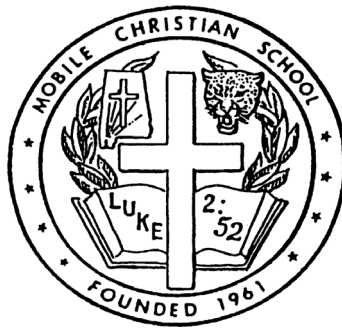


# **Mobile Christian School**

2018-2019  
PARENT-STUDENT HANDBOOK  
PreK3-5<sup>th</sup> Grade



**5900 Cottage Hill Road  
Mobile, AL 36609**

**PH (251) 661-1613 · FAX (251) 661-1396**  
**[www.mobilechristian.org](http://www.mobilechristian.org)**

***Building Christian Principles In The Lives of  
Students for 57 Years***  
**ALMA MATER**

*On Alabama's southern border,  
Reaching toward the sky,  
Proudly stands our Alma Mater,  
As the years roll by.*

*Forward ever be our watchword,  
Conquer and prevail.  
Hail to Thee, our Alma Mater,  
Mobile Christian, hail!*

*May we ever work together,  
Live by the Golden Rule,  
We praise God and love each other,  
At Mobile Christian School.*

*Forward ever be our watchword,  
Conquer and prevail,  
Hail to Thee, our Alma Mater,  
Mobile Christian, hail!*

**Christine Weatherford  
MCS Secretary**

**School colors are navy, white and vegas gold**

**The Mascot is the Leopard**

WELCOME  
TO  
MCS

*Jesus increased in wisdom and stature  
and in favor with God and man. Luke 2:52*

*Study to show thyself approved unto God, a workman  
that needeth not to be ashamed, rightly dividing  
the word truth. II Tim. 2:15*

*Train up a child in the way he should go and  
when he is old he will not depart from it. Prov. 22:6*

*Christian education begins in the home, is continued in  
the church and polished in the Christian school.*

*MOBILE CHRISTIAN SCHOOL...Training students  
to live for Christ today so they may live with Him forever.*

FOUNDED IN 1961  
GRADES PreK3-12

**5900 Cottage Hill Road      Phone: (251) 661-1613**  
**Mobile, AL 36609 Fax: (251) 661-1396**

Board Chairman  
Head of School  
Elementary Principal

Terry Cagle  
David Pahman  
Dr. Deborah Curry

Upper Elementary Secretary/Book Store Manager  
Guidance Counselor  
CFO  
Elementary Athletic Director

Suzanne Jay  
Kara Hodges  
Sarah Pahman  
Trent Catchpole

Director of Admissions \_\_\_\_\_ Allie Ratcliff  
Director of Development \_\_\_\_\_ Ronnie Cottrell

ACCREDITED BY:      AdvancED, Southern Association of Colleges and Schools  
National Christian School Association

Mobile Christian School does not discriminate in any way in its admission policies with regard to sex,  
race, creed or national origin.

Dear Parents,

Welcome to the Mobile Christian School family! We are pleased that you have chosen our school to play a key role in the process of educating your child/children.

We, the board of trustees, have the responsibility of overseeing the total operation of the school. This is a responsibility we do not take lightly. Our objective is to provide a quality education in a wholesome Christian environment. To achieve this, the board works in concert with the school's administration to set school policy, oversee the financial operation of the school, and see that the school is meeting its objective.

We are very proud of our school personnel and support them fully. Our teachers and administrators are expected to hold students to standards of good behavior as well as to standards of academic achievement; and we support them in this effort. We believe they are striving to do the very best they can to educate our students, and to please God. We solicit your support and encouragement on their behalf.

Finally, it is our prayer that you will join in partnership with us, the administration, faculty and staff of Mobile Christian School to complete "the team" dedicated to preparing our children for the future.

In Christian Love,

MCS Board of Trustees

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## **MISSION STATEMENT**

The mission of Mobile Christian School is to provide a college preparatory education in a Christ centered community which equips our students with the desire and ability to serve God, family, and fellow man.

## **PHILOSOPHY**

To accomplish this mission, the school will place emphasis on:

1. Believing in and glorifying God, His Son Jesus, and the Bible as His infallible Word.
2. Motivating students to live for Christ today so they may live with Him for eternity.
3. Recognizing the value of each student and helping the student develop a healthy self-identity.
4. Developing the entire person- spiritually, academically, emotionally, physically, and socially- in conjunction with the family and church.
5. Helping each student set high goals and develop the skills to reach those goals.
6. Preparing each student for the demands of a changing, challenging future as a college student, as an employee, as a citizen, and as a family member.
7. Instilling a desire for academic excellence in preparation for lifelong learning.

## **SCHOOL OBJECTIVES**

In order to accomplish our mission, and in accord with our philosophy, it is the objective of Mobile Christian School to:

1. Provide daily Bible classes for all students.
2. Schedule daily chapel as an integral part of the program.
3. Employ qualified teachers, administrators, and staff who live God's will daily and thereby set a proper Christian example for the students.
4. Providing a caring, safe and secure learning environment.
5. Maintain a curriculum which provides a college-preparatory education and adequately equips the student to be successful in life.
6. Present the curriculum from a Biblical perspective.
7. Maintain a variety of extracurricular activities which allow the maximum number of students to participate.
8. Ensure the longer term stability of the school by maintaining a viable strategic plan.

## **OPERATION**

Mobile Christian School is operated by an independent board of trustees, all of whom are members of the local Churches of Christ. The school is funded by tuition and freewill donations. Founded in 1961, MCS is a state-approved institution utilizing curriculum approved by the Alabama State Board of Education and providing a full academic program as required for graduation from high schools in the State of Alabama.

## ACCREDITATION

Mobile Christian School is accredited by AdvancED, the Southern Association of Colleges and Schools (SACS), and the National Christian School Association (NCSA). The school is also a member of the Mobile Area Christian Schools (MACS).

## ADMISSION/RE-ADMISSION POLICIES

Mobile Christian School exists to offer a quality education in a safe, Christian environment. By choice, the applicant agrees to follow to the ideals of Mobile Christian School. Acceptance shows the school's faith in the student. **Enrollment is granted on a year-by-year basis. To be considered for enrollment or re-enrollment to Mobile Christian School, the prospective student must meet the following requirements:**

1. Must exhibit appropriate developmental maturity.
2. Must be able to communicate orally and receive oral communication.
3. Must be free from all communicable diseases.
4. Must be able to take care of his or her own personal bodily needs.
5. Must exhibit age-appropriate social skills.
6. Must demonstrate a willingness and the ability to adhere to school and class rules.
7. Must demonstrate respect for authority.
8. Must have a level of emotional stability that enables the student to learn and does not distract other students from learning.
9. The student must be able to demonstrate the academic ability and willingness to work at the grade level to which he/she is assigned.
10. The student must meet the minimum age requirement as established by the board of trustees. To enter school, children entering PreK3, PreK4, K5, or 1<sup>st</sup> grade must reach age 3, 4, 5, or 6 respectively, on or before September 1.
11. Entry into the next grade level at MCS is contingent on: recommendation from the administration, meeting the academic criteria for that grade level, and compliance with attendance policies including absences, tardies and early dismissal as set forth in the handbook.
12. Must be free from drugs, alcohol, and tobacco use.
13. Must have demonstrated by his/her past actions willingness to abide by the "Law of the land."
14. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
15. Must live with parent or legal guardian.

