

PARENT STUDENT HANDBOOK



MARANATHA
CHRISTIAN SCHOOL

Equip. Serve. Impact.

2025-2026

Content

Mission Statement	2
Goals	2
History	2
Doctrinal Statement	3
Philosophy	3
General Information	5
Pledges	5
Administration, Faculty, Staff	5
Admissions	5
Homeschool Policy	6
Re-Enrollment	6
Withdrawal/Dismissals	6
Absences/Tardiness	6
Office Procedures	7
Parent Communication/Involvement	7
Payment Plan	8
Delinquent Accounts	8
Fundraisers	9
Before Care/After Care	9
Leaving Campus	10
Building Use	10
Sickness/Injury Policy	10
Lunchroom	11
School Closing & Delays	11
Lost & Found	11
Music & School Programs	11
Valuables	11
Prohibited Items	12
Classroom & Social Policies	12
Cell Phones	12
Smart Watches	12
Social Media	12
Bullying	12
Chapel	13
Class Parties	13
Field Trips	13
Gymnasium Use	13
Library	13
Lockers	13
Academics	13
Curriculum	13
Grade Scale	14
Testing/Exams/Grade Weights	14
Reports/Grades	14
Honor Roll	14
Homework	15
Retention & Promotion	15
Summer School	15
Awards Program	15
Graduation Requirements	16
Honors Classes	17
Dual Credit Courses	17
Transcripts	17
Conduct & Discipline	18
Athletics	23
Dress Code & Appearance	24

Mission Statement

The mission of Maranatha Christian School is to provide quality education in a Christ-centered environment in order to reach students for Christ and equip them to serve God and impact the world through Biblical thought and action.

Maranatha Christian School Goals

We want our students to be able to exhibit the following characteristics as part of their lives as they grow through childhood toward young adulthood. Everything that is taught and practiced here at Maranatha Christian School will aim to help students meet these expectations. We want our students to be: Influential Christians who:

- Accept the Lord Jesus Christ as personal Savior.
- Apply Biblical principles as the foundation for moral and spiritual living.
- Develop and maintain an informed Biblical worldview that shapes their lifestyle choices.
- Demonstrate God's love through acts of service and sharing of the Gospel.

Investigative Learners who:

- Master a body of knowledge, vocabulary, and skills.
- Understand, analyze, and order relationships among facts.
- Assess their needs and apply appropriate strategies to learn concepts and skills.
- Actively seek and apply absolute truth.

Perceptive Thinkers who:

- Identify, analyze, prioritize, and apply information.
- Have the ability to solve problems by thinking independently and logically.
- Make responsible and well-reasoned decisions.

Effective Communicators who:

- Demonstrate the ability to accurately understand, interpret, and exchange information.

- Communicate with eloquence, creativity, and persuasion in writing and in speech.
- Develop and use artistic expression.
- Proclaim and defend the Gospel with wisdom and respect.

Responsible Citizens who:

- Respect and submit to properly constituted authority.
- Actively protect and promote liberty and our republic.
- Enjoy God's creation and practice proper dominion of it.
- Recognize and contribute to meeting the needs of others Biblically.

History

Maranatha Christian School has been used of God to train thousands of boys and girls in the Florence County area since 1972. MCS is a ministry of First Free Will Baptist Church, Inc. and began on King Avenue under the direction of Pastor Guy Owens. The burden of Pastor Owens was to provide a quality Christian education to students of all ages. The school consists of childcare facilities for babies as young as six weeks, and academic classes beginning with two-year-old kindergarten to elementary, middle and high school.

MCS relocated in 1980 to 2624 West Palmetto Street. We have a 13-acre campus consisting of an academic and administrative building, a church auditorium and a modern childcare building that also holds our cafeteria, and a gymnasium. The first graduating class of Maranatha Christian School was the class of 1974. Throughout the years of the existence of the school, our graduates have distinguished themselves in a variety of callings and vocations. Because of the longevity of MCS, our graduates are now sending their children and grandchildren to the school.

MCS is currently a member of the South Carolina Association of Christian Schools and the American Association of Christian Schools. The school provides a general high school diploma track and a college preparatory high school diploma track. Our

school is also accredited with SCACS, a recognized accrediting agency by the State legislature of South Carolina. Our graduates meet or exceed the requirements for graduation by the state.

Doctrinal Statement

The First Free Will Baptist Church receives the Scriptures as the inspired Word of God and the sole authority for faith and practice. The church's understanding of Christian truth is herein contained by the following Declaration of Faith:

1. We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ; in His virgin birth and sinless life; in His mercies; in His vicarious death through His shed blood; in His ascension to the right hand of the Father; and His personal, premillennial return in power and glory.
4. We believe that for the salvation of lost, sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe that salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; the lost unto the resurrection of damnation and the saved unto the resurrection of eternal life.
8. We believe in the Genesis account of the creation of man as opposed to the theory of the evolution of man.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.
10. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual,

homosexual or otherwise, is immoral and therefore sin (Genesis 2:16-25, Exodus 20:14, 17, 22:19, Leviticus 18:22-23, 20:13, 15:16, Matthew 19:4-6, 9, Romans 1:18-31, I Corinthians 6:9-10, 15-20, I Timothy 1:8-11, Jude 7). We believe that the cohabitation of unrelated persons of the opposite sex in a marriage-like relationship, without the marriage bond, is contrary to the teaching of Scripture (1 Thessalonians 5:19, Hebrews 13:4). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, polygamy, bestiality, incest and the use of pornography) is sinful and offensive to God (Matthew 15:18-20 and I Corinthians 6:9-10). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:27 and Deuteronomy 22:5). We believe that God wonderfully and immutably creates each person as male or female. Those two distinct, complementary genders together reflect the image and nature of God (Genesis 1: 26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Philosophy

The primary goal of Christian education is to inspire a Biblical world view in each student. Not only so they can defend and support their faith, but also so they can recognize falsehood in the world around them. The argument is used that Christian schools do not prepare children for the "real" world. The implication is that a Christian school does not prepare children to become like the rest of the world. "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 12:2) A truly Christian education will purposefully prepare children to be set apart from the world and not like it so they may be salt and light in the darkness

of the "real" world. Christian education will serve the student in three general areas.

1. Curriculum: to learn the academics in core subjects. An education that is truly Christian is taught from a biblical base so that students may respond more adequately to God through loving and serving Him through whatever vocation God leads them to in their life.

2. Life in Christ: fellowship, character training, the bearing of one another's burdens, reaching the lost, spiritual disciplines.

3. Love of God: the most important thing a student learns, the love of God for him/her, and to love Him in return, is ultimately found on an individual basis.

A Christian school should assist in that discovery. It can do no more and no less, for salvation cannot be forced. Modern education strives after the first area but cannot even hope to address the other two. Jesus said, " But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you." Matthew 6:33 The foundation of a truly Christian education is built upon a Christian philosophy centered on God's Word.

General Information

Pledges

A demonstration of a person's love and appreciation for our Savior, the Holy Scriptures, and the nation in which he lives is a liberty afforded to all of us as Americans. We gladly take the opportunity each day to stand and state the following pledges:

Pledge to the Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior--crucified, risen and coming again, with life and liberty for all who believe.

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

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

Administration, Faculty, and Staff

The pastor of First Free Will Baptist Church is the chief administrator of Maranatha Christian School and delegates the operation of the school to the principal of the school, who answers directly to him. Both the pastor and the principal hold advanced degrees in school administration. Faculty members are hired by the pastor with the recommendation of the principal. They all hold certification with the South Carolina Association of Christian Schools, an accrediting agency recognized by the South Carolina legislature.

Admissions

Statement of Nondiscrimination: Maranatha Christian School admits students of any race, color, national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students enrolled in the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic or other school-administrated programs. Maranatha does reserve the right to select, dismiss, or refuse re-enrollment to students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with Maranatha Christian School administration and abide by its policies.

