

# *Mobile Christian School*

2024-2025  
PARENT-STUDENT HANDBOOK  
PreK3-6<sup>th</sup> Grade



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Mobile, AL 36609

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[www.mobilechristian.org](http://www.mobilechristian.org)

*Building Christian Principles In The Lives of  
Students for 63 Years.*

## **Welcome!**

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 shamed, rightly dividing the word truth. II Timothy 2:15

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

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

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

## **Mobile Christian School**

FOUNDED IN 1961  
GRADES PreK3-12

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

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

Board Chairman  
Head of School  
Director of Operations  
Elementary Principal  
Elementary Secretary  
Bookstore Manager  
Guidance Counselor  
Director of Finance

Ashley Walker  
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Jason Smith  
Lindsey Lyons  
Donna Fickling  
Suzanne Jay  
Shay Moore  
Deana Newbill

ACCREDITED BY:      Cognia, 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 responsibility is one that we do not take lightly. Our objective is to provide a quality education in a wholesome Christian environment. To achieve this objective, the board works in concert with the school's administration to set school policy, oversee the financial operation of the school, and see school objectives are met.

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



## MOBILE CHRISTIAN SCHOOL

### *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!*



**School Colors: Navy, White, Vegas Gold**

**Mascot: Leopard**

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## **GENERAL INFORMATION**

### **HANDBOOK COMPLIANCE**

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 Mobile Christian Schools, each student is pledging himself/herself to live according to the purposes and regulations of MCS.

### **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 our 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, an employee, a citizen, and 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 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. Maintain a viable strategic plan to ensure the long term stability of the school.

## 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 Cognia, the Southern Association of Colleges and Schools (SACS), and the National Christian School Association (NCSA).

## ADMISSION/READMISSION 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 be able to communicate orally and receive oral communication.
2. Must be free from all communicable diseases.
3. Must be able to take care of his or her own personal bodily needs.
4. Must exhibit age-appropriate social skills and developmental maturity.
5. Must demonstrate willingness and ability to adhere to school and class rules.
6. Must demonstrate respect for authority.
7. Must have a level of emotional stability that enables the student to learn and does not distract other students from learning.
8. Must be able to demonstrate the academic ability and willingness to work at the assigned grade level.
9. Must meet the minimum age requirement as established by the board of trustees. To enter school, children entering 3K, 4K, Kindergarten, or first grade must reach age 3, 4, 5, or 6 respectively, on or before September 1.
10. Must have demonstrated by his/her past actions willingness to abide by the "Law of the land."
11. Must not need individual accommodations that limit other students from receiving adequate time and attention.
12. Must live with a parent or legal guardian.
13. Must have a "C" average on the previous report card.
14. Must pass the MCS Entrance Exam.
15. 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.

## 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 office of the Director of Operations and is available for public inspection upon reasonable notice during regular office hours

### **TUITION PAYMENT PLAN**

The application and enrollment 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 class and supply fees in full by the deadline date or make payment through a 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 late will not be allowed to have their children continue to be enrolled.

All tuition, fees, school charges must be paid for students to participate in any graduation exercises. Library and rental textbooks must also be returned in acceptable condition. Report cards and school records will be held until all is clear.

### **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 students are having difficulty with their work, they may request a conference with their 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 quarter. Progress reports will be issued every four and a half 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.

### **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 action. 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.

### **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 stations. We will reopen 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 welcome 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. Parents are allowed to visit for lunch on their student's birthday.

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

Parents are asked not to 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.

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 either in person, in writing, or on the internet. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. A lack of support, inflammatory statements made in person or on social media, etc. 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. 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 never encouraged 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.

## **MEDICATIONS**

All medication must be turned in to the elementary office for distribution. If your child needs to receive 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, not handled in this manner will be considered a prohibited item.

## **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 policy includes prescription drugs illegally obtained and prescription drugs not being used in the manner prescribed.

## **LUNCHROOM**

The lunchroom provides items from various caterers and 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 FACTS. 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. 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. Do not send money to repay for charges to the lunchroom. Please pay the lunchroom charge posted to your monthly bill.

## **LUNCHROOM WARMUPS**

Lunch items that need to be heated before lunchtime must be 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**

In case of illness or other emergency, students should use the office phone. Arrangements for children to visit one another after school should be made before leaving home. Children should not call home to ask permission to visit another child.