## ASBESTOS PLAN

Mobile Christian School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act (AHERA). The copy of the plan is available at the Headmasters office and is available for public inspection upon reasonable notice during regular



office hours

## **TUITION PAYMENT PLAN**

The registration fee and new-family processing fee are non-refundable. Any tuition refunds will be made within 30 days from the withdrawal date of the student. All families must either pay tuition and book rental fees in full by the deadline date or make payment through bank draft. All other expenses incurred during the year will be billed and must be paid within 30 days to avoid a late charge. The \$10 late charge will be billed to the account each month the account is over 30 days in arrears. Families who have accounts over 60 days in arrears will not be allowed to have their children continue to be enrolled.

For kindergarten students to participate in graduation exercises, all tuition, lunchroom charges, library fees, fund-raising monies, and any bookstore charges must be paid, and all library books must have been returned to the school. Also, all rental textbooks must have been returned in acceptable condition. Report cards and records will be held on students who have not returned textbooks in acceptable condition.

## **CHRISTIAN CONDUCT**

While MCS does not have the power to control what the student thinks and believes, the school does have power to monitor what can and cannot be done on this campus and what can and cannot be done by any student enrolled.

MCS expressly reserves the right and is firmly determined to set behavior standards and in that sense to control what the students do. Each student has the right to decide whether to attend MCS or not. Those who attend MCS thereby accept the standards, regulations, and requirements of the school. This principle is a cornerstone in the successful operation of a Christian school. In making decisions, the administration will consider both the needs of individual students and the needs of the student body as a whole.

## **HONOR CODE**

An important part of the mission of Mobile Christian School is to inspire girls and boys with the highest ideals of duty, honor and loyalty to God, self and country.

Honor, personal integrity and loyalty are fundamental characteristics essential to every student. The word of a Christian is recognized as a bond and actions are assumed to be straight-forward and above reproach. Therefore, lying, cheating, forgery, plagiarism and stealing will not be tolerated.

The Honor Code is a concept and the principles are broad and general. A dishonorable act by others must not be excused because of friendship or unit loyalty. A student

observing another in a dishonorable act should report the incident to a teacher or the principal directly.

There is a difference between tattling and reporting an honor offense. Tattling is telling on someone for a minor personal offense for selfish reasons with the intention of embarrassing or harming the person. Reporting an honor offense is the duty and responsibility of all. It is done to help the person. It will give the student a chance to be cleared, if innocent. If guilty, reporting the offense may save the student from future dishonorable acts.

## **BIBLE CURRICULUM**

The Bible is taught as part of the regular academic program on all grade levels. The Bible itself will be used as a text. The Bible will be taught as the true word of God superseded by no other book as God's authority.

Chapel will be held daily and will be attended by all students and teachers. Chapel will consist of Bible reading, singing, praying and special speakers. Chapel is a time of worship and should be attended reverently.

## **SCHOOL-PARENT COMMUNICATION**

Some of the avenues of school-parent communication are:

1. Teacher-Student Conferences: If you are having difficulty with your work you should request a conference with your teacher.
2. Parent-Teacher Conferences: Called by teacher or parent as deemed necessary. **If parents desire a conference, they should call the school office or email the teacher to set up an appointment.**
3. **Report Cards: Issued every semester. Progress reports will be issued every nine weeks.**
4. Daily parental access to student grades is available online through RenWeb.
5. Email: one of the best ways to communicate is via email.

## **HOMEWORK**

Homework is a part of the curriculum at Mobile Christian School for several reasons. The school policy calls for homework or review -work each evening and the weekend. However, on Wednesday night no homework will be assigned. When a specific written or reading assignment is not given, the student should use the study time for review purposes.

## **OBTAINING ASSIGNMENTS WHEN ABSENT**

- 1) **If you are out one day**, call a friend to get assignments and check with teachers for any remaining work when you return. If present for test review and absent the day of a test, you will be required to take the test the day you return. Make up work is due no later than the second day of return. Students are responsible for checking with their teacher to determine what make-up work is required.
- 2) **If you are out several days**, call before 9 a.m. and plan to pick up assignments after 3:00 in the office or it may be sent to you electronically.
- 3) **If you request assignments**, be sure to pick them up and do as much of the work as you are able. If you are too sick to do any school work, wait to get a list when you return. Assignments should be turned in the day you return. Communicate with your teacher the first day back if you were unable to do part of the assignment.
- 4) **If you will be absent with advance administrative approval**, give teachers at least 2 days notice. Don't expect them to stop class and write out an instantaneous list of lessons to be assigned while you will be absent.

### DAILY SCHEDULE

School begins at 7:55 a.m. and students not in homeroom at that time will be considered tardy. Grades PreK3-12<sup>th</sup> will be called in at 7:30 a.m. Dismissal will be 2:35 for grades 6-12, 2:50 for PreK3-1st grade, 3:00 for 2nd-5th grades. Dismissal times on half days will vary and will be announced in the weekly bulletins. **AFTERNOON DAY CARE** is available for our students in grades PreK3-5<sup>th</sup> from 3:00 p.m. until 5:30 p.m. See the Elementary Office for cost and information.

### CLASS SCHEDULE CHANGES

Schedule changes may be made during the first week of the semester if:

1. The student can justify an educational need for such changes.
2. It is possible in terms of the student's existing schedule and the change will not overload a particular class.
3. The change results in a reasonable program of studies in terms of the established curriculum and the student's educational objectives.
4. The change is approved by parent, and administration or counselor.
5. Other class changes may be made at the discretion of the counselor and administration.

### GRADING

The following grade scale will be used:

99 – 100 A+	88 – 89 B+	78 – 79 C+	68 – 69 D+	1-59 F
92 – 98 A	82 – 87 B	72 – 77 C	62 – 67 D	

90 – 91 A- 80 – 81 B- 70 - 71 C- 60 - 61 D-

Students in grades 1-5 receive semester and yearly averages. No quarter grade higher than 100 will be recorded on the report card or used to determine the semester average. In averaging two grades on the 100-point scale a grade ending in .5 will be rounded up (example: 87.5=88).

In grades 1-5, first and second quarter will be averaged to give a first semester average; third and fourth quarter will be averaged to give a second semester average. The two semesters will be combined to give the yearly average.

### **PASS – FAIL POLICY**

For students in grades 1-5 to promote, they must (by the end of summer school) be passing all subjects based on yearly average in Group A below with no more than one F in subjects from Group B. (A maximum of two subjects can be made up in summer school for passing grades 1-5).

GRADES 1-5: Group A: Reading, Math; Group B: English, Science, Bible, History, Spelling, Phonics

PreK4 and K5 promotion is based on recommendation by the classroom teacher and success on the K5 or 1<sup>st</sup> Grade entrance exam.

### **ACADEMIC PROBATION**

Entrance standards to Mobile Christian require students to have a C average. Students who are performing consistently below that level in several subjects are not fully benefiting from our program. Students in grades 1-5 are placed on academic probation if they do not meet the minimum composite score of 70 in all classes at the end of the semester. Grades must be above this standard at the end of the next semester to remain at MCS. Any student retained for 2 years may not be able to return to MCS due to age differential with classmates.

In addition, students who are failing two or more subjects at the end of a quarter will not be eligible to participate in any extracurricular activities until a mid-quarter progress report shows a passing grade.

### **SUMMER SCHOOL**

Any summer school work must be approved by the administration in advance of taking a course in order for credit to be given in summer school. Summer school may be required for promotion. Summer courses may be offered at MCS if there are enough students to justify a class and if teachers are available for the classes needed.

Required courses cannot be taken in summer school in advance of the year required. Students approved for courses not available at MCS Summer School may attend Mobile

Public Summer School or other approved summer school with administrative approval. Grades earned in approved summer school courses count toward a student's GPA.

