galatians 5:7-9, 16, 24; Proverb 3:1, 2)

**Personal/Social Goals**

MCC aims to:

* Help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God.
* Enable the student to develop to the maximum his capabilities.
* Promote love, respect, acceptance and caring for others.
* Motivate the student to be a contributing member of society, realizing his dependence on others and their dependence on him.
* Promote an understanding of time as a God-given commodity and the individual’s responsibility for effective use of time.
* Provide skills for personal relationship to be developed.
* Create a biblical view of life and work.
* Develop biblical attitude toward marriage and family.
* Teach principles needed to establish God-honoring, Christian homes.
* Promote physical fitness, good health habits and the care of the body as the temple of God.
* Impart biblical attitudes toward material possessions.

**Family Communication Goals**

MCC desires to:

* Cooperate closely with the parents in every phase of the student’s development, especially as it relates to the school program.
* Help the parents understand the school’s purpose and program.
* Aid families in Christian growth and to help them develop Christ-centered homes.
* Assist parents within a changing culture and its affects.
* Be a resource for academic and vocational counseling.
* Be a vehicle for help in developing parenting skills.

**Life-Success Exit Outcomes**

The graduates of MCC will be:

* Born again Christians exhibiting the Fruits of the Spirit (Galatians 5:22-23).
* Empowered by the Holy Spirit.
* Grounded academically, socially and physically in biblical precepts.
* Exhibiting the nature of Jesus Christ.
* Successful in higher education, vocations, Christian service, citizenship and leadership.

## ACCREDITATION

MCC is in the process of being accredited with the International Christian Accrediting Association (ICAA). ICAA is recognized by the Kentucky Non-public School Commission as a valid and worthy accreditation which is granted to MCC for its exemplary educational program. ICAA is a support organization as well, providing many services to enhance and enrich our Christian school program.

## SCHOOL BOARD

MCC is a not-for-profit organization whose fiscal and policymaking authority is vested in the School Board who in turn is accountable to the Lead Pastor of Journey Church of Brandenburg and the Church Board. School Board members are appointed by the Lead Pastor of the Journey Church to serve on a rotating-term basis without remuneration. Each member must be found faithful in their Christian walk as evidenced by their involvement in and support of the church.

## 

## COURTYARD ROOM (LUNCH ROOM) AND LUNCHES

All lunches and snacks must be examined by parents before arriving Peanut Free Snacks are allowed in the classrooms and will be examined by staff/ teachers

MCC desires that every student eats a well-balanced lunch in order to do his/her best in school. Please provide your child with a light, nutritious snack for mid-morning and a daily bag/box lunch on the day’s special lunches are not offered (see below).

Parents/guardians are welcome to share an occasional “lunch out” with their child.

Classes may have snack times in the morning. Teachers reserve the right to designate what kind of snacks students may have.

1. Students will bring their own lunch.
2. Micro-waves are available for heating lunches. Refrigeration is not provided for student lunches. We recommend using cold-packs for your student’s lunch.
3. Food and drink are to remain in the lunch room and packed up to be transported to and from the lunch room.
4. Each student is responsible to keep his/her area clean during the entire lunch period and to clean up after he/she is through eating. Under staff direction, students will rotate sweeping the floor and cleaning the tables as they accept the responsibility of being good stewards of the facilities provided.
5. Students are to remain in the lunch room until the supervising staff member releases them to class.
6. During lunch time students must have permission from a staff member to go to the restroom. Should students travel back to education building for any reason, they are not to travel alone.

## SNACKS, WATER AND FOOD IN ROOMS

Students have a brief snack time in the morning. Teachers will set the criteria for food for snack time. Food at snack time may not be cooked or microwaved. Healthy snacks are encouraged.

Water bottles may be brought to school. They must be clear. Students are not to have sugary drinks in their water bottles.

Students may not have sodas in the classroom. Students may have sodas at lunch time but may not take it with them back to class. Students may not leave open sodas sitting on the shelves in the hallway.

Breakfast is not offered at MCC. Students are not to eat breakfast in the classrooms. They may bring their breakfast to early morning care, but may not cook or microwave their breakfast or eat it when class begins at 7:55 am.

## 

## GENERAL RULES AND REGULATIONS

All students will:

* Treat one another with respect, courtesy and kindness. Each person should be regarded as a brother or sister in Christ. Bullying in any form is not tolerated.
* Give school faculty and staff members proper respect. An overall attitude of respect will be indicated by the student’s humble and submissive disposition.
* Avoid loud or rowdy behavior, i.e., no running or horseplay in hallways or elsewhere in the building. Enter and leave quietly from classrooms, hallways, restrooms and especially chapel assemblies.
* Work quietly. Students will not talk to other students or make unnecessary noises or pass notes and other objects.
* Show respect for school building, classroom furnishings, restrooms and personal materials with cleanliness and neatness in mind.
* Avoid bringing toys and other non-school related items with them in the mornings, except by teacher request. Absolutely no matches, lighters, guns or knives (etc. weapons of any kind) will be permitted. Music players and music are only permitted with teacher permission. Electronic games must also have teacher approval and only games rated E for everyone are permitted. Cell phones may only be used before 7:55 am or after school for necessary calls only. The exception to the cell phone rule is if a teacher wants to allow students to use electronic devices for class work. Students with such items will forfeit the objects or items and be subject to suspension or other corrective action at the Principal’s discretion. Please see the cell phone policy, which is in further detail.
* Be dismissed in an orderly manner. Elementary students will stay with their class and be dismissed directly to their parent/guardian. Middle School and High School students will be dismissed from the appropriate exits with teacher direction. Students will refrain from “dismissal time” activities such as basketball, football, tag, etc., between 2:45pm pm and 3:05 pm due to traffic moving through the parking lot. Student drivers will exit through the brown door and immediately go to their car and carefully exit the parking lot. Our goal is to ensure a safe environment for all students at all times.
* Not eat in the building except in designated areas and at designated times. Gum chewing is not allowed at school – inside the building or outside the building.
* Refrain from any public display of affection.

## PHONES AND CELL PHONES

School and church phones are off limits to all students except for emergency use only. The school phone is reserved for official school business and emergencies. Students may only use the phone with office approval. Students desiring to place emergency calls must get permission from a teacher. Students will not be released from class to receive a phone call unless it is an emergency. Disciplinary action will be taken against any student using the phone without permission.

It is acknowledged that many students have their own cell phones. While these phones are permitted at school, students must demonstrate proper management of them during school hours of 7:55am-2:55 pm. Students in grades 6th-9th should leave their phones turned off and in their backpacks during school hours. They must get permission from their teacher to access their phone at any time.

Students may use their cell phones during class time for instructional purposes with the teacher’s permission. When not in use, phones or other devices must be silent and out of sight during instructional time. Students will be allowed to use their devices during non-instructional school time (between classes) unless the student/parent decides to opt-out of the program by signing the opt-out agreement or if a teacher determines that the student is using the phone inappropriately.

Students will read and sign the following agreement and will be expected to abide by it.

## CELL PHONE USER AGREEMENT

***Purpose:***

MCC uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today’s growing social and interactive technology trends, it is our hope that this policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. MCC will allow cell phones to be used for instructional purposes only. Students in possession of a cell phone must comply with the Cell Phone Policy.

***Cyber Safety:***

We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

***Guide Lines:***

Violating the established policy will result in the following:

* First offense- the phone is taken away until the end of the day.
* Second offense- the phone must be picked up by a parent or guardian. or the phone is taken away for five school days (parent’s choice).
* Third offense- the student is suspended for one day.
* Any further infractions will result in the student not allowed of having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.

Students may not use their cell phones during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the morning announcements to the final 2:55pm dismissal. **Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.**

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used for instructional purposes, directed by the teacher, only. Students are not authorized to use headphones with their cell phones during lunch or between classes.