## **MUSIC POLICY**

MCS believes that Christians should be selective in the kind of music they participate in and enjoy. In order to maintain this standard, it is necessary for the school to require that music which is suggestive and lascivious be omitted from all activities which are under the supervision of the school. The school maintains the right to supervise the kind of music performed by or for any group of students. Parents and students are required to turn down their music before entering the school property. Words to songs performed at the school must be submitted to administration or designated sponsor.

## **PARTIES**

There are two traditional class parties in the elementary school. The parties are Christmas and End of the Year. No other parties are permitted without administrative approval. Room mothers and teachers are responsible for cleaning up after these parties. No birthday parties may be held. However, parents may send cupcakes or cake to be served at lunchtime.

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

## **LOST AND FOUND**

Lost articles are held in the office in the lost and found. Lost articles not claimed within a reasonable time will be donated. Label all clothing, books, and personal items so they can be identified.

## **CHANGE OF NAME OR ADDRESS**

Inform office personnel if you change your home address, email address, 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 elementary students will receive a copy of the weekly bulletin called Paw Prints.

## **FIELD TRIPS**

Field trips will be scheduled occasionally as an extension of classroom learning. A permission form will be given to parents to sign and return to the teacher. The signed form must be on file before the student participates in the field trip.

## **LIBRARY REGULATIONS**

Elementary students will visit the library weekly to participate in literacy lessons and check out books. 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.

Students with 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.

## **ACADEMICS**

### **HOMEWORK**

Homework is a part of the curriculum at Mobile Christian School. The school policy allows for homework or review 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 a student is absent for one day**, parents may email the teacher for any missed assignments. If present for test review and absent the day of a test, students will be required to take the test the day they 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 students are out 2 or more days**, parents may call the office before 9 a.m. and plan to pick up assignments after 3:00. Assignments may also be sent electronically.
3. **If parents request assignments**, please pick them up and have students do as much of the work as they are able. If they are too sick to do any school work, please wait until they return to request assignments. Assignments should be turned in the day students return.
4. **If students will be absent with advance administrative approval**, please give teachers at least 2 days notice to gather assignments.

### **DAILY SCHEDULE**

School begins at 7:55 a.m., and students who are not in homeroom at that time will be considered tardy. Students will be called in at 7:30. Dismissal will be 2:45 for grades 3K-6th grade and 3:15 for 7th-12th grades. Dismissal times on half days will vary and will be announced in the weekly bulletins. On full days, after school care is available for our students in grades 3K- 6th from 2:45 p.m. until 5:30 p.m. See the Elementary Office for cost and information.

### **GRADING**

The following grade scale will be used:

90 - 100 A  
80 - 89 B  
70 - 79 C  
60 - 69 D  
0-59 F

Students in grades 1-6 receive quarterly and yearly averages. There will be no quarter grade higher than 100 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 1-6, 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 1-6 to be promoted to the next grade level, they must be passing all subjects based on yearly average in Group A below with no more than one F in subjects from Group B.

GRADES 1-6: Group A: Reading and Math; Group B: Language Arts, Science, Bible, and Social Studies

4K and Kindergarten promotion is based on recommendation by the classroom teacher, administration, and success on the Kindergarten or 1<sup>st</sup> Grade entrance exam.

### **ACADEMIC PROBATION**

Entrance standards to Mobile Christian require students to have a C average. Students who perform consistently below that level in multiple subjects are not fully benefiting from our program. Students in grades 1-6 are placed on academic probation if they do not meet the minimum composite score of 70 in each class at the end of the semester. Grades must be above this standard at the end of the next semester to remain at MCS. Students needing to repeat any grade may not be able to return to MCS. 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.

### **KINDERGARTEN 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 charges, day care, bookstore, library, yearbook, and any other fees, etc. Also, all library books and rental textbooks must have been returned in acceptable condition.

### **STANDARDIZED TESTING PROGRAMS**

**SAT 10–** The Stanford 10 will be given to students in 2nd - 6th grade each spring. Score reports for the test will be provided.

### **HONOR ROLL**

Students earn Honor Roll based on quarter grades. Students with all A's earn A-Honor Roll and students with all A's and B's earn A-B Honor Roll.

### **AWARDS**

Awards assemblies will be held each quarter to honor the students who have earned Honor Roll or Perfect Attendance and who have met their Accelerated Reader goal. At the end of the year, a special 6<sup>th</sup> grade awards program is held to honor 6<sup>th</sup> grade students who have excelled in various areas while in elementary school. 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.

In addition, the President's Education Award is given to students in 6<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.