## **GRADUATION EXERCISES**

A fee will be charged to K5 students to cover graduation expenses. To participate in graduation exercises, a student must have cleared all accounts with the school related to tuition, lunchroom, day care, bookstore, library, yearbook, and any other fees or class activities' monies. Also, all library books and rental textbooks must have been returned in acceptable condition.

## **CONDUCT AT ATHLETIC EVENTS/ASSEMBLIES**

Students who attend public events both on and off campus are expected to represent God, their families, and our school well. Our students' behavior at all assemblies and athletic events should be exemplary. Students should dress in a way that does not compromise the philosophy or integrity of Mobile Christian School. Good sportsmanship is our standard for behavior at all events. Violations of this policy will result in disciplinary action.

## **PARENT CONDUCT & RESPONSIBILITIES**

Parent behavior should reflect positively on Mobile Christian School and support the school's mission. Rude and inconsiderate behavior toward faculty, staff, administration or other competing school employees is never appropriate or acceptable. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. A lack of support may result in a student being dismissed from school.

In our continued effort to promote and insist on a drug-free environment, we ask that not only students but the entire MCS community, both parents and guests, not be in possession of drugs, alcohol, or tobacco during any activity on this campus or any other school sponsored event, athletic or otherwise at any other school campus. Your cooperation is needed to promote and send a strong message to our student body with regard to the school's position regarding drug, alcohol, and tobacco usage.

## **JOINT CHILD CUSTODY**

In cases where parents are divorced, MCS will provide school records upon request to both parents, UNLESS supplied with a copy of a court order/divorce decree that prohibits this. It is the parents' responsibility to provide the school with updates of any court orders and provide a list of persons authorized to pick up the child.

## **STANDARDIZED TESTING PROGRAMS**

**SAT 10**– The Stanford 10 will be given to students in kindergarten-5<sup>th</sup> each spring. Score reports for the test will be provided.

## **HONOR ROLL**

Students are named to the honor roll based on quarter grades. Students with all A's are named to the A-Honor Roll and students with all A's and B's are named to the A-B Honor Roll.

## **AWARDS**

A special 5<sup>th</sup> grade awards program is held at the end of the year to honor exiting 5<sup>th</sup> grade students who have excelled in various areas while in elementary. Woodmen of the World, Citizenship Award, Donna Lucas Heart of an Angel Award, Perfect Attendance and subject awards are just a few of the awards presented at that assembly.

President's Education Awards are given to students in 5<sup>th</sup> grade who have attained a cumulative A- average for designated elementary school years and have received a recent score at the 85<sup>th</sup> percentile or higher on specified sections of the Stanford Achievement Test. Students scoring in the 95<sup>th</sup> percentile may qualify for the Duke University Talent Identification Program.

## **ATTENDANCE POLICIES**

The philosophy behind our attendance policy is to teach the value of punctual and good attendance in the workplace. For students, the school is their workplace. Regular attendance is necessary for successful performance and is required by state law. Prompt verification that an absence is excused is necessary to enable students to make up work. Every absence is entered on a student's permanent record. Even excused absences often result in lower grades for absent students because nothing can replace the student's presence in class for learning and school achievement. Parents, please help us by reinforcing this policy.

### **I. ABSENCES/EARLY DISMISSAL CODES**

Absences from school or class will be coded in the following manner in the teacher's grade book and in RenWeb. Any absence over 50% of the day is considered a full day absence.

- A. Excused Absences (Coded X1)
  - 1. Personal illness
  - 2. Death or emergency illness in the immediate family

3. Inclement weather or danger to health or life of the student
  4. Legal quarantine
- \*Result:** excused from classes- student should get work and make it up if possible, but may get it the next day if necessary.

B. Excused Absences (Coded X2) Require Pre-Approval

1. Trips Pre-Approved by Parent and School Administration
2. Other Special Circumstances Pre-Approved by Parent and School Administration.

Parent should send note at least 2 days prior to absence. If approved by administration, student will need to have each teacher sign the note in advance and give signed note to homeroom teacher so student can be marked X2. The student's attendance record will be strongly considered in determining administrative approval.

Work may be made up, but it is the student's responsibility to find out the assignments and see that they are completed by the time he/she returns to school. Additional instructional time should not be expected, as this absence is a choice of the student's family.

**\*Result:** excused from classes missed if assignments obtained from teachers in advance and completed by day of return.

C. Unexcused Absences (Coded X3)

All other reasons not listed above, including but not limited to the following: work, suspension, getting haircut, going shopping or to library, truancy from class or school, out of town without prior administrative approval, personal errands. Zeros will be given on any tests or assignments due that day and those grades cannot be made up.

**\*Result:** unexcused from classes missed.

D. School Sponsored Absences (Coded X4)

When approved by the administration, absences from class due to participation in school-sponsored field trips, academic contests, ball games, or other school sponsored events will be coded **X4**. These are the only absences that do not count against Perfect Attendance. For the absence to be classified as X4 and excused, the student must obtain assignments from teachers in advance.

## II. PROCEDURES/CONSEQUENCES RE: ABSENCES/TARDIES

Bring a note from a parent or guardian on the first day back stating the dates and reason for the absence. Give this note to your homeroom teacher.

- A. If you don't have a note, you will not be allowed to make up work missed and will be marked unexcused.
- B. Deadline for make-up work and make-up tests will be one day per each excused day of absence. Students are responsible for checking with their teacher for make-up work and to make-up tests. A teacher with administrative approval may make an exception during unusual circumstances.
- C. Students absent more than half a day may not participate in school functions on that day without administrative approval.
- D. Students will not be excused to attend ball games unless the school announces that students may be excused to attend such an event.
- E. Students who are absent for over 10 days (excused or unexcused) in any subject during a semester must have administrative approval to receive credit for the semester's work in that subject.
- F. Mobile Christian School reserves the right to prohibit a student from attending classes if, in the opinion of the school administration, the student may create a health risk to himself/herself or other members of the school community. The school administration will determine when the student will be permitted to return to class. Verification of health may be required.

### **ARRIVAL AT SCHOOL**

1. **Parents please do not drop off children before 7:30 a.m. There will be NO supervision prior to 7:30.**
2. Lower elementary students who arrive between 7:30 a.m. and 7:50 a.m. should report to the hallway of the lower elementary building where a monitor will be on duty. At 7:50 a.m. the teachers will assist students to their classrooms. Students are tardy after 7:55 a.m. Upper elementary students will be allowed in to the building at 7:30 a.m. and should report to the hallway outside of their respective classrooms and remain there until the bell rings at 7:45 a.m.
3. On rainy or excessively cold days, the doors to the school will be open as soon as a teacher arrives on campus.

### **TARDINESS**

Students who do not report to homeroom by the 7:55 a.m. tardy bell will be considered tardy to school.

1. Tardy during homeroom (7:55-8:05)
  - A. Report to the office with a note from a parent or guardian.
  - B. You will be allowed three tardies during one semester in case of traffic jams, oversleeping, etc. On the fourth and any subsequent tardy you will be referred to the office.
2. Tardy to school (after homeroom)
  - A. Parent and student report to the office to sign in.
  - B. When a student receives their seventh tardy, he/she is required to participate in afterschool detention on the day of the tardy or the parent may choose to pay a



\$5.00 fine. Students may also choose to receive two detentions and serve the next two days in afterschool detention or the parent may choose to pay a \$10.00 fine in exchange for the same day detention.