Students may not take pictures or video of others. Additionally, students may not take pictures or video of students who do not have a photo consent form on file in the office. Students may use social media, but may not post pictures, take video, or upload video to YouTube during school hours. All posts to social media should reflect a Godly testimony of the student. Students will be held accountable for any negative postings, pictures, or video. Students may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message or social media.

Students who need to leave early for appointments or illness must check out through the office. Students cannot just call/text home and leave.

A student who has a phone confiscated may not use another student’s cell phone.

***Infraction Guidelines:***

The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

Students and Parents/Guardians acknowledge that:

The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by the MCC Acceptable Use Agreement or Student Handbook will be subject to discipline.

MCC is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Cell phones should be charged prior to school and run on battery power while at school. *MCC will not provide “charging stations” for students to charge their cell phones.*

***Students are prohibited from:***

•Bringing a Cell Phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.

•Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.

•Printing from cell phones at school.

\*This is for high school students only. When a high school student is in the middle school or elementary areas, cell phones may not be seen or heard.

***Lost, Stolen, or Damaged Devices:***

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. MCC takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

***Usage Charges :***

MCC is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use. School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

***Network Considerations:***

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the MCC wireless network to access the internet. MCC does not guarantee connectivity or the quality of the connection with personal devices. MCC is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

## PARENT/GUARDIAN SCHOOL COMMUNICATION

MCC wishes to maintain effective Parent/Guardian School communication.

## ADMISSIONS

Admission Policy

MCC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs.

Openings are filled based on the following priorities:

1. Applications of brothers and sisters of students currently enrolled at MCC are processed.
2. All remaining applications are processed on a first come, first served basis.

All students admitted to MCC will be under an academic and behavior probation. Academic and behavior criteria will be evaluated within the first nine weeks of enrollment.

Admission Procedures

1. Obtain an application packet, complete and return to the school office.
2. Student application
3. Permission to photograph and use for publicity
4. Permission to print parent/guardian contact information in the school directory
5. Emergency medical care
6. Parent/guardian agreement
7. Pastor questionnaire
8. Medical record
9. Honor Code (required for grades K4 and up)
10. *Pay the non-refundable enrollment fee*
11. Provide copies of past grade reports and achievement test scores
12. Personal interview with both parents/guardians (and the student if K4 grade or higher)
13. Present a current immunization certificate.
14. Sign the Honor Code

Applicant’s parents/guardians will be notified of admission status.

## FINANCIAL OBLIGATIONS

Tuition (all Families agree to a 10 month “full school year” financial commitment) $3,250 Tuition, $225 Enrollment, **Two mandatory Fundraisers**. A full Year Agreement is only broken by the following:

1. Families moves 35 miles away
2. Household income drops by 35% due to unemployment, disability or death

**$225 Annual Registration fee:** Student spot cannot be held until registration fee is paid in full.

**$375 (K4) or $325 (K-9th) Monthly Tuition:** Monthly tuition secures student enrollment in MCC.

**$100% remaining balance due for Un-Enrollment Fee:** Un-enrollment anytime throughout the course of the school prior to the end of the current school year will result in a **100% full year invoice.**

**Tuition payments** can be made by cash, check or money order. Late payments will not be accepted and will result in termination of enrollment in MCC.

* Payments made no later than the 25th for upcoming month tuition (i.e., December tuition to be paid in full no later than November 25th)
* Tuition remains the same no matter school attendance (i.e., in service days, snow days, sick days)
* Late tuition or unpaid tuition prior to the start of the month will result in enrollment termination

If a student/ family breaks the contract outside of these parameters, the remaining year balance is due. If final payment is not received within 30 days of the students last day, it will be sent to collections.

A schedule listing the current tuition and fees may be obtained from the MCC office. MCC uses a tuition management company for collection of tuition. Families have choices pertaining to their monthly due date and payment method. Tuition payments received after the grace period given by the tuition management company will receive a **late fee of $50 per student** for each month tuition is not paid on time. You may pay tuition in full by July 1 or monthly installments. If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the May payment has been received. It is the policy of the MCC School Board that an account is considered delinquent if tuition and/or fees are more than one month past due; dismissal procedures will be initiated unless the MCC School Board approves a signed, written payment schedule. An outstanding balance on the last day of school will warrant holding grade reports until the balance is paid. Student records will not be forwarded to other schools until all outstanding balances are paid in full.

All payments on accounts will be applied to the charges in the order that they are incurred.

The **Enrollment Fee** is listed on the tuition schedule. This fee is due with the application and is a non-refundable fee. Should administration choose not to enroll a student then this fee would be refunded.

**Book/Activity Fees** are listed on the tuition schedule with a maximum per family. (Students may be required to purchase additional paperback books as directed by the teacher.)

## SCHOOL SUPPLIES

A list of supplies that are required will be available prior to the beginning of the new school year. Students are expected to have these supplies by the first day of school.

## TEXTBOOKS

Parents/guardians are to purchase a school bag or backpack to transport items between home and school. Students must pay for lost or destroyed textbooks, workbooks, library books, etc. Report cards will not be released or records transferred if there are any outstanding fees.

Beginning with the first grade, all students are required to have Bibles at school at all times. NLT and ESV are acceptable versions for students. Please check with your student’s teacher as to what version will be used in the memory verse quiz each week.

## PAYMENT POLICIES AND OPTIONS

Enrollment fees are submitted with the student application for enrollment. Enrollment fees are non-refundable except in the case where the school administration chooses not to accept a student.

## SPIRITUAL EMPHASIS

Although parents/guardians are the primary vehicles of godly training, we believe the Christian school to be an extension of this Christian development. MCC will act in place of the parent/guardian at school. MCC considers the spiritual development of each student to be our highest priority. “Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverb 22:6

MCC provides opportunity for Bible study at all levels. Each school day begins with pledges to the American flag, Christian flag and the Bible. It is followed by Scripture reading and prayer.

We celebrate Christian living, the Bible and biblical precepts during our Spiritual Emphasis Week held each year.

## SPIRITUAL ASSESSMENT

Twice yearly we conduct spiritual assessments for each student to help determine their individual growth. This will be presented to the parents/guardians at the fall and spring conferences. We will also ask that a Parent/Guardian Spiritual Assessment Form be filled out in the fall and spring. Your child’s teacher will fill out a separate assessment. Both can be discussed at the scheduled conference. Students also fill out a spiritual assessment form as a personal checklist. Their forms will be turned into their teacher. The teacher’s assessment will then be placed in the student’s file. These assessments will help us, as a Christian school, determine spiritual growth in the student’s life and plan accordingly to help promote spiritual development.

We teach our students the importance of charity and giving to the community. We provide opportunities for students to gain leadership in these areas.

## CHAPEL

Chapel services are held weekly for K-8th. Chapel is a place where our students are encouraged and challenged in their walk with God through praise and worship music, study and dynamic speakers from both inside and outside the MCC community.

PARENT/GUARDIAN SUPPORT GROUPS,PTF (Parent Teacher Fellowship)

The Parent Teacher Fellowship of MCC exists to serve and cooperate with faculty, and families of the school. It serves a support function to the school and endeavors to assist in the accomplishment of the administration’s goals and objectives. Active participation in PTF activities by parents/guardians and teachers will ensure the successful achievement of the purposes of the PTF as well as enhance the MCC experience for all students.

The activities to promote this partnership between parents/guardians, faculty and administration will include:

1. Special service projects such as dinners, fund-raisers, school projects and activities, etc.

The membership of the PTF shall consist of the parents/guardians, teachers and those that desire to be associated with them. All officers must be parents/guardians of MCC students.

The PTF shall be subject to the Journey Church & MMC board.

