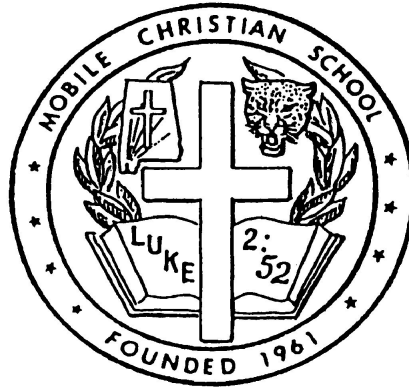


Mobile Christian School

2018-2019
PARENT-STUDENT HANDBOOK
6th – 12th Grade



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

PH (251) 661-1613 · FAX (251) 661-1396

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 of 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
Mobile, AL 36609**

**Phone: (251) 661-1613
Fax: (251) 661-1396**

Terry Cagle

Board Chairman

Head of School
Middle and High School Principal
Elementary Principal
Director of Operations
Director of Admissions
Director of Development
CFO
Counselor
Assistant Counselor
Athletic Director
Assistant Athletic Director
Elementary Athletic Director

Dr. Billie J. McConnell
Clint Mitchell
Dr. Deborah Curry
David Pahman
Allie Ratcliff
Ronnie Cottrell
Sarah Pahman
Kara Hodges
Autumn Parker
Joey Adams
Mary Strickland
Trent Catchpole

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.

LETTER FROM THE MCS BOARD

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.
8. Stimulating in youth an intellectual capacity motivated not by materialism but by love of God and their fellow beings.

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 Bible classes for all students every semester.
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 free will 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. 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 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. MCS does not have the facilities nor the personnel to effectively work with extreme emotional or behavioral problems or those students with acute academic deficiencies.
 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 1st 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. Married students or students who have parented a child are not accepted to MCS and any student who marries or parents a child during the school year will be required to withdraw. It should be added that every student accepted will be expected to demonstrate a genuine interest in pursuing education in harmony with the standards and purposes of MCS.
 15. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
 16. Must live with parents 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 Director of Operation's 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. Families who have accounts over 60 days in arrears will not be allowed to have their children continue to be enrolled.

For seniors and kindergarten students to participate in graduation exercises, all tuition, lunchroom charges, library fees, senior yearbook ads, fund-raising monies, and any bookstore charges must be paid, and all band or athletic uniforms and library books must have been returned to the school

CHRISTIAN CONDUCT

The basic concept of Christian education at MCS includes a sincere interest in the total life of each student as an individual person. 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. To develop or enhance these attributes in a student is to create lasting awareness of what is right and honorable. Each student must, from the first day at MCS, strive to develop habits and traits which will sustain him/her

under the most challenging of conditions. The word of a Christian is recognized as a bond, a signature as verification for truth, and actions are assumed to be straight-forward and above reproach. In measuring up to these divinely-established standards, it is requisite that each student be a boy or girl of infallible honor at all times. 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-home 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 write an email to the teacher to set up an appointment.**
3. Report Cards: Issued every semester. Progress reports will be issued every nine weeks. Semester grades will be calculated like a College class. All the grades for the entire semester are averaged to determine the semester grade.
4. Daily parental access to student grades, attendance, discipline, is available online through RenWeb.
5. Email: One of the best ways to communicate with teachers is by 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. 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 to that class. 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 3:15 in the office or they 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 first period at that time will be considered tardy. Grades PreK-12 will have a call-in bell at 7:30 and a warning bell at 7:53. Dismissal will be 2:35 for grades 6-12, 2:50 for PreK3-grade 1, 3:00 for grades 2-5. 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 PreK3-5th from 3:00 until 5:30 P.M. See the Elementary Office for cost and information.

CLASS SCHEDULE CHANGES

Schedule change requests 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, counselor, and administration.
5. Other class changes may be made at the discretion of the counselor and administration.

HIGH SCHOOL CURRICULUM

One-half credit is earned for each semester's work in grades 9 through 12. Required courses and electives are listed below.

GRADUATION REQUIREMENTS

Subject	Required Units
English	4
History	4
Bible	4
Science*	4
Math**	4
Foreign Language	2
Career Preparedness A/B	1
Arts Education	1
Health	½
Electives	2 ½
Total	28

*The four years of Science must include Biology and Chemistry.

**The four years of Math (taken in 9-12) must include Geometry and Algebra II.

10 community service hours per year in grades 9-12.

Twenty-eight credits are required for graduation unless a student has transferred from another high school where they could not take at least 7 credits per year. In these cases, the administration may make exceptions. All students must enroll in **eight** classes every semester.

CURRICULUM FOR HONORS DIPLOMA

An HONORS DIPLOMA will be awarded to students who:

- 1) Have a cumulative grade point average of at least B+
- 2) Math: **Must** include Pre-Calculus
- 3) **ONE** of the following courses Calculus, ADV Physics, one AP class or 1 year of college Dual Enrollment.

-
- 4) 20 community service hours per year in grades 9-12.

Students must achieve a final average of 87.5 or greater in the subject the prior year to be considered for honors placement or a weighted course. Students already in a weighted course must receive a passing grade to continue taking weighted courses in that subject area.

MCS Honors Track

8th Grade

Honors Algebra I
Career Prep A

9th Grade

Honors English
Honors World History
Honors Biology
Honors Geometry
Bible
Health/ Career Prep B
Physical Education
Elective

10th Grade

Honors English
Dual Enrollment Am. History 1301/1302
Honors Physics
Honors Algebra II
Spanish I
Bible
Elective
Elective

11th Grade

Honors English
Dual Enrollment Western Civ. 2301/2302
Honors Chemistry
Honors Pre Calculus or Algebra III/Stats
Spanish II
Bible
Elective
Elective

12th Grade

Dual Enrollment English Comp. I and II
Honors Government & Economics
Chemistry II/ ADV Physics
AP Calculus
Bible
Life Skills
Elective
Elective

College Prep Track

8th Grade

Career Prep A

9th Grade

English
World History
Biology
Algebra
Bible
Health/Career Prep B
Physical Education
Elective

10th Grade

English
US History I*
Physics
Geometry
Spanish I
Bible
Elective
Elective

11th Grade

English
US History II*
Chemistry
Algebra II/Geometry
Spanish II
Bible
Elective
Elective

12th Grade

English*
Government & Economics
Chemistry II
Algebra III/
PreCalculus
Bible
Life Skills
Elective

Elective

Elective

** Marching Band can be substituted, but PE credit must be earned prior to graduation**

***Art/Media, Chorus, Concert Band, Drama, Broadcast Journalism, Music Theory and Yearbook are considered a fine art.

GRADING

MOBILE CHRISTIAN SCHOOL GRADING SCALE

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 up through the 8th grade receive semester and yearly averages. **Students in grades 9 through 12 earn high school credits by semester and receive no yearly average.** *No credit is given if a student receives a semester average below 60%.* No quarter or exam 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).

EXAMS: In computing the semester average in grades 6-12, semester exams count 1/5 of the semester average and the semester grade counts 4/5.

GPA: High school cumulative G.P.A. (grade point average) will be determined by using the 100 pt scale shown above. Weighted grade point averages are used in determining school awards and class rank. Honors classes and Calculus will be weighted 5 points on the 100 pt. scale. College Dual Enrollment, AP classes and Adv. Physics will be weighted 10 points on the 100 pt. scale. (Weighted and unweighted grade point averages will also be figured on a 4.0 scale for colleges).

SEMESTER EXAMS

1. Semester exams for grades 6-12 are designed to review the semester's work, provide students with a broad picture of the course to-date and teach students to handle comprehensive exams. Exams count 1/5 the semester grade, with classroom grades counting 4/5. No students are exempt from 1st semester exams.
2. Seniors may be exempt from second semester exams in each class for which they have a B- (79.5) or better average for second semester.
3. Students in Grades 6-11 may be exempt from 2nd semester exams in each class for which they have a 92 (91.5 rounds up) or better average for the second semester. **Students that have been assigned Saturday School for excessive absences or tardies will not be eligible to be exempt.**
4. Students who are exempt may choose to take an exam if they think it will help raise their grade and thus benefit their GPA.

PASS – FAIL POLICY

Promotion to the next grade is based on total accumulated credits for grades 9-12. High school students completing their freshman, sophomore or junior year who fail any semester of a subject should check with Principal or Guidance Counselor to schedule summer school. All subjects failed should be successfully completed in summer school. Students may make up three semesters of coursework within a specific core curriculum subject (math, English, science, and social studies). Failing a 4th semester of coursework within a specific core curriculum subject will result in students having to leave MCS permanently.

For students in grades 6-8 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. (Only one subject can be made up in summer school to pass grades 6, 7, or 8).

GRADES 6-8: Group A: Math, English, Science, Social Studies

Group B: Bible, Band, PE, Computer, other electives.

COMMUNITY SERVICE

Community Service is a requirement for graduation from Mobile Christian School. Students begin accumulating these hours in the ninth grade. All students in grades 9-12 must have 10 hours for **each year** of attendance for graduation. 20 hours for **each year** of attendance is required for an honors diploma.

There are many ways to meet this requirement, and you may contact the guidance office for information regarding community service opportunities. After each act of service, a form must be completed by the student explaining the type of work performed, and it must have the signature of the person who authorized the work. These forms are available in the guidance office and should be turned in to the guidance counselor after completion. Hours are to be submitted within 60 days of completing the service and turned in by the 2nd semester exam review day. Senior hours must be completed and the form received by the Friday following Spring Break week. For all other grades, service hours must be completed before the end of the school term or you will not be allowed to progress to the next grade level until they are completed.

Along with being a requirement to graduate, these community service hours may also greatly benefit the student when it comes time to apply for college scholarships. It is becoming increasingly important for students to accumulate "QUALITY" community service hours. It can increase the student's chances of receiving a scholarship and make them stand out above others who apply for it.

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 6-12 at Mobile Christian School are placed on academic probation if they fail to maintain a minimum composite numerical of 70. Grades must be above this standard at the end of the next semester to remain at MCS. In addition, students that fail two or more subjects at the end of a quarter, will not be eligible to participate in any extra-curricular 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

1. A fee will be charged to seniors 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, athletic or band uniforms must have been returned in acceptable condition.
2. Seniors must have completed all credits required for graduation in order to participate in graduation exercises, including Baccalaureate/Awards Day, and Commencement Exercises. Seniors who do not graduate on time must complete all requirements by the end of the summer of their graduation year to receive an MCS diploma.
3. In the case of major disciplinary problems at the close of school, either on the senior trip or at school, students may lose their privilege to walk in any of the graduation exercises, including Baccalaureate/Awards Day and Commencement Exercises.

ATHLETICS & CHEERLEADING ELIGIBILITY

Participants in athletics and cheerleading at MCS are expected to maintain the best possible academic record.

AHSAA ELIGIBILITY

I. Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

A. Four core curriculum courses must be included in those units passed and averaged. (English, math, science and social studies are core curriculum courses. Any combination of these courses is accepted).

B. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

II. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.

A. Students entering the 7th grade for the first time are eligible.

Note: A new unit is one that has not been previously passed. A semester is half of a School year as defined by the local school system.

GUIDELINES

1. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester, but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before September 1 and may be one of the maximum two summer units counted for eligibility purposes.
6. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - a. 9th, 10th, and 11th graders must be carrying at least six new units.
 - b. 12th graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year.
 - c. 7th and 8th graders must be carrying at least five new subjects.
8. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

NCAA Eligibility

Athletes who wish to be eligible to play ball at NCAA colleges must be registered with the NCAA clearing house. Check with the guidance counselor for requirements.

CONDUCT AT ATHLETIC EVENTS

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 athletic events should be exemplary. Students should dress in a way that does not compromise the philosophy or integrity of Mobile Christian School. Behavior that brings excessive attention away from the athletic activity will not be tolerated. Good sportsmanship is our standard for behavior at all events. Violations of this policy will result in disciplinary action.

PARENT CONDUCT

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.

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. It is the responsibility of the custodial parent to provide a list of those that are authorized to check out or pick up their child.

COMMUNITY & PARENTAL RESPONSIBILITIES

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.

STANDARDIZED TESTING PROGRAMS

- ◆ **SAT 10** – Given in grades 6-9.
- ◆ **PRE-ACT** -- Given to all students in 10th grade
- ◆ **PSAT/NMSQT** – The Preliminary Scholastic Aptitude Test is administered by our counselor in October to Honor Students in 10th and 11th grade. This serves as an introduction to the college entrance exam. The PSAT also serves as the National Merit Scholarship Qualifying Exam through which students compete nationwide for National Merit Scholarships.
- ◆ **ACT/SAT** – American College Test and Scholastic Aptitude Test –**The ACT/SAT Test Code for MCS is 011-821.** Test generally taken during spring of the junior year and fall of senior year. Registration booklets provided through our guidance office; test administered at MCS and local colleges. Students are required to take the ACT or SAT their junior and senior years. In addition, any sophomore in the Honor's Track will be required to take the ACT.

HONOR SOCIETY

Membership in the National Honor Society (grades 10-12) and Junior Honor Society (grades 7-8) indicates that a student has been recognized by the faculty at MCS as outstanding in the areas of scholarship, leadership, service, and character (and citizenship, for J.H.S.). Procedures and qualifications for membership conform to standards of the National Constitution of the N.H.S. and J.H.S. Each organization is under the direction of a faculty sponsor and a five member faculty council. The council is responsible for final selection of members as well as dismissal and warning cases.

To be a candidate for membership, a student must have been at MCS at least one semester. Based on grades 7-9 for Junior Honor Society and on grades 10-12 for National Honor Society, the student must meet a cumulative grade point average of A-.

A student who qualifies academically is then rated confidentially by the faculty on the qualities of leadership, service, and character (and citizenship for J.H.S.). Giving consideration to the ratings and G.P.A., the faculty council will select those who are outstanding in scholarship, leadership, service, and character (and citizenship – J.H.S.) to be inducted into the organization.

Members who fail to maintain the standards of scholarship, leadership, service, and character required of inductees will be dismissed from the N.H.S. and are not eligible to become members again. Cheating or any Section C or D offenses are examples of infractions, which will lead to automatic dismissal from the Honor Society.

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

Awards programs are held at the end of the year to honor students who have excelled in various areas. In addition, Woodmen of the World presents one 11th grade student an American History Award and the Civitan Club presents a 6th grade Citizenship Award.

Special senior awards include Senior Superlatives, Mr. and Miss MCS, Valedictorian, Salutatorian, the James M. Powell Heart of a Servant Award, and the A.R.O. Award (Always Remember Others). Valedictorian and Salutatorian must have attended MCS for five semesters by the end of the first semester of their senior year. Valedictorian and Salutatorian are based on the weighted GPA for the 7 semesters from grade 9 through first semester of the senior year.

President's Education Awards are given to students who have attained a cumulative A- average for designated middle or high school years and have received a recent score at the 85th percentile on specified sections of a standardized test, designated by the national guidelines. Students scoring in the 95th percentile on specified sections of a standardized test 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. All students shall be punctual and regular in attendance. 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. CODES FOR ABSENCES/EARLY DISMISSALS

Absences from school or class will be coded in the following manner in the teacher's grade book and in RenWeb.

A. Excused Absences (Coded X1)

1. Personal illness
2. Death or emergency illness in the immediate family
3. Inclement weather of 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 a note at least 2 days prior to absence. If approved by administration, students will need to have each teacher sign the note in advance and give signed note to the office so they can be marked X2 on daily absentee report. 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 get 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. In any case of an unexcused absence, 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 in the teacher's grade book**.

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 the office.

- A. If you do not have a note, the absence will remain unexcused until one is brought in. You must bring a note the second day back.
- B. Deadline for make-up work and make-up tests will be one day per each excused day of absence. A teacher with administrative approval may make an exception in unusual circumstances. Students are responsible for checking with their teacher to obtain all make-up work and to make-up tests.
- C. In any case of an unexcused absence, zeros will be given on any tests or assignments due that day and those grades cannot be made up.
- D. Students absent more than half a day may not participate in school functions on that day without administrative approval.
- E. Students will not be excused to attend ball games unless the school announces that students may be excused to attend such an event.
- F. Students who are absent from any class for any reason for more than 6 days and up to 10 days in a semester, MUST attend "Saturday School" as arranged by the principal for 1 hour per day per class missed. In the event a student misses over 10 days there will be a conference with the principal to determine if credit will be given.
- G. 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 requested.

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. When weather permits, secondary students should wait in the yard outside the high school building until the CALL-IN BELL AT 7:30. At 7:30 students may enter the hallways to go to lockers. A warning bell rings at 7:53 and a tardy bell rings at 7:55 A.M. at which time students should be in their homerooms.
3. On rainy or excessively cold days, the doors to the high school will be open as soon as a high school teacher arrives on campus.

TARDINESS

1. Tardy to school (7:55).
 - A. Report to the office with a note from a parent or guardian.
 - B. You will be allowed three tardies to school during one semester in case of traffic jams, oversleeping, etc. On the fourth and any subsequent tardy, you will be referred to the office. 4TH – 6TH tardies will result in parent communication from Principal, 7th – 9th tardies will result in student having 30 minute detention on the day of tardy (or two days detention if students miss detention on the day of tardy) and 10th tardy and beyond will result in student being assigned Saturday School with a fee of \$40. Excessive tardies may result in dismissal from school.
 - C. Students checking in without a doctor's note will be considered tardy.

2. Tardy to class.
 - A. If you are tardy to class because a teacher or office personnel detained you, get a note from the person explaining why you are late.
 - B. You will be allowed three tardies to class during one semester. On the fourth and any subsequent tardy, you will be referred to the office. 4TH – 6TH tardies will result in student having 30 minute detention on the day of the tardy (or two days detention if students miss detention on the day of tardy). 7th – 9th tardies will result in student having two 30 minute detentions and 10th tardy and beyond will result in student being assigned Saturday School with a fee of \$40. Excessive tardies may result in dismissal from school.

TARDY PROBATION

STUDENTS PLACED ON TARDY PROBATION FOR THE 2018 – 2019 SCHOOL YEAR WILL BE HELD TO A HIGHER STANDARD. THE FOLLOWING CONSEQUENCES WILL BE IN PLACE FOR STUDENTS ON TARDY PROBATION.

1ST – 3RD Tardy – Free tardies in case of oversleeping, traffic jams, car trouble, etc.

4th – 6th Tardy – 30 minute detention on day of tardy (or two days detention if student miss detention on the day of tardy)

7th tardy and beyond – Saturday School \$40

PERFECT ATTENDANCE

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

EARLY DISMISSALS

It is important that students remain at school the entire day. Parents are strongly discouraged from picking up children

1. When an early dismissal is necessary, the student should bring a note from a parent or guardian to the office stating the reason and time for early dismissal.
2. Your name, the time of the dismissal, and whether it is excused will appear on the day's absentee report.
3. You must go by the office and sign out at the time you are leaving.
4. Obtain assignments in advance from classes you will miss for dismissals coded X2.
5. 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.
6. Parents must come in **to the office** to pick up any student who has an early dismissal. The only exception will be for students who drive their own cars when parents have given permission for them to leave on their own.

AFTER-SCHOOL DEPARTURE

For safety reasons, parents are urged to pick up their children promptly. **All parents should remain in their cars and pick up their children from the car line.** 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. All students should be out of the school building by 3:15 unless they are under the direct supervision of a teacher or staff member. Students not picked up by 3:15 p. m. should remain at the west entrance of the High School building.

BAD WEATHER

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

PARENTS AND OTHER VISITORS

Parents are welcomed at MCS. Parents are asked to check-in at the office. If a parent desires to observe a class, he/she must get approval from the administration. To provide a safe, secure, and productive learning environment, students must receive permission from the administration before bringing a visitor to classes on the campus. Visitors should come to the office for a pass before going to any other part of the campus. Visitors are not allowed on campus during lunch period.

Parents and visitors must come to the office and sign in. Parents, do not go directly to your child's classroom during the day to deliver forgotten items, messages, or to schedule conferences. If you will leave them in the office, we will see that your child receives them 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, even if the first period has not yet started, 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 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).

CARS AND OTHER VEHICLES

1. Students must have a parking permit to park vehicle. To receive parking permits students must show their driver's license and fill out appropriate forms.
2. Students must park in assigned parking space.
3. No inappropriate bumper stickers, tags, window stickers, etc. are allowed on cars.
4. Vehicles and parking lot are off limits during school hours unless permission is given from a school official (Exception: 2:20-2:30).
5. Speed limit on campus is 5 miles per hour.
6. Students violating parking or driving rules will be assessed a minimum \$5 fine; continued violation will result in loss of driving privileges and possible other disciplinary action.
7. Students guilty of speeding or reckless driving will be subject to immediate loss of driving privileges, a minimum \$5 fine, and possible other disciplinary action.
8. Students and visitors park at their own risk. Cars should not be left on campus after school hours.

LOCKERS

Middle and high school students may be assigned lockers. The school will not be responsible for items taken from lockers. Don't tell anyone your combination or jam the locker to keep it from locking. **Any "switching" of locker assignments should be approved by the Administration.** The school has the authority and control over all lockers 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: synthetic substances legal or illegal, 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 and/or personal property located on campus (including vehicles) 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 on campus.

MEDICATIONS

All medications, unless approved by administration, must be turned in to the office for distribution. 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.

ALCOHOL TESTING

Mobile Christian reserves the right to require a student suspected of using alcohol to be evaluated at anytime by a physician, medical technician, or law enforcement officer or to submit to laboratory tests, breath tests, urine, blood or other tests at the sole discretion of school officials.

DRUG POLICY

Students, employees, and members of the Board of Trustees are not permitted to use, possess, sell, convey, or distribute any illegal drug or controlled substance in any amount in any manner. (This includes prescription drugs not legally obtained and prescription drugs not being used in the manner prescribed.)

SCOPE OF THE DRUG TESTING PROGRAM

A. Student Drug Testing

This program may include comprehensive drug testing of all, plus random testing, testing for reasonable suspicion, and follow-up testing throughout the school year for grades 7-12. The testing schedule will be as follows:

1. **COMPREHENSIVE TESTING:** Every student in grades 9-12 may be tested during the school year.
2. **RANDOM TESTING:** Students in grades 7-12 may be randomly tested throughout the school year.
3. **FOLLOW-UP TESTING:** Any student testing positive on the initial test will be re-tested at the parent's expense if the positive result is contested by the student or his/her parents/guardians. If the positive result is not contested, the initial result will be assumed correct and appropriate actions will be taken.
4. **REASONABLE SUSPICION TESTING:** Where there is reasonable suspicion as determined by the administration that any student is in violation of the drug policy, the school administration may, at any time, demand that the person under suspicion submit to a drug test.

B. Employee/Board Member Drug Testing

The program may include random drug testing of employees and board members. The drug testing of employees/board is part of the overall commitment to create and maintain a drug free school. Follow up testing will also be available to employees and board members and these individuals will be subject to reasonable suspicion testing.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

1. All students' test results will remain strictly confidential between the student, the parent/guardian, and Mobile Christian's administration and designated staff person, and the confidential counseling program.
2. All test results of employees/board members will remain strictly confidential between the tested person and the MCS administration and the confidential counseling program.

CONSEQUENCES OF POSITIVE RESULTS

1. School personnel will not initiate criminal charges or other legal action against the student or the employee based solely on a positive drug test. However, upon testing positive for illicit drugs a student will be given an indefinite suspension pending Board approval for dismissal.
2. Any school employee or board member who tests positive for an illegal substance will be terminated from their employee or board position.

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, book bags, cell phones, electronic devices and cars. Searches may take place with or without student knowledge.

LUNCHROOM

The lunchroom provides items from various caterers, as well as vending services, which may be purchased for lunch. Students who order lunch on-line or during 1st period 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 or designated eating area 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 will not be 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 over to the lunchroom to be warmed up before lunchtime need to be sure they are labeled with the student's name and or lunch wave. 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. To use the office phone for club activities, students must have a note from their sponsor. 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 a Christian should be selective in the kind of music participated in 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 the administration or designated sponsor.

PARTIES

Middle and high school parties are not 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. High School parties **are not permitted** without administrative approval.

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. Attend Booster Club meetings and support our growing athletic program for both boys and girls. Watch the Monday Bulletin on the web or calendar 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 students' participation. Students are encouraged to learn about these organizations and to participate in them.

SGA Jr. and Sr. High	Girls Softball Varsity, JV, Middle School
Honor Society Jr. and Sr. High	Baseball Varsity, JV, Middle School
Key Club	Girls Volleyball Varsity, JV, Middle School
A cappella Chorus	Football Varsity, JV, Middle School
Fellowship for Christian Standards Jr. and Sr. High	Girls & Boys Basketball Varsity, JV, Middle School Boys and Girls Soccer
Band Beginner Band, Jr. High and High School	Cheerleaders Varsity and Middle School Girls and Boys Golf
Yearbook Staff	Cross Country Varsity, JV, Middle School
Art Club	Track Varsity, JV, Middle School
Mu Alpha Theta	Math Contests
Robotics	Spelling Bee Middle School
Broadcast Team	

*No athletic practices, games, or school activities will last past 5:30 on Wednesdays. No mandatory extracurricular activities will be held on Sundays, other than choral performances at churches. 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

Each week a news bulletin about upcoming activities will be emailed to parents. We will also post the bulletin on our website at 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 accidental, will be acknowledged by the person involved and reimbursement made to the school. Students in grades 6-12 are not permitted to be on the playground at any time. 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

2018-2019

The Mobile Christian School uniform is designed to provide neat and modest dress for our students. The uniform is mandatory. Please read the following information carefully. All uniform items should be purchased at Zoghby's Uniforms **No individuals may design, issue, market, or sell apparel representing MCS in any manner without express written consent of the MCS administration.**

I. HIGH SCHOOL UNIFORM: GRADES 6-12

A. GIRLS – REQUIRED: Grades 6-12 (Mondays, Special Events And Dress-Up Days)

1. Skirt- MCS uniform skirt or skort at Zoghby's
 - a. Notice Section V below regarding required skirt length.
 - b. Uniform pants may be worn in place of skirts as outlined in B3 below.
2. Shirt- White oxford button-down blouse with logo at Zoghby's
3. Blazer- Navy blazer with MCS crest on the pocket purchased at Zoghby's only. Blazers are required to be worn through chapel.
4. Socks – Socks that are mid calf or higher must be matching white, navy, gray or black
 5. Shoes --Navy with white laces saddle leather oxford or navy Keds saddle oxford
 - a. Available at Zoghby's, JRays, or Shoe Station
 - b. Shoes must be worn with foot fully inside shoe.

B. GIRLS-OPTIONAL: Grades 6-12 (Other School Days)

1. In colder weather, solid white or solid navy tights/leggings may be worn under skirts.
2. Short-sleeved navy or white polo girls pique with logo pullover with MCS logo in navy on the left chest area. Available at Zoghby's. White shirts should have navy monogram; Navy shirts should have white monogram
3. Zoghby's pants (plaid # 147) -- Available only at Zoghby's. Purchase girl's pants only.

C. BOYS – REQUIRED: Grades 6-12 (Mondays, Special Events And Dress-Up Days).

1. Pants- Zoghby's Plaid # 147 only
2. Shirt- White oxford button-down collar uniform shirt.
 - a. Available at Zoghby's. Required MCS logo monogrammed in navy on the pocket, long or short sleeves
 - b. White inside and out; no more than one pocket. Do not purchase shirts over one size larger than correct size. Shirts must be tucked in so that belt can be seen.

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3. Tie- MCS blue-gold stripe custom designed to match crest purchased at Zoghby's only.
 4. Blazer- Navy blazer with emblem. Standard navy blazer with gold metal buttons purchased at Zoghby's only. Blazers are required to be worn through chapel.
 5. Socks – Students must wear white, navy, gray or black socks.
 6. Shoes
 - a. Solid black leather lace-up oxford dress shoe with black shoelaces. (No boots)
 - b. Solid black leather loafers – no suede or athletic styles loafers; no tassels
 7. Belt – Black smooth or braided leather to be worn in belt loops. No more than two sizes bigger than waist.

D. BOYS-OPTIONAL: Grades 6-12 (Other School Days)

Short-sleeved navy or white performance polo with MCS logo on the left chest area. Available at Zoghby's. White shirts should have navy monogram; Navy shirts should have white monogram

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 sweatshirt 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

All students in grades 6-12 purchase the MCS PE uniforms through the MCS Bookstore. Tennis shoes should have white or non-scuffing soles. The only exceptions will be certain 7th period varsity athletic groups who may be required to purchase an official team practice uniform.

IV. NAMES 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 6-12: Hair length:

Front: must be above the eyebrow

Back: maximum to the collar

Side: maximum to the ear lobes

Hair should be cut somewhat shorter than the allowed maximum to allow for growth. There will be NO exception to the regulation. **NO ONE** will be given an extended period of time to get a haircut. Hair must remain within the regulation.

Boys should be clean-shaven: No mustaches or extra long sideburns. No hair bands or ponytails allowed.

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.

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4. Girls' hair bows are preferred to be solid navy, solid white or MCS plaid; nothing distracting.
 5. No visible tattoos on boys or girls.
 6. Baseball caps and hats, or head coverings, are not to be worn on campus during the school day except with administrative approval.
 7. Young ladies should wear proper undergarments.

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. Club photos, Class Favorites, Senior Who's Who
4. Honor Society members on the day of Honor Society Inductions
5. Field trips (any exceptions must be approved by the principal before announcing to students)
6. Other special occasions as designated by the administration

X. OUT-OF-UNIFORM POLICY FOR SCHOOL TEAMS & ORGANIZATIONS

1. Football game days (varsity & junior high)
 - A. Teams may wear jersey with school pants and shoes
 - B. Cheerleaders may wear cheerleading uniform
 - C. Band may wear official band shirts and khakis
2. Other sports teams and school organizations may have one approved out-of-uniform day during the school year. The sponsor should follow the following policies when scheduling this day:
 - A. Book out-of-uniform day with the principal two weeks prior to date
 - B. List of members who will be out-of-uniform should be given to Administration
 - C. Place list in teachers' boxes two days prior to out-of-uniform day
 - D. Description of what students are allowed to wear should be given to Administration
 - E. Only one organization per day will be allowed to be out-of-uniform
 - F. Any high school teams winning a State Championship will be given an additional out-of-uniform day (date designated by the principal)
 - G. Monday's are not acceptable out-of-uniform days
3. Hats are not to be worn on out of uniform days.

ANY EXCEPTIONS TO THE ABOVE LIST MUST BE APPROVED BY THE ADMINISTRATION

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 dress or skirt 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, athletic tights, jeggings or similar tights may not be worn as pants.
4. Young ladies should wear proper undergarments.
5. Shorts are not an option on out-of-uniform days. When shorts are permitted, the following rules apply:
 - a. Students should not wear shorts in any building but in the gym during the

school day.

- b. Shorts should be MCS issued gym shorts or should have at least a 4" inseam on each leg. Nike style shorts may only be worn with tights that extend below the shorts.
6. Boys must 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.
9. Girls are not permitted to wear sundresses unless they wear a jacket with them.
10. Hats are not to be worn on out of uniform days.

No immodest apparel as determined by the administration.

FORMAL DRESS GUIDELINES FOR HOMECOMING, ATHLETIC AND SPRING BANQUETS

1. **LOW CUT:** Nothing at all low cut (front, back and sides- bra must not be showing). Backs lower than the normal bra line will need solid material worn up to the bra line. Low fronts will need material added.
2. **LENGTH:** dress can be no more than 4 inches above the knee at the shortest non-sheer point
3. **SLIT:** the slit may not be more than 4 inches above the knee (same as length)
4. **SHEER:** There must be another solid fabric layer underneath. (Exception for back cutouts)
5. **CUTOUTS:** Back cut outs will need solid fabric up to the bra line.
6. **FORM FITTING:** Undergarments such as slips and "spanks will need to be worn with all form fitting dresses. Dresses that are so tight as to accentuate curves will not be permitted.
Solid Fabric- does not have to be sewn in. Bandeaux, etc. are acceptable.)

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 uniforms will be required on most field trip days.

LOCKER ROOM AND GYMNASIUM RULES

1. Only shoes with non-marking soles can be worn on the gymnasium floor.
2. No horseplay in the locker room.
3. No one is allowed in the varsity locker room except varsity athletes.
4. No one is allowed inside the locker room after physical education begins.
5. 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 (i.e. Apple Watches, Glasses, etc.) or other electronic devices that are used to communicate, however they are not to be visible or used for any purpose (texting, calling, social media, listening to music, etc.) between 7:55 – 2:35. Exception – May be used only in the office when given specific permission by office personnel.

Consequences for violations of this policy are as follows:

First offense – Phone turned in to the office and detention assigned

Second offense – Parent must pick up phone and two detentions will be assigned.

Third offense – Saturday school assigned – Phone must be checked in everyday for a period of time determined by the administration.

Fourth offense – Will be classified as a C offense

Sections A, B, C, and D are guidelines for disciplinary action. The school administration shall have the authority to alter, amend, vacate or increase punishments for misbehavior as it deems necessary and appropriate in the sole discretion of the administration.

The school administration reserves the right and the authority to define all terms as they are used in Sections A, B, C & 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, disrupting class or Chapel
6. Failure to bring materials to class –Ipad, paper, pen, etc.
7. Tardy to 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. A series of discipline reports for these offenses may lead to suspension or expulsion.

SECTION A: DISCIPLINARY ACTION

Grades 6-12

1st offense – Teacher/Student Conference

2nd offense – Parent/teacher communication and/or teacher discipline

3rd offense – Parent/teacher communication and/or teacher discipline

4th offense – Becomes a B offense

SECTION B: OFFENSES

1. Repeated A offenses
2. Careless driving on campus
3. Inappropriate attire (other than out of uniform offenses)
4. Disrespect during Chapel
5. Disrespect for teachers
6. Dishonesty/Deceit
7. Use of abusive or obscene language (written, spoken, or gestures)

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8. Cheating/plagiarism (homework, quizzes or minor assignment) **Teachers will give a zero on assignment
 9. Horseplay with injury
 10. Possession of prohibited items.
 11. Inappropriate public display of affection
 12. Destruction of or damage to property of others
 13. Misuse or abuse of technology
 14. Failure to comply with the lawful directions of any school employee
 15. Minor occurrences of bullying, teasing and taunting
 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.

SECTION B: ADMINISTRATIVE DISCIPLINARY ACTION

Grades 6-12

- 1st Offense – Detention or Saturday School
- 2nd Offense – Saturday School or Suspension
- 3rd and subsequent offenses become a C offense

SECTION C: OFFENSES

1. Repeated B offenses
2. Major classroom disruption or disrespect
3. Fighting
4. Use of abusive or obscene language (written, spoken or gestures)
5. Cheating/plagiarism (tests, or other major assignments) **Teachers will give a zero on assignment
6. Vandalism
7. Defacing school property
8. Possession of prohibited items
9. Possession of tobacco in any form (anytime, anywhere on campus)
10. Possession or display of obscene literature or pictures.
11. Improper conduct with the opposite sex that does not fall into the category of sexual harassment or sexual misconduct as outlined in Section B or D
12. Out of class or leaving class without permission
13. Significant misuse or abuse of technology
14. Significant occurrences of bullying or cyber-bullying
15. 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.

SECTION C: ADMINISTRATIVE DISCIPLINARY ACTION

- 1st offense – Saturday School or suspension
- 2nd offense – Suspension
- 3rd offense and subsequent offense will become a D offense

SECTION D: OFFENSES

1. Repeated C offenses
2. Misuse, abuse or distribution of medicine or substances
3. Possession of prohibited items
4. Alcoholic beverage possession or use
5. Truancy
6. Leaving campus without permission
7. Theft of property
8. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)

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9. Harassment- (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
 10. Possession of 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)
 11. Trespassing
 12. Disorderly conduct
 13. Possession of commercial fireworks
 14. Use of tobacco in any form (anytime, anywhere on campus)
 15. Illegal drug possession, use or distribution
 16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall under this section of misconduct.

NOTE: These are the most serious offenses and pertain to behavior anytime and anyplace. Students will automatically be referred to the office for a parent conference, and major disciplinary action will be taken.

SECTION D: ADMINISTRATIVE DISCIPLINARY ACTION

Grades 6-12

1 st Offense	Minimum: Suspension from school (3 days) Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)
2 nd Offense & subsequent offenses (may recommend expulsion; may notify appropriate law enforcement officials)	Minimum: Suspension from school (5 days) Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)

PENALTIES FOR MISCONDUCT

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

1. Conference and warning; referral sent home via RenWeb. .
2. Detention Hall or Work Assignments
3. Corporal Punishment – Enrollment of a student at MCS implies consent from parents for appropriate reasonable corporal punishment to be administered by the administration when the situation demands.
4. Parent Conference-will be required before readmission to class.
5. Saturday School- May be in lieu of suspension
 - A. Will meet from 8:00 AM to 12:00 on Saturday
 - B. Only an administrator will assign students to Saturday School
 - C. Students will spend time in classroom and clean-up activities
 - D. Failure to attend will result in **three day suspension** from school
 - E. Misconduct at Saturday school could also result in suspension
 - F. Students will be assessed \$40 to be paid to the Saturday School Supervisor on the assigned day.
6. Probation – warning of possible suspension or expulsion for future offense.
7. Loss of extra curricular privileges or honors.
8. In-School Suspension – 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.
9. Suspension – prohibition from being on campus or participation in school activities. Absence from class is unexcused and a zero will be given on class work due or tests given. Administrative discretion may be used in dealing with major assignments that have a greater impact than one day. A parent conference is required for readmission. Students sent home due to improper dress or haircut will be considered un-excused from any classes missed. 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
10. Expulsion – Students guilty of most serious offenses may be immediately 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 6-12)

Detention hall is a time when students are assigned to stay after school. Only an administrator will assign students to Detention Hall.

1. You must be dressed in your school uniform.
2. You must spend 2:45-3:15 (or 7:20-7:50 a.m.)
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 not be admitted and you will be reassigned by the administrator with the potential for two D-Halls or suspension.
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.

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 and 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.

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 technologies. MCS reserves the right to access, intercept, monitor, review, record, store, delete and disclose any communications 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 contained in this handbook. Students should be good stewards of all technology provided to them. Caution should be used when streaming not to take up or "hog" bandwidth.

Guidelines for Technology Use

1. Students must not make attempts to access servers or network information. Any attempt to avoid MCS Internet filtering content protocol including the use of proxy sites is strictly prohibited. The network resources cannot be used for personal business or financial gain.
2. Students must not access, display or store material which is profane, sexually suggestive or slanderous to MCS, its staff or 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 material and will be held responsible for the content displayed. Students are also prohibited from maintaining any kind of web pages or social media sites that represents Mobile Christian School without permission of the MCS Administration.
3. Students are prohibited from any form of cyberbullying 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.

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4. Instant messaging or texting is prohibited in the learning environment except as a 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 is prohibited during the school day, except as a part of and assigned, in-class activity.
 5. Students are prohibited from any form of plagiarism. Information obtained from the Internet must be properly cited and in compliance with 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. Students are not to use another person's log-in, access another's email or share or use another's academic work or files without teacher permission.
 7. Sharing of music and playing of games over the school network will not be allowed.
 8. Students may not view or play electronic games of any kind during class except when given specific permission by a teacher. Games that include violence, adult content or inappropriate language are prohibited.

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 six hours or more. Students are responsible for charging their devices.
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 or personal Wi-Fi hot spots.
4. iPads that can handle the most recent updates only. Cell phones, iPods, other devices and mp3 players will not be allowed as an option.
5. It is strongly recommended that devices have a 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 or 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 sound is required, headphones must be used. Students are prohibited from taking photographs or videos in the classroom without the teacher's permission.
9. Headphones or earbuds may not be worn between classes and during chapel.

Consequences for violations of this policy are as follows:

First offense – Teacher warning – communication to parent

Second offense – Detention assigned

Third offense – Two detentions assigned

Fourth offense – Saturday School assigned

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**

Teacher In-service Days	Friday, Monday, Tuesday	August 3,6,7
New Secondary Student Orientation (3:00)	Monday	August 7
Elementary Orientation (4:00-6:00)	Monday	August 7
Quarter 1 Begins/ 1st Day for students *	Tuesday – ½ Day	August 8
HOLIDAY – Labor Day	Monday	September 4
Quarter 1 Ends (43 days)	Friday	October 6
Teacher In-service-No Students	Monday	October 9
Quarter 2 Begins	Tuesday	October 10
HOLIDAYS – Thanksgiving	Monday- Friday	November 20-24
EXAMS	Wednesday- ½ Day	December 13
EXAMS	Thursday – ½ Day	December 14
EXAMS-Quarter 2 Ends (44 days)	Friday – ½ Day	December 15
HOLIDAYS – Christmas/New Year’s	Monday-Monday	Dec. 18- Jan. 1
Teacher In-service – No Students	Tuesday-Wednesday	<u>January 2-3</u>
1st Semester Ends		87 Days
Quarter 3 Begins	Thursday	January 4
HOLIDAY – MLK Day	Monday	January 15
HOLIDAYS – Winter Break	Monday-Friday	February 12-16
Quarter 3 Ends (46 Days)	Friday	March 16
Quarter 4 Begins	Monday	March 19
HOLIDAYS – Spring Break	Friday– Friday	March 30-April 6
Baccalaureate	Sunday	May 13
Graduation	Saturday	May 19
EXAMS	Tuesday– ½ Day	May 22
EXAMS	Wednesday – ½ Day	May 23
EXAMS – Quarter 4 Ends (43 Days)	Thursday – ½ Day	May 24
Teacher Work Day	Friday	<u>May 25</u>
2nd Semester Ends		176 Days

The following holidays become weather make-up days should the need arise: Oct. 9 and Jan. 3

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

4-12-16

TRAFFIC FLOW CHART