Enrollment Procedures: Anyone who is interested in our school must first complete the online application. Once processed, you will be sent a link for part 2 of the application, and the following information must be submitted at that time:

- A copy of the most recent report card or school transcript
- A state-certified copy of the student's birth certificate
- Current SC immunization records

Once all information is received, a secretary will contact you for a tour of the facility with the principal or a designated representative. Enrollment fees and a payment plan set up can be completed at that meeting.

Students enrolling and entering K5 through 12th grade must accompany their parent(s) to meet with the principal for the interview.

Students in grades second and higher are required to take a placement test before the admissions process is complete. The administration reserves the right not to define criteria whereby a student may be accepted or denied admission as a student at MCS. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally. If the student fails to make acceptable progress academically or does not adjust to our program within the first nine weeks, the parents may be required to withdraw their student. The records of students enrolled at

MCS are reviewed annually to determine retention qualifications. Students are re-admitted for each school year based on a satisfactory record in academics, conduct and spiritual growth.

Homeschool Policy

Maranatha Christian School allows students who are homeschooled to attend Bible Class and Chapel as a part of the requirement from SCACS for one core class attended in order to allow them to attend or play sports in grades 6-12. There is a yearly fee required and an application/interview process. The athletic director will also be a part of the interview process as there are limitations on the number of homeschool players allowed per team. All handbook policies must be reviewed, signed, and followed in order to remain enrolled and on a team. Homeschool students will be required to wear school uniforms for class.

Re-Enrollment

Once a student is enrolled, he/she is automatically re-enrolled yearly unless the parent opts out during the period of Jan. 1-Feb. 15.

A re-enrollment fee will be charged to the parent account and must be paid by Feb. 15. The late fee will be charged after that date.

A re-enrollment fee will be charged to the parent account and must be paid by Feb. 15. The fee will increase by an additional \$100 if paid after that date. Any parent opting out of the contract will need to send a written notice to the school office by Feb.15 for the re-enrollment fee to be voided. If the school office is notified after Feb 15, the fee still stands and must be paid before records are sent to another school.

Withdrawals/Dismissal

Withdrawals from school must be made through a written statement or via e-mail to the school office. No records will be transferred while there is still an outstanding balance on the account. Students who choose to withdraw during the school year are not guaranteed enrollment at a future date.

MCS expects full cooperation from both students and parents. If the administration believes that cooperation is lacking, the student may be asked to withdraw.

Absences/Tardiness

Excused absences include:

1. Illness validated with doctor's note
2. Doctor and dental visits—note from the doctor required
3. Death in the family
4. School-sponsored activities
5. Hospital stays
6. Youth group activities with home church (7th-12th Grade)

Students who are absent for medical reasons must turn in an excuse from the doctor or medical facility within two school days after returning to school. A parent or guardian must write and sign a note for any medically related absence that keeps their student home from school. However, these may or may not be counted as excused absences (at the discretion of the office/administration).

Students are allowed two days for each day he is absent (up to a maximum of five days) to complete missed work for full credit. Work not completed in the allotted time will receive a zero.

K5-12th: For a student to be counted as present for a full day, the student must remain in school until 12:00 PM. Students are expected to remain in class until dismissal times each day unless the student has an appointment.

A high school student must be in class for at least half of the class time to be counted present for that class.

Students have a maximum of 10 unexcused absences. After the student has gone over the allotted number of absences, they must make up school days (at an additional cost) as directed and assigned by the principal. Each absence over 10 for the school year requires an additional make up day.

Students with 15 absences in a semester (excused or unexcused), or 25 in a year (excused or unexcused) will result in failure of that grade level.

6th-12th: Students having more than five unexcused absences in a class must make up that class (at an additional cost) as directed and assigned by the principal. The grade for any class with absences not made up by the end of the second quarter or the end of the school year will be marked as incomplete until the absences are made up. There is no credit granted for a class marked as incomplete.

A class must be attended for 30 of the 50 minutes scheduled in order to receive credit for that class period.

Juniors and Seniors are allowed excused absences to visit colleges and/or attend to duties related to college acceptance or job placement or military service.

Tardiness: A student is considered tardy if he/she is not in the classroom when the bell rings to begin that class. After three tardies, the student will be required to meet with the principal. After five tardies, the student and the parent will be required to meet with the principal.

In addition, a high school student who is tardy to school more than three times in a quarter will also receive five demerits for the fourth tardy and ten demerits for the 8th tardy for the remainder of that quarter.

Office Procedures

The school office is open from 8:00 AM until 3:30 PM on school days and is an off-limits area to students.

Students may use the office phone only in cases of extreme emergency. Forgotten items are not extreme emergencies. Students should make a request for a call to their teacher first.

Please make requests for documentation at least one business day in advance. This includes birth certificates, transcripts, report

cards and immunization records. Individual student records are the property of MCS. When a student leaves our school, we will mail a copy of the records to the new school, provided all accounts are up to date. We do not give parents or anyone else a copy of the school record.

General information such as account balances, calendars, school menus or parental consent forms may be picked up at the office or viewed on the school website. We will not FAX these documents.

Parent Communication & Involvement

Myschoolworx: Myschoolworx is the name of our computer system that takes care of our records and communications between teachers and parents, administration and parents and any other communication need. The system is accessed through any platform and office personnel will assist with its use.

We encourage parents to remain actively involved in the education of their student. Teachers should be contacted through Myschoolworx. Other communication applications may also be used by teachers/coaches upon principal approval. Teachers will respond within a 24-hour time period (Monday-Friday) and a 48-hour time period (Saturday & Sunday).

Volunteer: Parents are encouraged to volunteer for various events throughout the school year. We would greatly appreciate parents dressing modestly and appropriately when they visit our campus or attend a school function. The entire campus is a smoke-free area.

Attending Ballgames: Christian conduct from our fans is important to the testimony of MCS. We expect our players and spectators to be examples of the believers. "Let no man despise thy youth, but be thou an example of the believers, in work, in conversation, in charity, in spirit, in faith, in purity." (I Timothy 4:12) Students and parents are expected to observe the following guidelines:

- We cheer for our team and maintain a positive attitude.

- Derogatory remarks are never yelled to opposing players, coaches or spectators, and our officials are always given our obvious respect.
- There is to be no smoking or drinking of alcoholic beverages on our campus. Any person found to be under the influence will be told to leave the campus.
- No one is to ever enter the court or field under any circumstance.

Visiting the School and Classrooms:

Parent meetings with the teacher, supervisor, or principal should be arranged in advance.

MCS students may have visitors:

- The visitor must be an adult or a prospective student. Permission for the visit must be granted by the principal at least a day in advance.
- Parents may have lunch with students for birthdays or class parties only.
- Pastors and youth pastors may have lunch with students who are members of their church at any time.

Payment Plan

Tuition is figured on an annual basis and will be adjusted when necessary to meet normal increases in costs. Payments are broken down into 12 monthly payments for convenience. The first payment is due June 5th, and the last payment is due May 5th. Parents may also pay in advance on a semester or yearly basis. There is a late charge for all tuition payments received after the 14th of each month.

After Care fees are paid separately from other fees and are billed weekly.

Delinquent Accounts

The success of our Christian school hinges upon the commitment of families to make your child's Christian education a financial priority by making their tuition and other payments on a timely basis. The school

relies upon tuition and other payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and other payments become delinquent, it can quickly become a serious matter. The school understands that unexpected situations can and do arise. It has always been the school's policy to work with families by making special payment arrangements when they have qualifying financial circumstances. In such cases, families and/or the financially responsible party should contact the school's finance office to discuss the possibility of making special payment arrangements. A written payment plan will be drafted and signed by the responsible party.