## FINANCIAL INFORMATION

In order to serve you better, here is a review of some of our financial policies:

1. The Business Manager works part time hours. If she is not on campus at any time, she will return your call and answer your financial questions.
2. Report cards and transcripts may be withheld if your student’s account is not current.
3. Miscellaneous Fees not posted on the Financial/Tuition Information Sheet:
4. Locker Clean-Up Fee (if not cleaned by the student at year end) $20.00
5. Locker Damage Fee – based on extent of damage and determined by the school.
6. Please ask directions to the Lost and Found through the office. Items not claimed will be donated.
7. You will be charged replacement cost for any sports uniforms or equipment not turned in by the designated time of the school or coach.
8. Teachers, counselors or the office (via the newsletter) will inform students of the PSAT, SAT/ACT tests and the charges for those tests. Charges will be the family’s responsibility.
9. After School Care is available. Costs and sign-up forms are in the office.
10. Damaged and lost books will be charged to the family through the Business Office.
11. Field Trips are financed by parents and your signed permission slip obligates you to pay for a field trip even if your child does not attend for any reason (i.e. sickness, family outing, choice, etc.) If MCC is eligible for and receives a refund of these expenses due to smaller than planned attendance, then you will receive a refund.
12. We greatly appreciate your support of MCC ministry through the gifts of your time and finances. We ask that any donations you make to the school be made by separate check so we may record your gift appropriately.

## EMERGENCY PREPAREDNESS DRILLS

Emergency preparedness drills are held periodically. These drills may include fire evacuation, severe weather, lockdown, etc. Emergency routes are posted in every classroom and teachers refer to those instructions. When the signal for a drill is given, all class activities will cease and the teacher’s instructions must be followed immediately and silently.

## ATTENDANCE

* Students are expected to attend classes for the full school day. A missed classroom experience cannot be recaptured although the missed assignments may be completed.
* All absences shall require a note of explanation signed and dated by the child’s parent/guardian, specifying the reason and dates involved. This note **must** be sent with the student upon returning to school and be brought immediately to the school office personnel upon the child’s arrival. The student must make up work when absent.
* The student shall be given an admittance slip for the classroom teacher, which will indicate the note has been received and verifies the excused absence.
* Absent students shall not be admitted into the classrooms without an admittance slip.
* The student’s sponsor teacher and all other subject teachers will send the slip and record the absence accordingly. The slip will then be returned to the sponsor teacher by the student for filing.
* All other absences will be considered unexcused.
* Students will not receive credit for make-up work missed due to unexcused absences.
* Absences which may be excused are the following: personal illness or serious illness in the immediate family, death of a close relative or close friend, attendance at a funeral or other valid reason acceptable to the principal.
* **A maximum of 5 days per semester may be excused without a medical statement.**
* Absences will be **unexcused** when due to:

1. Suspension
2. Truancy (Absences which are excused through a medical statement, do not add to the cumulative total affecting a condition of truancy but would be recorded on the student’s permanent record.)
3. Being absent in excess of 5 days per semester without a medical statement.

* Excessive absenteeism, even with medical excuses, may require the School Board’s determination concerning whether a student can remain at MCC. Should any student be absent from school in excess of 3 days per semester without a medical excuse, a letter will be sent to the parents/guardians re-informing them of school policy.
* A student with **unexcused** absences in excess of 3 days will require a parent/guardian conference with the principal. If a resolution cannot be made, the student may be dismissed from school. Special exclusions may be allowed subject to approval by the principal.
* If a student accumulates more than 5 absences per semester without a medical excuse or school permission, parent/guardian notes will no longer excuse absences. The student will serve an in-school suspension or another form of discipline as determined by the principal after each day missed up to the 8th day. After the 8th day the School Board will review the student’s attendance history and determine what action to take. This may include removing the student from school or grade retention.
* To participate in any extracurricular event, practice or contest, a student must be in attendance for **one-half day** of the school day. The Principal or Athletic Director can approve extenuating circumstances.
* In cases of excused absences or excused tardies, it is the responsibility of the student to get the assignments. If a student misses class on the day of a test or quiz, they should be prepared to take that test or quiz within two days upon their return to school. If a student misses class on the day homework is due, that assignment is due two days after their return to school.
* A student is considered absent from a class if he/she misses 15 minutes of a class (this is directed at Middle School Junior High).
* If a parent wishes to pick up work for their absent student, they must call before 10:00 am and be picked up by 2:55pm.
* Students may lose High School credit in any course where more than 6 absences occur in a semester.

## SCHOOL RECORDS

The official cumulative record of a student’s progress and attendance is maintained by MCC and cannot be released to students or parents/guardians.

Grades from each academic year are recorded by the student’s teacher on the Permanent Record Card. Pertinent health and immunization information is on file as well as attendance, yearly report cards and transfer records. These files are confidential.

Upon the transfer of the student to another school, and with full payment of any outstanding account balance, the record is forwarded directly to the new school upon receipt of their official request.

Parents/guardians may view and/or obtain unofficial copies of the contents of their child’s cumulative record.

## REPORT CARDS WILL BE RELEASED WHEN:

There is no outstanding balance. Students who withdraw or transfer to another school will have their records forwarded to the new school only after their accounts have been paid in full.

If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the June payment has been received. It is the policy of the MCC School Board that an account is considered delinquent if tuition and/or fees are more than one month past due. Dismissal procedures will be initiated unless the MCC School Board approves a signed, written payment schedule. An outstanding balance on the last day of school will warrant holding grade reports and graduation diplomas until the balance is paid. Student records will not be forwarded to other schools until all outstanding balances are paid in full.

## TARDIES

If at any time during the school day a student is not in the assigned area at the designated starting time he/she is considered tardy.

The student must report to the office and request a tardy slip in order to be admitted to class. If the tardy occurs between classes, teachers will record that on a daily log and turn that in to the office at the end of each school day.

Verified doctor and dental appointments will not be considered tardy if MCC is contacted prior to the appointment. The student will report in through the school office.

Each student is allowed 6 tardies per semester, not quarter. Tardies after 6 within its respective semester will transfer into an unexcused absence.

## EARLY DISMISSAL

Students are expected to be in school during the regular hours in a school day; 7:55 am to 2:55 pm, if the students must be dismissed early, a note will be required from home on the day the student is to miss. The note will be presented upon arrival and should include the following items: the date, the time of dismissal, the reason for dismissal, the time of returning to school, if applicable, and the signature of the parent/guardian. Students must be signed out in the office at the time of their dismissal. If anyone other than the parent/guardian or guardian or individual listed on the student’s emergency form is to pick up the student, the office must be informed by the parent/guardian and proper ID must be shown for verification before the child will be released. The students will be expected to make up all missed work and sign out in the office. All regular sign-out procedures will apply.

Parents are requested to arrange appointments early in the morning or late in the afternoon to allow the student the benefit of attending the majority of his/her schedule/classes.

**Half Days of School**

Half days of school are designated on the school calendar. These days are considered just as valuable as full days. Students are expected to be present unless ill.

## ATTENDANCE AND FAMILY TRIPS

A student may be granted an excuse for a family trip if:

1. Advance notice is given to the teacher so that appropriate work may be assigned (work assigned is due upon the first day of return).
2. The student has good attendance otherwise.
3. The student is sufficiently advanced in his/her work. In such a case, the family needs to submit a letter of request to be absent. The Principal must approve the absence. Teachers will, then, be informed. Please be reminded that a school day cannot be replicated and absent students may miss necessary teaching. **REQUEST MUST BE MADE AT LEAST ONE WEEK IN ADVANCE. IF ADVANCE NOTICE IS NOT GIVEN, THE STUDENT MAY RECEIVE ZEROES FOR WORK MISSED.**
4. **For a student who is participating in Simultaneous instructions the expectations are as follow:**
   1. **Your child will need to be equipped (by you) with a computer, webcam and microphone.**
   2. **Your student will be required to have a private working space where distractions will be limited, as they will be seen and heard by their classmates and teacher.**
   3. **Your student will have the same academic expectations as if they were in class. Tests, quizzes, homework and classwork will need to be turned in on the announced due date.**

## SCHOOL HOURS

**Early Arrival**

Students who arrive at 7:30 am will be supervised in the cafe until 7:55 am.