- C. When a student receives their eighth tardy he/she is required to participate in afterschool detention on the day of the tardy or the parent may choose to pay a \$10.00 fine. Students may also choose to receive two detentions and serve the next two days in after school detention or the parent may choose to pay a \$20.00 fine in exchange for the same day detention.
- D. When a student receives their ninth tardy, he/she is required to participate in afterschool detention on the day of the tardy or the parent may choose to pay a \$15.00 fine. Students may also choose to receive two detentions and serve the next two days in after school detention or the parent may choose to pay a \$30.00 fine in exchange for the same day detention.
- E. When a student receives their tenth tardy, he/she is required to participate in afterschool detention on the day of the tardy or the parent pays a \$20.00 fine. Students may also choose to receive two detentions and serve the next two days in afterschool detention or the parent may choose to pay a \$40.00 fine in exchange for the same day detention.
- F. Students receiving more than ten tardies will be required to serve Saturday school and parents are required to pay a \$40.00 fine.
- G. Excessive tardies may result in dismissal from Mobile Christian School.

### **PERFECT ATTENDANCE**

Perfect attendance certificates will be awarded to students who have no absences (including check-ins and check-outs) for the school year.

### **EARLY DISMISSALS**

**It is important that students remain in school the entire school day. Parents are discouraged from picking up children prior to the dismissal bell. Any early dismissal should follow procedures below:**

1. When an early dismissal is necessary, the student should bring a note from a parent or guardian to the homeroom teacher stating the reason and time for early dismissal.
2. Parent and student must go by the office and sign out at the time you are leaving.
3. Obtain assignments in advance from classes you will miss for dismissals coded X2.
4. In case of illness or other unforeseen emergency during the school day, students should CALL HOME ON THE OFFICE PHONE and office personnel must receive approval from the parent before a student can be dismissed.
5. Parents must come **into the office** to pick up any student who has an early dismissal.
6. Students who are absent for over 10 days (excused or unexcused) in any subject during a semester must have administrative approval to receive credit for the semester's work in that subject.

## **AFTER-SCHOOL DEPARTURE**

Elementary teachers and staff have after-school duty at designated pick-up areas until 3:30. **All parents should remain in their cars and pick up their children from the car line. PreK4-5<sup>th</sup> grade parents should display their MCS student ID placards in their car window.** For safety reasons, parents are urged to pick up their children promptly. Elementary students remaining after 3:30 will be placed in the after school day care center and will be charged accordingly. Sponsors of extra-curricular activities and athletic practices ending after 5:00 p.m. will remain 30 minutes after such an activity. Please see that students are picked up by that time.

## **INCLEMENT WEATHER**

In case of inclement weather or community crisis, we will send out a Parent Alert through RenWeb Please refer to our MCS website, and listen to local television or radio station. We will re-open at the discretion of the Administration. Parents will be notified through Parent Alert when classes will resume.

## **PARENTS AND OTHER VISITORS**

Parents and visitors are welcomed at MCS. All visitors must report to the office and wear a visitor's badge. If a parent desires to observe a class, he/she must get prior approval from the Elementary Principal to visit classrooms. Generally, to avoid disruption of classes, only those students who are applying for admission may visit MCS classes, and/or lunch times.

On-campus visitors will be expected to follow all handbook policies (dress, food, etc.) and not cause disruption of regular activities in halls or classrooms.

Parents are asked not go directly to their child's classroom during the day to deliver forgotten items, messages, or to schedule conferences. Parents may leave the items or messages with office personnel to deliver to the child or teacher at a time that will not interrupt class.

Mobile Christian School is a TOBACCO-FREE CAMPUS.

## **CLOSED CAMPUS**

**We operate on a closed campus policy.** Students must stay on the campus grounds from the time they arrive until dismissal or until they are picked up by their parents. Any student leaving campus without administrative permission **after 7:30 a.m.** will be considered truant from school and will be disciplined accordingly.

## **FUNDRAISING**

While the school occasionally sponsors fundraising activities, students are encouraged never to go “door-to-door” selling without an adult supervising. They are encouraged to sell to their family and friends. No items may be sold on campus without administrative approval.

## **USE OF MCS CAMPUS**

Mobile Christian School exists to serve its students. On occasion, groups that our students are involved in may wish to use parts of the MCS campus for meetings or activities. Any group desiring to use any part of the campus (including athletic facilities) are asked to contact their respective principal to have that request approved and placed on the master calendar. Anyone is welcome to check the master calendar located on the website to view the schedule of events.

No student is to use a facility (including the gymnasium, baseball hitting facility) without proper supervision.

## **SPEED LIMIT**

Speed limit on campus is 5 miles per hour.

## **LOCKERS**

The school has the authority and control over all lockers and book bags and may gain access at any time. Book bags and other items not stored in lockers should be placed on available hooks.

## **ARTICLES PROHIBITED**

The following items are not allowed on campus: alcoholic beverages, cigarettes or tobacco in any form, drugs or drug paraphernalia, gas or aerosol irritants, firearms, ammunition, fireworks, sling shots, knives or other objects which could endanger the safety of students and faculty. Also, no look-alikes, such as water guns or other toy weapons are allowed. Any other objects may be taken up if the teacher feels they may interfere with learning or disrupt school. This includes gum, candy, radios, music devices, cameras, toys, etc. No animals should be brought to school except for special projects and with advance permission. The administration and faculty have authority to search student lockers any time the safety or welfare of the student body may seem to be endangered. No laser pointers or any other article that would disrupt the orderly operation of the school are allowed in the classroom.

## **MEDICATIONS**

**All medication must be turned in to the Elementary office for distribution. If your child is to be given medication at school, we must have written permission and**

**written instructions on the appropriate form available in the office. All medications must be delivered to the office by the parent. Any medication, prescription, or over-the-counter medication not handled in this manner will be considered a prohibited item.**

## **SEARCHES**

Mobile Christian School may search any student or possession of any student on school property or during any school activity on or off school property for any reason a school official deems necessary. These searches may include but are not limited to lockers, wallets, purses, cell phones, electronic devices and book bags. Searches may take place with or without student knowledge.

## **LUNCHROOM**

The lunchroom provides items from various caterers, as well as vending services, that may be purchased for lunch. Students who order online or during homeroom are responsible for paying for their orders. Students may also bring their lunch from home. Parents can also pay online through RenWeb. Students are expected to eat in the lunchroom and not carry food out of the building. The student is responsible for leaving the eating area clean for others. Students are not permitted to order lunch from outside restaurants. Students are not permitted to go off campus for lunch.

## **LUNCHROOM CHARGES**

Students are expected to bring their own lunch or lunch money daily. Lunchroom charges should be rare and limited to emergency situations (lost lunch money, etc.). Students who do not have lunch may get food items from the Lunchroom Supervisor and she will notify the office of the amount to be posted on the parent's account. Elementary students will be required to call parents for permission to charge lunch. Do not send money to repay for charges to the lunchroom; pay the lunchroom charge posted to your monthly bill.

## **LUNCHROOM WARMUPS**

Students who bring items to send to the lunchroom to be heated before lunchtime need to be sure they are labeled with the student's name and homeroom. Warm-ups are placed on a tray in a warmer to be slow-heated. Do not send items that need to be cooked (water added, etc).

## **TELEPHONE USE**

Due to the large number of incoming calls, we must limit use of the office phone by students. In case of illness, or other emergency, the office phone should be used.

Arrangements for children to visit one another after school should be made before leaving home. Children should not call home to ask permission to go visit another child.

### **MUSIC POLICY**

MCS believes that Christians should be selective in the kind of music participated and enjoyed. In order to maintain this standard it is necessary for the school to require that music which tends to appeal to the suggestive and lascivious be omitted from all activities which are under the supervision of the school. The school must maintain the right to supervise the kind of music performed by or for any group of students. Owners of vehicles with boosters, amplifiers, etc., are required to turn down the music before entering the school property. Words to songs performed at the school must be submitted to administration or designated sponsor.