In the event a family fails to pay their account or to follow through with their special payment arrangement plan, the school reserves the right to discontinue the family's enrollment at Marantha Christian School. Student records, transcripts, and diplomas will be held until the account is paid in full.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification by mail and Myschoolworx requesting that tuition be brought current
- It is the responsibility of the family and/or financially responsible party to contact the school's financial office to bring the account up to date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice by mail and Myschoolworx. The notice will reiterate the terms of the financial

commitment and request immediate attention to this matter

- In addition to this notification, Myschoolworx account(s) will be blocked and student(s) will not be permitted to return to classes or any other school activities until the balance is paid in full or an alternative plan has been approved

Prior Year Balances:

- A prior year's tuition and other payment balances will result in non-admission for the following school year
- All tuition and other payments must be current the first day of class or the student(s) will not be seated

Maranatha Christian School encourages all responsible parties to maintain open communication with the Financial Office to ensure a complete understanding of each family's financial circumstances. The goal of the school is to provide a Christian education to every student that desires one. By working together, we can make sure this goal is met. Exceptions to this policy are allowed by consent of the school administration board.

Fundraisers

Please support our MCS fundraisers as there are activities that are not paid for through the general operating expenses of the school. It is primarily the responsibility of the family of the student participating to fund the event. When the school organizes an effort to mitigate the cost of such an activity, the funds raised do not belong to the student or the family of the student. The funds belong to the school. Any money that a family has paid, that has not yet been spent by the school toward the activity, will be refunded any extra amount.

It is imperative for everyone to understand and acknowledge that money raised by a group of students under the authority of the school belongs to the school.

Before Care/After Care; Drop Off/Pick Up

School starts with a bell at 8:00am. At this bell, homeroom procedures begin. The school day is over at 2:45pm (K5-5th Grade) and 3:00pm (6th-12th Grade). **Fridays: The school day is over at 1:45pm (K5-5th Grade) and 2:00pm (6th-12th Grade).**

Before Care: Students (K5-5th) arriving prior to 7:45am are to report to the cafeteria. Before Care rates apply. Please see the rate sheet.

After Care: For an additional fee, students (K5-5th) may enroll in the after-school program. Applications are available in the School or Child Care Offices and must be submitted by the last Friday of August. Please see rate sheet for fees. Students who are picked up after 6:00pm will be charged an additional fee for every minute late.

Students in 6th Grade through High School, who are not involved in athletics or are not being held after school for disciplinary reasons, are not allowed to remain on campus after 3:15pm.

Drop Off: For the safety of students and efficiency of car line, parents of students grades 2-5 will drop off their child and remain in the car. The student will need their key fob out to enter the building. If a parent needs to escort a child, they must first park and check in at the front office.

Pick Up: Parents who are picking up students in grades K5-5th at full-day dismissal must remain in their car and display their student identification sign on the inside of the front windshield with the name of the student/students they are picking up. The elementary teachers will direct the student to the car. Students in elementary who have siblings in middle or high school must be picked up in the elementary car line and then proceed to the front carline as their dismissal times are 2:45pm (K5-5th) and 3:00pm (6th-12th). **Fridays: The school day is over at 1:45pm (K5-5th Grade) and 2:00pm (6th-12th Grade).**

Leaving Campus

Any student leaving campus for any reason during the school day must be signed out by a parent or designated adult. High school students who drive, may sign themselves out with a signed parental note with appointment date and time. If a student returns during the same school day, they must return to the office and sign back in. Once a student arrives on campus, they are considered to be in school. Leaving campus without permission, even before school starts is considered skipping and will be disciplined as such.

If a student is to leave with another student other than one previously arranged, a note must be sent in by the parents of both students. Students may not check out and leave for lunch with another student at any time. Lunch privileges are given to 11th and 12th Grade students only.

Students who drive to school must follow these rules:

- Cars must be parked in the designated place upon arrival at school. Students are not to sit in their cars during the school day.
- Students must observe a 10-mile-per-hour speed limit and follow established traffic patterns.
- Passengers must be siblings or have a written note from both sets of parents.

Building Use

Security Key Fob: For security reasons, all building doors will remain locked at all times. All students must have a key fob to access entry into the building at all times. Each family is required to purchase at least one key fob for each family member who will be entering our buildings on a regular basis. The cost of each fob is \$10.

If a parent or family member does not purchase a key fob or continually needs to be let in the building by a member of the office staff, we reserve the right to create a fob and bill the account for that family.

All parents and visitors must receive a visitor badge from the school office or the childcare office to be in the school buildings at any time.

School buildings and grounds:

Maranatha Christian School uses the facilities of the First Free Will Baptist Church. We believe these facilities deserve to be treated with respect. The following standards apply:

- School buildings are accessible with key fob 7:45am until 3:30pm, except during special services. Students should not be found in the buildings in any area not designated and supervised by an adult.
- The church grounds are not to be used for sporting events on Sunday.
- Closets, kitchen, break room, any offices or storage rooms, auditorium, baptismal and changing areas, Kid's Wing, sound booth, media room, security room, and elevator are off limits unless the student is directed to be there by the responsible adult.

Sickness/Injury Policy

Children must be free from the following symptoms for at least 24 hours before returning to school:

- Fever of 100.4 or above.
- Vomiting
- Diarrhea
- Matting of the eye that might be a symptom of pink eye or other contagious disease.

Parents should notify the school right away if their student contracts a confirmed case of a contagious disease.

Medication: Any medication (prescription or OTC) must be turned in to the office and taken at the prescribed time in the presence of a staff member. Medical permission forms are available in the school office and must be completed to administer medications. Under no circumstances should a student ever give any medication of any sort to anyone.

Student Accident Insurance: Our policy provides for "excess" coverage for your student while at school and will pay "in

excess over any family or employee group insurance which must contribute their maximum first.” Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan.

Although accident insurance is provided, MCS does not assume liability for an accident or illness beyond our control. If you have a claim, it must be filed right away. The school secretary will have the proper forms and will complete the school's portion for you. It is the parent's responsibility to complete their portion and to mail the form along with appropriate proof of claim to the address on the form.

Every effort is made to prevent accidents, but they do happen. In case of an accident, we will attempt to contact you right away. Please confirm all emergency contact information is current in Myschoolworx. We will follow the instructions you give us on those forms.

Lunchroom

Students will be supervised during the lunch period that is assigned to their class. Seniors may leave campus for lunch every day, and juniors may leave campus for lunch on Fridays only. A written letter of permission from a parent of the junior or senior is required, absolving the school of any liability. A junior or senior who is late to the class after lunch will lose this privilege for a period of time. Please reference the Leaving Campus section for rules. Other students may not check out and leave for lunch with another student at any time.

Students may bring their own lunch, or they may purchase lunch (a month in advance) through Myschoolworx. A meal is cooked and provided by our cafeteria staff for purchase three days per week. Students may also order catered lunches via Myschoolworx. Catered lunch costs will be determined by the vendor.

Students are required to clean up after themselves and help with the cleaning of the tables when lunchtime is over. Students are

not permitted to leave the lunchroom before their designated time.

All lunches received after student drop off time are to be delivered directly to the school office (2nd-12th Grade) and the childcare office (K5-1st Grade).

School Closing & Delays

If we are going to close school or have a delayed start, the information will be texted to all school families through the Myschoolworx program. The information will also be placed on the school Facebook account for up-to-date information on our status during severe weather.

In any case that would require students to be moved off campus for their personal safety, MCS will bus children to Peace Free Will Baptist Church, located at 897 Third Loop Road, Florence, SC 29505.

Lost & Found

Please mark your student's name on clothing, book bags, etc. All items found will be turned into the school office to be placed in the lost and found. Unclaimed items in the lost and found will be given away to charity at various times announced throughout the school year.

Music & School Programs

Piano & guitar lessons are available for an additional fee. Please contact the office for details.

All music groups perform in various programs during the year. All programs are considered part of the curriculum and attendance is mandatory.

Valuables

We recommend that students do not bring anything of value to school, including any significant amount of cash.

7th-12th Grade students who are provided lockers and locks will assume their own liability for anything missing.

Prohibited Items

All applicable state and federal laws concerning firearms are enforced on the campus for all students enrolled in MCS. Other items that are not to be brought on to the campus are as follows:

- Guns, Firearms, Knives
- Drugs, Alcohol, Tobacco, Vapes, Lighters, Matches
- Laser Lights
- Unapproved Music, Videos or Reading Material
- Video games, Hand-held Games, Electronic Devices, Headphones of any kind (other than class use as requested by the teacher)
- Skateboards and Roller Skates/Blades
- Live Animals
- Gambling Accessories (such as dice or face cards)
- Any toy that may be a distraction in the classroom or a toy that resembles a weapon
- Gum

This list is not exhaustive, and the principal retains the authority to ban a particular item or a group of items as needed.