***Arrival*** *(7:56 am – 8:10 am)*

Drivers will enter the parking lot from the Bypass entrance and proceed to the covered drop-off zone. Students will go directly to their classroom upon arrival.

School begins promptly at 7:55 am. Students who arrive after 7:56 am will proceed directly to the school office to sign in. The student will be issued a tardy slip, which will be given to his/her classroom teacher for admittance to class.

***Dismissal***

The school day ends at 2:55 pm. Drivers will enter the school parking lot from the Bypass rd entrance. Please remember to pull as far forward as possible in order to allow a quick and safe dismissal. Elementary students will be escorted to their vehicle by a classroom teacher.

**Alternate Dismissal Plan** During dismissal time, if a tornado warning has been issued; parents/guardians must park and enter the building to pick up their student(s). We recommend staying in the appropriate shelter area until imminent danger has passed.

**Summer Hours**

These hours will be posted on our updated website.

## HEALTH/MEDICAL INFORMATION

It is required that the school has a certificate of immunization and an eye/ear examination certificate on file for each student. The certificates maybe acquired from your family physician or health center. It is imperative for the school to be advised of any serious or chronic health problems. This information is needed in our files so that we can be ready for emergencies.

All students that take medication of any type must have a filled-out Emergency Form in the office. If there is a prescribed medication, it must come in the original bottle/container with the student’s name and specific instructions given. The student must come to the office for it to be administered. Students are not allowed to self-medicate.

Permission for Tylenol, aspirin, etc. must be given as well. The permission form is in the office. Parents will bring in the OVC medications with the student’s name and specific instructions of when to administer.

Under certain circumstances, a student with a life-threatening condition (i.e. asthma, diabetes, or allergic reaction, etc.) may be granted permission to carry medication on his/her person. Such permission will only be granted in response to a written statement from the student’s physician that such a need exists based on a life-threatening condition and a completed and signed authorization from the parent or legal guardian.

The Medical Permission Forms will suffice as the field trip medical release form.

Family procedures for student illness:

1. Students, faculty or staff should stay home OR be sent home if they have the following symptoms:
2. Temperature greater than 100.4
3. New Cough
4. Shortness of breath or difficulty breathing
5. Sore Throat
6. Vomiting/diarrhea
7. New rash, muscle aches, or headache`
8. Chills or repeated shaking with chills
9. Loss of taste and/or smell
10. Contact to someone who is ill, displaying symptoms, or diagnosed with COVID-19.
11. Teacher may send a note to the office requesting temperature be taken or parents/guardians be called.
12. The student, faculty or staff member will not be permitted to return to school until their health care provider provides documentation indicating it is safe to return to school.
13. Please contact the school office if your child has been diagnosed with a highly contagious condition.
14. All parents are required to provide all available phone numbers where you can be reached during the day. If your child needs to go home we ask that you retrieve them within an hour of the time we contact you. Provide emergency contacts that live within the area of the school and are able to pick up your child if you are not available.
15. If the office feels it is necessary for the student to go home you will be asked to pick your student up from school.

## SCHOOL CLOSING/EARLY DISMISSAL/POSTPONED OPENING

MCC participates with Meade County Announcements indicating a school closing, postponed arrival or early dismissal. It is the responsibility of the parent to listen to the official public information source for information pertaining to MCC any time inclement weather occurs.

## SNOW DAY ACADEMICS

**Traditional Instruction - The school is closed. No student or teacher work is required. These are made up at the end of the year.**

**Non-Traditional Instruction – The school is closed. Snow day packets are required for students. Teachers will observe hours of availability. These days are not made up.**

The first 3 snow days of the year will be traditional snow days, made by adding to our end of year calendar. Early in the school year teachers will send home “snow day” packets. Those packets have 5 days-worth of academic learning. When the first non-traditional instruction snow day is called, students will complete the first snow-day packet, and so on. This will allow the school and students to not be required to make up that day at the end of the year. We send home 5 days-worth of learning in the anticipation we will not have more than 5 non-traditional snow days in addition to the first 3 traditional snow days.

## HOMEWORK POLICY

Homework is an integral part of the curriculum and is a day-to-day connection between home and school. The responsibility for scholastic achievement is placed on students and should be supported by the parents/guardians. Failure to complete all necessary assignments will result in consequences, which shall be left to the discretion of the individual teacher. Chronic failure to complete homework assignments will be viewed as a violation of the HONOR CODE and may require disciplinary measures beyond the teacher.

## INTERNET USAGE

MCC is committed to providing access to the Internet to enhance our students’ opportunities for research and learning. Use of the Internet requires wise decisions and good judgment on the part of students. Even with our filtering and blocking capabilities there is still a possibility of accessing objectionable material. Since computers are available for student use in the computer lab and classrooms, it is vital for parents to understand MCC’s Internet Usage Policy.

Permission for a student to access the Internet and email at MCC is dependent upon both the parent and student acknowledging and agreeing to the following rules:

1. The Internet usage on any MCC computer is only allowed with the permission of the staff or faculty member who is overseeing the class, computer lab or Chromebooks.
2. Email is not allowed on any MCC computer except to send academic lesson information home, to another student or to a teacher.
3. No games are allowed to be downloaded or played on computers at MCC. Games may be played at the discretion of the teacher and for learning purposes only.
4. No visitation to chat rooms will be permitted on any computer in the school.
5. Inappropriate material will not be accessed for oneself or to show others.
6. No student will transmit computer viruses or any other malicious programs.
7. No student will intentionally damage or make changes to MCC computer equipment.
8. No ordering of materials via the Internet will be permitted.
9. No downloading of files may occur without the permission and assistance of the MCC staff or classroom teacher.
10. MCC reserves the right to log network use and to monitor file server space and Internet sites.

Use of the MCC Internet is a privilege. Inappropriate use of the Internet by a student will result in immediate termination of access, disciplinary action and possible consideration of dismissal from MCC. A student’s violation of the Internet policy may also result in the student being charged for any expense or costs incurred as a result of that violation.

## STUDENT LOCKERS

Each Middle/High School student will be issued a locker. (2023-2024 School Year)

The locker is to store and protect his/her personal belongings. Lockers are to be kept closed at all times. It is advised that lockers are kept locked as well. The school is not responsible to check to see if lockers are locked. Summit is not responsible for items taken from a locker by an unknown party.

All locks are issued through the office. Students may not put on their own locks. If a student damages or loses a lock, the student will be charged the cost of replacing the lock. Locks must be turned in at the end of the year.

In order to promote neatness at MCC, book bags or gym bags that are too large to fit in the locker must be placed, with the teacher’s permission, in homerooms. Loose items left in the hallway present hazards and will be removed.

Lockers are subject to inspection by the school at any time.

## TEXTBOOK ISSUED THROUGH THE SCHOOL

All textbooks are issued through the school. They must be handled with care, covered and be kept in good condition. They will be kept mark-free except for the student’s name in ink in the space inside the front cover. Students must reimburse the school for any textbook damage or loss (replacement price) for which they are responsible. Some textbooks are consumable and will be issued to the student. Students have the freedom to write in their own consumable textbook.

## VISITORS

Visitors are welcome on campus if compliant with MCC policies. All visitors must sign in and obtain a visitor’s badge from the school office. Visitors are to abide by all school rules (including appropriate dress).