### **PARTIES**

There are four parties which are traditional class parties in the elementary school. They are: Fall, Christmas, Valentine and End of the Year. Kindergarten classes also may have an Easter Egg Hunt. No other parties are permitted without administrative approval. Room mothers and teachers are responsible for cleaning up after these parties. No birthday parties, as such, may be held. However, parents may send cupcakes or cake to be served at lunchtime.

Mobile Christian parents solicit the cooperation of other MCS parents in properly supervising home parties. **It is expected that MCS parents and students not sponsor parties permitting use of drugs or alcoholic beverages.**

No dances are sponsored by the school and dancing is not permitted at school functions. **Parents are asked not to sponsor dances in association with school functions.**

### **ALABAMA LAW**

Alabama law provides criminal penalties and civil liability for selling, giving, furnishing, or otherwise dispensing of alcohol to minors. See Sections 6-5-70, 6-5-71, Code of Alabama. The law also provides criminal penalties for adults who have "open house parties" where alcohol or controlled substances are possessed or consumed by persons under the age of 21. See Section 13A-11-10.1 Code of Alabama. Parents and students are, therefore, advised that such conduct is not acceptable to Mobile Christian School.

### **P.T.F.A.**

The P.T.F.A. is an association of parents, teachers and friends of the school who meet during the school year to enhance communication between the parents and the school,

to discuss the school program and to plan fund-raising activities to benefit the school program. Various classes may present plays and music programs at meetings. All parents are encouraged to participate.

### **BOOSTER CLUB**

The Booster Club is an organization of parents and friends designed to support the Athletic Department and Band. Parents and friends attend Booster Club meetings and support our growing athletic program for both boys and girls. Watch the Monday Bulletin for announcements of meeting dates.

### **DISTRIBUTION OF LITERATURE**

Any literature handed out or posted on campus must be approved by the administration in advance.

### **CLUBS AND EXTRACURRICULAR ACTIVITIES**

A number of clubs and athletic teams have been organized for our students' participation. Students are encouraged to learn about these organizations:

National Elementary Honor Society	Beginner Band 5 <sup>th</sup> Grade
Spelling Bee	Math Contests
Art Contests	Spelling Contests
Elementary Soccer	Elementary Track
Elementary Football (3 <sup>rd</sup> -5 <sup>th</sup> )	Elementary Cross Country
Elementary Cheerleaders (3 <sup>rd</sup> -5 <sup>th</sup> )	Elementary Basketball

\*No athletic practices, games, or school activities will last past 5:30 on Wednesdays. No extracurricular activities will be held on Sundays. Any exceptions require administrative approval.

### **HALL CONDUCT**

Students are expected to conduct themselves in an orderly fashion in the hallways. Students are expected to be considerate to fellow students and polite to visitors on campus. No running, pushing, shouting, or horseplay in the hallways.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office before or after school. Lost articles, which are not claimed within a reasonable time, will be given away. Label all clothing, books, etc. so they can be identified.

## **CHANGE OF NAME OR ADDRESS**

Inform the office and the homeroom teacher if you change your address or telephone number or if there is a change in last name of parent or student. MCS is not authorized to use any name other than the child's legal name on school records or publications. In case of legal change of name, proper papers should be presented to the school.

## **WEEKLY BULLETIN**

All PreK3-5<sup>th</sup> grade students will be emailed a copy of the Weekly Bulletin. We will also post the bulletin on our website at [www.mobilechristian.org](http://www.mobilechristian.org).

## **TEACHERS' LOUNGE/TEACHERS' WORKROOM**

The teachers' lounges are off limits to all students at all times. The teachers' workrooms are off limits to students without adult supervision.

## **RESPECT**

Students are expected to develop self respect by showing respect to others and to God. Students should not call faculty or staff members by first names or nicknames. All adults and visitors to campus should be treated courteously. Students should respect the property and feelings of others. Any display of affection between students which is not in good taste will not be permitted. Students should show respect for God by reverent behavior during religious activities and respect for speakers and fellow students through polite attention during assemblies.

## **CARE OF SCHOOL PROPERTY**

School facilities and programs are made possible through gifts of many friends of MCS. Students should do all in their power to keep the buildings and grounds attractive. It is expected that all damage, even if it may be accidental, will be acknowledged by the person involved and reimbursement made to the school. A clean school shows pride and cooperation among the students. MCS is your school. Protect it and care for it.

## **MOBILE CHRISTIAN SCHOOL UNIFORM DRESS CODE 2017-2018**

The Mobile Christian School uniform is designed to provide neat and modest dress for our students. The uniform is mandatory for all students. Please read the following information carefully. All uniform items should be purchased at Zoghby's Uniforms. If there is any doubt as to whether items meet the requirements stated, please contact the school before purchasing. **No individuals may design, issue, market, or sell apparel**

representing MCS in any manner without express written consent of the MCS administration.

**I. ELEMENTARY UNIFORM: GRADES K3-5<sup>TH</sup>**

**A. GIRLS-REQUIRED: Grades K3-5 (Mondays, Special Events and Dress-Up Days) All Items purchased at Zoghby's Uniform only**

1. **JUMPER:** REQUIRED ONLY FOR K4-5<sup>TH</sup> grade girls
  - a. Tunic jumper in #178 plaid
  - b. Comfortable navy shorts (bloomers, gym shorts, etc.) may be worn under the jumper. These should **not** be seen below the hemline of the jumper
  - c. Notice Section VI regarding required length
  - d. In colder weather, solid white or solid navy tights/leggings may be worn under jumpers
2. **SKORT:** REQUIRED ON Mondays for ONLY K3 girls because they do not wear jumpers. Plaid #147 or 907 Plaid Skorts
3. **BLOUSE:** REQUIRED ONLY FOR K4-5<sup>TH</sup> grade girls. White Peter Pan Blouse with Navy Trim and MCS Logo
4. **SHIRT:** REQUIRED ONLY FOR K3 grade girls on Monday. Grey Polo with MCS Logo to be worn with shorts or pants. (Shirt must be tucked in to show the waistband)
5. **SOCKS:** Socks that are mid calf or higher must be matching white, navy or black.
6. **SHOES:** May be purchased at Zoghby's, J-Ray Shoes or Shoe Station
  - a. White Velcro or Button-Side Closure Tennis Shoes (Only white or navy logo or trim) **(Velcro required for PreK3)**
  - b. White Navy Saddle Tennis Shoe: ONLY for 1<sup>st</sup>-5<sup>th</sup> Grade Girls.
  - c. If the Navy and White Saddle Tennis Shoe is too small, students may wear Navy with the White Shoe Lace Saddle Shoe or Keds navy saddle shoe

**B. GIRLS-OPTIONAL: Grades K3-5 (Other School Days)**

1. **PANTS:** Plaid #147 Girls Pants for 1<sup>st</sup>-5<sup>th</sup> grades and Elastic Pull Up Pants in Plaid # 147 for K3-K5 girls
2. **SKORTS:** Plaid #147 or 907 Plaid Skorts



3. **SHORTS:** Only Optional for K3-K5. Elastic Pull Up Short in Plaid #147  
(Worn ONLY during the months of August, September, October, April and May)

4. **SHIRT:** Grey or Navy Polo with MCS logo to be worn with shorts or pants.  
Shirts must be tucked in to show the waistband

C. BOYS-REQUIRED: Grades 1-5 (Mondays, Special Events, and Dress- Up Days)

1. **PANTS:** Plaid #147 Pants
2. **SHIRT:** Grey Pique Polo with Logo (Shirt must be tucked in so that belt can be seen)
3. **SOCKS:** Socks that are mid calf or higher must be matching white, navy or black
4. **SHOES:**
  - a. Solid black on black leather saddle oxford with black stitching, eyelets and laces. **No suede, boots or athletic type shoe**
  - b. Solid black penny loafers; no tassels
5. **BELT:** Solid Black, Smooth or Braided Leather (No more than two sizes bigger than waist)

D. BOYS-OPTIONAL: Grades 1-5 (Other School Days)

1. **PANTS:** Plaid #147 Pants
2. **SHORTS:** Plaid 147 Shorts (Worn ONLY during the months of August, September, October, April and May)
3. **SHIRT:** Grey or Navy Pique Polo with MCS Logo (Shirts must be tucked in so that the belt can be seen)

## II. COLD WEATHER ATTIRE

To add layers for extra warmth, the following may be worn along with the required uniform:

1. Any school sponsored and issued or Zoghby's MCS sweater, jacket or sweat shirt approved by MCS administration.
2. **Solid navy jackets or sweaters** may be worn with a small logo that does not support any other school or organization. Logo should be similar in size as MCS logo on school shirts.
3. Plain white T-shirts and/or white turtlenecks may be worn under the uniform shirt. (No colored or printed T-shirts. No long sleeve shirts under short-sleeve shirts).