Classroom & Social Policies

Cell Phones

Only 7th-12th students may bring their phones to school. All other grades are not permitted to have phones and must either leave them at home or turn it into the teacher before class begins.

7th-12th students who bring their phones to school should keep their phones turned off and secured in their lockers, bags, or cars and should not be seen with their phones during the school day (8:00am-3:00pm). If a student has a phone out in a classroom, hallway, or restroom, the phone will be confiscated.

Students will be required to uphold the Acceptable Use Technology Policy for using any electronics on school premises. This will

be signed at the beginning of each school year.

Under no circumstances is a student permitted to record, either audibly or visually, any person on school property without written consent from all parties involved. Any student who records an individual on school property, without written consent of that person, will face consequences up to and including removal from MCS.

If a student is found using a cell phone at any time throughout the school day, the following consequences will apply:

- First Offense: Cell phone will immediately be taken and brought to the principal. The student may retrieve the phone at the end of their school day. Parents will be notified.
- Second Offense: Cell phone will immediately be taken and brought to the principal. Parents must come to the school to retrieve the student phone at the end of the student's school day and 20 demerits will be given.
- Third Offense: The student will be asked to leave their cell phone in their car, or with their parents for the remainder of the semester.

Note: MCS is not responsible for damaged cell phones.

Smart Watches

Smart watches will not be permitted. A working smart watch is the same as a phone offense.

Social Media

The use of social media by students enrolled at MCS will be monitored. Students found to be using any social media platform in a manner deemed inappropriate to the purpose and mission of the school or violates obvious standards of decency will be subject to disciplinary action up to and including expulsion from the school.

Bullying

MCS has chosen to adopt the definition of bullying as provided by the US Department of Health and Human Services: "Bullying is

unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the power to be repeated”.

When behavior has been identified as bullying, appropriate disciplinary action will be taken as determined by the administration.

Chapel

Chapel services are normally conducted on Wednesdays. Chapel services are guarded faithfully and are very rarely cancelled. Should a conflict arise with another activity that must occur during regular chapel time, we will still have chapel at some other time that week.

All students are required to attend their chapel service each week and have their Bible and chapel notebook (provided by MCS) with them. Girls will need to wear a knee length skirt on chapel days. Parents are encouraged to attend chapel service as well.

Class Parties

Teachers are free to conduct class parties at appropriate times, and we would encourage parents to volunteer as “class mom” or “class dad” and help the teacher as needed. Parents are also allowed to drop off supplies at the school office for a child’s birthday. Please notify the teacher in advance.

Field Trips

Each class generally takes at least one field trip per year. It will be educational as well as fun, and all students are expected to participate. Students who do not participate will be counted as absent.

At an additional cost:

- Seniors will also attend The Wilds Christian Camp.
- High School students will be required to attend the Lake Waccamaw retreat and SACS Competition.

Gymnasium Use

The gym is for student use only under the supervision of a teacher or coach. Students

should not be found in the gym for any reason unless it is directed by a member of the faculty or staff.

Library

Students are encouraged to use the library services to obtain reading material as well as for research purposes. K5-6th Grade will have a bi-weekly time in the library. Students may check out books for two weeks. A fine will be assessed on all overdue books. Any library book not returned by the end of the school year will be paid for by the student at an appropriate price.

Reference materials are not to be taken from the school, though they may be taken from the library to the classroom as long as they are returned to the library the same day.

Lockers

7th-12th Grade students will be assigned a locker with a lock in which to store books and other personal belongings. The lockers and the locks are the property of MCS. Each student is assigned a locker number and combination. Under no circumstances is a student to give their locker combination to anyone. Students are not to bring their own locks from home. A lost lock will be replaced by the school at the expense of the student. Lockers are to be kept locked at all times. Lockers are to be kept clean, uncluttered, and will be inspected. Please see “Valuables” on page 10 for additional information.

Academics

Curriculum

The following curriculum (as well as other resources previously approved by MCS administration) is used at MCS: Bob Jones Press (for all core subjects and Bible K5-12th), Dave Ramsey (for Personal Finance).

Some textbooks are hardback editions. Any hardback books are the property of MCS and must be returned to the office at the end of the school year. Students will be held responsible for any markings or damage to the hardback textbooks.

Grade Scale

We use the South Carolina grade scale to measure the percentage of the work presented that a student has learned.

A	100-90
B	89-80
C	79-70
D	69-60
F	below 60

Grade Point Equivalents:

GPA	Honors
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=2
F=0	F=0

Only academic courses are used in calculating GPA for High School (Academic classes include: Math, English, Science, History, Foreign Language, etc.; Non-academic include: Music, Art, Yearbook, electives, etc.)

To calculate GPA: Divide the sum of the Academic Grade points for each academic course by the number of academic grades.

"I" for Incomplete is given when a student fails to complete the required assignments before the issuance of grade reports.

Testing/Exams/Grade Weights

It is the student's responsibility to see that all courses are satisfactorily completed. If needed, courses may also be taken again using an alternative correspondence or internet course approved by the principal.

Students in 10th and 11th grade take the PSAT in October each year.

Each spring, we administer the IOWA Advanced Test to every student from K5 through 11th grade. The COGAT Ability Test is given bi-annually to every student from 2nd- through 11th grade.

Students must take either the SAT or the ACT prior to graduation. The SAT is taken at the school on a designated day in the Fall.

Seniors are required to take the test. The test is also available during the year at various other sites. The ACT is currently not available at our school but is recommended beginning in the spring of the junior year.

Grade Weights:

- Tests - 50%
- Quizzes/Projects – 30%
- Homework/Classwork – 20%
- In High School, Midterms and Final Exams will count as 10% of the final grade. Exam exemptions – anyone who has a 90 or above, six or less tardies, and five or less absences for current semester (excused or unexcused) may be exempt from the final exams only. The Bible exam is required and will not be available for exemption.

Reports/Grades

A parent can find their student's grades on the Myschoolworx program at any time throughout the school year. We believe that parents deserve an accurate assessment of their student's progress.

At the conclusion of each quarter, report cards will be published on Myschoolworx and must be e-signed within three days. Questions regarding report cards may be addressed and scheduled by parent or teacher.

Incomplete work due to absences, please refer to Absences/Tardiness page 6.

Honor Roll

The honor roll students are recognized at the awards ceremony at the conclusion of the school year.

Principal's List: All "A"s in all academic subjects for every quarter

"A" Honor Roll: Overall "A" average for the school year in all academic subjects. There can be no "C"s or lower in any subject in any quarter

"B" Honor Roll Overall: "B" average for the school year in all academic subjects. There can be no "D"s or lower in any subject in any quarter.

Homework

In general, most of the academic work done by a student is done at school. This is particularly true in the younger grades, and it is generally accepted that high school students must take time on their own for long term papers and projects.

In first and second grades, homework should not usually take more than a half hour. In third and fourth grades, a student might spend an hour on homework, especially as they study for tests. In 5th through 8th grades, students should spend no more than an hour and a half on homework.

Homework in the high school varies based on the subjects and the flow of the curriculum. As students reach the junior and senior level, the academic challenges they face will require extra time given to their studies.

Juniors and seniors will spend more time as they tackle research requirements and detailed, long-range assignments that are preparing the student for college course work.

Written homework is not assigned on Wednesdays, as we encourage our students and families to attend church on Wednesday evenings. It is not assigned on evenings when First Free Will Baptist Church is conducting special services. Students assigned tests will be expected to study.

When homework is assigned, it is a required activity and needs to be done. Parents are advised to help make sure that their student does the assigned homework on their own and that it is turned in on time. Students in all grades will be disciplined when homework is not done, and homework that is graded will receive a "0" when it is not turned in on time.