## **CONDUCT**

### **CHRISTIAN CONDUCT**

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 or not to attend MCS. 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 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. If innocent, the student will have a chance to be cleared of the offense. If guilty, reporting the offense may save the student from future dishonorable acts.

### **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 act 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.

### **ARTICLES PROHIBITED**

The following items are not allowed on campus: any illegal items including but not limited to: alcoholic beverages, cigarettes vapes, e-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, animals, etc. No laser pointers or any other article that would disrupt the orderly operation of the school are allowed in the classroom.

### **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.

### **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. 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.



## **GYMNASIUM RULES**

Students may only wear shoes with non-marking soles on the gymnasium floor. In addition, students are not allowed in the gymnasium without direct staff supervision. Horseplay will not be tolerated in the ym.

## **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). However, they are not to be visible or used for any purposes (texting, calling, social media and listening to music) between the hours of 7:55-2:45. This includes recess and lunch. Exception: Phones may be used ONLY in the office when given specific permission by office personnel.

Violations of the cell phone policy will result in the following consequences:

- 1<sup>st</sup> Offense- Phone given to office and returned at dismissal with warning
- 2<sup>nd</sup> Offense- Detention assigned
- 3<sup>rd</sup> Offense- Parent is required to pick up the phone and two detentions assigned
- 4<sup>th</sup> Offense- Becomes a C offense

## **CONSEQUENCES OF CODE OF CONDUCT VIOLATIONS**

When corrective measures are needed, the guidelines stated below will 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. Running in hall
- 2. Littering campus or buildings
- 3. Chewing gum; eating or drinking in class
- 4. Excessive talking or disrupting class/Chapel
- 5. Failure to bring materials to class
- 6. Tardy to school or class
- 7. Horseplay
- 8. 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 an 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 later 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. Biting
6. Dishonesty/Deceit
7. In hall unauthorized
8. Horseplay with injury (elbowing, pushing, punching, etc)
9. Cheating/Plagiarism
10. Minor occurrences of bullying or teasing/taunting
11. Public display of affection
12. Possession of prohibited items
13. Destruction of or damage to property of others
14. Misuse and abuse of technology
15. Failure to comply with the lawful directions of any school employee
16. Violation of computer/internet policy
17. 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>	<b>Minimum:</b> Conference/ Detention/ Loss of Privileges
<b>2<sup>nd</sup> Offense</b>	<b>Minimum:</b> Detention or Suspension
<b>3<sup>rd</sup> and later offenses</b>	<b>Minimum:</b> Becomes Section 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. Vandalism
6. Defacing school property
7. Possession of prohibited items
8. Possession or display of obscene literature or pictures (moved to D offense)
9. 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

10. Out of class or leaving building without permission
11. Major offenses of bullying, harassment, or cyber-bullying
12. Major classroom disruption or disrespect
13. Theft of property
14. Significant misuse and abuse of technology
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.

**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**

<b>1<sup>st</sup> Offense</b>	<b>Minimum:</b> Suspension
<b>2<sup>nd</sup> Offense</b>	<b>Minimum:</b> Long-term Suspension (3 or more days)
<b>3<sup>rd</sup> and later offenses</b>	<b>Minimum:</b> Becomes Section D Offense

### **SECTION D: OFFENSES**

1. Repeated C Offenses
2. Illegal drug possession or use or distribution
3. Misuse, abuse or distribution of medicine or substances
4. Possession or use of tobacco in any form (anytime, anywhere on campus)
5. including vapes or electronic cigarettes.
6. Alcoholic beverage possession or use
7. Truancy
8. Leaving campus without permission
9. Theft of property
10. Sexual misconduct
11. Harassment- (including but not limited to sexual harassment or abusive
12. comments and physical assault or threats of physical harm)
13. 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)
14. Trespassing
15. Disorderly conduct
16. Possession of commercial fireworks
17. Major misuse and abuse of technology
18. 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**

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

1. Conference, Warning, Parent Notification
2. Detention, Loss of Privileges, or Work Detail
3. Parent/Administrator Conference-Before the student is readmitted into class, a parent must meet with the administration.
4. Probation- Warning of possible suspension or expulsion for future offense. A student may be placed on probation due to prior disciplinary history, repeat offenses, or the severity of an offense at the discretion of the administration. Students on probation will be in jeopardy of expulsion or not being allowed to return to Mobile Christian for future offenses. These students will also receive more severe consequences for any type of offense.
5. Loss of extra-curricular privileges or honors.
6. Suspension- Prohibited from being on campus or participation in school activities. Absence from class is unexcused and zeros 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.
7. 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 (GRADES 3- 6)**

Detention is a time when students are assigned to stay after school. The principal will assign students to detention.

1. You must be dressed in your school uniform.
2. You must spend the full time: 3:15-4:15.
3. The date of detention 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 detention day and the absence is excused, you will automatically have it the first day back that detention is held.
5. If you cut detention, you will be assigned two detentions or suspended at the discretion of the administrator.
6. If you are late to detention, you will be reassigned by the principal with the potential for two detentions.
7. You may not miss detention for routine extracurricular activities. It may be postponed for special events (such as athletic events), 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 detention supervisor which may include, but are not limited to campus cleanup, watering plants, and writing reports.

### **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 the 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 is 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. Slide down the slide feet first.
3. No throwing sand or rocks off the slide.
4. Wait until the slide is clear before sliding down.
5. No playing at the bottom of the slide.
6. 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. 3K and 4K students are not allowed to play on certain playground equipment as outlined by the teacher/coach.

## ATTENDANCE

### **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.

### **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.

1. Excused Absences (Coded X1)
  - a. Personal illness
  - b. Death or emergency illness in the immediate family
  - c. Inclement weather or danger to health or life of the student
  - d. Legal or medical quarantine
2. Excused Absences (Coded X2) Require Pre-Approval
  - a. Trips pre-approved by parent and school administration
  - b. Other special circumstances pre-approved by parent and school administration.
  - c. Parents 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 a signed note to the homeroom teacher so students can be marked X2. The student's attendance record will be strongly considered in determining administrative approval.

- d. 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.
3. Unexcused Absences (Coded X3)
  - a. 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.
  - b. Zeros will be given on any tests or assignments due that day, and those grades cannot be made up.
4. School Sponsored Absences (Coded X4)
  - a. When approved by the administration, absences from class due to participation in school-sponsored field trips, academic contests, sporting events, or other school sponsored events will be coded **X4**. These are the only absences that do not count against perfect attendance.
  - b. For the absence to be classified as X4 and excused, the student must obtain assignments from teachers in advance.

### **PROCEDURES/CONSEQUENCES RE: ABSENCES/TARDIES**

A note is required from a parent or guardian on the first day back stating the dates and reason for the absence.

1. If a student does not have a note, he/she will not be allowed to make up work missed and will be marked unexcused.
2. 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.
3. Students absent more than half a day may not participate in school functions on that day without administrative approval.
4. Students will not be excused to attend sporting events unless the school announces that students may be excused to attend such an event.
5. 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.
6. 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.
7. **NO EARLY DISMISSALS** after 2:15 p.m.

### **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. Children should stay in their vehicle until a school employee removes them.**
2. 3K - Kindergarten students who arrive between 7:30 a.m. and 7:45 a.m. should report to the hallway of the elementary building where a monitor will be on duty. At 7:45, teachers will assist students to their classrooms.
3. Students in grades 1-6 who arrive between 7:30 a.m. and 7:45 a.m. should report directly to the classroom to begin daily activities.
4. Students are tardy after 7:55 a.m.
5. 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 their classroom by the 7:55 a.m. tardy bell will be considered tardy to school. When arriving at school tardy, students must report to the office with a note from a parent or guardian. Students are allowed three tardies during one semester in case of traffic jams, oversleeping, etc. After a student accumulates three tardies, the following consequences will occur:

1. 4th- 6th tardies: Parent communication from the principal
2. 7th- 10th tardies: Student serves 30 minute detention
3. Excessive tardies may result in dismissal from school.
4. Students checking in with a doctor's note will be considered.

### **PERFECT ATTENDANCE**

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

### **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 the 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. Parents must come **into the office** to pick up any student who has an early dismissal. The student will be called to the office upon the arrival of the parent.
3. 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.

### **AFTER-SCHOOL DEPARTURE**

Elementary teachers and staff have after-school duty at designated pick-up areas until 3:15. **All parents should remain in their cars and pick up their children from the**



**car line. PreK3-6<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 3:15 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 15 minutes after such an activity. Please see that students are picked up by that time.

## **CAMPUS OPERATIONS/FACILITY POLICIES**

### **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.

### **DISTRIBUTION OF LITERATURE**

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

## **ACTIVITIES**

### **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	Band (5 <sup>th</sup> - 6 <sup>th</sup> )
Spelling Bee	Visual Arts
Art Contests	School-wide Leadership Roles
Elementary Soccer	Elementary Track
Flag Football (1 <sup>st</sup> - 4 <sup>th</sup> )	Elementary Volleyball
Elementary Football (3 <sup>rd</sup> - 6 <sup>th</sup> )	Elementary Cross Country
Elementary Cheerleaders (3 <sup>rd</sup> - 6 <sup>th</sup> )	Elementary Basketball
Elementary Chorus	Elementary Softball

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.

## **DRESS CODE**

### **MOBILE CHRISTIAN SCHOOL UNIFORM DRESS CODE**

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.**

### **CONSEQUENCES OF DRESS CODE VIOLATIONS**

Violations of the dress code policy will result in the following consequences:

- 1<sup>st</sup> - 2<sup>nd</sup> Offense- Warning given to student and parent contacted
- 3<sup>rd</sup> - 4<sup>th</sup> Offense- Parent is required to bring proper uniform
- 5<sup>th</sup> Offense- Becomes a B offense

### **ELEMENTARY UNIFORM: GRADES 3K- SIXTH GRADE**

**GIRLS-REQUIRED: (Mondays, Special Events and Dress-Up Days)**

1. **JUMPER:** REQUIRED ONLY FOR K5-4th grade girls
  - a. Tunic jumper in #178 plaid
  - b. Comfortable navy shorts (bloomers, gym shorts, etc.) **must** be worn under the jumper. These should **not** be seen below the hemline of the jumper
  - c. Notice Section V regarding required length
  - d. In colder weather, solid white or solid navy tights/leggings may be worn under jumpers
2. **BLOUSE:** REQUIRED ONLY FOR K5- 4th grade girls. White Peter Pan Blouse with Navy Trim and MCS Logo
3. **DRESS:** Gingham dress for 3K-4K girls.
4. **SKORT OR SKIRT:** REQUIRED ONLY FOR 5th AND 6th grade girls: Plaid #147 or 907 only.
5. **VEST:** REQUIRED ONLY FOR 5th AND 6th grade girls: Navy vest with MCS crest.
6. **SHIRT:** REQUIRED ONLY FOR 5th AND 6th grade girls: White button up shirt
7. **SOCKS:** Socks must be matching white, gray, or black.
8. **SHOES:**
  - a. 3K only: Velcro tennis shoes (solid white or solid black)
  - b. 4K and Kindergarten: Velcro or button-side closure tennis shoes (solid white or solid black)
  - c. 1st- 6th ONLY: Navy and White Saddle Tennis Shoes, Leather navy saddle oxford with white laces (purchased at Zoghby's, JRays or Shoe Station), OR tennis/athletic shoes (solid black)
  - d. White Velcro or Button-Side Closure Tennis Shoes (Only white or navy logo or trim) 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

GIRLS-OPTIONAL: Grades Kindergarten- Sixth Grade (Other School Days)

1. **PANTS:** Plaid #147 Girls Pants for 1<sup>st</sup>-6th grades and Elastic Pull Up Pants in Plaid #147 for Kindergarten girls
2. **SKORTS:** Plaid #147 or 907 Plaid Skort
3. **SHIRT:** Gray or Navy Polo with MCS logo to be worn with shorts or pants. Shirts must be tucked in to show the waistband

BOYS-REQUIRED: Grades 3K- Sixth Grade (Mondays, Special Events, and Dress- Up Days)

1. **PANTS:** Plaid #147 Pants for 1st through 6th grade boys; Elastic Pull Up Pants in Plaid #147 for 3K- Kindergarten boys
2. **SHIRT:** REQUIRED FOR GRADES 3K- 4th: Navy Polo with MCS Logo; REQUIRED FOR GRADES 5th-6th: white button up shirt (Shirt must be tucked in)
3. **VEST:** REQUIRED ONLY FOR 5th AND 6th grade boys: Navy vest with MCS crest.
4. **SOCKS:** Socks must be matching white, gray, or black
5. **SHOES:** Solid black on black leather saddle oxford, penny loafers, OR tennis/athletic style shoes (solid black)
  - a. 3K only: **Velcro** tennis shoes (white, black, or gray)
  - b. 4K and Kindergarten: Velcro or button-side closure tennis shoes (solid white or solid black)
  - c. Solid black on black leather saddle oxford with black stitching, eyelets and laces.
  - d. Solid black penny loafers; no tassels
  - e. No boots or suede leather
6. **BELT:** Solid Black, Smooth or Braided Leather (No more than two sizes bigger than waist) Belts are not required for 3K, 4K, or Kindergarten boys.

BOYS-OPTIONAL: Grades 3K- Sixth Grade (Other School Days)

1. **PANTS:** Plaid #147 Pants; Elastic Pull Up Pants in Plaid #147 for 3K- Kindergarten boys
2. **SHORTS:** Plaid 147 Shorts; 3K- Kindergarten- Elastic Pull Up Short in Plaid #147
3. **SHIRT:** Gray or Navy Polo with MCS Logo (Shirts must be tucked in so that the belt can be seen)

**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 Zoghby's MCS sweater, jacket or sweatshirt approved by MCS administration.
2. **Solid navy, white, black, or gray 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 the 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).

### **PE UNIFORMS**

Grades 1-6 need an inexpensive pair of tennis shoes for PE with either white or non-scuffing soles. (Velcro closures are preferred if younger students cannot tie their own shoes.)

### **NAMES IN CLOTHING**

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

### **SKIRT LENGTH**

No more than 4 inches from the middle of the knee. Purchase skirts longer to allow for growth during the year. We recommend hems be in keeping with longer styles.

### **HAIR STYLES**

Hair is to be well groomed and neatly styled as determined by the administration. Unusual hairstyles or colors are unacceptable.

For boys - hair must not overlap the bottom of a dress shirt collar. Young men are expected to be neatly-shaven.

Boys' and girls'; hair must be out of the eyes. Hair may be pulled to the back of the head with a headband or worn in a bun, ponytail, or braid(s) with appropriate hair accessories.

### **OTHER DRESS CODE REGULATIONS**

The following are additional regulations to the dress code:

1. No piercings other than earrings on girls. Girls are limited to two earrings per ear.
2. No piercings of any kind on boys.
3. Make-up is not allowed for elementary students.
4. Girls' hair bows must not be a distraction or offensive
5. Hats or head coverings are not to be worn on campus during the school day except with school permission.

### **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.

### **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. Other special occasions as designated by the administration

### **DRESS FOR OTHER ACTIVITIES**

There are a number of school activities when students are not in uniform, such as athletic practice, sporting events, parties, 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. Students should wear proper undergarments.
5. Students should wear shirts at all times.
6. T-shirts should not have lewd pictures or suggestive writing of any kind and should not advertise alcoholic beverages, cigarettes, drugs, etc.
7. 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.
8. **No immodest apparel as determined by the administration.**

## **TECHNOLOGY**

### **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 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 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.
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 earbuds may not be worn between classes or during chapel.

# MOBILE CHRISTIAN SCHOOL 2024-2025 SCHOOL CALENDAR

Teacher In-service Days- No Students	Friday, Mon-Wed.	August 2, 5-7
Quarter 1 Begins/ <b>1<sup>st</sup> Day for students *</b>	Thursday- <b>½ Day</b>	August 8
HOLIDAY- Labor Day	Monday	September 2
Quarter 1 Ends (45 days)	Thursday	October 10
HOLIDAY- Fall Break	Friday	October 11
Teacher In-Service- No Students	Monday	October 14
Quarter 2 Begins	Tuesday	October 15
HOLIDAYS- Thanksgiving	Monday-Friday	November 25-29
EXAMS	Thursday- <b>½ Day</b>	December 19
EXAMS- Quarter 2 Ends (44 days)	Friday- <b>½ Day</b>	December 20
HOLIDAYS- Christmas/New Year's	Monday-Friday	Dec. 23- Jan 3
<b>1<sup>st</sup> Semester Ends</b>		<b>89 Days</b>
Teacher In-Service- No Students	Monday	January 6
Quarter 3 Begins	Tuesday	January 7
HOLIDAY- MLK Day	Monday	January 20
HOLIDAYS- Winter Break	Monday-Friday	March 3-7
Quarter 3 Ends (43 Days)	Friday	March 14
Teacher In-Service- No Students	Monday	March 17
Quarter 4 Begins	Tuesday	March 18
HOLIDAY- Good Friday	Friday	April 18
HOLIDAYS- Spring Break	Monday-Friday	April 21-25
Baccalaureate	Thursday	May 15
Graduation	Saturday	May 17
EXAMS	Thursday- <b>½ Day</b>	May 22
<u>EXAMS</u> - Quarter 4 Ends (43 Days)	Friday- <b>½ Day</b>	May 23
Teacher In-service- No Students	Tuesday-Wednesday	May 27-28
<b>2<sup>nd</sup> Semester Ends</b>		<b>175 Days</b>

**\*ALL students half day on August 8; 3K, 4K and Kindergarten students half days on August 8-9**