### **III. PE UNIFORMS**

Grades 1-5 need an inexpensive pair of tennis shoes for PE with either white or non-scuffing soles. (Velcro closures preferred if younger students cannot tie their own shoes.)

### **IV. IN CLOTHING**

Students are encouraged to sew or write their names inside all uniform items, including jackets, sweaters and shoes.

### **V. SKIRT LENGTH**

No shorter than 4 inches from the floor in the front and back when in a kneeling position. Purchase skirts longer to allow for growth during the year. We recommend hems be in keeping with longer styles, but absolutely no shorter than the limit of 4" from the floor when kneeling (front and back).

### **VI. HAIR STYLES**

BOYS: Grades K3-5: hair length:

Front: must be above the eyebrow

Back: maximum to the collar

Side: maximum to the ear lobes

\*No hair-bands or ponytails allowed

Hair should be cut somewhat shorter than the allowed maximum to allow for growth.

**NO ONE** will be given an extended period of time to get a haircut. Hair must remain within the regulation. Boys and girls: No distracting, non-natural hair colors or hairstyles.

### **VII. OTHER:**

1. No pierced "body jewelry" other than earrings on girls. Girls are limited to two earrings per ear.
2. No pierced "body jewelry" of any kind on boys.
3. Girls should only wear jewelry and make-up appropriate to their age group; nothing distracting.
4. Girls' hair bows are preferred to be solid navy, solid white or MCS plaid; nothing distracting.
5. Baseball caps and hats, or head coverings, are not to be worn on campus during the school day except with school permission.
- 6.

### **VIII. COMPLIANCE WITH THE DRESS CODE**

Uniforms are to be worn in original purchased condition. Shoes or other uniform items should not be decorated or defaced. SHOES MUST BE WORN WITH FOOT FULLY

INSIDE SHOE. Students out of uniform due to emergency conditions are expected to be dressed up. Absolutely no jeans should be substituted.

**IX.**  
**STUDENTS SHOULD DRESS IN MONDAY UNIFORMS FOR THE FOLLOWING**

1. Each Monday of the year
2. Fall school photos (proofs – order after proofs arrive)
3. Honor Society members on the day of Honor Society Inductions
4. Field trips (any exceptions to this will be very limited and must be approved by the principal before announcing to students and any exceptions must be approved by administration in advance).
5. Other special occasions as designated by the administration

**X. DRESS FOR OTHER ACTIVITIES**

There are a number of school activities when students are not in uniform, such as athletic practice, ball games, parties and banquets, out-of-uniform days, and special dress-up days. The following guidelines should govern dress for these occasions:

1. Length of shorts, dresses or skirts should not be less than designated in the uniform code.
2. Cut of the neckline should be modest.
3. Extra sheer or extra tight clothing should not be worn. Leggings may be worn, but not as pants. Yoga pants and jeggings may not be worn. Athletics tights may be worn only with shorts over them.
4. Young ladies should wear proper undergarments.
5. Shorts should not be worn except for participation in athletics, PE, or athletic practice, or other approved occasions.
6. Boys should wear shirts at all times.
7. T-shirts should not have lewd pictures or suggestive writing of any kind and should not advertise alcoholic beverages, cigarettes, drugs, etc.
8. Certain school days will be designated as dress-up days when students do not have to wear uniforms. On these occasions students should dress-up, not merely just be out of uniform. This calls for dress slacks and sport shirts for boys and dresses or dressy pants outfits for girls. No jeans, T-shirts, or hats on these days.

**No immodest apparel as determined by the administration.**

**FIELD TRIPS**

Field trips away from the campus will occasionally be scheduled as an extension of classroom learning situations. A permission form will be given to you to be signed and returned to the teacher. The signed form must be on file at the school before the

student goes on the field trip. Monday dress uniforms will be required on most field trip days.

### **GYMNASIUM RULES**

1. Only shoes with non-marking soles can be worn on the gymnasium floor.
2. No horseplay in the gym
3. Sweatpants may be worn over gym suits in cold weather.
4. Students are not allowed in the gymnasium without direct staff supervision.

### **LIBRARY REGULATIONS**

A student should remember that the library is a place to read and study. Students sent to the library by classroom teachers will be asked to leave if they are visiting or otherwise abusing library regulations.

To borrow books, have the book scanned on the computer at the checkout desk, giving your name and homeroom. Return books to the same desk on or before the date due. Regular library books may be checked out for a two week period. If necessary, they can be renewed. One must have the book in order to renew it.

Reference books (those with an "R" above the call number, encyclopedias, etc.) may be checked out in the afternoon after school for use overnight. They are to be returned the first thing the next morning.

A person who has overdue books will not be allowed to check out additional books. A fee will be charged for books damaged excessively, and payment will have to be made for lost books. Report cards will be held at the end of the school year if books have not been returned or payment made.

### **STUDENT CONDUCT**

#### **CELL PHONE POLICY**

Students are permitted to be in possession of cell phones or other electronic devices that are used to communicate (i.e. Apple Watches, Glasses, etc.). However, they are not to be visible or used for any purposes (texting, calling, social media and listening to music) between the hours of 7:55-3:00. This includes break, lunch and in between classes. Exception: Phones may be used ONLY in the office when given specific permission by office personnel.

### **CONSEQUENCES FOR VIOLATION**

1<sup>st</sup> Offense – Detention assigned

2<sup>nd</sup> Offense – Parent is required to pick-up the phone and two detentions assigned

3<sup>rd</sup> Offense – Saturday school assigned and the phone is checked in for a period of time determined by the principal.

4<sup>th</sup> Offense – Becomes a C offense

When corrective measures are needed, the guidelines stated below will or may be used. The following Sections A, B, C and D are guidelines only for disciplinary action.

The school administration reserves the right and the authority to define all terms as they are used in Sections A, B, C and D.

### **SECTION A: OFFENSES**

1. Out of Uniform
2. Running in hall
3. Littering campus or buildings
4. Chewing gum; eating or drinking in class
5. Excessive talking or disrupting class/Chapel (screaming, pencil tapping, etc.)
6. Failure to bring materials to class - books, paper, pen, iPad, etc.
7. Tardy to school or class
8. Horseplay
9. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

**NOTE:** Teachers should attempt to resolve Section A behaviors when appropriate before referral to the Administrator for official disciplinary action. Repeated referrals of Section A Offenses may lead to classification as a Section B Offense.