Retention and Promotion

Students in K5 through 2nd grade may be retained if they fail reading, math or phonics. They may also be retained if they earn a "D" in all three subjects. Students in 3rd grade through 8th grade will be retained if they fail

one or more academic subjects. PE, and other elective classes are not included. High school students must repeat a course that is failed, though that does not necessarily mean that the student must repeat the entire grade.

Students may also be assigned to an alternative class in various academic subjects beginning in the sophomore year if academic achievement in that area has not been successful enough to project future success with higher level courses. The alternative course will meet requirements for a general high school diploma in South Carolina, though it must be understood that colleges have the discretion of deciding specific courses passed in high school for acceptance to their institution.

Summer School

MCS does not conduct a formal summer school. In most cases, grade school students may retake subjects failed through arrangements made with MCS teachers or approved outside teachers. High school students who fail a class must make it up in a later year or with a summer class approved by the principal. Math camps or extra math tutoring are available at an additional cost.

Awards Program

K5-8th Student of the Quarter: Each quarter, one student will be selected as a "Student of the Quarter" for each class. This honor goes to the student who has earned a combination of a strong academic standard along with an exemplary attitude and behavior record. These students will be presented with a gift card.

High School Student of the Month: One boy and one girl will be chosen once a month. Requirements: No disciplinary action, no classroom issues, and excellent character and behavior. The student of the month award will be presented each month (beginning in October) for the previous month.

High School Student Leadership (10th-12th): Selections are made each year and membership does not automatically carry over to the next year. Students must complete an application each year, and the final selections will be made by the high school supervisor and the administrative team. Students must be in good academic standing, but they also must have demonstrated positive leadership during their time at MCS, have an obvious servant's heart, and be in regular attendance at their church. A member may be removed if their average falls at the conclusion of any quarter, their general attitude toward the things of God has changed, and/or their school career becomes unacceptable. The leadership team will perform duties as the high school supervisor and principal choose, and they will represent the school in various functions throughout the year.

End of the Year Awards:

K5-8th Grade for each grade level

Highest Overall Average
Most Improved Student
Christian Character
Perfect Attendance
Principal's List

K5-8th Grade - Certificates

Overall Highest average each class
Most Improved average each class
A Honor Roll
B Honor Roll

9th-11th Grade

Highest Overall Average (per core class)
Most Improved Student (per core class)
Christian Character (per grade level)
Perfect Attendance
Principal's List

Pastor's Award: This award is the highest award presented to a graduating senior at Maranatha Christian School, provided he/she has spent the last two years at MCS. The student selected for this honor will have achieved high academic success, maintained a clean discipline record, and demonstrated Biblical servant leadership throughout their time at MCS.

This award does not have to be presented each year—it will only be presented when there is a student who has clearly earned the award. The award will be chosen and presented at commencement by the pastor of First Free Will Baptist Church. The recipient will receive a Study Bible, have his/her name placed on a permanent plaque located in building, and have his/her books paid for the first semester in college.

Graduation Requirements

Classes taken in high school are of one year's duration and are mostly taken 5 days per week. Each course is awarded one credit. The grade for the course is determined by averaging the final grades from all four quarters plus the final exam grade. Some courses do not meet 5 days a week and therefore are granted ½ credit. All courses attempted are included in the computation of the grade point average.

Our course of study through four years of high school exceeds the requirements of the State of South Carolina. Graduation requires 24 credits in the following academic areas:

4 credits of English
4 credits of Math
1 credit of US History and Constitution
.5 credit of Government
.5 credit of Economics
.5 credit of Personal Finance
1 credit of other History courses
3 credits of Science
4 credits of Bible—one credit for each year enrolled in high school. Students transferring into MCS are responsible only for courses taken while at MCS.
1 credit of Physical Education
1 credit of Foreign Language
(2 credits for college acceptance)
1 credit of Computer Science
7 credits of Electives
(4 credits of Bible, 3 credits of school offered electives)

The minimum course requirements listed above will satisfy the State of South Carolina and will satisfy many institutions of higher learning.

Any student graduating with a final WGPA of 3.9 on the 5.0 scale will graduate with honors. The valedictorian and salutatorian are the students with the highest and second highest WGPA's respectively. Both students must have been full time students at MCS for their entire junior and senior years.

Class Ranking Policy: MCS Class Ranking is based on the following:

- The South Carolina Uniform Grading Policy (SCUGP)
- Ranks all academic classes at the end of the academic year
- Rank includes entire class (diploma seeking candidates)
- Rank is demonstrated on the official transcript of every student regardless of if they are using rank to qualify for a scholarship or not

A ranking report for 10th, 11th, and 12th grade is printed/archived at the end of each academic year and have a printed date calculated on the report that coincides with the end of year transcript.

The rank policy and rank policy information is available to parents, students, colleges and universities, and the Commission in publication form via the school's website www.mcsbulldogs.com, and the student/parent handbook.

Although records are checked frequently, MCS will not be held responsible for any student who ends up short of credits at the end of their senior year. Seniors may not be permitted to participate in the graduation exercise when they have not completed all requirements necessary to earn a diploma.

If a student needs to take a course beyond the completion of their senior year, MCS will award a diploma when proof of completion is provided.

Graduates will be given an unofficial copy of their transcript at the end of the school year. Any official transcripts must be ordered through the school office. An accurate mailing address of the institution receiving

the transcript is the responsibility of the student.

Honors Classes

Beginning with the sophomore year, there will be opportunities to take honors classes in various academic disciplines that may be necessary for admittance to certain colleges. An "A" average in the applicable academic discipline is required to take an honors class.

Dual Credit Courses

Sophomores, Juniors, and Seniors may enroll in dual credit classes with colleges approved by the principal that may be applied to the student's transcript. Any student may take courses at their choosing, though they may not be applied to the transcript without the approval of the principal.

The cost from the college for taking dual credit courses is assumed by the student, regardless of whether the course is applied to the transcript or not. The student must apply and be accepted by the college. Any student contemplating taking dual credit courses should first meet with the principal and the career coach to get a thorough briefing on the implications regarding this choice.

Transcripts

When a student enrolls in a different school, MCS will mail a copy of the transcript to the new school, provided all fees and other obligations have been met. Parents should provide the office with an accurate mailing address or e-mail address during withdrawal proceedings.

Conduct & Discipline

General Conduct & Discipline Guidelines

Good conduct and discipline are necessary for the welfare of the student as well as the entire school. MCS expects full cooperation from both students and parents. Parents who cannot support the discipline standards of MCS are encouraged to find a school whose standards more nearly reflect their own.

Because attendance at MCS is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the spiritual, moral, and scholastic standards and regulations of the institution. The administration may request withdrawal of any student at any time who, in the opinion of the administration, does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. While MCS is concerned for each family individually, we must also be committed to the general welfare of the total school family and to the Lord Jesus Christ.

Discipline

General Conduct requirements:

A. Rules:

- Remember the sanctuary is a place of reverence. Be respectful and use any waiting time to quietly ponder your relationship with Jesus Christ and His will for your life. Bring your own pencil, paper, and Bible at the request of the teacher. Do not touch items in the back of the pews.
- Always treat others with respect using words like *please* and *thank you*. Address adults as *Ma'am* and *Sir*.
- No running, loitering, or talking without permission in classrooms.
- Students must obey promptly the directions of teachers without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience, and insolence will not be tolerated.

- Stealing another student's books or personal belongings will not be tolerated.
- Cheating and lying are not tolerated.
- Swearing and other indecent language is not allowed.
- Students attending parties/gatherings with alcohol or drugs present, having possession or use of drugs or pretense of possession or use of drugs on or off campus may be asked to withdraw from school.
- Lockers, bags, and vehicles can be searched at any time.
- Any student or parent who makes a threat, may be asked to withdraw from the school.
- Any student who is involved in pornographic behavior, or at any time uses unlawful drugs, alcohol, or tobacco of any form may be asked to withdraw from MCS. Lockers, bags and vehicles can be searched at any time.
- Students may use the office phone only in cases of extreme emergency. Forgotten items are not extreme emergencies. Students should make a request for a call to their teacher first.
- School office business should be conducted at the window. Only office staff is allowed inside the office.
- Students sent to the administrative office should check in at the window with the secretary before going into the administrator's office.
- A parent wishing to visit a classroom or pick up a child must go directly to the school office window and speak with the secretary.
- Never touch anything on or in a teacher's desk.
- Criticism of teacher, administration, or rules is not permitted.
- Physical contact, touching, is not permitted. Teacher directed activities are the only variance to this policy. Keep hands, feet, arms, and lips to yourself at all times. Horseplay is never permitted.

- Students and employees will be treated with respect and be free of discrimination, harassment and bullying.

B. Campus

- Students are not allowed to remain unsupervised on school grounds after school. Anyone not under supervision of a coach or teacher must leave.
- The gymnasium is off limits to students except when under the supervision of a teacher or coach.
- Do not sit on tables or desks, lean back in chairs, put your feet on the walls, write on chalkboards, open windows, or adjust thermostats.
- Students who abuse or damage school equipment or property will be required to replace the item or pay for the damage-repair in addition to being disciplined. Writing on desks, walls, or windowsills is a serious offense. Vandalism could result in expulsion.
- Students must park in approved areas and not return to their vehicles during school hours. The parking lot is considered off-campus during school hours.
- The athletic equipment rooms and concession stand area are always off limits to students unless directed by an adult.
- Prohibited items are listed on p. 10.

C. Cleanliness

- Littering is not allowed in the buildings or on the grounds. Please pick up and discard any trash you see.
- Students are required to keep classrooms, lockers, hallways, and other areas neat and orderly at all times.
- In the cafeteria, each student is responsible for leaving his/her location clean. Throwing food or taking someone else's food is prohibited.
- No gum chewing is allowed on school or church property. Candy, food, and

drink are not permitted outside the cafeteria other than that allowed for athletic events.

- Only clear plastic water bottles are allowed in the classroom. All other hydro flasks or bottles may be kept in lockers or bookbags and only used at lunch.
- Lockers should always be neat both inside and out.
- Book bags and personal belongings should never be left in the halls.

Skipping Class: Every student is assigned to be with a specific teacher every hour of the day. If for any reason a student is somewhere other than where he/she is supposed to be without the written permission of that teacher, it is considered to be skipping class. A student will receive 30 demerits for skipping class.

Disruption in the Classroom:

A student whose behavior hinders the teacher's ability to teach the class efficiently will be sent to Administration.

For such:

- The teacher will notify the coordinator or office that the student is coming.
- The student will check in with the coordinator or at the office window to let administration know that he/she has arrived.
- The secretary will inform the administration of the student's arrival.

Elementary students may be sent home depending on the magnitude or re-occurrence of the situation.

K5-5th Grade Discipline Program:

Discipline is handled with warnings, age-appropriate penalties, and visits to the principal. When a student is sent to the principal, a parent will be called to come to the school to either discipline the student at school or take the student home. Taking the student home constitutes a suspension and is considered very serious. Continual misbehavior that is not corrected over a reasonable amount of time may require the removal of the student from school.

In every instance, consistent communication between parents and teacher is essential. Teachers will provide parents with a daily report of their student's day with an explanation for any discipline required other than warnings. Parents should feel free to send a note to the teacher with important information or a question that needs answering. Face-to-face meetings are also essential, and along with scheduled parent-teacher conferences, informal exchanges on a routine basis usually take care of any issue that may be on the horizon.

6th-12th Grade Demerit Program:

The demerit system is a guide for behavior record-keeping. Demerits themselves are not punishment, but rather a means of keeping track of unfavorable behavior and of communicating to parents about such behavior. Students will be given varying numbers of demerits depending on the type and frequency of the infraction. A list of offenses and the demerit penalties follows. This list is not all-inclusive. Behavior that is inappropriate will be disciplined, regardless of whether or not the behavior is listed in this handbook.

Students will earn a detention for every ten demerits earned. A fine of \$10.00 will be assessed for the first detention and a fine of \$25.00 will be assessed for any additional detention earned throughout the school year. The number of demerits a student earns can determine eligibility for sports, extra-curricular activities, privileges, and awards. The demerit system operates over the course of the school year. Demerits are not erased once they are earned.

5 Demerits - Level 1

- Chewing gum
- Eating or drinking outside the dining hall
- 4th Tardy to school or class
- No homework
- Dress Code violation (after warning)
- Unexcused absence (after 5)
- Excessive talking
- Sleeping in class
- Failure to return a signed form

10 Demerits - Level 2

- Horseplay/disorderly conduct
- Dress code violation, second violation
- Outward signs of affection/physical contact
- Hanging around unsupervised during and after school
- Talking back or questioning a teacher inappropriately
- Any minor disrespect or disobedience
- Going to vehicle without permission
- Light property damage: also cost of repair
- Unauthorized use of school telephone

20 Demerits - Level 3

- Arguing with a teacher
- Any moderate disrespect or disobedience
- Dress Code violation, third violation
- Driving recklessly in the parking lot
- Coarse or rough language; slang
- Moderate property damage: also cost of repair
- Cell phone or other electronic device usage or possession (2nd offense)
- Moderate harassment and bullying, endangering others
- Cheating: also, a zero on the work
- Sent to the office for class disruption

30 Demerit - Level 4

- Swearing or profanity
- Lying or deception
- Stealing
- Any major disrespect or disobedience
- Dress Code violation, fourth violation
- Leaving campus without properly checking out
- Major property damage: also cost of repair
- Using teacher editions
- Skipping Class

50 Demerit - Level 5

- Possession of vape/tobacco product or use of on campus or at any school function
- Posting profanity, immorality, suggestive language, or disrespect toward others on the internet.
- Mace/Pepper spray possession and/or use
-

100 Demerits - Level 6

- Drinking and/or drugs on or off campus
- Immorality, indecent liberties on or off campus
- Threatening a teacher, staff member, student
- Tattoos, skin piercing
- Vandalism
- Fighting
- Repeated posting profanity, immorality, suggestive language, or disrespect toward others on the internet.
- Possession of sexually explicit material or images, written or printed
- Repeated or major harassment and bullying
- Extreme types of behavior not mentioned

Accumulation of Demerits:

When an offense is repeated, the amount of demerits will increase by 5.

10 - Detention

20 - Detention

30 - 1 day suspension

50 - Detention and two days suspension:

At 50 demerits a student meets with the Administrator and is placed on probation.

70 - Detention: At 70 demerits a student meets with the principal.

100 - When a student has accumulated 100 demerits, he/she will be referred to the principal for at-home suspension for three days. The student loses the privilege of participating in extracurricular activities at the discretion of the principal/coach.

125 - Recommended withdrawal and 5-day suspension

150 - Expulsion

Disciplinary Probation: A student is placed on disciplinary probation when he/she reaches 50 demerits. When a student reaches 70 demerits, he/she is removed from all extracurricular activities.

Detention: Classroom teachers will handle minor and routine discipline issues within the class. They will report further or more serious violations to the principal.

Teachers will **issue** demerits and detentions up to 10 demerits. These penalties may be issued for any behavior or lack of responsibility that the principal determines needs a response. The detentions will be served on the first day available for the detention supervisor.

In-School Detention: The principal has the authority to issue a one-day in-school detention after a student has served three detentions in a quarter and has committed an offense that would otherwise earn a detention.

When a student serves a detention in school, he/she will report to the principal prior to 8:00 AM. He/she will be provided with a quiet isolated location in which to do the academic work assigned by the supervisor. He/she may not leave that area unsupervised. Bathroom breaks will be allowed on the hour.

The student will not eat lunch in the cafeteria. The in-school detention ends at 4:30 PM; at which time the student is dismissed. He/she may not attend or participate in any athletic event or any other school-sponsored activity on the day of In-school detention.

Suspension: When a student is absent due to a disciplinary suspension, all work must be made up. The student may not come to school or to any school activity on the day(s) of suspension. Suspension is assigned as above by demerits or at the discretion of the Administrator when warranted in other situations. The student will be required to meet with one of the school counselors.