Further policies pertaining to visitors:

1. Prospective students may visit with permission from the office – 2 days in advance.
2. Parents may be allowed to visit classes, or visit during lunch with a 48 notice and permission from the office. “This allows us to stay peanut free, due diligence, background checks, avoiding academic scheduling conflicts which supports our safe environment.”
3. A student’s pastor, youth pastor, college-age sibling, or parent may visit during lunch with a 48 hour notice. They will first stop by the office for a Visitor’s badge.
4. Alumni may visit during lunch or may visit a teacher during that teacher’s free period with a 48 hours notice (at the teacher’s discretion), but must obtain a Visitor’s badge from the office. Alumni should not visit during class unless they have been invited by the teacher for a special classroom presentation.
5. Any exception must be approved in advance by the Academic Dean – 2 days in advance.

## CLOSED CAMPUS POLICY

Students may not leave the school grounds during school hours without permission.

## MEDIA ITEMS

Media items such as books, magazines and videos/DVDs must be approved in writing by parents/guardians and approved by the teacher upon the student’s arrival at school. If the student knows or suspects that the material may be questionable, he/she should ask a teacher before bringing the item to school.

## TRANSPORTATION

MCC does not provide transportation to and from school. The office may, upon request assist in car-pooling with other families by connecting families with similar travel patterns. Please do not ask teachers or staff members to provide transportation for your child to or from school. Teachers and staff will probably not be able to provide transportation due to duties and responsibilities required of them before and after regular school hours.

If your child is to be taken home by someone other than the person he is normally picked up by, call the office and give our office the information and send a note with your child to be given to his/her teacher. A verbal message from your child will not be acceptable.

Requirements for someone else picking up your students

* Students Car Tag
* Make and Model of Vehicle (must be called into office prior to picking up student)
* Valid Drivers License
* On Students Application for Additional/ Emergency Pick up

Students may not be left at school no earlier than 7:30am am and picked up from school no later than 3:05 pm.

## PARENT/GUARDIAN-SCHOOL COMMUNICATION

MCC wishes to maintain effective Parent/Guardian School communication. The school contacts parents/guardians in several ways:

* MCC Facebook Page
* MCC Website [www.journeychurchag.org](http://www.journeychurchag.org)
* Monthly calendar
* Weekly emails
* Monthly letters to inform of events
* Parent/Guardian-Teacher conferences
* PTF meetings
* Report Cards/Mid-term reports
* FACTS
* Classroom newsletter and other communication as directed by teachers

However, there are times other than these, in which parents/guardians may have questions, suggestions or other input for the faculty or administration of the school. Both the faculty and administration stress an open door policy. Parents/guardians are welcome to discuss school issues.

It is essential that parent/guardians sign, date and return (the following day) any notices which request parent/guardian signature.

## PLEDGE OF SUPPORT

Parent/guardians are required to agree to the following Pledge of Support:

* I pledge my full support to the stated aims and policies of MCC. I pledge to comply with said aims and policies and will voice concerns with Administration.
* In the spirit of Galatians 6:1-2 and in accordance with Matthew 18:15-18, I will promptly handle any grievances or criticism I may have of the administration, staff or policies of MCC. I recognize the importance of going directly to the person(s) involved while guarding my lips and heart against spreading criticism and against developing a bitter attitude.
* I recognize my responsibility to maintain close communication with my child’s teacher by attending regular conferences, following through with homework assignments or slips to be signed and by seeking the teacher’s opinion when there is any question about my child’s progress or behavior at school.
* I will support the education program at MCC by:

--providing my child with needed supplies and materials

--seeing that my child attends school regularly

--arriving on time and being picked up promptly after school

--by sending written excuses for tardiness and absences

--by cooperation in training my child to respect others and school property

--by paying for all lost or damaged property

* I will attend special school functions regularly and will assist in school programs and functions
* I will pray regularly and fervently for my child and for the overall ministry of MCC
* I will seek the advancement of MCC (as stated above) over a prolonged period of time or it may result in involuntary dismissal of my child.

## HONOR AND CHARACTER DEVELOPMENT

**MCC’s**

**Honor Code**

1. I PLEDGE to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God.
2. I PLEDGE to cultivate good relationships socially with others and to seek to love others. I will use my relationships to build others up and treat them as God would. I will use my conversations to glorify God and my standard will be not to lie, gossip or use profanity.
3. I PLEDGE to keep my total being under submission to Christ. I will strive to keep my body and mind pure and focused on Him. I will honor Christ with what I put in my body and will not drink alcohol, use tobacco or other illegal drugs. I will honor Christ with what I put into my mind and will guard my heart and mind against ungodly music, movies and other forms of entertainment. I will abstain from sexual acts that would be dishonoring to Christ.
4. I PLEDGE to attend class punctually, chapel services reverently and to attend the church of my choice on a regular basis where God is honored and lifted up.
5. I PLEDGE to abide by the rules and regulations which may, from time to time, be adopted by the school Administration. I understand MCC is a private Christian school, and, therefore, have no vested rights in the governing of the school. I accept my attendance at MCC as a privilege and not a right…and that the school reserves the right to require the withdrawal of a student at any time if in the judgment of the Administration such action is deemed necessary to safeguard ideals of scholarship or the spiritual and moral atmosphere of it as a Christian school.

The HONOR CODE is signed by the student (in grades K and up) at the time of enrollment and will be signed each year of attendance. This HONOR CODE is a contract that becomes a part of the student’s permanent file.

Should the HONOR CODE be violated and the expectations of MCC, the student will prayerfully ask for forgiveness from Christ and seek restitution according to the MCC administration.

Any student unwilling to abide by the rules is subject to suspension or other disciplinary action at the Principal’s discretion. Parents/guardians are expected to support the faculty and administration when discipline is administered.

## INTRODUCTION

The HONOR CODE is not only at the core of the discipline at MCC, it is also the foundation of our school community. The HONOR CODE calls the student to a commitment to personal integrity and challenges the student to refuse or to not condone dishonorable behavior. Appropriate consequences are designed to guide the student into good paths and strengthen the student’s character.

Attendance at MCC is an opportunity and a privilege, not a right. Students at MCC are expected to conduct themselves at all times so as to bring honor and respect to the Lord, themselves, their families and their school. It is the duty of MCC to provide an atmosphere that is conducive to academic achievement and spiritual growth. Respect and obedience to faculty and staff are foundations of the disciplinary code. Any faculty or staff member is expected to correct any student at any time for misbehavior.

## MOTIVATION FOR THE HONOR CODE

At the heart of MCC’s mission statement is the sincere hope for a deep-rooted Christian education. For this mission to be realized, the members of the school must commit to follow the two greatest commandments by Christ’s words in Matthew 22:37, 39. The first is “to love the Lord your God with all your heart and with all your soul and with all your mind.” The second is “to love your neighbor as yourself.” These commands directs the school community to uphold and respect the HONOR CODE which is at the core of living honorably. The desire of MCC is that its members, individually and corporately, strive to walk worthy of the calling to faithfully follow Christ.

Our philosophy of discipline seeks to encourage and develop SELF-DISCIPLINE. We believe SELF-DISCIPLINE is a necessity in the maturing process, and we strive to provide an atmosphere that is corrective and preventative in nature.

Even as the Father disciplines in love, so the staff of MCC will endeavor to discipline with a tender heart and Christian love. Correction and chastening are essential parts of genuine love. The child who learns obedience to parents/guardians and teachers is developing a lifestyle, which encourages obedience to God.

Good conduct is necessary for the welfare of the student as well as the entire school. Parents/guardians and students are expected to cooperatively comply with all school policies and regulations.

## A SCHOOL WITH HONOR

The HONOR CODE guides us to live an honorable lifestyle. It is our prayer that our student’s commitment to an honorable lifestyle will far outlive their time at MCC. We hope our students see the benefit of an honorable lifestyle and allow the principles of the HONOR CODE govern all aspects of their lives.

To carry out your wishes for total character development and training, we believe it is necessary to follow the admonition of the Bible to correct a child when his/her behavior demonstrates rebellion, defiance or a repeated violation of proper and reasonable rules and procedures.

Discipline and order is attained through a proper balance of positive and negative techniques or reinforcements. This is not a corrective institution; consequently, we insist that a child not be enrolled with the idea that we will reform him/her. We are here to partner with the home, but not to take the place of parents/guardians who have experienced difficulty in fulfilling their leadership roles in the home.

## STUDENT INVOLVEMENT

Not only will MCC students be expected to live by the HONOR CODE, they will also be expected to hold each other accountable to follow the HONOR CODE.

The HONOR CODE is intended to work for the students, not against them. It is structured to encourage them to live with integrity. We envision our students will take ownership of the HONOR CODE and let the strength of the HONOR CODE guide them to honorable living and help them hold their classmates accountable to it as well.

## JURISDICTION OF STUDENT BEHAVIOR

MCC discipline policies have jurisdiction over all students during any attended school related activity regardless of time and location.

Students must cheerfully exhibit unquestionable character in dress, conduct and attitude.

*All new students are admitted on probation for the first ninety days.*

The students must, at all times, conduct themselves in a manner becoming a Christian. If a student comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that the school has reasons for all rules and that they are enforced without partiality.
3. Realize that your child’s reporting is emotionally based and may not include all the information.
4. Communicate directly with the staff involved (by phone, email, text or in person). We do caution about handling conflicts through written correspondence as misunderstandings can more easily occur. Resolving conflicts successfully requires good, two-way communication. Communicate your concerns at a time convenient for both parties. Before 7:55am or after 3:30pm.

The school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.”

## GENERAL PRINCIPLES OF BEHAVIOR:

1. Treat others the way you want them to treat you.
2. Students must respect the responsibility of the teacher to teach and the right of each student to learn.
3. Students must respect church/school property and the property of others.
4. Un-Christ-like and/or disobedient behavior, attitude or activity will result in disciplinary action.

## CORRECTION ENFORCEMENT

Each teacher is given the responsibility of enforcing MCC discipline policies and classroom rules. The Principal will be available to assist as needed.

All teachers have authority over halls and facilities and students must respect and submit to that authority.

Students will be treated fairly and impartially. Discipline will be applied consistently based on careful assessment of the circumstances. Factors considered will include

1. Seriousness of the offense
2. Student’s age
3. Frequency of misconduct
4. Student’s attitude

## DISCIPLINE

To carry out your wishes for total character development and training, we believe it is necessary to follow the admonition of the Bible to correct a child when his behavior demonstrates rebellion, defiance or a repeated violation of proper and reasonable rules and procedures.

## CONDUCT MANAGEMENT TECHNIQUES

Discipline and order is attained through a proper balance of positive and negative techniques or reinforcements. This is not a corrective institution; consequently, we insist that a child not be enrolled with the idea that we will reform him/her. We are here to partner with the home, but not to take the place of parents/guardians who have experienced difficulty in fulfilling their leadership roles in the home.

## DETENTION AND WORK DETAIL (grades 6 and up)

Teachers may choose to detain students after school for disciplinary reasons. Detention/ Demerit may be given for negative student conduct (which may be listed under offenses below). The student will stay after school for a set period of time determined by the teacher (with successive detentions, the length of time may be longer). Students may be assigned to detention by any faculty or staff member and are required either to complete assignments and return them to the teacher or to do work detail. Parents/guardians will be given at least one-day notice of assigned detention.

It is realized that detention will be an inconvenience for parents/guardians and those involved in car-pooling; however, a student will be required to stay for detention on the assigned day. Students must be picked up as soon as the detention is over or the student will be sent to the office and be billed accordingly. All Detentions will require a $25 fee to compensate the teacher who administrates the hour.

Any student who does not attend an appointed detention will immediately incur a form of discipline determined by the Academic Dean. If the student fails to comply with the AD decision, they will be suspended.

Work detail involves any work that may need to be done to the school property such as: cleaning halls, school grounds, etc.

## OFFENSES AND CONSEQUENCES

Some violations of school policy and suggested consequences are listed below and grouped in categories according to the seriousness of the offense. THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. Modifications will be made, when necessary, at the discretion of the Principal and/or School Board.

Additional infractions will be added as the need arises, and penalties will be modified as the need arises. In all instances, consequences will be administered consistently and impartially.

LEVEL I OFFENSES **(Teacher directed and may result in detention – a persistence of Level I will require a parent/guardian contact by the teacher)**

* Gum chewing
* Use of phones, music players, electronic games, etc. at school or school functions unless approved by school personnel
* Inappropriate conduct in eating areas, bathrooms, halls, vehicles, etc.
* Poor sportsmanship as spectator or participant
* Throwing objects
* Refusal to participate in classroom activity
* Failure to do homework
* Talking without permission
* Out of seat without permission
* Sleeping in class
* Eating or drinking in class without permission
* Selling items without prior approval
* Violation of 6” rule, i.e. public display of affection
* Dress code violation
* Excessive noise
* Causing distractions
* Misuse of school telephones

LEVEL II OFFENSES **(Consequence - AD directed)**

* Persistence of Level I behavior
* Cheating or plagiarism (a grade of “0” will be given)
* Stealing or possession of another’s person’s property
* Fighting or scuffling
* Profanity, suggestive speech or obscene gestures
* Disrespectful or rebellious attitude or language
* Any conduct which creates a disturbance in or disruption of school or any school function, i.e. setting off fire alarm or calling 911 without just cause
* Forgery
* Threats or verbal abuse to another student; harassment
* Bullying

## LEVEL II FURTHER DEFINED

The following is a list of the most common HONOR CODE violations:

Lying: any action, appearance or statement, which an individual knows, or should know, to be untrue, given with intention to deceive.

Examples of lying include, but are not limited to:

* Making a false statement in an attempt to gain an unfair advantage.
* Giving false excuses and explanations for being absent or tardy.
* Bending the truth or pretending not to understand information that one is expected to know.
* Lying by omission – leaving out pertinent information in order to gain an unfair advantage or to protect oneself or others.
* Receiving permission from a teacher to go one place and going someplace else.
* Forgery

Stealing: taking or attempting to take property, whether physical or intellectual, without right or permission.

Examples of stealing include, but are not limited to:

* Taking something without permission of the owner even if the intention is to return whatever is taken.
* Borrowing something without permission even if the intention is to return whatever is borrowed.
* Finding something and making little or no effort to locate the rightful owner.
* Unauthorized removal of academic materials from a teacher.

Cheating: using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one’s own individual efforts or the giving of such assistance to others.

Examples of cheating include, but are not limited to:

* Turning in work that was not entirely done by the student and giving the impression that the work was done by the student.
* Copying homework without the consent or approval of the teacher.
* Using translation sites off the Internet or software in foreign language classes.
* Using workbooks from a previous year with answers already written in or purchasing workbooks with answers already provided.
* Working with others on any assignment which is intended to be an independent effort.
* Dividing up work among group members that was intended to be done together.
* Using a similar assignment from a past class (book report, essay, etc.)
* Allowing one’s academic work to be used in place of another’s.
* Having notes or textbooks visible during tests or quizzes.
* Giving or receiving information about a test, quiz or other assignment prior to starting the assignment.
* Glancing at someone else’s test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
* Using a calculator when instructed not to use it.
* Not telling your teacher that the score on your test is calculated incorrectly.
* Not telling your teacher when a wrong answer was not marked wrong.
* Instead of reading the original book or original literary work reading a condensed version, seeing the film or video, using Cliff Notes, Spark Notes or similar academic aids; reading an English version of a work assigned in a foreign language.

Plagiarism: literary theft, misrepresentation and falsification.

