

# Millers Creek Christian School

## Student Handbook

www.mccslions.org

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### WELCOME

Greetings Parents/Guardians,

Welcome to the Millers Creek Christian School family! What a privilege it is to grow in the Lord here at our wonderful school. Being at this school just reminds me of how awesome that our God truly is. We can worship Him through songs and sermons, but we can also worship Him by examining

very simple. I desire to see all of our children learning at a high level so that they grow into success members of the Christian family and of our society.

I personally want to demonstrate God's love for His children each and every day by being a fair, approachable, and competent administrator.

*In all thy ways acknowledge him, and he shall direct thy paths.*

Proverbs 3:6

His creation and exploring each subject that we learn through a Biblical worldview.

I want to encourage all of you to continually pray for our school community. We are one big family in Christ and our actions and words must always reflect that. God's Holy Spirit lives inside of us and what an honor it is to be able to share His love with everyone that we come into contact with. My goals for this year are

Thank you so much for your support for our school and know that I am here if you ever have a need or any concern.

Sincerely,

Roy Putman  
Principal

### School Hours

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**K2-K4:** Monday – Friday, 8:00 am – 12:00 pm (after school care is available to 6:00 pm)

**K5-8th Grade:** Monday – Friday, 8:00 am – 3:00 pm (After-School care is available to 6:00 pm)

**9th-12th Grade:** Monday – Friday, 8:00 am -3:00 pm (After-School care is not available for high school students)

## **MCCS HISTORY**

Millers Creek Christian School was established in 1997 as an educational ministry of Millers Creek Baptist Church. The pastor, Reverend Jim Gore and the church families believed that God was leading the church to develop a day school through which it could increase the teaching of the Bible and enhance character development in the lives of young people within the church and the community. Accepting God's Word that "The fear of the Lord is the beginning of wisdom," Proverbs 9:10, the church believed that students should be provided with the opportunity to develop a better understanding of the Bible and thereby to develop a personal relationship with Christ.

## **MISSION STATEMENT OF MCCS**

The mission of Millers Creek Christian School is to provide a balanced education that is Christ centered and presents students a Christian world-view. Millers Creek Christian school commits itself to a Christ-centered education,

which leads to: (1) A personal belief in God's word. (2) A personal relationship with Jesus Christ. (3) A passion for intellectual and cultural development. (4) The building of a strong vibrant family. (5) A love for our Nation.

## **PHILOSOPHY FOR MCCS**

Our educational program is grounded in Christian teachings and is presented from a Christian perspective. The development of the "whole child" is emphasized as spiritual, mental, physical, and social growth is nurtured. The application of concepts taught is based on the belief that an education grounded in Christian principles and presented in a Christian environment will enhance the student's life and help him to develop a personal relationship with God through his acceptance of the Lord Jesus Christ as his Lord and Savior, and to help him to learn to love others as himself, have a proper love for himself, and have a love for his country and his environment.

*"As ye have therefore received Christ Jesus the Lord, so walk ye in him. Rooted and built up in him, and established in the faith, as we have been taught,*

*abounding therein with thanksgiving. Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ."*  
Colossians 2:6-8

## **FORWARD AND DISCLAIMER**

This handbook is revised each year to give students and parents an outline of the philosophy, goals, and rules of our school. Familiarity with the contents of this book will eliminate uncertainty and answer your questions as we strive together to achieve the goal of excellence in spiritual, intellectual, and physical development of your child. The School Board and administration sought to develop rules that create a positive, caring, and protective environment for each child enrolled in our school. If a family has a concern about a particular rule, then the family should discuss the rule with the Principal, and the Principal will make the final interpretation. The rules are reviewed and revised as necessary each year.

This handbook does not create a contract between you and Millers Creek Christians School. Nothing in this handbook binds MCCS to any specific set of procedures or privileges except to offer an excellent academic education based on Christian beliefs and principles. Students and parents should read this book in its entirety.

## **NON-DISCRIMINATION POLICY**

Believing whole heartedly that all people are created equally by God and have been made in His image, Millers Creek Christian School welcomes students of all races, colors, and religious, national or ethnic backgrounds to all rights, privileges, programs, and activities generally afforded to students at Millers Creek Christian School.

## **STATEMENT OF BELIEFS**

- We believe that God is the ultimate source of truth and that the Bible is the inspired, inerrant, and infallible Word of God.
- We believe that God is Spirit, infinite, personal, eternal, and

unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

- We believe that Jesus Christ, conceived of the Holy Spirit and born of the virgin, Mary, lived a sinless life, and died on the cross to pay the penalty for our sins and that He offers eternal life to those who confess their sins and accept Him as their Lord and Savior.

- We believe that Christian integrity must characterize all we do.

- We believe that an education, should include the development of Christian spirituality, gives life divine direction, gives perspective to knowledge, and leads students to seek

God's leadership in their lives.

- We believe that the primary responsibility of Christian churches, schools, and parents is the preparation of young people for the life of Christian discipleship.

- We believe that the primary academic responsibility of MCCS is to provide an education based on Christian beliefs with academic excellence and to prepare the students for college and life, in

a nurturing Christian environment.

- We believe that by learning Biblical truths along with other disciplines helps make spirituality a natural part of the student's lives.

- We believe that a Christian worldview sees all of life as a part of God's creation, accepting the Biblical principles as the standard established by God, the Creator. All of the life is religious in the sense that God ultimately governs all of life.

- We believe that Christian ethics with spiritual motivation are invaluable to the individual and to society.

- We believe students can be challenged to fulfill their God-given potential in a safe, nurturing environment where every aspect of life is addressed: spiritual, intellectual, artistic, social, moral, and physical.

- We believe marriage is defined as a union between one man and one woman.

## MCCS STATEMENT ON MARRIAGE AND SEXUALITY

- We believe that the term “marriage” has only one meaning and that marriage is sanctioned by God which joins one man and one woman in a single, exclusive union for a lifetime, as delineated in Scripture.

- We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- We believe that any form of sexual immorality, including but not limited to, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, rape, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God. We affirm God’s good design that gender identity is determined by one’s God-given biological sex and not by one’s self-perception—a perception which is often influenced by fallen human nature in ways contrary to God’s design (Ephesians 4:17-18); we oppose efforts to alter one’s bodily identity (e.g., cross-sex hormone therapy, gender reassignment surgery) to

refashion it to conform with one’s perceived gender identity.

- We believe that in order to preserve the function and integrity of the church as the Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serves as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly. Millers Creek Baptist Church will allow no marriage ceremonies, weddings, “civil unions”, or other such proceedings in the buildings or on the grounds of this church that do not conform to God’s standards for marriage and the family. It is required that all clergy and staff personnel of Millers Creek Baptist Church and Millers Creek Christian School adhere to the teachings of God’s Word regarding the nature of marriage and the family, and any services they conduct on these grounds or elsewhere must reflect that commitment. Any visiting clergy conducting weddings on these premises must likewise be in agreement with this policy and abide by it. “Outside” ministers are subject to approval by the church/pastor prior to their

coming to perform a wedding ceremony.

- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

- We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church. (Leviticus 18:22; Romans 1:26-27; I Corinthians 6:9)

- We seek as a school and ministry of Millers Creek Baptist Church to uphold the sanctity of marriage and the integrity of the family as God ordained them, and we will encourage and lead others to do the same.

*“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness:” 2 Timothy 3:16*

## STATEMENT OF GOALS, THE VISION OF MCCS

- To seek God's will continually in planning for the future of MCCS.
- To encourage and assist each student to develop a personal relationship with God.
- To demonstrate Christian teachings in every aspect of MCCS curricular and extracurricular activities.
- To provide the highest level of academic excellence that encourages each student to develop his God-given potential to its fullest extent and to help him to meet the ever-changing demands of contemporary society.
- To provide an encouraging, caring environment, which attracts and maintains, a qualified faculty and staff committed to the mission of MCCS.
- To encourage continued spiritual and professional growth for all faculty and staff of MCCS.
- To provide financial, professional, and personal support for the faculty and staff in fulfillment of the mission of MCCS.

- To provide a variety of curricular and extra-curricular activities for the development of the whole person, preparing our students for high school, college, and "real life" experiences.
- To provide increasing levels of services to students, families, the school community, and to the community at large.
- To provide a safe and physically comfortable environment where a high level of learning can occur.
- To provide the resources, equipment, and physical plant which promote academic success and excellence.

## ADMISSION, RE-ENROLLMENT AND WITHDRAWAL PROCEDURES

As stated in our Non-Discrimination Policy, students of any race, color, religious, national, or ethnic background are eligible for acceptance into our academic and related programs, provided the student meets the required age and related items for his/her particular grade.

*\*Beginning with the 2009-2010 school year, the age for your child to enter into their appropriate program will be August 31. Any request for an exception to the*

*birth date requirement must be worked out with the Principal/Administrator, who will take you through the process.*

## PRE-SCHOOL

*Pre K2:* To be accepted into our K-2 program, the child must have attained the age of two on or before August 31, of the current school year, and is in the process of potty-training or is potty-trained. In all cases, a completed application form along with a copy of the child's birth certificate or notarized statement concerning date of birth. Each two-year old student is required to wear pull up underwear that does not attach on the sides. Boys are required to wear pants that pull up and require no snapping in the crotch. If a girl wears shorts, the shorts cannot snap in the crotch.

*Pre K3:* To be accepted into our K-3 program, the child must have attained the age of three on or before August 31, of the current school year, and is potty-trained. In all cases, a completed application form along with a copy of the child's birth certificate or notarized statement concerning date of birth.

*Pre K4:* To be accepted into our K4 program, the child must have attained the age of

four on or before August 31, of the current school year and must be able to function independently in the restroom. In all cases, a completed application form along with a copy of the child's birth certificate or notarized statement concerning date of birth.

### *Elementary K5-5<sup>th</sup>*

\*Beginning with the 2009-2010 school year, the age for your child to enter into their appropriate program will be August 31. Any request for an exception to the birth date requirement must be worked out with the Principal/Administrator, who will take you through the process.

### *Elementary Grades: Kindergarten – 5th Grade Kindergarten (K5)*

To be accepted into our K5 program, the student must have attained the age of five on or before August 31, of the current school year and be able to function independently in the restroom. Each K5 students must show evidence of:

1. Birth in a manner provided by North Carolina law: birth certificate or notarized statement.

2. A current immunization record showing proof of immunizations as required by the state of North Carolina.

3. A medical examination conducted within the previous year pursuant to current North Carolina law.

4. If a child's 5<sup>th</sup> birthday is after August 31<sup>st</sup> and early admission is requested, you must agree to an assessment test given by an authorized center/person. Based upon this evaluation the final decision for the exception is determined by the principal of M CCS. If accepted the child will be on a 30-day probation period. This allows us to determine if they are emotionally and academically ready to participate in a structured classroom environment.

### *1st-5th Grade*

To enroll in 1<sup>st</sup>-5<sup>th</sup> grade, the applicant must have been promoted to that grade by his previous school, or he must have completed his Home School program for the previous grade. The parents must supply M CCS an official transcript of the applicant's work from the previous school or Home School or the agency through whom the home schooling was being supervised. M CCS reserves

the right to place an applicant in the appropriate grade if his transcript reflects a need for remediation. This decision will be based on the results from an achievement test to be administered by M CCS or other approved testing measures. M CCS will mail a transcript request form to the student's previous school.

Final acceptance will be granted after the Principal/Administrator has reviewed the application and transcript from the applicant's previous school. The student's records reflect good behavior, attendance, and academics.

An applicant that has been suspended or expelled by his previous school and requests admittance or re-admittance at M CCS, will go before the Principal of the school. The Principal will make a recommendation to the School Board Chairman based on the hearing. If the student is allowed admittance or re-admittance, this student will be on probation for the first grading period. If student complies with measures set forth at enrollment, the probationary period will be lifted. Students expelled from M CCS will not be allowed to return under any

circumstances unless agreed upon by the School Board and Principal of M CCS.

### 6th – 12th Grade

To enroll in 6th-12th grade, the applicant must have been promoted to that grade by his previous school, or he must have completed his Home School program for the previous grade. The parents must supply M CCS an official transcript of the applicant's work from the previous school or Home School or agency through whom the home schooling was being supervised. M CCS reserves the right to place an applicant in the appropriate grade if his transcript reflects a need for remediation. This decision will be based on the results from an achievement test to be administered by M CCS or other approved testing measures. M CCS will mail a transcript request form to the student's previous school. Final acceptance will be granted after the Principal/Administrator has reviewed the application and transcript from the applicant's previous school. The student's records reflect good behavior, attendance, and academics.

An applicant that has been suspended or expelled by his

previous school or and requests admittance or re-admittance at M CCS, will go before Principal of the school. The Principal will make a recommendation to the School Board Chairman based on the hearing. If the student is allowed admittance or re-admittance, this student will be on probation for the first grading period. If student complies with measures set forth at enrollment, the probationary period will be lifted. Students expelled from M CCS will not be allowed to return under any circumstances unless agreed upon by the School Board and Principal of M CCS.

### Enrollment

Parents who desire to enroll their student(s) in M CCS must complete a student enrollment form for each student. Acceptance into M CCS does not guarantee re-enrollment privileges to a student. The right to re-enroll is based on the student's performance at M CCS and upon the discretion of the Principal.

### Re-Enrollment

No student is automatically re-enrolled. To re-enroll, a student must submit an enrollment application each year. M CCS retains the right

to deny a student the right to re-enroll based on his/her behavior and academic performance at M CCS the previous year. No student will be re-enrolled until all the required fees for the present year are current and their account settled from the previous school year.

### Withdrawals

If a student is withdrawn, the parent(s) must call the school office and notify the school of the pending withdrawal. Then the parent(s) must write a letter in which they state the date and specific reason(s) for the withdrawal and ask to be released from the enrollment contract for the remainder of the school year. No release will be granted unless tuition for the time the student was enrolled is current. Withdrawals are considered individual, and the release from contract decision is based on the documented reasons for withdrawal. Please read the enrollment agreements carefully. Only the School Board and/or Principal may grant exceptions to this rule. Parents and/or guardians will be responsible for any outstanding balance on the

student's account. Parents, if you should withdraw your student without using the forgoing withdrawal procedures or at least contacting the office, we must assume your student is not attending school, and we are required to report him to the Truancy Officer after 10 missed school days. Parents/Guardians will be responsible for the outstanding balance of their students account at the time of withdrawal. Student records cannot be released until account balance is zero.

## **TUITION/FEES**

The MCCS School Board, administration, faculty, and staff work hard to keep the cost of educating your student(s) as low as possible as we strive to provide them an excellent Christian-based education in a positive, loving environment.

Our school operates totally on student tuition, scholarships, and occasional support from church and community members in the form of gifts. Therefore, it's absolutely necessary that you pay your tuition and related fees on time. The yearly tuition for children will be divided into

ten or twelve (your preference) equal payments and is due on the 1<sup>st</sup> day of the month beginning in August and ending in May (July on 12-month plan). If your account is not current by the end of the Quarter, then your student(s) will not be allowed to return for the following Quarter. In addition, if your account is not current by July 31<sup>st</sup>, then your student's enrollment form will not be processed for the next school year.

Tuition and fees must be paid by check, money order, cash (exact amount only), or credit/debit card. A \$25.00 fee will be charged for each returned check.

Remember that we do not bill you each month, unless you have an outstanding balance. Therefore, you must remember that the payment is due the 1<sup>st</sup> day of each month August through May. No student records will be released if your accounts are not current.

## **Textbooks and Book Returns**

### **Book Fees**

The school will purchase books for all PK2-2<sup>nd</sup> Grade students. Families will

reimburse the school for the cost of their student(s) books.

All other grade levels will be given a list of books to purchase before the school year begins. Students must have books purchased in order to attend MCCS.

## **School Hours**

**K2-K4:** Monday – Friday, 8:00 am – 12:00 pm (after school care is available to 6:00 pm)

**K5-8<sup>th</sup> Grade:** Monday – Friday, 8:00 am – 3:00 pm (after school care is available to 6:00 pm)

**9<sup>th</sup>-12<sup>th</sup> Grade:** Monday – Friday, 8:00 am -3:00 pm (after school care is not available for high school students)

## **Before and After School Care**

Before school care is a free service for MCCS students only and begins at 7:15 am.

After-school programs are available for; MCCS Pre-School, K5-5<sup>th</sup> grade students at MCCS, Millers Creek Elementary School, and 6<sup>th</sup> - 8<sup>th</sup> grade students at MCCS, and West Wilkes Middle School from 3:00 pm - 6:00 pm. The cost for the after-school program is \$150.00 per month per student. No discounts are

offered for after school. This fee is a set fee regardless of how many days that school is in session in a given month. There is a drop in rate of \$10.00 per student, per day. If your account is not current by the 30<sup>th</sup> of each month, then you will be contacted by the school administrator and/or after school director. A late pickup (after 6:00 pm) will result in an additional \$10.00 charge per occurrence. Continual late pickup will result in dismissal from after school program.

After school care is not available for 9<sup>th</sup> – 12<sup>th</sup> grade students.

#### *Severe/Inclement Weather Closings*

MCCS will follow the Wilkes County Public School System's decision for closing of school as well as for early dismissal. It is important that you listen to your radio 1240 3WC or 800 WKBC or watch Channel 12, WXII during periods of severe or inclement weather. Emails will be sent and closing, delays, and early dismissals will be posted on the school website [www.mccslions.org](http://www.mccslions.org). We will make our own decisions on delayed school hours.

#### *DROP OFF AND PICK UP TIMES FOR STUDENTS*

##### *Drop off for K2-K3 students:*

These students must be walked to their room 7:45 am – 8:00 am. Before school care, early birds, will be provided at 7:15 am. (The foregoing statement made for the safety of your child and relieves the school from responsibility when the rule is broken.)