1 Day Suspension:

When a student has accumulated 30 demerits, he/she will be referred to the principal for a one day at home suspension.

3 Day Suspension:

When a student has accumulated 100 demerits, he/she will be referred to the principal for at-home suspension for three days. This suspension serves as a warning of impending possible expulsion and is to be regarded as very serious. It is recorded in the student's permanent record and remains part of the official file.

5 Day Suspension:

When a student reaches 125 demerits, a 5-day suspension will be issued. This is a second warning of possible expulsion and should be taken very seriously.

Expulsion: A student may be expelled who:

- Accumulates 150 demerits during a year
- Uses, possesses, or distributes alcohol, tobacco products, or illegal drugs
- Is involved in immorality
- Is involved in pornography
- Brings firearms or other weapons to school
- Is involved in criminal activity
- Makes a threat toward the school or any student/staff member
- Is involved in any of the above categories on the internet
- By their attitude, dress, and behavior gives evidence of not wanting to uphold the guidelines, policies, and testimony of the school before demerits are accumulated.

A student who is expelled must sit out one year before he/she can apply for readmission to MCS. The student and parents must meet with the Administration before readmission will be considered. A student who has been sent home for the remainder of the year may not be accepted for the following school year.

A student who is expelled or asked to withdraw will not be allowed on the school grounds unless he/she has official business,

has obtained permission from the administration, or is attending church.

Review of students:

In January of each year, the faculty and administration will review students' academic and disciplinary standing. Meetings will be held with parents of those students who reach:

- A delinquent account
- Disciplinary probation due to 100 or more demerits
- Academic probation due to failed subjects on the mid-term report card

Athletics

Elementary Athletics

We call this our Pups program. Students participate on co-ed teams in two divisions: 1st-3rd Grade and 4th-6th Grade. Our teams compete against other private schools in our immediate area in soccer (for the fall) and in basketball (for the winter). Cheerleading is also available for girls 1st-6th Grade.

Junior Varsity and Varsity Athletics

Students in the 7th through 10th grades are eligible and encouraged to participate in junior varsity athletics. Students may play on varsity teams through 12th grade.

For those students playing JV or varsity sports, an academic standard is required to play.

- Quitting a team during the season is not acceptable and comes with consequences. A student who quits the team after the first two weeks of practice and/or games of a particular sport, cannot participate in the next sport offered without the approval of the principal and the Athletic Director. The student who quits their team will not be eligible for any post-season awards or activities for all sports.
- Grades will be continuously checked by the Athletic Director. If needed, students will be allowed two weeks for grade turnaround. If the grade is still failing at two weeks, the probation period will continue until the grades are no longer failing. The student will continue to attend practice but will not be allowed to play in a game until the grades are no longer failing.
- Starting at 40 demerits, the athlete will not play the 1st quarter (or 1st part of the half depending on the sport) of the next available game. This only applies to that game. If an athlete were to receive 50 demerits, they will not be able to play the first half of the next available game. This only applies to that game as well. Once 75 demerits is accrued, the athlete will be suspended for the entirety of the next game, and the athlete must meet with the Athletic Director for a conduct evaluation.

- Once an athlete has collected 40 demerits, they will be required to fulfill a service project for a week that will be assigned by the Athletic Director. If the athlete were to accrue 50 demerits, another week of service projects will be assigned to the athlete. If 75 demerits are accrued by the athlete, a mandatory 2 weeks of service projects will be assigned to the student athlete. Service projects include but are not limited to: mopping and sweeping the gym floor, cleaning behind the gym bleachers, pulling weeds around the property, and other duties assigned. Service projects will not last longer than an hour per day and will not be required more than 5 days in the week.
- If 50 demerits are given at one time, the athlete will not be allowed to play in the game.
- If 100 demerits are accumulated, the athlete is off the team for that sport. The consequence for demerits between 50 and 100 will be determined by the administration and the AD.
- A player suspended or dismissed from a team may appeal the decision to the executive committee consisting of the Athletic Director, the Principal, and a High School Teacher. The committee's decision is final.
- An athlete ejected from a game will be subject to discipline. During a season, an athlete who earns four technical fouls (or cards) will be suspended from the next two games. A fifth technical foul or card may disqualify him for the rest of the season. The player will be able to appeal if they so choose.
- The coach and the Athletic Director hold the right to remove any player from the team for disciplinary reasons. Bullying, foul language, destruction of equipment, bad attitudes, rebellion, and other actions similar to those listed will not be tolerated and could be grounds for dismissal from the team.
- Away Games Pick-Up Policy: Athletes are required to be picked up no later than 15 minutes after the arrival back to campus. 1st Offense: Warning; 2nd Offense: Suspension of one game

Dress Code and Appearance

Our dress code is established to provide a standard of distinctiveness and modesty. Distinctiveness means that males and females dress differently. Modesty means our students dress in a fashion that is not revealing, suggestive or offensive. We understand that there are many variations of dress that may fit the definition of distinctive and modest, but as a school we must choose and abide by a clearly outlined standard of dress. We in no way are attempting to define the dress standards a family may have for itself. Our dress code applies to our school only. Our dress code applies to all school functions and sporting events, on or off campus, or tutoring for MCS students (summer and school year).

- It is the parent's responsibility to make sure their student leaves the house in the morning in the proper clothing.
- When there is a skirt or pants violation, the student will be provided with a piece of clothing that will modestly replace the garment in question for the remainder of the school day. Provided clothing must be returned to the School Office by the end of the school day. Otherwise, the student account will be charged a \$7.00 fee.
- Dress code violations in elementary school are handled with a conference between teacher and parent; continued violations are referred to the principal. Dress code violations in middle school receive an after-school detention with the teacher; continued violations result in consecutive detentions and/or conference with the principal. First time dress code violation for high school students is five demerits, with increased demerits for continued violations.
- No caps are to be worn by any student inside the school buildings unless they are allowed for special days.
- Skirts/Jumper w/polos (no pants) are required for Chapel and/or Assemblies held in the Church Sanctuary.
- Body piercing, tattoos and other body markings of any kind are not allowed. Students are not allowed to draw on themselves or others.
- Students are not to change into non-conforming clothing on school grounds.
- When students are representing MCS in an after-school activity such as a sporting event, field trip or fine arts event, the coach or teacher may require a certain dress standard for that group.
- Administration reserves the right to determine what is acceptable. Anything, that in the judgement of the principal is likely to distract or disturb other students and hinder the learning process, will not be permitted.

It is imperative that we have full parental support in the compliance and enforcement of our dress code. Remember, you have chosen an MCS education for your child, and our dress code is a very big part of what we are trying to produce. Your support of administrative decisions regarding clothing in question is required.

Dress Code: Boys

Pants/Shirts	Hair	Jewelry, Shoes, Outerwear
<ul style="list-style-type: none"> ▪ Must be dressy/casual chino style NO skinny, slim or above the ankle style. Must be free of holes, patches, or shredding. Must be modest and loose fitting and must be able to pinch 1 inch at the waist. Must be khaki, black or gray. ▪ 6th-12th must wear slacks with belt loops and a belt. ▪ Logoed Polo Shirts may be long or short sleeve in Red, Black, White or Gray. Shirts must display the new MCS logo. Polo Shirts may NOT have any logos on the sleeves. Long sleeves may not be worn under the short-sleeved polos. ▪ All shirts must be tucked in at all times. 	<ul style="list-style-type: none"> ▪ Hair must be neatly cut and styled above the brows, ears, and shirt collar. Hair should not be shaggy or bushy, and fad hair styles are not permitted. Hair is not to be colored or dyed at all. ▪ Designs, initials, partial or fully shaven hair styles, including mohawks, ponytails, and man buns, are not appropriate on any student. ▪ No hairstyles rising above 3 inches from the scalp. ▪ No beards or mustaches. No medical excuses will be accepted for facial hair, including dermatologist notes. When a student is in need of a shave, a safety razor and shaving cream will be provided, and the student will shave and return to class. ▪ Failure to comply within three days to a haircut request will result in the removal of the student from the classroom until such time as the hair is in compliance with the code. 	<ul style="list-style-type: none"> ▪ Boys are not to wear necklaces, earrings, or bracelets to school or activities. The only exception would be for medical reasons. Rubber bracelets are acceptable. ▪ Casual, tennis, or dress shoes may be worn. Flip flops and slides are not allowed. ▪ During school hours, hoodies are NOT to be worn. MCS hoodies are allowed on FRIDAYS only ▪ No hoods are to be worn on any outerwear during school hours. ▪ Sweaters (crew neck and V-neck) with the new MCS logo and in black, white, gray, or red are permitted and must be worn with a logoed polo shirt underneath. ▪ Cardigan style sweaters (as are available in our school uniform store) may be worn with the new MCS logo in Black, White, Gray or Red. ▪ A crew neck logoed sweatshirt may be worn over a logoed polo shirt. ▪ Outerwear worn to and from school and at recess may be other colors, however, they may not be worn in class.
Casual Attire (Field Trips, Ballgames, etc.)	PE Classes/Practices	Friday: Spirit Day
<ul style="list-style-type: none"> ▪ Pants must adhere to the rules listed for school attire. Blue jeans are permitted if they are not excessively faded, torn, or tight. ▪ Modest shorts must come to the middle of the knee. ▪ Students attending home or away ballgames may wear regular school attire, loose-fitting athletic pants, loose-fitting jeans, or knee length athletic shorts. No skinny leg or clingy styles. 	<ul style="list-style-type: none"> ▪ PE: 6th-9th Grade Students taking PE are required to wear black shorts that come to the knee or black loose-fitting athletic pants and a red MCS t-shirt. ▪ Ball Practice - Athletic pants or shorts that come to the middle of the knee may be worn. No skinny leg or clingy styles. 	<ul style="list-style-type: none"> ▪ MCS spirit wear t-shirts, hoodies, or sweatshirts may be worn with regular pants as listed with school attire. ▪ A link to purchase spirit wear is available on our school website. ▪ We will have other spirit days as announced for special games or events.

Dress Code: Girls

Dresses & Skirts	Shirts/Pants	Hair, Jewelry, Shoes, Outerwear
<ul style="list-style-type: none"> Girls are not to wear clothes that are tight. Skirts or tops that are tight or form-fitting and excessively accent the girl's figure, or in any way reveal the impression of under-garments are not acceptable. It is understood that the term 'tight' may be relative; therefore, the administration reserves the right to make the final decision on this matter. Must be at least to the knee and solid Khaki, Black or Gray. Must be modest and loose fitting (must be able to pinch 1 inch of material at the hip). Slits should not be shorter than the top of the knee. Must be free of holes, patches, or shredding. <p>K5-5th Grade jumper/polo dresses:</p> <ul style="list-style-type: none"> Must be at least to the knee in Khaki, Black or Gray. Must be modest and loose fitting (must be able to pinch 1 inch of material at the hip). Jumper must be worn over a logoed polo shirt that is Red, White, Black or Gray. Polo Dress must have the new MCS logo and may be worn in Red, White, Black, or Gray. 	<ul style="list-style-type: none"> Logoed Polo Shirts may be long or short sleeve in Red, Black, White or Gray. Shirts must display the new MCS logo. Polo Shirts may NOT have any logos on the sleeves. Long sleeves may not be worn under the short-sleeved polos. Socks or leggings worn under skirts must be solid school colors. Pants must be dressy/casual chino style: <ul style="list-style-type: none"> NO skinny, slim or above the ankle style. Must be free of holes, patches, or shredding. Must be modest and loose fitting and must be able to pinch 1 inch at the waist. Must be Khaki, black or Gray. 	<ul style="list-style-type: none"> Girls should wear their hair in a feminine manner. Dying, coloring or bleaching hair in an unnatural color or pattern is not permitted. Fabric extensions are not acceptable. Partial or fully shaven hair styles are not appropriate. No more than two earrings in each ear lobe or that appear to be more than two. No cartilage piercings. Casual, tennis, or dress shoes may be worn. Flip flops, slides, and slip-on sandals are not allowed. All shoes in K5 through 8th grade must have backs. High school girls may wear backless shoes. During school hours, hoodies are NOT to be worn. MCS hoodies are allowed on FRIDAYS only No hoods are to be worn on any outerwear during school hours. Sweaters (crew neck and V-neck) with the new MCS logo and in black, white, gray, or red are permitted and must be worn with a logoed polo shirt underneath. Cardigan style sweaters (as are available in our school uniform store) may be worn with the new MCS logo in Black, White, Gray or Red. A crew neck logoed sweatshirt may be worn over a logoed polo shirt. Outerwear worn to and from school and at recess may be other colors, however, they may not be worn in class.
Casual Attire (Field Trips, Ballgames, etc.)	PE Classes/Practices	Friday: Spirit Day
<ul style="list-style-type: none"> Athletic Pants-must be modest and loose fitting. No jeans, spandex, yoga, skinny leg, or clingy styles. No midriff. Modest walking shorts must come to the knee. Students attending home or away ballgames may wear regular school attire, loose-fitting pants, knee length shorts, or loose-fitting athletic pants. No jeans, spandex, yoga, skinny leg, or clingy styles. No midriff. 	<ul style="list-style-type: none"> PE: PE: 6th-9th Grade Students taking PE are required to wear black shorts that come to the knee or black loose-fitting athletic pants and a red MCS t-shirt. Ball Practice – Athletic pants or modest walking shorts that come to the knee may be worn. 	<ul style="list-style-type: none"> MCS spirit wear t-shirts, hoodies, or sweatshirts may be worn with regular school attire or with denim skirts - must not have holes, patches or shredded and must follow school dress code. A link to purchase spirit wear is available on our school website. We will have other spirit days as announced for special games or events. A link to purchase spirit wear will be available on our school website.

Formal Attire

There are occasions when our students have the opportunity to attend a formal event. The young ladies who are chosen for the Homecoming court (K5-8th Grade) will wear a modest church dress at least to the middle of the knee. The young ladies who are chosen for the Homecoming court (9th-12th) will wear a formal dress. There also may be other events in which a formal attire for high school girls is appropriate.

Certain events may require a young man to wear a tuxedo or a regular suit. Either garment should remain within the overall standard of dress.

Modesty is the goal for our young ladies. The following guidelines are in place for all MCS ladies' participation in formal events.

- For 9th-12th Grades, the administration will approve all dresses, and the dress that is approved must be worn to the event. Dresses must be approved by two lady staff members designated by the principal, using the appropriate dress form. The check must be done at a time convenient to the ladies who are doing the checking and may not be done during a class period. Any recheck must be re-approved by the same ladies no later than two days before the scheduled event. If the dress is not approved by that date the student will not be allowed to attend the event.
- No low-cut, strapless or off-the-shoulder dresses or sweetheart necklines are to be worn. A strapless dress may be modified by adding straps that are at least 1 inch wide and should come straight over the shoulder.
- The neckline of the dress must be no lower than four fingers from the collarbone.
- A high neckline dress with a strap around the neck is acceptable. Halter style dresses are not appropriate. All straps must connect to the back of the dress. It must not cut in to show any cleavage.
- The back of the dress will be no lower than the traditional bra.
- Avoid dresses with clingy fabric that would emphasize the outline of the body.
- The dress must be no shorter than the middle of the knee, including splits.
- The dress must cover the midriff when standing or sitting.
- While these guidelines may be followed, MCS reserves the right to disapprove according to fit.
- Should the student arrive at the event wearing something else, they will not be admitted to the event, and any cost incurred will not be reimbursed to the student.

During the course of a school year, the Administration may find it necessary to add to or modify the school guidelines. We reserve the right to do this. Parents will be notified of any changes to the policies in this handbook.

Each year, all parents and students must sign the school provided agreement that they will read, understand, and abide by all Parent/Student Handbook policies.