Examples of plagiarism include, but are not limited to:

* To plagiarize is to steal someone’s ideas or thoughts or to borrow dishonestly from another.
* To sign one’s name to a daily assignment or major work is to declare that work totally one’s own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism.
* To copy directly, paraphrase or summarize with premeditation and without documentation is to deliberately plagiarize.
* Inadvertent documentation mistakes that allow another’s works, thoughts or ideas to be credited as one’s own due to improper referencing is considered plagiarism.
* Plagiarism is prevented when the proper form of documentation is followed.

Items that must be documented include all borrowed information involving facts, quotations, paraphrases and summaries. Writing that expresses one’s own thoughts, experiences or interpretations and is stated in one’s own words does not require documentation. As a standard for proper documentation, MCC uses MLA (Modern Language Association) formatting and relies on the MLA Handbook for Writers of Research Papers. Students will receive specific written instructions and examples of appropriate and inappropriate documentation.

Discrimination and Harassment

The MCC community is to be one of respect and reconciliation. Harassment of any member of MCC’s community will not be tolerated. Comments relating to a person’s race, age, physical differences, sex or ethnic background are unacceptable. Students must refrain from words or actions that disgrace, insult, bully or threaten others. Even if a student considers his/her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the HONOR CODE.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, sexually suggestive remarks, jokes, gestures and other unwelcome visual, verbal or physical conduct or communication of a sexual nature. This includes any form of sexual communication through voicemail, email and social media. Any student engaging in such activity, whether on or off campus, will be considered in violation of the HONOR CODE.

**Bullying**

At MCC we believe bullying is unacceptable. Bullying violates the principles set forth in the Scripture outlining love, kindness and acceptance of others.

While protection of the victim is of paramount importance in all bullying cases, MCC believes that special attention also must be paid to the underlying spiritual issues at play in the heart of the one doing the bullying.

Should a student experience or witness bullying, it is vital that it be brought to a teacher’s or principal’s attention. In order for a school to be able to deal effectively with bullying, there must be a culture of self-advocacy as well as a culture of advocacy for others. The faculty and administration commit to doing their best to maintain anonymity wherever possible.

LEVEL III OFFENSES **(Consequence - Probation, suspension or expulsion)**

* Persistence of Level I or Level II behaviors
* Possession of or participation in exploding fireworks, smoke bombs or stunk bombs
* Possession or use of drugs, tobacco, alcohol or possession of drug paraphernalia
* Vandalizing or destroying school/church property or another person’s property
* Threats or verbal abuse of any teacher or staff person
* Assault on student or staff
* Participation in or the appearance of participation in gangs
* Bringing weapons or firearms on or near the school campus
* Sexual immorality; including, but not limited to homosexuality, bisexuality, transgenderism, bestiality, incest, fornication or pornography

## CONSEQUENCES OF OFFENSES

If a student, while enrolled, commits an offense of the type for which students are refused admission to the school or if previous disciplinary measures have failed to cause appropriate changes in the student’s behavior, the administration reserves the right to use the following additional measures:

1. Probation – for a set period of time; may include additional restrictions requirements deemed necessary.
2. Suspension – for a set period of time; may include additional restrictions requirements deemed necessary. When it is determined by the administration that a student’s attitude is not in accordance with school policies or principles, the student will be subject to an in or out-of-school suspension. In the case of suspension, the parent/guardian will be notified. A student may be suspended whenever the general welfare of the school demands it. In order for the student to return to school, both parents/guardians and student must schedule a conference with the principal and teacher. Upon returning to school, the student will be placed on probation. The terms of probation will be defined by the teacher and principal. A written copy of the terms will be given to the parents/guardians, and a copy will be placed in the student’s file. If the administration feels that the situation has not changed within two weeks, parents/guardians will be asked to withdraw the student from school. Continual offenses will also result in a student being asked to withdraw.

Anything due on the day of suspension will receive a grade. Anything that is assigned as routine daily homework, quizzes or tests given on the day of suspension will receive zero grades. Homework given on a day of suspension is still required to be done and handed in at the close of the school day. Quizzes and tests are to be taken on the day of suspension although they will hold no credit.

1. Expulsion – permanent removal; student is not permitted to re-enroll at MCC

MCC reserves the option to dismiss or deny re-admission to any student for problems relating to the following:

1. Attitude incompatibility
2. Uncooperative attitude
3. Rebellion towards discipline
4. Chronic complaining
5. Sowing discord
6. Chronic unexcused absences or tardies
7. Nonconformity to standards of conduct or grooming
8. Lack of parent/guardian concern
9. Repeated unacceptable behavior, socially or academically

Students are reminded that God’s Word instructs us to be disciplined in all of life.

**“Obey them that have the rule over you and submit yourselves…” Hebrews 13:17**

## UNIFORM CODE AND PERSONAL APPEARANCE

MCC has not chosen a school uniform but promotes modesty, uniformity cleanliness.

All clothing shall be clean, neat, appropriate and in good repair. Jewelry should be of modest appearance and appropriate for a Christian school setting. Boys must be clean-shaven. Boys are not to wear any ear jewelry. All hairstyles must be neat and well-groomed. The length of boys’ hair should be at or above the collar. Anything questionable will be addressed by the Principal. Uniform-code sweaters, jackets and/or sweaters are our provision for staying warm during cold weather and a uniform polo should be worn under them. Only approved jackets may be worn in the class after students have arrived. Logos may be no bigger than the size of a credit card.

Modesty Violations

For 6th – 8th grade:

1. After three violations, a 30-minute detention will be served.
2. Another three violations, a 30-minute detention will once again be served.
3. Three more violations, a total of nine violations, an in-school suspension will be served.

# ACADEMIC GUIDELINES

## PROMOTION AND RETENTION

The decision to promote to the next grade level or retain a student at the end of the school year will be based on the child’s ability to function adequately at the next highest grade level. Retention and promotion will be based on academic progress and/or attendance.

## CLASSISIFICATION OF STUDENTS

A student must achieve at or above grade level academically in order to be promoted to the next grade without probation. Results of standardized tests are considered carefully. The final decision regarding promotion or retention is made by the administration in consultation with the teacher(s) and parents/guardians.

## ACHIEVEMENT AND COMPETENCY TESTS

During the second semester of each school year, all students take the Stanford or Abeka assessment. The Standford is a nationally recognized achievement test that examines students’ knowledge of a standard core curriculum for their grade level. This is one piece of information used by teachers and parents/guardians to measure educational growth. Parents/guardians receive a copy of scores and a copy is kept on file.

In addition to these, other national exams may be given to allow our students opportunities for awards and recognition. Parents/guardians will be notified when appropriate.

## GRADING AND REPORTING

Grade reports for students K-8th are sent home every nine weeks. K grades will be: “E” for excellent, “S” for satisfactory and “N” for needs improvement. Grades 1-8 will receive number grades. Mid-term reports will also be sent home. Both the mid-term and report cards are to be signed by the parent/guardian and returned to school within 5 days after issuance according to the school calendar.

**Grading Scale**

A – Excellent Work 90% - 100%

B – Good Work 80% - 89%

C – Average Work 70% - 79%

D – Below Average Work 64% - 69%

F – Failing 0% - 63%

I – Incomplete (This is a temporary designation indicating the student is in the process of course completion approved by the teacher and/or Guidance Counselor. This must be completed within two weeks at the end of the quarter.)

All recorded grades will be used in determining cumulative averages. These may include daily grades, homework grades, project grades and test grades.

**Student Transfers**

Letter grades of students transferring to MCC from other schools will be converted to number grades according to our scale.

Parents/guardians will share all concerns or suggestions regarding student’s progress first with their teacher, in a face-to-face conference scheduled at a mutually convenient time. If concerns are not mutually resolved, contacts should then be made with the Principal.

**Honor Roll**

“A” Honor Roll is awarded quarterly based on the following:

1. 90% to 100% grade average in each core subject\*
2. No major disciplinary action was required

“A – B” Honor Roll is awarded quarterly based on the following:

1. 80% - 100% grade average in each core subject\*
2. No major disciplinary action was required

**Core Subjects**

\*Core subjects considered when determining Honor Roll recipients include:

Bible, Math, Science, History, Language (Reading, Spelling, Phonics, Language) and Foreign Language (if applicable)

**Student Awards**

End of the year awards (K-12th):

1. **MCC Award for Academic Excellence**– this award will be given to the student in each class who has earned the highest GPA for that school year. Two awards will be presented in the case of a tie.
2. **Academic Dean Leadership Award** – this award will be given to the student (two students may be selected) in each class who exhibits the following qualities:
3. Integrity (gives unprompted, appropriate responses)
4. Repentance (self-admission of wrong and a sincere desire to restore a right relationship with the Lord or others)
5. Servanthood (genuine concern for others, selflessness)
6. Interpersonal skills (builds and maintains positive relationships with others)
7. Positive attitude (versatility, accepts change willingly)
8. Obedience (willingly and joyfully submits to authority)
9. Humility (genuinely transparent/guardian about personal faults)
10. Demonstrates an active, personal relationship with Christ
11. Demonstrates compassion for others
12. **C.W. Award** – this award will be given to the student who best exemplifies Philippians 2:3 and Colossians 3:17. This award exhibits a heart for serving others. One student in K-12th will be selected based on how often this person is selected by the teachers throughout the school.
13. **Rocket Award** – This award will be given to the student who has made the most improvement during the academic school year and/or has overcome a hardship.
14. **Perfect Attendance Award** (no unexcused tardies and no absences)
15. **Excellent Attendance Award** (no more than two unexcused tardies and no more than two absences)

**Class Ranking**

Class ranking and top designations will be based on the numerical grades accumulated.

**Requirements for Graduation:**

Course: Unit of Credits

Bible 4

English 4

Spanish I and II (incoming freshmen will be

Required to take 3 Spanish) 2

History 3

Math 4

Physical Education/Health 1

Science 3

Art Appreciation 1

Electives 3 – 4

Total credits to graduate 25 (minimum)

**Credits Awarded**

Academic credit at MCC is awarded upon successful completion of the course with an average of “D” or higher, as determined by the teacher.

Dual credits can be earned (see the Guidance Counselor to obtain information and approval).

High School credits may be earned in 8th grade; Spanish I and Algebra 1. These courses must use curriculum that is rigorous and designed for High School students.

**Grade Point Average**

MCC calculates a student’s grade point average (GPA) based on the grades at the end of each semester according to the following calculation:

**Academic Probation**

Any student in grades 9-12 falling below a 2.4 GPA or who fails two or more subjects in a semester will be placed on Academic Probation for the following semester.

If the student fails to raise his/her GPA above a 2.4 or who does not pass all their classes the following semester, his/her status will be reviewed and removal from MCC will be considered. In such cases, Academic Holds are often placed on student contracts for the following year.

**Academic Advising**

The Academic Dean at MCC will assist students in their course requests based on their interests and educational goals. They will assist students in preparing an individual plan that points to successful graduation.

The AD also provides “graduation coaching” to inform the students about co-curricular and extracurricular opportunities, scholarships and other preparatory acts for post-secondary education.

All **new and transfer** students must meet with the AD to ensure correct academic placement. Students who transfer from public or private schools will not be required to make up the Bible requirement for graduation, but must fulfill the credit requirements. Other electives may be used to fulfill the total number of required credits, should credits be lacking for any High School grade level.

Transfer students will submit an official transcript from their previous school which outline courses taken and numerical grades earned. Transfer grades will be entered on a MCC transcript using MCC’s grading scale.

Academic credits earned at a secondary school outside of MCC will be evaluated by the Guidance Counselor and may be transferred according to the academic policies of MCC.

**Grade Requirements – 8th Grade Algebra and 8th Grade Foreign Language**

A student taking Algebra I in 8th grade with an A - C average for the year may be eligible to take Geometry in 9th grade. A student with a D average for the year in 8th grade Algebra I will be required to retake the course in the 9th grade or complete a Summer enrichment program.

A student taking Foreign Language I in 8th grade with an A - C average for the year may be eligible to take Spanish II in 9th grade. A student with a D average for the year in 8th grade Language will be required to retake the course in the 9th grade or complete a Summer enrichment program.

**Courses Taken Outside of MCC**

Courses taken from another institution while the student is enrolled at MCC are not included on the student’s transcript or in the calculation of a student’s grade point average, unless approved ahead of time with the AD. If a student chooses to enroll in a course at another institution or via correspondence, it will not be a part of the student’s MCC transcript nor count for credits toward graduation, unless approved ahead of time with the AD..

An exception to this general rule exists in the event that it is necessary for a student to repeat a failed course of for transfer students required to take classes for graduation. In such an instance, prior approval by the AD is required.

**Course Transfers Within MCC**

All course transfer requests must be accompanied by the class change form, signed by the parents and AD and returned to the AD. Teachers can recommend schedule

changes at any time during the academic year.

Work done in a new class prior to the student’s change will need to be made up. If a student leaves a class after a full semester, credit earned in the previous class is retained.

**Repeating Courses**

Students requiring credit for graduation for failed courses may repeat a course. The grade points from both the failed and repeated version of the course are used in the calculation of the student’s GPAs.

**Grade Reporting**

Numerical averages for classes are reported to the students using the following methods:

**Report Cards:**

Report cards are posted online at the end of each quarter and include the numerical average for the quarter and semester.

**Transcripts:**

Transcripts are updated at the end of each semester and include the student’s numerical averages, credits earned and current GPAs. Only semester grades are recorded on the transcript.

**Online Grading System:**

Current grades are available through MCC’s online grading system.

**Holds:**

Access to student report cards may be withheld if the student has a hold on his/her account.

## ATHLETICS

**Eligibility**

Students are eligible to participate in sports offered at MCC. Sports are age specific and those are noted in the sport offering.

**Academic Requirements**

Students must maintain a “C” average or above in every class to be eligible for athletic participation. Teachers will not make allowance for extra credit or exceptions for athletes. Should the minimum grade requirement not be met for any class, the following course of action will be taken for an entire week (Monday to Monday).

For a student with a “D” in a course or courses:

1. Week one of ineligibility = allowance to practice and participate in games with strong encouragement to meet the minimum grade requirements.
2. Week two of ineligibility = allowance to practice. Students not be eligible for game participation. During the second week of ineligibility, if an athlete raises their grade(s) to eligible level (“C” or higher) they will be able to participate in games immediately.
3. Week three of ineligibility = students will not be eligible for practice or game participation until the minimum grade requirements have been met.
4. A fourth week with a “D” constitutes dismissal from the team.

If a “C” grade has been earned by the next eligibility evaluation, the student will be allowed to continue to participate in the sport as usual under #3 and #4.

All participation during any period of grade ineligibility is at the discretion of the parent/guardian.

For a student with an “F” in a course or courses:

1. Immediate suspension from practices and games until the minimum requirements have been met.
2. Three weeks with an “F” constitutes dismissal from the team.

The weeks do not need to be consecutive. Each probation or suspension is cumulative.

Students who have received specialized testing and meet the requirements for special academic assistance will be evaluated on an individual basis at the discretion of the Principal, Teacher(s), Coach and Athletic Director.



I have read the entire Parent/ Student Handbook and will honor and agree to all aspects.

* Philosophy of MCC
* Physical/ Medical/ Behavioral/ Discipline Policies
* Academic Expectations
* Food Regulations
* Cell Phone Policies
* Safety Guidelines
* Financial Obligations
* Faithful Church Attendance
* Attendance Policies
* Attire Expectations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature

\_\_\_\_\_/ \_\_\_\_\_\_/ \_\_\_\_\_\_

Month, Day, Year