*Drop off for K4:* Students should be dropped off at school between 7:45 am – 8:00 am, class begins promptly at 8:00am. Before school care, early birds, will be provided at 7:15 am, students must be walked in for early birds. (The foregoing statement made for the safety of your child and relieves the school from responsibility when the rule is broken.) K4 students are allowed to be dropped off in the car line.

*Pick up for K2-K3:* K2-K3 students must be picked at their classroom by an adult listed on their pickup list.

*Pick up for K4:* Each parent(s) or a designated caretaker must pick up their child/children from school, at 3:00 on full school days, at 12:00 pm, on half-days or at the end of after school care if applicable. If a parent or his designated

caretaker is late picking up the student(s), the student(s) will be taken to the After-School care program and the family will be billed appropriately for the cost of supervision. Only names listed on the emergency contacts page of the registration form will be allowed to pick up the student(s).

##### *Drop off for K5 – 5th Grade:*

Students should be dropped off at school between 7:45 am – 8:00 am, class begins promptly at 8:00 am. Students arriving before 7:45 am will be sent to early birds. If you arrive after 8:00 am, parents must sign students in at the office and receive a tardy slip.

##### *Pick up for K5-5th Grade:*

Each parent(s) or a designated caretaker must pick up their student(s) from school, at 3:00 on full school days, at 12:00 pm, on half-days or at the end of after school care if applicable. K5-5<sup>th</sup> grade students will be picked up in the downstairs car line.

If a parent or his designated caretaker is late picking up the student(s), the student(s) will be taken to the After-School care program and the family will be billed appropriately for the cost of supervision. Only names listed on the emergency

contacts page of the registration form will be allowed to pick up the student(s).

Each family will be issued pickup cards with the student(s) names which must be placed in the window or on the dashboard of the vehicle during carline pick up. If an individual does not have a card and/or prior arrangements made with the office, then the individual must park and enter the school office to verify pickup. Individuals will be asked to pull forward to the designated stop for student(s) to be loaded into the vehicle.

Parent(s), if you should have a reason to deny anyone other than you or your designated caretakers to visit or pick up your student(s) from school, you must have a notarized letter, which adequately identifies the said person(s), on file in your child's permanent record folder. In this situation, it is advisable that the parent has his legal advisor to write the letter for him. Only the parent who initiated the restriction may withdrawal or make changes this letter.

*Drop off for 6th – 12th Grade:* Students should be

dropped off at school between 7:45 am – 8:00 am, class begins promptly at 8:00 am. Students arriving before 7:45 am will be sent to before school care or a designated classroom. If you arrive after 8:00 am, parents must sign students in at the office and receive a tardy slip.

*Pick up for 6th – 12th Grade:* Each parent(s) or a designated caretaker must pick up their student(s) from school, at 3:00 on full school days, at 12:00 pm, on half-days or at the end of after school care if applicable. Students will be picked up in the upstairs car line.

If a parent or his designated caretaker is late picking up the student(s), the 6<sup>th</sup> – 8<sup>th</sup> grade student(s) will be taken to the After-School care program and the family will be billed appropriately for the cost of supervision, 9<sup>th</sup> – 12<sup>th</sup> grade students will be sent to office. Only names listed on the emergency contacts page of the registration form will be allowed to pick up the student(s).

Each family will be issued pickup cards with the student(s) names which must be placed in the window or

on the dashboard of the vehicle during carline pick up. If an individual does not have a card and/or prior arrangements made with the office, then the individual must park and enter the school office to verify pickup. Individuals will be asked to pull forward to the designated stop for student(s) to be loaded into the vehicle.

Parent(s), if you should have a reason to deny anyone other than you or your designated caretakers to visit or pick up your student(s) from school, you must have a notarized letter, which adequately identifies the said person(s), on file in your child's permanent record folder. In this situation, it is advisable that the parent has his legal advisor to write the letter for him. Only the parent who initiated the restriction may withdrawal or make changes this letter.

#### *EARLY PICK UP FROM SCHOOL*

If your student must leave early from school, please send a note that morning. State the time and reason for leaving early. Students should turn the note into the

school office or teacher. A parent/guardian must come to the office to pick up the student. The student will be called to the office. Students who drive must also provide a note from parent/guardian indicating the time and reason for leaving early. If you pick up your student before 11:00 am, and he does not return to school that day, it will be treated as an absence. If you pick up your child early for an appointment, a doctor's note must be brought the next day, or the early pick up will be considered an unexcused tardy/absence. If a student leaves early for an appointment, a doctor's note must be brought the next day or the early pick-up will be treated as an unexcused tardy or absence.

## **SCHOOL ATTENDANCE**

### *Preschool*

School attendance is expected for preschool student(s) but not required. If your child/children will not be attending preschool on a given day, please contact the school office.

### *K5-5<sup>th</sup> Grade*

School attendance is required except in times of illness,

family bereavement, family emergency, or an approved family trip/family business responsibility that can be best fulfilled when the whole family is involved. Family trips require a two-week written notification to the administrator for approval. No more than 10 school days will be excused for a family trip per year. If more than 10 days are unavoidable, individual cases will be heard by the Principal and/or School Board. Therefore, the School Board and the Principal have adopted attendance guidelines based on excused and un-excused absences and tardiness.

### *6<sup>th</sup>12<sup>th</sup> Grade*

School attendance is required except in times of illness, family bereavement, family emergency, or an approved family trip/family business responsibility that can be best fulfilled when the whole family is involved. Family trips require a two-week written notification to the administrator for approval. No more than 5 school days will be excused for a family trip per year. If more than 5 days are unavoidable, individual cases will be heard by the administrator

and/or school board. Therefore, the School Board and the administration have adopted attendance guidelines based on excused and un-excused absences and tardiness.

### *Excused Absences*

Included in this category are absences due to illness, medical appointments, a death in the family, a family or business-related trip that has prior approval by the Principal, and school related events/activities. In each case, the student is required to make up all missed academic work. A student will be given one day for each day absent, up to 5 days to make up all work.

### *Un-excused Absences*

Included in this category are absences for which no written excuse was received, cutting of school, fatigue from a trip, going to bed late, over sleeping, family trips in excess of 5 days, etc. Students will be expected to make up all academic assignments missed due to an unexcused absence. If the makeup work is not turned in, then a zero will be given as the final grade on that assignment. A student will be given one day for each day absent up to 5 days to make up

all work. Each unexcused absence a student will receive 3 days of afterschool detention for one hour each day.

### *Tardiness*

Each student is required to be at school and in class prepared to begin at 8:00 am. If a student arrives after 8:00 am, the parent(s) must accompany him to the office to sign them in, state the reason for the tardiness, and for the student to pick up a tardy slip. Do not send your student(s) to the office by themselves, a parent's signature is required. Only tardiness related to illness, medical appointment, or family emergency will be classified as excused. **When a student receives three unexcused tardies, those tardies convert into one unexcused absence.**

The School Board and the administration have developed the following guidelines concerning absences and tardiness

1. All absences and tardiness to school require a written excuse from the parent(s)/guardian(s) stating the specific reason for the absence or tardiness. The written excuse must be provided when the student returns to or arrives at school.

If a student returns to school or arrives late to school without a written excuse, the absence or tardiness will be categorized as "unexcused." Excessive unexcused absences or tardiness, more than **20 per school year**, may result in the loss of re-enrollment privileges for a student, repeat of grade, or a request to withdraw the student. Middle school and high school attendance is taken each period by each assigned teacher.

2. A student in 6<sup>th</sup> – 12<sup>th</sup> grade will be allowed a total of twenty days of absence from school in a given school year, with a **no more than 10 days per semester per class (excused or unexcused)**. **When the student exceeds twenty excused or unexcused days in a given school year, he/she will be retained and credit for the class will not be issued.** The only exception to this rule will be in the case of an extended illness. If a student is physically unable to come to school for an extended period of time, he/she will still be responsible for his/her own work. If a student is absent from school for 10 consecutive school days without any correspondence from the family concerning the

absences, the school administration is required to report the student to the Wilkes County Truancy Office.

### **MAKE UP WORK**

When a student misses academic work for any reason, he is required to make up all assignments missed. In the self-contained classroom, the individual classroom teacher will establish the schedule for make-up work following this guideline: a student will be given one day for each day absent up to five days. The classroom teacher will work out a schedule for absences longer than five days due to illness.

### **HOMEWORK**

Homework is reinforcement of daily work. Homework is classified as practice to master skill; preparation to gain maximum benefits from subsequent lessons; extension to transfer a skill or concept to another situation; or integrate skills and concepts in the process of producing a response or product. Students will be notified in advance of upcoming tests so they will be able to practice/review with their child as needed.