### **SECTION A: ADMINISTRATIVE DISCIPLINARY ACTION**

<b>1<sup>st</sup> Offense</b>	<b>Minimum:</b> Administrator/Student Conference
<b>2<sup>nd</sup> Offense</b>	<b>Minimum:</b> Detention or Loss of Privileges
<b>3<sup>rd</sup> and subsequent offenses</b>	<b>Minimum:</b> Becomes Section B Offense

### **SECTION B: OFFENSES**

1. Repeated A Offenses
2. Inappropriate attire (other than out of uniform offenses)
3. Disrespect during Chapel
4. Disrespect for teachers
5. Dishonesty/Deceit
6. In hall unauthorized
7. Horseplay with injury (elbowing, pushing, punching, etc)
8. Cheating/Plagiarism: In addition to the administration disciplinary action, the student will receive a grade of zero.

9. Minor occurrences of bullying or teasing/taunting
10. Public display of affection
11. Possession of prohibited items
12. Destruction of or damage to property of others
13. Misuse and abuse of technology
14. Failure to comply with the lawful directions of any school employee
15. Violation of computer/internet policy
16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct

**NOTE:** These serious offenses pertain primarily to campus conduct or school functions; however, the school is concerned about anything that seriously affects the character and reputation of the students and the school. Punishment will be proportional to the nature of the offense. Teachers may handle lesser degrees of these offenses; however, they generally represent blatant disregard for school policy and as such will usually result in the student receiving a disciplinary referral.

Cheating will result in an automatic zero on the assignment, and parents will be notified by the teacher.

#### **SECTION B: ADMINISTRATIVE DISCIPLINARY ACTION**

- |                                               |                                                                                   |
|-----------------------------------------------|-----------------------------------------------------------------------------------|
| <b>1<sup>st</sup> Offense</b>                 | Minimum: Administrator/Student/Parent Conference and Detention/Loss of Privileges |
| <b>2<sup>nd</sup> Offense</b>                 | Minimum: Detention, Suspension or Saturday School                                 |
| <b>3<sup>rd</sup> and subsequent offenses</b> | Minimum: Becomes Section C Offense                                                |

#### **SECTION C: OFFENSES**

1. Repeated B Offenses
2. Fighting
3. Use of abusive or obscene language (written, spoken or gestures)
4. Cheating/Plagiarism: In addition to the administration disciplinary action, the student will receive a grade of zero.
5. Vandalism
6. Defacing school property
7. Possession of prohibited items
8. Possession or use of tobacco in any form
9. Possession or display of obscene literature or pictures
10. Improper conduct with the opposite sex that does not fall in the category of sexual harassment or sexual misconduct as outlined in Section B or D
11. Out of class or leaving building without permission
12. Major offenses of bullying, harassment, or cyber-bullying
13. Major classroom disruption or disrespect
14. Theft of property
15. Significant misuse and abuse of technology

16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

**NOTE:** These are more serious offenses and pertain to behavior any time and any place. Students will automatically be referred to the office and parents will be notified.

### **SECTION C: ADMINISTRATIVE DISCIPLINARY ACTION**

- 1<sup>st</sup> Offense** Minimum: Saturday School, Corporal Punishment or Suspension  
**2<sup>nd</sup> Offense:** Minimum: Long-term Suspension (3 or more days)  
**3<sup>rd</sup> and subsequent** Minimum: Becomes Section D Offense

### **SECTION D: OFFENSES**

1. Repeated C Offenses
2. Illegal drug possession or use
3. Misuse, abuse or distribution of medicine or substances
4. Possession of prohibited items
5. Alcoholic beverage possession or use
6. Truancy
7. Leaving campus without permission
8. Theft of property
9. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)
10. Harassment- (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
11. Possession of a dangerous instrument (including but not limited to any type of gun, including BB or pellet guns; any type of knife; or any other instrument that might be used as a weapon)
12. Trespassing
13. Disorderly conduct
14. Possession of commercial fireworks
15. Major misuse and abuse of technology
16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

**NOTE:** These are the most serious offenses and pertain to behavior any time and any place. Students will automatically be referred to the office.

### **SECTION D: ADMINISTRATIVE DISCIPLINARY ACTION**

- 1<sup>st</sup> Offense** Minimum: Long-term suspension from school (3 or more days); may notify appropriate law enforcement officials
- 2<sup>nd</sup> Offense** Minimum: Notify appropriate law enforcement officials & recommend expulsion

## PENALTIES FOR MISCONDUCT

Students sent to the office for disciplinary action will be subject to the following penalties, depending on the degree of the offense and past record of the student.

- A. Conference and warning; referral sent home.
- B. Detention Hall, Loss of Privileges or Work Detail
- C. Corporal Punishment – Enrollment of a student at MCS implies consent from parents for appropriate reasonable corporal punishment to be administered by the office when the situation demands.
- D. Parent/Administrator Conference-Parent will be required to meet with Administration before student is readmitted to class.
- E. Saturday School-
  - 1. May be assigned in lieu of suspension
  - 2. Will meet from 8:00 AM to 12:00 on Saturday
  - 3. Only an administrator will assign students to Saturday School
  - 4. Students will spend time in classroom and clean-up activities
  - 5. Failure to attend will result in **three day suspension** from school
  - 6. Misconduct at Saturday school could also result in suspension
  - 7. Students will be assessed \$40 to be paid to the Saturday School Supervisor on the assigned day.
- F. Probation – warning of possible suspension or expulsion for future offense.
- G. Loss of extra-curricular privileges or honors.
- H. In-School Suspension – IS is used occasionally just short of suspension. Student will be isolated from students for the day and given class work to do independently. Full credit will be received for work done.
- I. Suspension – prohibited from being on campus or participation in school activities. Absence from class is unexcused and zero will be given on class work due or tests given. An Administrator/Parent Conference is required for readmission. A student whose repeated misconduct interferes with the orderly operation of the classroom, and who has not responded to other penalties or parent conference, will be subject to suspension and/or expulsion.
- J. Expulsion – Students guilty of most serious offenses may be expelled. Persistence in minor or more serious offenses indicates a student's lack of desire to comply with the standards of MCS and may lead to expulsion. Careful evaluation of a student's record will precede expulsion; however, in the best interest of the school, other students, and the student himself, a student must be asked to withdraw if his/her conduct is contrary to the ideals and philosophy of MCS.

Students should understand that any school employee has the authority to correct misconduct at any time, and is due their respect. Any staff member may send a student to the office for misconduct. All discipline will be administered with the idea of providing a wholesome Christian school environment.

## DETENTION HALL (GRADES 2-5)



Detention hall is a time when students are assigned to stay after school. The Principal will assign students to Detention Hall.

1. You must be dressed in your school uniform.
2. You must spend the full time: 3:00-3:45.
3. The date of D-Hall can only be changed in case of an emergency or long standing appointment. Bring a note from home explaining the problem to the administrator.
4. If you are absent on your D-Hall day and the absence is excused, you will automatically have it the first day back that D-Hall is held.
5. If you cut D-Hall, you will be assigned two D-Halls or suspended at the discretion of the administrator.
6. If you are late to D-Hall, you will be reassigned by the Principal with the potential for two D-Halls.
7. You may not miss D-Hall for routine extracurricular activities. It may be postponed for special events (such as ball games), but it is your responsibility to see the administrator in advance to make arrangements and get approval.
8. Students will be assigned tasks as determined by the D-Hall supervisor which may include, but are not limited to campus cleanup, watering plants, and writing reports.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

MCS makes every effort to provide the best available technology to MCS students and staff. This policy sets forth guidelines on the proper use of personal electronic devices, school computers, internet access, and other technology.

MCS reserves the right to assess, intercept, monitor, review, record, store, delete, and disclose any communication and other information created, sent, received, created on, or brought to the MCS campus. Students should be aware that personal electronic devices are subject to the search policy in this handbook.