Excessive homework will not be given on Wednesdays, nor major test given on

Thursdays. Occasionally, projects may be due on Thursday, but parents will be notified well in advance. We encourage students and their families to attend Wednesday night church activities. We expect students to complete all assigned homework.

### **CALL IN MESSAGES FOR NON-DRIVING STUDENTS**

A parent may call the school office to leave a message for their student(s). If the message involves a change in transportation arrangements, the parent will be asked to provide positive identification for whom will be picking up the student. You must notify the office regarding the change of pick up prior to 2:00 pm. Please limit your call in messages for your student to those that could not be made prior to coming to school.

### **SCHOOL PROPERTY**

School property includes all the land and building located at Millers Creek Baptist Church, and all the land and buildings where a school related activity is taking place

and under the jurisdiction of the school. This part of the definition will include all field trips, mission trips, athletic trips, and group outings that are held for the students of the school.

### **WEAPONS AND DANGEROUS OBJECTS**

All objects that can kill or cause serious bodily harm are prohibited on school property or at any school related activity wherever the activity is taking place. Firearms, knives, martial arts weapons, lighters, matches, and other types of weapons or facsimiles of any of the above are prohibited on school property. This includes replicas of weapons that could be mistaken for a real weapon. In this instance, it could cause alarm of students and staff. Potential and unnecessary actions to dis-arm student(s) based upon lack of clarity and potential threat. It is the responsibility of each parent/guardian to ensure that their student adheres to this rule. If a student should break this rule, he will be suspended immediately for five-days and recommended for expulsion. According to the type of weapon brought, the police may also be contacted.

### **PERSONAL PROPERTY**

Radios, tape recorders/players, beepers/pagers, electronic game devices, laser lights/pens, I-pods, MP3 players, cellular phones, etc. are prohibited for student use on school property or at school sponsored activities. Classroom teachers may allow or limit these items to be taken on a field trip. If any of these items are brought to either the school campus or school sponsored activity, it will be confiscated and held in the school office until a meeting has occurred with the administrator/principal. Repeated breakage of this rule by any individual student may result in his being suspended from school and loss of re-enrollment privileges. Music, CD's, cassette tapes, and/or videos brought to the school, whether with or without permission, and whether listened to or not, must be consistent with the standards and philosophy of the school. Any that are not in keeping with the school's philosophy will be confiscated and kept in the school office until the end of the school year. Skateboards and/or roller blades are not allowed on campus or at any school sponsored event, unless

these items are part of the activity and students have been given permission to do so. It is the responsibility of each parent/guardian to ensure that their student adheres to these rules. MCCS is not responsible for lost, damaged, or stolen items per the release and hold harmless agreement.

## **CELL PHONES/ELECTRONIC DEVICES**

Students must keep their cell phones/devices locked up in their lockers or in their cars if they drive to school. Phones/devices that are out during the school day will be confiscated. If the student refuses to surrender their phone/device, they will be suspended from school. This rule also applies to Apple Watches or any similar technology. Those devices may not be worn during the school day.

## **LUNCH**

### *Pre-School*

Preschool students staying after 12:00 pm will have a thirty-minute lunch period on all full days of school. Pre-School students will eat lunch in their rooms. If students choose to order lunch, the menu will be

placed online and parents will order lunch for their children online via PraxiSchool's Parent Portal by *no later than Sunday night each week. No late orders will be taken.* We are doing our best to make sure that all children have options for lunch while at the same time trying to work out the logistics of having lunches delivered. Parents will select the days they want to order lunch and must pay via the online Parent Portal. The cost of lunch will be listed on PraxiSchool via the Parent Portal. Children must pack their lunch if not ordering from the provided menu. Lunches should be of such a nature that they do not require heating or refrigeration, since no refrigeration and heating equipment will be available. It is suggested that you use ice packs to keep your child's lunch cool. Pre K2-K4 students must have milk for lunch. If students pack lunch, milk can be ordered through the school. Specific medical needs are the only exception to this rule.

### *Elementary/Middle/High*

If students choose to order lunch, the menu will be placed online and parents will order lunch for their children online via PraxiSchool's Parent Portal by *no later than Sunday night each week. No late orders will be taken.* We are doing our best to make sure that all children have options for lunch while at the same time trying to work out the logistics of having lunches delivered. Parents will select the days they want to order lunch and must pay via the online Parent Portal. The cost of lunch will be listed on PraxiSchool via the Parent Portal. Children must pack their lunch if not ordering from the provided menu. Lunches should be of such a nature that they do not require heating or refrigeration, since no refrigeration and heating equipment will be available. It is suggested that you use ice packs to keep your child's lunch cool.

## **SNACKS**

### *Preschool*

Every preschool classroom has a morning snack time. Parents are required to provide snack for their child. You must send milk, 100% fruit juice, or water to drink.

Each preschool parent will receive information on approved snack items. Snacks should be of such a nature that they do not require heating or refrigeration, since no refrigeration and heating equipment will be available. It is suggested that you use ice packs to keep your child's snack cool.

#### *Elementary K5-5<sup>th</sup>*

Each teacher has the prerogative of having snack time for their class, once a day for no longer than 15 minutes. K5 – 5<sup>th</sup> grade teachers have the right to decide what type of snacks will be allowed. Snack machines are available for use under the teacher's direction.

#### *Middle/High*

Middle and High Schoolers will not be permitted to eat breakfast in their classrooms. Their individual classroom teachers will decide whether or not they will be allowed to have snacks in the classroom. They can bring in bottled water to drink during the day.

## **MEDICINE AND IMMUNIZATIONS**

There are state and federal laws and guidelines that each

school must follow concerning medication at school and immunizations.

*Immunizations:* Parents are responsible for keeping current the required immunizations for entering and remaining in school. All immunizations are to be recorded by a physician or the local health department on a North Carolina Immunization form, or a form obtained from the school office. Updated certificates must be sent to the school at the time the vaccines are given to the student. By law, students without the updated official certificate cannot remain in school.

*Medication:* Rules applying to medication are as follows:

- If a student must take a prescription medicine while at school, the parent(s) must obtain a Medication Form from the office and have it completed by the prescribing physician. This completed form and the prescribed medicine, in its original bottle or an appropriately labeled bottle must be kept on file in the school office. Any exception to this rule

must have the approval of the administration.

- If the student is allowed to take an over-the-counter medication while at school, the parent(s) must complete the over-the-counter section of the Medication Form and it will be filed it along with the allowed medication in the school office. This includes cough drops. The administrative assistant will dispense the medication when necessary.

- If a student is diagnosed with any learning disability and has been placed on medication, they must take their medication as prescribed by their doctor to be eligible to stay in school.

## **COMMUNICABLE DISEASES**

If the school administration has any suspicion that a student has a communicable disease, the following actions will be taken:

- The parent will be contacted and will be expected to pick up the student within one hour of notification. If the parent is unable to accomplish picking up in the allotted time, the next person on the list will be notified with the same

restriction of time. Driving students will be required to call parents/guardian to give MCCS permission to leave campus. If the student driver cannot or is unable to drive themselves, a parent or designated emergency contact will be called to pick them up. If someone cannot be reached, and the student is not picked up, the school reserves the right to have the student transported to local hospital via ambulance at the parent's expense.

- A student with an infectious/contagious disease or intestinal virus may not attend school until they have been given clearance to return to school from a medical doctor or been symptom free for 24 hours.
- A student who has been placed on an antibiotic must have been on the medication for a 24-hour period prior to returning to school.
- Students must be fever free for 24 hours before returning to school. A fever will be defined as a body temperature of 100 degrees or higher before medicine to reduce the fever has been given.

### *LICE*

When a student is exposed to lice, or contracts lice, it is imperative that the lice be treated topically with an agent that kills them. It's also imperative that the family takes precautions to eliminate the lice from the home. Students who contract lice will not be permitted to return to school until the problem is eliminated. MCCS reserves the right to ask a student with ongoing problems with lice/nits to withdraw from the school.

### **ACCIDENTS**

Any accident must be reported to the school office as soon as possible, especially one involving bleeding, regardless of how minor. Because accidents are often related to throwing objects and/or improper use of chairs and table, the throwing of any object on school property, or at a school sponsored event (except for an object being used in a supervised group activity, in a specified area) and standing on chairs and/or sitting on tables is forbidden. A student guilty of either will be given appropriate discipline. Accident/incident forms must be completed by teacher and sent home, and returned with parent signature

then placed in a student's permanent record.

### **MISCELLANEOUS GUIDELINES**

#### *Lost and Found*

Any item found on school property without a means of identification will be placed in the lost and found. All items unclaimed at the end of each grading period will be donated to a local charity agency. The lost and found box is located by the school office.

#### *Lost, Stolen, and Damaged Items*

MCCS cannot and will not accept the responsibility for lost, stolen, or damaged items on school grounds or at a school sponsored activity. Students should not bring valuable items or excessive cash to school. If they do, they accept full responsibility for those items or cash.

#### *Restricted Areas*

In a school setting, there are areas that must be off limits to students to protect the rights and property of the adults in the organization and to insure the safety of students, faculty, and staff. Therefore, the following areas are off-limits to students at all times at MCCS:

- Any unused classrooms.

- School office unless on school business, or to see the secretary or principal.
- Faculty/staff workrooms, unless called in by a faculty or staff member.
- Any school building after 6:00 pm unless attending a school function, supervised by an adult. Then the student is restricted to the area/room in which the function is taking place.
- Fenced off electrical areas.
- The roof of any building.

### FEDERAL AND STATE REGULATIONS

Listed below are four areas of federal and state regulation to which our school must adhere:

- *Asbestos Containment Laws:* Our school has undergone a process of identifying any area, which might contain friable asbestos, and developed a containment plan. If asbestos should be found, there is no danger to the students or other people as long as the containment plan is followed. Anyone entering an area under the containment plan will be notified with a warning sign.
- *Fire and Severe Storm Regulations:* Our buildings are equipped with an alarm

system and undergo periodic inspections by the local fire marshal to ensure that all routes to be followed during a fire alarm are outlined and displayed in each classroom, office, the library, the sanctuary, cafeteria, etc. Monthly fire drills and periodic storm drills are held to ensure that all occupants of our building know the proper action to take in these situations.

- *Terrorist Attacks:* The action to take in case of an alleged or actual terrorist attack is detailed in the crisis management plan. The plan is reviewed annually and discussed with staff and students. Lockdown procedures will be followed. If evacuation is required, we will evacuate the staff and students to Millers Creek Elementary School on Highway 16. Lock down procedures will be followed at the evacuation site.

- *Alleged Child Abuse/Neglect:* The federal and state governments have passed laws that require any educational or child care facility to identify and report to the local DSS any suspicion of abuse or neglect. The

guideline of these laws provides that:

Any M CCS employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect MUST immediately report or cause a report to be made of such fact to M CCS office and local DSS. If an employee of M CCS, through a discussion between a student and/or parent, suspects abuse or neglect, he must immediately make a report or have the office to make a report to DSS. ○ The Wilkes County Department of Social Services, DSS, has the right to make an unscheduled visit to M CCS, and interview a student who is the subject of a suspected or actual abuse/neglect report. This interview will take place during school hours without obligation to notify the parents/guardians of the student or to seek permission from the parents/guardians to conduct the interview.

### RESOLUTION OF PROBLEMS

In any group setting, there will be a need to resolve disagreements that arise between members of the

group. God has told us that the correct way to solve a disagreement or problem is by the people involved getting together and calmly talking through the problem. For these meetings to be effective, it is important that each participant recognizes the need to let everyone talk, and for each participant to listen carefully to what each person is saying. If at all possible, we should come to a problem-resolution meeting with one thought in mind, and that is that Christ said, *“Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.”* Matthew 22:37b-39

If we approach a resolution meeting with this attitude, the problem can be effectively solved.

### **Guidelines for Problem Solving**

These are the steps to be followed in solving a classroom behavior problem.

**Step One:** The teacher will use an appropriate corrective action to correct the behavior.

**Step Two:** Notify the parent through a telephone call, sealed note, or email of the problem and ask for the parent’s assistance with the problem.

**Step Three:** The student will be sent to the Principal and/or Guidance Counselor, who will work with the child and the parent(s) to correct the behavior.

**Step Four:** If the above steps fail to solve the behavioral problem, the school reserves the right to ask the child to be withdrawn from MCCS.

If a parent should have a concern about a rule or procedure that is being enforced in either the school or classroom he should: Call the school office and ask to set up an appointment after school hours with the teacher, administrator, or staff member involved with the student’s problem. The office will set up the appointment date and time as quickly as possible and call the parent back confirming the appointment. If either the parent or employee desires, he may ask the principal/guidance counselor to sit in on the meeting. If the principal is personally involved with the problem, the parent may ask that another

staff member attend the meeting.

In the resolution of the behavior of a student, the school expects the individuals involved with the resolution to remember to approach the situation out of love for the student and desire to help that student to develop his God-given potential to its fullest extent. This is not as a time to make comments in regards to thoughts or feelings. If all steps have been followed, and the matter has not been resolved, then the parties involved may submit in writing a letter to the administration stating the situation with attempts to resolve the issue. If any party is unsatisfied with the resolution of the administration, then he may submit a letter to the school board. The board will determine if they need to intervene on the issue.

These are the steps to be used in solving a learner problem. When a student is having difficulty comprehending the concepts in a given subject, the teacher will:

- Arrange time for a one on one tutorial session. This time may occur before or after school, or during a time when other students are involved in

another activity, such as physical education or special activity.

- The teacher will either notify the parent of the problem by note or phone and explain how the parent might help the student understand the concept.

- If the first two fail to assist the student in learning the concepts, the principal will assist the teacher and the parents in trying to identify a solution.

- *Learning Disabilities:* If at any time a teacher suspects a potential learning disability or inability to interact in a socially appropriate manner that teacher should make the school administration aware of concerns or observed difficulties. Concerns should be in writing and each behavior clearly noted. A conference will be scheduled with the teacher, guidance counselor, administrator, and parent. If the student needs further evaluation or testing, the parents/guardians will be required to schedule and facilitate this process. A copy of the evaluation from the testing center or physician's statement must be provided to the school and placed in the student's permanent record.

MCCS reserves the right to refuse admittance or retain students in their program whose needs cannot be met thru the current team of teachers and educators. MCCS will advise and recommend educational alternatives or counseling services if the need of a student cannot be met at MCCS. If MCCS recommends counseling or testing, the student must attend and required reports provided to MCCS. If reports and required appointments are not made MCCS will not allow admittance or continued enrollment to MCCS.

#### **PARENTAL SCHOOL AND CLASSROOM VISITATION GUIDELINES**

The administration and school board invite parents to visit with your student(s); they welcome parents to visit during school hours for such activities as chapel, lunch, and class "celebration" activities. School and classroom visits must observe the following guidelines.

- Upon arrival to campus, you must go to the school office, identify yourself, and fill out a visitor's tag before going to the area where the activity is taking place.

- Visitor tag should be worn to the area where the activity is taking place and shown or presented to the teacher/person in charge of the activity. For safety reasons, you must return the tag to the school office and sign out at the end of the visit. Visitors must be identified at all times in case of an emergency situation on campus.

#### **CLASSROOM OBSERVATION VISITS**

In order to protect the learning environment, you must follow the guidelines for classroom observation visits.

- Call the office for an appointment to visit the teacher, whom you name. When the appointment date and time has been established with the teacher/staff member, the school will call back and confirm the appointment time.

- Upon arrival on campus, you must go to the school office, identify yourself, and fill out a visitor's tag before going to the classroom to visit.

- Visitor tags should be worn to the room where the visit is taking place and shown or presented it to the teacher/person in charge of the activity. For safety reasons, you will return the tag to the

school office and sign out at the end of the visit. Visitors must be properly identified at all times in case of an emergency situation on campus.

Any parent who continuously disregards this rule may be required to remove his child/children from M CCS.

### **FIELD TRIPS**

M CCS students will participate in field trips that enhance and compliment their understanding of the concepts learned in the classroom. These trips will be restricted to M CCS students. This restriction includes siblings who are not enrolled at M CCS. All students will ride to the event on the school provided transportation. Parents that wish to be part of the trip may follow the bus in their personal vehicle, if there is not room on the bus. Parents must understand that the teacher is in charge of the trip and that they follow his/her instructions as well as all school rules. The school has established the following rules concerning field trips:

- The teacher may plan two big field trips per year that reinforce curriculum and/or instruction. This does not include trips to the John A.

Walker Center at Wilkes Community College.

- The teacher must notify the parents concerning the date, destination of each field trip, and cost.
- The teacher will require each student to have a signed parental permission slip.
- Students not attending a field trip will receive an unexcused absence.
- The teacher will decide the number of chaperones needed and they will be selected prior to the trip date.
- The teacher will determine if siblings or other relatives, besides parents, are allowed to attend a trip.
- Parents are required to dress appropriately for the trip. The same restrictions on dress code pertain to the parents and chaperones.
- Parents are prohibited from drinking alcoholic beverages while on the trip.
- Parents are not all allowed to use any form of tobacco products while on the trip.
- At the end of the field trip or activity, parents may bring their child home with them, if a parental permission form has

been signed. Parents must notify the teachers before leaving with the child.

### **DRESS CODE**

A learning environment must have rules concerning proper dress for its students. This is extremely important for a Christian school if it wishes to portray an image of a personal relationship with God and academic excellence in its communities. Students are expected to be neatly dressed and well-groomed to attend class each day. It is expected that clothing be appropriate and that extremes in styles (including hairstyles and jewelry) be avoided. *“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.” Romans 12:1-2* Modesty and neatness is of utmost importance. Please read and adhere to the following guidelines:

#### *Female Attire:*

*A. Dresses, Pants and Similar Attire:* Jumpers, skirts, skorts, capris, full cut pants,

and shorts are allowed. The hemlines for any dress, shirt, skorts, or shorts must be no more than two inches above the knee. Sundresses must be worn with a sweater or jacket. No student of any age should wear pants, shorts, etc. with something written on the seat of her pants or shorts. No leggings, cut offs, ragged hemlines, or holes allowed. A girl's under wear is not to be exposed when leaning over, squatting, or participating in any activity.

*B. Shirts/blouses:* Long or short sleeved blouses with a neck line that isn't too low, polo shirts, sleeveless shirts, turtlenecks or button-down-collar shirts with no inappropriate logo (i.e.: anti-Christian, drugs, tobacco, sexual, "put down" comments, or secular musical bands) are allowed. Sleeveless shirts must be at least two inches wide and cover all under garments, no tank tops allowed. Extreme styles such as translucent, transparent, tight fitting or low cut necklines, blouses or shirts that expose a bare midriff regardless of the student's activity are not allowed. The blouse or shirt must cover the girl's midriff at all times and

no under garments exposed including the straps.

*C. Shoes:* Shoes with socks or sandals must be worn at all times. Flip flops, with a hard sole, are allowed in the school building but not on the playground or in the gym. The shoes/sandals may not have spikes on them.

*D. Hair Styles:* A standard hairstyle is required. No spikes or excessive plaiting, unusual colors (any color that is not a natural color) or shaved designs may be worn to school.

*E. Chapel:* Girls should wear a dress, skirt and blouse, or a shirt or blouse with the following: full cut pants, skorts, dress capris or dress jeans, and shoes. No hoodies allowed in Chapel.

*F. PE:* Appropriate clothing and tennis shoes must be worn to PE class. If tennis shoes are not worn to school a pair of tennis shoes may be brought to school to change into for PE class. Tennis shoes are a requirement because of the possibility of injury.

*G. Belts, Caps and/Hats, and Jewelry:* A plain cloth or leather belt with a buckle with no logos, symbols,

spikes, or slogans may be worn with any pant designed with belt loops. Spike belts are not allowed for any school activity. No ball cap or hats will be allowed inside any building. Necklaces and bracelets may be worn if they are not spiked or have any object attached that is contrary to our Christian beliefs. A young lady may wear one earring in each lobe, no cartilage piercing or ear studs/gauges are allowed. Body piercing, body rings, and tongue studs are not allowed. No visible temporary or permanent tattoos are allowed.

*Male Attire:*

*A. Pants:* Full cut khaki, corduroy, or denim pants may be worn as well as shorts. Overalls may be worn as long as the straps are kept buttoned and on the shoulders at all times. Shorts may be worn as long as the hem line is appropriate, not shorter than two inches from the top of the knee or two inches below the knee. Elongated crotch pants may not be worn. Each male student is required to keep his pants pulled up at all times. His under wear is not

to be exposed when leaning over, squatting, or participating in any activity. No student of any age should wear pants or shorts with something written on the seat of his pants or shorts. No cut offs, ragged hemlines, or holes are allowed.

**B. Shirts:** Long or short sleeve polo, or T-shirts, turtleneck, or button-down-collar oxford shirts with no inappropriate logo (i.e. anti-Christians, drugs, tobacco, sexual “put down” comments or secular musical bands) are allowed. No see through mesh shirts or tank tops are allowed.

**C. Shoes:** Shoes with socks or sandals must be worn at all times. Flip flops, with a hard sole, are allowed in the school building but not on the playground or in the gym. The shoes/sandals may not have spikes on them.

**D. Hair Styles:** Boys’ hair must be cut above the eye brows, the hair may not fall below the bottom of the ear on the sides, and cut above the collar of a dress shirt in the back. Hair may not be braided or in a ponytail. No spikes, unusual colors (any color that is not a natural

color) or shaved designs may be worn to school, this includes mohawks, mullets, and rat tails. Facial hair must be tidy and kept groomed.

**E. Chapel:** Boys must wear full cut casual pants, dress jeans or shorts and a shirt with a collar and shoes. No hoodies allowed in chapel.

**F. PE:** Appropriate clothing and tennis shoes must be worn to PE class. If tennis shoes are not worn to school a pair of tennis shoes may be brought to school to change into for PE class. Tennis shoes are a requirement because of the possibility of injury.

**G. Belts, Caps and/Hats, and Jewelry:** A plain cloth or leather belt with a buckle with no logos, symbols, spikes, or slogans may be worn with any pant designed with belt loops. Spike belts are not allowed for any school activity. No ball cap or hats will be allowed inside any building. Necklaces and bracelets may be worn if they are not spiked or have any object attached that is contrary to our Christian beliefs. Boys may not wear earrings, no cartilage piercing, or ear studs/gauges

are allowed. Body piercing or body rings and tongue studs are not allowed. No visible temporary or permanent tattoos are allowed. Boys are not allowed to wear nail polish, cosmetics with accessories, or carry a purse.

**Parents are asked to dress neat and modest when coming to school. Please follow the same guidelines for dress as the children since, they learn by example. This rule applies to field trips and school sponsored events.**

#### *Clothing Forbidden for Either Sex*

Clothing with slogans or pictures that are inconsistent with the philosophy of MCCS; ragged sweat shirts and sweat pants, undershirts, mesh shirts, tank tops hip huggers, elongated crotch pants or shorts, torn, frayed, patched, ragged hem lines, clothing that is identified with a gang, Gothic lifestyle, skulls/cross bones, spandex, leggings or costumes.

**\*\* A good rule to follow:** If there is doubt, do not wear it.

Dress code will be enforced on a daily basis. Homeroom teachers will be responsible

for spotting and handling dress code violations. The following procedures will be used to enforce the dress code requirements:

**1st offense:** Parents will be contacted regarding the offense.

**2nd offense:** Student will be sent to the administrator or guidance counselor, parents will be called and expected to bring a change of clothes.

**3rd offense:** Student and parents will meet with the administration and appropriate action will be taken.

*“What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and yea are not your own? For ye are bought with a price: therefore, glorify God in your body, and in your spirit, which are God’s.” I Corinthians 6: 29*

## **LOCKER POLICY**

**3<sup>rd</sup> – 5<sup>th</sup> Grade** students will be issued lockers in their homeroom. Students will be trained on the usage of the lockers by the teacher. The students must keep them neat and clean. Nothing is to be permanently attached on

the inside or outside of the lockers. In order to maintain cleanliness, aerosol cans, candy, or food are not to be stored in these lockers. Locker checks by the faculty and administration can be administered at any time. The administration of MCCS, reserves the right to inspect lockers at any time without notice to teachers, parents, or students.

**6<sup>th</sup> – 12<sup>th</sup> Grade** students will be issued lockers and combination locks in their homeroom. Students will be trained to use the lock by the teacher. If the lock is broken or damaged, students will be billed \$10.00 for a new lock. The students must keep the locker neat and clean. Nothing is to be permanently attached on the inside or outside of the lockers. In order to maintain cleanliness, aerosol cans, candy, or food are not to be stored in these lockers. Locker checks by the faculty and administration can be administered at any time. The administration of MCCS, reserves the right to inspect lockers at any time without notice to teachers, parents, or students. This is to ensure school safety.

## **CURRICULUM AND GRADING PROCEDURES**

**Curriculum:** MCCS utilizes the ABEKA, Bob Jones University Press, Association of Christian School, and Holt mathematics curriculums. Approved supplement materials are used to reinforce and enrich classroom instruction. Supplemental materials include Holt Mathematics, Wordly Wise, and additional Bible resources. The chosen curriculum is based on a Christian world view and utilizes drill and practice in its presentation of concepts. The curriculum is advanced in its presentation of concepts and may require an entering student to do some remedial work. Our current curriculum offerings include Bible, Reading and Literature, Math, English, Science, Health, Social Studies and Geography, Physical Education, Handwriting, Music, Art and Computers. High School student will be enrolled in classes that meet requirements for graduation, including concurrent enrollment at Wilkes Community College.

### **Preschool Grading**

**K2-K3:** Students will be issued a progress report at the end of

18 weeks and again at the end of school.

### *K5-5th Grade Grading Periods*

Each K5-5th grade student will receive eight academic achievement reports in a given school year. At the end of each nine weeks, a report card will be completed for each student. The first three grading periods the report card will be distributed to the student. These three report cards require a parent signature and are to be returned to the teacher within three days after the distribution date. The report card for the fourth grading period will be distributed the last day of school or mailed. In addition to the four report cards, a midterm progress report will be issued to each student. These reports require a parent signature and must be returned to the teacher within three days of distribution. Parents will have access to their students' grades through a parent portal with the Alma Grading System.

*K4:* Students will be issued a progress report at the end of each nine weeks. The following letters will be used: V = Very Good, S = Satisfactory, I = Improvement

Shown, and N = Needs Improvement

### *GRADING FOR 6th – 12th GRADE Grading Periods*

Each 6th-12th grade student will receive eight academic achievement reports in a given school year. At the end of each nine weeks, a report card will be completed for each student. The first three grading periods the report card will be distributed to the student. These three report cards require a parent signature and are to be returned to the teacher within three days after the distribution date. The report card for the fourth grading period will be distributed the last day of school or mailed. In addition to the four report cards, a midterm progress report will be issued to each student. These reports require a parent signature and must be returned to the teacher within three days of distribution. Parents will have access to their students' grades through a parent portal with the Alma Grading System.

### *Grading System*

MCCS grades on a 10-point scale. High school honor classes are weighted.

A=90-100;GPA = 4.0; Weighted GPA = 5.0

B = 80-89; GPA = 3.0; Weighted GPA = 4.0

C = 70-79; GPA = 2.0; Weighted GPA = 3.0

D = 60-69; GPA = 1.0; Weighted GPA = 2.0

F=59 or Below; GPA = 0.0; Weighted GPA = 1.0

### *Dual Enrollment/Transfer Credits*

Unless the sending institution provides numerical grades, the following conversion system will apply to all transferred letter grades: A = 90; B = 80; C = 70; D = 60; and F = 0. Students that participate in concurrent enrollment at Wilkes Community College should provide on line numerical grade, if not provided by the professor.

## **GRADING PROCEDURES**

The individual teacher or assistant grades all turned in work. The lead or assistant teacher must grade all tests quizzes. Students may assist in the grading of their own classwork or homework. Students or volunteers are not allowed to grade other student's work. Teachers are required to record a minimum of three grades per week per subject for each student.

*Academic Letters:* Upon completion of their junior year, student earning a 3.75 overall GPA or higher will be issued an academic letter.

*The National Honors Society (9th-12th):* Selection to the will be based on academic achievement, 3.0 GPA, character, leadership, and service. Induction ceremony will be held once a year.

*Honor Graduates and Junior Marshals:* Honor graduates will be selected based on an overall GPA of 3.85 or higher at the end of the third semester of their senior year. Junior Marshals are chosen based on the same criteria at the end of the third semester of their Junior year.

*Final GPA'S:* Final GPA's will be computed based on courses offered through MCCS and concurrent enrollment classes taken during the school year. Additional summer classes taken through concurrent enrollment will be listed on transcripts but not computed as a part of final or overall GPA. The principal's award will be given each year to the student receiving the highest GPA for that academic year, not the cumulative overall highest GPA.

*Valedictorian:* The graduating class's valedictorian will be the student with the highest cumulative overall GPA, for the 9<sup>th</sup>-12<sup>th</sup>. The student must have been enrolled at MCCS a minimum of four consecutive semesters. If multiple students have the same cumulative GPA, then the cumulative numerical grade average will be used to determine valedictorian. If numerical grade averages are the same, then the graduating class would have co-valedictorians.

### **PROMOTION AND GRADUATION REQUIREMENTS**

In order to be promoted to the next grade, a student must pass each required subject of the current grade. Student will be required to have 40 hours of individual tutoring in the failed subject (at the parent's expense). Following tutoring the student would have to pass an additional exam before promotion can occur. If a student fails a high school course required for graduation, then the course must be retaken until a passing grade is earned.

*Graduation Requirements:* Graduation requirements are as follows: English – 4 units;

Foreign Language – 2 units; Mathematics – 4 units; Science – 3 units; Social Studies – 3 units; Health/PE – 1 unit; Bible – 8 units, Keyboarding – 1 Unit; Computer Apps – 1 Unit; Electives – 3 units. Total of 30 units, 20 hours of community service, and a senior mission trip are required for graduation. **\*Please see Page 32 of this document to view our High School Course of Study.**

### **EXAM EXEMPTION**

Exams are a tool for educators to use that helps with the assessment of what a student has learned and/or retained throughout a semester class. It is important that a student's grades reflect their content knowledge. Keeping that in mind, all students will be required to take exams.

### **ATHLETIC PARTICIPATION**

Any athlete with a "D" or an "F" on a progress report will be put on probation.

Any athlete with an "F" for the final grade in any subject (semester) will be put on suspension as determined by the Athletic Director and/or Principal.

Probation: Athlete will not be allowed to participate or dress

out (wear uniform) for a game for a period of time determined by the Athletic Director and/or Principal. They will be required to practice and to attend all games during the probationary period.

**Suspension:** Athlete will not be allowed to practice or travel with the team until they are deemed off of suspension by the Athletic Director and/or Principal. If the suspension is due to earning an "F" for a final grade in any subject, the student must obtain credit for the failed class. This may be done through MCCS or any program that has been approved by the Athletic Director and/or Principal.

**Athletic Letters:** Athletic letters will be issued to students who compete and finish the season of a varsity sport and has also helped the team by participating in at least 20% of athletic competition. Students will not be issued a letter if he/she does not finish the season, is suspended from the team for any reason, or does not compete in a meaningful way during the season. All decisions about the receipt of athletic letters are left to the

discretion of the Athletic Director and/or Principal.

*"Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain." 1 Corinthians 9:24*

### **STUDENT PARKING**

Student drivers are required to park in the lower parking lot in front of the church, beyond the spots labeled visitor. Student drivers will not be allowed to leave school during school hours, without permission from their parents and proper notification to the office. Student drives are not allowed to transport other students without written permission from both sets of parents/guardians. The only exceptions are siblings. Student drivers must follow all the rules of traffic flow pattern for the school. Student drivers must follow all state of North Carolina rules for driving. Students are never to loiter in the parking lot. Any behavioral or moving violation in the parking lot can result in driving privileges and off-campus lunch privileges to be revoked by the Principal.

### **STANDARDIZED TESTING**

Each student in grades 6<sup>st</sup> through 12<sup>th</sup> will be required to take the Stanford Achievement Test each year. The Stanford Achievement Test has been verified for validity and offers the school and parents an opportunity to see how a student is performing relative to a national and local educational group at the same grade level. Students in grades 3<sup>rd</sup> & 7<sup>th</sup> will also take the Otis Lennon Scholastic Aptitude Test in addition to the Stanford Achievement Test. Test scores will be sent home the last day of school if available, if not they will be mailed over the summer break.

**DISCIPLINE** (All Discipline is ultimately subject to administrative discretion.)

We believe that God wants each of His created children, while being individually unique, to be able to work in a group and while in that group to show concern and respect for and acceptance of each member of the group. Therefore, to help children of all ages to develop the behaviors of concern, respect

and tolerance, rules that encourage the growth of these attributes must be established. 33

“Put on therefore, as the elect of God, holy and beloved, bowels of mercies, kindness, humbleness of mind, meekness, longsuffering; Forebearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye. And above all these things put on charity, which is the bond of perfectness.” Colossians 3:12-14

The following guidelines are established for our school:

### *Student Conduct/Discipline Process*

If children are taught proper behavior within the home, there should be very few, if any discipline problems at school. Therefore, Proverbs 22:6 is a great verse to follow: “Train up a child in the way he should go: and when he is old, he will not depart from it.” Students are asked and required to:

- Respect authority
- Respect others

- Respect property

MCCS operates an assertive discipline program school wide. Teachers clearly explain their expectation to students, positive reinforcement for correct behavior and negative consequences for inappropriate behavior are explained. In general, we feel that no student has the right to behave in a manner that disrupts or interferes with the teacher’s right to teach or another child’s right to learn. Two simple guidelines apply school wide:

1. Follow directions the first time they are given. “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” Hebrews 13:17

2. Treat fellow students and teachers in the courteous, cooperative manner in which you would like to be treated. “*And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you.*” Ephesians 4:32

Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love, and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes and to work with the teacher to establish positive behavior of the child. The faculty will do everything possible to meet the needs of the student.

### **Minor Breaches of Conduct**

Minor breaches of conduct will usually be handled by the classroom teacher. These include but are not limited to classroom rules and disruptions. If a teacher feels the problem warrants he/she may refer the student to the administrator or guidance counselor.

**First Offense:** 1 hour of detention to be served after school hours.

**Second Offense:** 3 hours of detention to be served after school hours.

**Third Offense:** 2 days of out of school suspension followed by a 30-day probationary period.

The Principal determines the status of the student at the end of the probationary period.

### **Major Breaches of Conduct**

Serious Breaches of conduct include but are not limited to the following: fighting; extortion; profanity or verbal abuse of others; harassment in any form; dishonesty in any form, such as stealing, cheating, plagiarism; vandalizing or destroying school property; arson; immorality, pornography, gambling; unauthorized absence from school or assigned class; possession and/or use of controlled items or substances, such as weapons, drugs, alcohol, tobacco, fireworks, pornography, gambling; sexual misconduct; any posting on social media that reflects conduct violations; etc. Serious breaches of conduct include violations occurring on and off campus or at school sponsored events.

**First Offense:** 5 days of out of school suspension followed by a 30-day probationary period. The Principal determines the status of the student at the end of the probationary period.

**Second Offense:** Expulsion for MCCS per the determination of the Principal.

Any student who refuses to correct any disruptive or improper behavior will be asked to withdraw from the school. All financial obligations must be met by the parents.

### **ALCOHOL, DRUGS, AND TOBACCO**

The illegal use and/or possession of alcohol or drugs (illegal, prescription, or over-the-counter) are forbidden on school grounds or at school sponsored events. There are rules concerning the use or possession of these items, which have the potential of destroying our children's God-given bodies and mind.

*"I beseech you therefore brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world; but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."* Romans 12:1-2

#### **Drugs and Alcohol**

Students may not use, possess, or distribute illegal, prescription, or over-the-

counter drugs or alcohol on school property or at school sponsored activities. This rule pertains to the improper sharing of a prescription/non-prescription drugs with another student. If a student should break this rule, the student's parent(s) will be contacted immediately as well as the police if needed. The student will be suspended while the administration and school board review the incident, or expelled depending on the nature of the offense. The parents will be notified of final decision. If the student is permitted to remain in school, he is responsible for making up all missed academic work. If a parent or guardian is chaperoning or participating in a school sponsored activity they should refrain from the use of alcohol and illegal drugs. If a parent/visitor chooses to use either of these substances while attending school sponsored activities, then they will be asked to leave and not allowed to return.

#### **Tobacco**

No form of tobacco may be used or brought school or to school sponsored events. Student usage of these substances may result in expulsion from school. Parents

and visitors are required to observe this rule and refrain from using tobacco at school and school sponsored activity.

## **VANDALISM, IMPROPER USE OF BUILDINGS AND GROUNDS**

A student involved in willfully or negligently damaging school property or another person's property will receive an automatic suspension from school for up to five days, with consideration of expulsion based on the nature of offense. School pranks, especially those involving school safety equipment such as fire alarms, will be treated as vandalism and will be dealt with accordingly. The student will also be responsible for paying the costs of repair for any damage, regardless if he is permitted to return to school.

### *Gum*

Chewing gum will be allowed at the teacher's discretion for his/her class. Each student is expected to respect the individual guidelines for each teacher's classroom and properly dispose of used gum. If the student does not adhere to the classroom policy, he/she will be punished accordingly by administration.

## **Advertisements and Flyers**

No personal posters or flyers advertising non-school or non-church events may be displayed in the school building. Items of this nature may be displayed at the school office if prior permission has been given. If an unauthorized poster/flyer appears, it will be taken down and placed in the trash.

## **FIGHTING, THREATENING PHYSICAL, VERBAL, OR WRITTEN HARASSMENT**

*(All Discipline is ultimately subject to administrative discretion.)*

Fighting is not allowed. If a student is found fighting the following consequences apply:

- **First Offense:** 5 days of out of school suspension followed by a 30-day probationary period. The Principal determines the status of the student at the end of the probationary period.

- **Second Offense:** Expulsion for MCCS per the determination of the Principal.

A student may request a hearing to return to school the following year. They must put the request in writing to the school administration. A review committee will be

formed consisting of the administrator, guidance counselor, two teachers, and one school board representative. The committee will convene to hear the student and his parent(s). The administrator will make a recommendation to the school board and notify the parent of the final decision.

### *Physical, Verbal, and Written Harassment*

Harassment includes but is not limited to name calling, touching, inappropriate written or drawn messages, posting on social media, emails, text messaging, etc. Any offensive act that a teacher or student reports of this nature that is directed at another person will have consequences.

- **First Offense:** 5 days of out of school suspension followed by a 30-day probationary period. The Principal determines the status of the student at the end of the probationary period.

- **Second Offense:** Expulsion for MCCS per the determination of the Principal.

## **STEALING, CHEATING, AND LYING**

The removal of school or personal property without

permission or without using the proper checkout procedure, as well as finding and not returning property is considered stealing. The consequences for stealing will be determined by the administrator, according to the nature of the offense. Stealing is considered as a serious breach of conduct.

### *Cheating and Lying*

The following actions will be termed as cheating and/or lying:

- Copying another student's homework or class work.
- Permitting another student to copy your homework or class work.
- Copying answers from another student's test/quiz, or looking at another student's paper during a test/quiz.
- Looking at or having in your possession a copy of a test that you haven't taken.
- Talking with another student about the contents of a test that he has taken, but you haven't.
- Using a cheat sheet or notes while taking a test.
- Forging: signing a signature that is not your own.

- Plagiarizing someone else's work.

When a student is caught doing one of the above, he will receive a "zero" on the work in question, without any chance of making up the work. Offenses will be handled as a serious breach of conduct per the discretion of the Principal.

### **LANGUAGE**

All faculty, staff, administrators, parents, and students of MCCS are expected to use language that reflects a desire to please God. Therefore, using the Bible as our source for truths concerning "The words that proceed out of our mouth," each member of the MCCS school family will refrain from using coarse or vulgar language/stories, as well as gossip, angry outburst, and slander. Appropriate action to assist the offender in these areas will be taken by the Principal. The school is also committed to assisting each other in the use of correct English in his speech and writing.

*"But the tongue can no man tame; it is an unruly evil, full of deadly poison. Therewith bless we God, even the Father; and therewith curse we men, which are made after the similitude of*

*God. Out of the same mouth proceedeth blessing and cursing. My brethren, these things ought not so to be."*  
*James 3:8-10*

*"Whoso keepeth his mouth and tongue keepeth his soul from troubles."* Proverbs 21:23

### **PUBLIC DISPLAYS OF AFFECTION**

We emphasize to all students that the improper display of affection between two students, heterosexual or homosexual, is not proper behavior and should not occur on school grounds or at a school sponsored activity. Examples of public display of affection can include but is not limited to the following: hugging, holding hands, kissing, inappropriate touching, resting heads on shoulders, groping, etc. The principal will handle this problem as it is observed.

### *Parent Conduct*

The administration and staff will strive to maintain an atmosphere that will promote positive behavior. The teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, it is imperative that parents cooperate and reinforce the same. Following are some guidelines for parent conduct:

- Pray daily for the teachers, administration, and the students of MCCS.
- Be positive about the school in front of the students.
- Be encouragers; build each other up.
- Be a team player.
- Do not gossip and do not assume. Know the facts and support them.
- When there is a concern or suggestion, please take the following steps: (1) Pray, seek the will of God. (2) Get all the facts. (3) Make an appointment with the teacher to discuss the concern. If not satisfied, make an appointment with the teacher and administrator and address your concern.

*“Put on the whole armour of God, that ye may be able to stand against the wiles of the devil. For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places. Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; And your feet shod*

*with the preparation of the gospel of peace; Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. And take the helmet of salvation, and the sword of the Spirit, which is the word of God.”*  
Ephesians 6:11-17

## **FACULTY AND STAFF**

It is our aim to treat each student and his family fairly and equitably and to deal with any problem that might arise in a Christian manner. Their conduct should always glorify God in speech and action while at school and in the community.

Thank you on behalf of our church and school staff for choosing MCCS for your child/children’s education. Please remember us daily in prayer as we strive to achieve God’s will for our lives and for the lives of your children.

## MCCS High School Course Schedule

Freshmen		Sophomores		Juniors		Seniors	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Algebra 1	Keyboard.	English 2	Biology	Apologetics 1 -or- Proverbs 1	Apologetics 2 -or- Proverbs 2	Apologetics 1 -or- Proverbs 1	Apologetics 2 -or- Proverbs 2
Old Testament 1	Old Testament 2	Geometry	World History	Computer Apps	Chemistry	English 4	Consumer Math
English 1	Physical Science	New Testament	Life of Christ	English 3	US History	<b>Elective MCCS or WCC Dual Enrollment</b>	<b>Elective MCCS or WCC Dual Enrollment</b>
Health/PE	Civics & Economics	Spanish 1	Spanish 2	<b>Elective MCCS or WCC Dual Enrollment</b>			

**MCCS Electives include Art, Yearbook, Strength & Conditioning, Work Studies, and Independent Studies.**

MCCS Graduation Requirements		MCCS GPA Structure	
Bible	8 Credits	Unweighted = 4.0	Weighted = 5.0
English	4 Credits	A = 4.0	A = 5.0
Math	4 Credits	B = 3.0	B = 4.0
History	3 Credits	C = 2.0	C = 3.0
Science	3 Credits	D = 1.0	D = 2.0
Foreign Language	2 Credits	F = 0.0	F = 0.0
Health & PE	1 Credit	MCCS Regular Class	MCCS Honors Class
Keyboarding	1 Credit	WCC Technical Class	WCC College Course
Computer Apps	1 Credit	<b>Other Information</b>	
Electives	3 Credits	Freshmen not eligible to take Honors Courses.	
<b>Total Credits Needed</b>	<b>30 Credits</b>	Transfer students evaluated individually.	
<b>Community Service</b>	<b>20 Hours</b>	Honors class participation is determined by teachers and by previous performance.	
<b>Other</b>	<b>Senior Mission Trip</b>		