Students should be good stewards of all technology provided to them. Caution should be used when streaming not to take-up (hog) bandwidths.

#### **Guidelines for technology use**

1. Students must not make attempts to access servers or network information that is not open to the public. Any attempt to avoid MCS internet filtering content protocol including proxy sites is strictly prohibited. The network resources cannot be used for personal business or financial gain.
2. Student must not access, display, or store materials which are profane, sexually suggestive, and slanderous to MCS, its administration, faculty and students or

contrary to the ideals and policies outlined in the Student Parent Handbook. Students are prohibited from maintaining web pages, blogs, or comments that contain similar materials and will be held responsible for displayed materials. Students are prohibited from maintaining any kind of web page or social media sites that represent Mobile Christian School without the specific permission of MCS Administration.

3. Students are prohibited from any form of cyber bullying on or off campus. Actions deliberately threatening, harassing, and intimidating an individual or groups of individuals; placing an individual in reasonable fear or harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
4. Instant messaging or texting is prohibited in the learning environment except as part of an assigned in-class activity that is supervised by faculty or administration. Blogging is to be utilized on campus for academic purposes only. Participation in chat rooms or online forums during school hours are prohibited during the school day, except as part of an assigned in-class activity.
5. Students are prohibited from any form of plagiarism. Information obtained through the internet must be properly cited and in compliance with the copyright laws.
6. Students are prohibited from using any method to obtain control of another owner's computer or device through the use of their own or any other computer.
7. Students are not to use another person's log-in, another's email, and share or use another's academic work or files without the teacher's permission.
8. No sharing of music or playing of games over the school network will be allowed. Students may not view or play electronic games of any kind during class except when granted by a teacher. Games that include violence, adult or inappropriate content are prohibited.
9. Headphones or ear buds may not be worn between classes or during chapel.

Violation of these guidelines will be subject to appropriate disciplinary action as outlined in the student conduct section of this handbook.

#### **Guidelines for personal electronic devices**

1. Battery life of 6 or more hours: students are responsible for charging devices before coming to school
2. Must be Wi-Fi compatible in order to access the filtered wireless internet on campus
3. 3G and 4G enabled devices will not be allowed, nor will air cards nor personal Wi-Fi or hotspots

4. iPads that can handle the most recent updates only. Cell phones, mp3 players, other devices and iPods will NOT be allowed as an option. It is recommended that it be flash-enabled or compatible
5. It is highly recommended that devices have some type of protective cover/case with a name clearly identified
6. Personal Electronic Devices that meet these guidelines may be used throughout the school day except during chapel, assemblies, or when instructed not to by a teacher/administrator in the classroom
7. The school is not responsible for any loss or damage to any device or data.
8. Audio should be turned off unless required during an assigned activity. When required, headphones must be used
9. Audio should be turned off unless required during an assigned activity. When sound is required, headphones must be used. Media recording is allowed only under the direction of the teacher. Students are prohibited from taking photographs or videos in the classroom without the teacher's permission.

**Consequences for violations of this policy are as follows:**

First offense – Teacher warning -communicate to parent

Second offense –Detention assigned

Third offense –Two detention assigned

Fourth offense – Saturday school

## **PRANKS**

The Christian concept of respect for others and respect for property would exclude pranks that would injure individuals or their property. All students are responsible for assisting in the orderly operation of the school and should not engage in disruptive activities or in making a mess which others have to clean up. Pranks such as shaving cream fights, "rolling" cars or campus, writing on property belonging to the school or its students will be cause for discipline. Students will be responsible for any cost of damages or cleanup. Pranks may lead to a range of disciplinary measures up to and including expulsion.

## **PLAYGROUND RULES**

### **SAFETY RULES**

1. Stay in sight of your teacher at all times.
2. Do not go behind the lunchroom or the gym.
3. Stay away from the parking lot. Ask a teacher to help you get a ball out of the parking lot.

4. Do not cross the parking lot without permission from your teacher and cross only at the crosswalks.
5. Do not play on or near the bleachers.
6. No hanging on the basketball goals.
7. Do not climb the baseball or softball field fences.
8. Do not enter the concession stands.

### GOOD MANNERS

1. NO LITTERING!!! Pick up trash at end of play period.
2. No name calling or bad language.
3. No throwing rocks, sand, sticks, cans, etc.
4. No chicken fights on shoulders or monkey bars.
5. Do not play near the classrooms, on the sidewalks, in the bathrooms, or on the steps or porches.
6. Do not play wall ball off of the lunchroom or classrooms.
7. No kicking, fighting, hitting, rough playing, tackling, etc.
8. Take turns using all playground equipment.

### SWINGS

1. Do not climb up the swing poles.
2. Only one person allowed on each swing.
3. Do not jump out of the swings or off of the equipment.
4. Do not sling swings with no one sitting on them.
5. Do not twist swings.

### ALL SLIDES

1. No standing on the slides.
2. No sliding down head first.
3. Slide down the slide feet first.
4. No throwing sand or rocks off the slide.
5. Wait until the slide is clear before sliding down.
6. No playing at the bottom of the slide.
7. No climbing or walking up, or going backward up the slides.

Students using the MCS playground must be supervised by an adult at all times. PreK3 and PreK4 are not allowed to play on certain playground equipment as outlined by the teacher/coach.

## **HANDBOOK COMPLIANCE**

If, after learning what is expected of you as a student at MCS you find that you are not in harmony with these principles and purposes and cannot wholeheartedly support

them, you are urged to go to some member of the staff who will give a sympathetic hearing to your difficulties. If you find you are still out of harmony with these purposes and cannot cooperate in the support of them, you are urged to seek another school wherein you can be happy. It is strongly suggested that parents lead their children by setting an appropriate standard of compliance or cooperation.

If a student's desire is to do what is right at all times, he/she will seldom find a rule offensive or hard to keep. By enrolling at MCS, each student is pledging himself/herself to live according to the purposes and regulations of MCS.

**MOBILE CHRISTIAN SCHOOL**  
**2018-2019**  
**SCHOOL CALENDAR**

<b>Teacher In-service Days</b>	<b>Friday, Monday, Tuesday</b>	<b>August 3,6,7</b>
New Secondary Student Orientation (3:00)	Monday	August 6
Elementary Orientation (4:00-6:00)	Monday	August 6
<b>1st Day for students *</b>	Wednesday – ½ <b>Day</b>	August 8
HOLIDAY – Labor Day	Monday	September 3
Teacher In-service-No Students	Monday	October 8
 HOLIDAYS – Thanksgiving	 Monday- Friday	 November 19-23
EXAMS	Monday – ½ <b>Day</b>	December 17
EXAMS	Tuesday – ½ <b>Day</b>	December 18
HOLIDAYS – Christmas/New Year's	Wednesday-Friday	Dec. 19- Jan. 4
<u>Teacher In-service – No Students</u>	Thursday-Friday	<u>January 3-4</u>
<b>1st Semester Ends</b>		<b>88 Days</b>
 <b>2nd Semester Begins</b>	 Monday	 January 7
HOLIDAY – MLK Day	Monday	January 21
HOLIDAYS – Winter Break	Monday-Friday	March 4-8
 HOLIDAYS – Spring Break	 Monday– Friday	 April 15-19
Baccalaureate	Sunday	May 12
Graduation	Saturday	May 18
EXAMS	Wednesday – ½ <b>Day</b>	May 22
EXAMS	Thursday – ½ <b>Day</b>	May 23
Teacher Work Day	Friday	<u>May 24</u>
<b>2nd Semester Ends</b>		<b>176 Days</b>

The following holiday becomes a weather make-up days should the need arise: Oct. 9

\*PK3, PK4 and K5 dismiss at 11:45 on August 9-10

Notes: