

Mobile Christian School

2024-2025
PARENT-STUDENT HANDBOOK
7th – 12th Grade



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

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www.mobilechristian.org

Building Christian Principles In The Lives of Students for 63 Years

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GENERAL INFORMATION

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 are navy, white and vegas gold

The Mascot is the Leopard

*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**

Board Chairman	Ashley Walker
Head of School	Clint Mitchell
Upper School Principal	Brittani Sigle
Elementary Principal	Lindsey Lyons
Dean of Students	Mike Powell
Assist. Dean of Students.....	Gerren Wasden
Director of Operations	Jason Smith
Director of Enrollment	Allie Ratcliff
Director of Finance	Deana Newbill
Counselor	Shay Moore
Assistant Counselor	Britney Mitchell
Athletic Director	Payton Wasden
Associate Athletic Director	Joey Adams

**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.

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

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 MCS, 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 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 day.
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.

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. 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.
11. Must be free from drugs, alcohol, and tobacco use.
12. Must have demonstrated by his/her past actions willingness to abide by the "Law of the land."
13. 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.

14. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
15. Must live with parents or legal guardian.
16. Must have a "C" average on the previous report card.
17. Must pass the MCS Entrance Exam.

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 Operations' office 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, 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 in arrears will not be allowed to have their children continue to be enrolled.

Families will be charged a \$30 convenience fee when scheduled payments return as unresolved.

For seniors, to participate in graduation activities all financial charges must be settled with our Senior sponsor and financial department.

BIBLICAL EMPHASIS

The Bible is taught as part of the regular academic program on all grade levels. Bible is taught daily and is the most important course at Mobile Christian, and as such, is considered a core course. The Bible is the inspired Word of God and will be used as the textbook for these classes. Other resources may be used in these courses, but they will not supersede the authority of the Bible. All viewpoints are welcome in the classroom, and the hope of all teachers is to provide an accurate interpretation with healthy discussion. These viewpoints and discussions should be respected by all as we strive together for Spiritual growth.

Chapel is held daily and is to be attended by all students and teachers. Chapel will consist of Bible Reading, Singing, Small Groups, Panel Discussions, Guest Speakers, and Prayer. 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 quarter. Progress reports will be issued every four and a half weeks.
4. Daily parental access to student grades, attendance, and discipline, is available online through RenWeb.
5. Email: One of the best ways to communicate with teachers is by email.
6. Parents will receive written communication either via email or letter once per week.

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 3:15 for grades 7-12, 2:45 for PreK3 - grade 6. 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 PreK3-6th from 3:00 until 6:00 P.M. MORNING CARE is available for students in PreK3 - 6th grade from 6:30-7:30. See the Elementary Office for cost and information.

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.

INCLEMENT WEATHER

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

PARENTS AND OTHER VISITORS

Parents are welcome at MCS. Parents are asked to check in at the office. To provide a safe, secure, and productive learning environment, students must receive permission from the administration before bringing a visitor on 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 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.

LOCKERS

Middle and high school students may be assigned lockers. The school will not be responsible for items taken from lockers. Students should not share their locker combination. **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 may be placed on available hooks at your risk. The school will not be responsible for missing items. Students with broken or jammed lockers may be liable for repair costs.

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.

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 illegally obtained and prescription drugs not being used in the manner prescribed.)

LUNCHROOM

The lunchroom provides items from various caterers, as well as vending services, which may be purchased for lunch. Students who order lunch online (before 7:30 am) 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 FACTS. 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 or food delivery services. Students will not be permitted to go off campus for lunch. Any lunch brought for a student after the start of the day must be dropped off in the office, not given directly to the student.

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. Do not send money to repay for charges to the lunchroom; pay the lunchroom charge posted to your monthly bill. Cell phones will not be permitted to make payments.

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

In case of illness, or other emergency, students should use the office phone.

MUSIC POLICY

MCS believes that a Christian should be selective in the kind of music participated in and enjoyed. The school must maintain the right to supervise the kind of music performed by or for any group of students. Students and owners of vehicles are required to turn down loud music upon entering the school property. Words to songs performed at the school must be submitted to the administration or designated sponsor.

CLASS PARTIES

Middle and high school parties are a privilege and 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.

It is expected that MCS parents and students do not sponsor parties detrimental to the mission of Mobile Christian School. No dances are sponsored or advertised by the school and dancing is not permitted at 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.

DISTRIBUTION OF LITERATURE

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

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. Access to the lost and found will be provided by an administrator before and/or after school or during a break period. Label all clothing, books, etc. 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.

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 may be required on field trip days.

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.

ACADEMICS

HOMEWORK

Homework is a part of the curriculum at Mobile Christian School for several reasons. The school policy allows for homework or review work each evening and on the weekend. Homework will not be issued on Wednesdays to encourage students to attend a midweek Bible study. 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**, check FACTS and/or Google Classroom for assignments or lessons missed. Then, 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 (unless previously noted by a teacher). Makeup work is due no later than the second day of return. Students are responsible for checking with their teacher to determine what makeup work is required.
- 2) **If you are out two or more days**, call before 9 A.M. and plan to pick up assignments at an agreed upon time and location 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.

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 parents, 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
Physical 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 seven 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) At least one year of College Dual-Enrollment.
- 4) 20 community service hours per year in grades 9-12.
- 5) No grade below a "C" in 9th - 12th grade. (Starting with the class of 2027 and beyond)

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 69.5 or higher 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
Elective

10th Grade

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

11th Grade

Honors English
Dual Enrollment World Civ.
Honors Physics
Honors Pre Calculus
Spanish II
Bible
Elective

College Prep Track

8th Grade

Career Prep A

9th Grade

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

10th Grade

English
US History I*
Chemistry
Algebra I
Spanish I
Bible
Elective

11th Grade

English
US History II*
Physics
Algebra II
Spanish II
Bible
Elective

12th Grade

Dual Enrollment English Comp. I and II
Honors Government & Economics
Dual Enrollment Biology
Dual Enrollment PreCal/Calculus
Bible
Elective
Elective

12th Grade

English* or DE English
Government & Economics
Anatomy & Phys.
Pre-calculus or Finite
Bible
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, Life Skills, and Yearbook receive the credit for fine art.

GRADING

MOBILE CHRISTIAN SCHOOL GRADING SCALE

90-100 A

80- 89 B

70-79 C

60-69 D

0-59 F

Students up through the 8th grade receive semester averages and yearly averages in core classes. **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).

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 will be weighted 5 points on the 100 pt. scale. College Dual Enrollment, AP classes, Adv. Physics, and Calculus will be weighted 15 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 7-12 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 as 1/5 of the semester grade, with each quarter grade counting as 2/5. No students are exempt from 1st-semester exams. Exams will be taken in Math, Science, English, History, and Bible.
2. Seniors may be exempt from second-semester exams in each class for which they have a B- (79.5) or better average for the second semester. **Seniors that have been absent for 7 or more days for any reason other than school-sponsored trips will not be eligible to be exempt.**
3. Students in Grades 7-11 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 absent for 7 or more days for any reason other than school-sponsored trips 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 grades 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 the Principal or Guidance Counselor to schedule summer school. All subjects failed should be successfully recovered. Students may make up three semesters of coursework within a specific core curriculum subject (math, English, science, social studies, and Bible). 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 7-8 to promote, they must (by the end of summer school) be passing all core subjects based on the yearly average with no more than one F in an elective. (Only one subject can be made up in summer school to pass grades 7 or 8).

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, the hours must be logged into the MobileServe app. Students can get login and usage information regarding the app from the guidance counselor. 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 by May 1st. 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

Students who are performing consistently below a "C" level in several subjects are not fully benefiting from our program. Students in grades 7-12 at Mobile Christian School are placed on academic probation if they fail to maintain a minimum composite numerical score of 70 in their core classes. 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. Students failing multiple classes may require a conference about future enrollment at Mobile Christian.

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 or through MCS. 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 other accredited summer schools 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 activities all financial charges must be settled with our Senior sponsor and financial department.
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, students may lose their privilege to walk in any of the graduation exercises, including Baccalaureate/Awards Day and Commencement Exercises.

STANDARDIZED TESTING PROGRAMS

- ♦ **SAT 10** – Given in grades 7-8.
 - ♦ **PRE-ACT** -- Given to all students in 9th and 10th grade
 - ♦ **PSAT/NMSQT** – The Preliminary Scholastic Aptitude Test is administered by our counselor in October to Honor Students in 11th grade and others in 10th or 11th grades who desire to take it. 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.**
- Registration booklets are provided through our guidance office; tests are administered at MCS and other locations.

Students are required to take the ACT or SAT in their junior and senior years. In addition, any sophomore in the Honor's Track will be required to take the ACT. Students are also required to take the national ACT on a Saturday during either their junior or senior year.

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 faculty council. The council is responsible for the 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 the Junior Honor Society and on grades 10-12 for the National Honor Society, the student must have a cumulative grade point average of 92 and have not received any grades below a "C" on a report card.

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 or prevent a student from being inducted to/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 with an American History Award.

Special senior awards include Senior Superlatives, Mr. and Miss MCS, Valedictorian, Salutatorian, the James M. Powell Heart of a Servant Award, the Brenda K. Paul Heart of a Servant Award, and the A.R.O. Award (Always Remember Others). Valedictorian and Salutatorian must have attended MCS for four 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 the first semester of the senior year. In the case of a tie, the numerical average will be used.

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.

CONDUCT

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 straightforward and above reproach. In measuring up to these divinely-established standards, it is requisite that each student is 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 loyalty. A student observing another in a dishonorable act should report the incident to a teacher or administrator directly.

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.

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 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

ARTICLES PROHIBITED

The following items are not allowed on campus: synthetic substances legal or illegal, other illegal items, alcoholic beverages, cigarettes or tobacco in any form, vape or electronic cigarettes in any form, drugs or drug paraphernalia, gas or aerosol irritants, firearms, ammunition, fireworks, slingshots, 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. No animals should be brought to school except for special projects and with advance permission. The administration and faculty have the 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.

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. Alcohol Testing

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

C. 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
2. All test results of employees/board members will remain strictly confidential between the tested person and the MCS administration.

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.

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.

DESIGNATED FACULTY AREAS

Designated faculty/staff areas are off limits to students without prior approval including but not limited to lounges, workrooms, restrooms, offices, etc.

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. Students should also show respect for our country which provides us these freedoms by standing with respect for the pledge of allegiance and national anthem.

CARE OF SCHOOL PROPERTY

School facilities and programs are made possible through the 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 **7**-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.

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.

Cell Phone Policy

Research shows that cell phone use in teenagers is detrimental to both their academic and social development. Mobile Christian School strongly suggests that each family research statistics on appropriate age for cell phone and social media use. While students are permitted to be in possession of cell phones or other electronic devices (i.e. Apple Watches, AirPods/Headphones, etc.) that are used to communicate, they are not to be used, seen, worn, or heard (texting, calling, social media, listening to music, etc.) and should be turned off and stored away between 7:30 – 3:15. If a parent needs to contact a student during the school day, they should contact the office.

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 given back at 3:15 with Break Detention

Second offense – Phone turned into office, detention will be assigned, and phone must be turned into office the following day.

Third offense – Saturday school assigned (cost is \$40) – Phone must be checked in every day for a period of time determined by the administration.

Fourth offense – Will be classified as a C offense, student will be charged a \$50 retrieval fee, and phone must be checked in every day for a period of time determined by the administration.

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. Running in hall
2. Littering campus or buildings
3. Chewing gum; eating or drinking in class

4. Excessive talking, disrupting class or Chapel
5. Failure to bring materials to class – Chromebook, paper, pen, etc.
6. Horseplay
7. 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 – Parent/teacher communication and teacher discipline
 2nd offense – Parent/teacher communication and teacher discipline
 3rd offense – Becomes a B offense

SECTION B: OFFENSES

1. Repeated A offenses
2. Inappropriate attire (other than out-of-uniform offenses)
3. Careless driving on campus
4. Disrespect during Chapel
5. Disrespect for teachers
6. Dishonesty/Deceit
7. Use of abusive or obscene language (written, spoken, or gestures)
8. Cheating/plagiarism (homework, quizzes, or minor assignment) **Teachers will give a zero on assignment
9. Rough Horseplay
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. Reckless driving on campus
3. Major classroom disruption or disrespect
4. Fighting
5. Use of abusive or obscene language (written, spoken, or gestures)
6. Cheating/plagiarism (tests, or other major assignments) **Teachers will give a zero on assignment
7. Vandalism
8. Defacing school property
9. Possession of prohibited items (listed on page 18)
10. Possession or display of obscene literature or pictures.
11. Out of class or leaving class without permission
12. Significant misuse or abuse of technology
13. Significant occurrences of bullying or cyber-bullying
14. 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
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

Grades 6-12

- 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. Leaving campus without permission from a school official
6. Theft of property
7. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)
8. Harassment (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
9. 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)
10. Trespassing
11. Disorderly conduct
12. Possession of commercial fireworks
13. Possession or use of tobacco in any form (anytime, anywhere on campus) including vapes or electronic cigarettes.
14. Illegal drug possession, use, or distribution
15. 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) (may recommend in school suspension if appropriate) Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)
2 nd Offense & subsequent offenses	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 consequences, depending on the degree of the offense and past record of the student.

1. Conference and warning; referral sent home via RenWeb. .
2. Detention or Work Assignments
3. Parent Communication - (conference, phone call, etc.) will be required before readmission to class.
4. Saturday School - May be in lieu of suspension
 - A. Will meet from 8:30 am to 11:30 am on Saturday
 - B. Only an administrator will assign students to Saturday School
 - C. Students will spend time in the 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.
5. Probation – A student may be placed on probation due to prior disciplinary history, repeat offenses, or 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.
6. Loss of extracurricular privileges or honors.
7. In-School Isolation – Student will be isolated from students for the day and given class work to do independently. Full credit will be received for work done.
8. Suspension – prohibition from being on campus or participating in school activities. Absence from class is unexcused and a zero will be given on classwork 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 unexcused 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 conferences, will be subject to suspension and/or expulsion

9. 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 (GRADES 7-12)

Detention is a time when students are assigned to stay outside of normal school hours.

1. You must be dressed in your school uniform.
2. 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.
3. 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.
4. If you cut detention, you will be assigned two detentions or suspended at the discretion of the administrator.
5. If you are late to detention, you will not be admitted and you will be reassigned by the administrator with the potential for two detentions or suspension.
6. You may not miss detention 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.
7. Students will be assigned tasks as determined by the detention 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 that others have to clean up. Pranks such as shaving cream fights, "rolling" cars or campus, and 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.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

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.

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 (MS and HS)	Golf	Softball	Drama Club
National Honor Society (NJHS, NHS)	Indoor Track	Baseball	Broadcast Team
Math contests	Outdoor Track	Volleyball	Art Club
Chorus	Bowling	Football	Yearbook Staff
Fellowship for Christian Standards/Girls for Christ	Boys Wrestling	Basketball	Robotics
Band (Marching, Concert, Jazz)	Tennis	Cheerleading	Spelling Bee
Mu Alpha Theta	Soccer	Cross Country	Service Club

*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.

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. 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.

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 or danger to health or life of the student
4. Medical or 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 Approval

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

Parent should send a pre-approved absence form to Mrs. Diane Burch (dburch@mobilechristian.org) for grades 6-8 or Mrs. Crystal Kelly (ckelly@mobilechristian.org) for grades 9-12 at least 2 days prior to absence. If approved by administration, students will need to have each teacher sign the form in advance and give the signed note to the office so they can be marked X2 on the 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 to 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, out of school suspension, getting haircut, going shopping or to the library, 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.

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 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. Students arriving late to class will be marked tardy. Students who are late by more than 25 minutes will be marked as absent.
2. Codes for Tardies
 - a. Tardy - Student arrives to class after the tardy bell.
 - b. School Sanctioned Tardy - Notes from teachers, traffic/weather issues approved by administration, etc.

TARDY PROBATION

Students placed on tardy probation will be held to a higher standard. The following consequences will be in place for students on tardy probation.

- 4th – 6th Tardy – 30 minute detention (or two days detention if student miss detention on the day of tardy)
- 7th tardy and beyond – Saturday School \$50

EARLY DISMISSALS

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

1. When an early dismissal is necessary, the student should bring an Early Dismissal Form signed by a parent or guardian, or send an email to Mrs. Diane Burch (dburch@mobilechristian.org) for grades 7-8 or Mrs. Crystal Kelly (ckelly@mobilechristian.org) for grades 9-12 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 have office personnel 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 **into 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.
7. Early dismissals with 2 days prior notice will be excused as pre-approved absences with proper documentation.
8. Absences that don't fall under an excused absence category above will be marked as unexcused. A second unexcused early dismissal will result in disciplinary action.

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 3:25 unless they are under the direct supervision of a teacher or staff member. Students not picked up by 3:25 p.m. should remain at the west entrance of the High School building. Students not involved in extracurricular activities should be picked up by 4:00 pm.

PROCEDURES/CONSEQUENCES RE:ABSENCES/TARDIES

- A. An excuse from a parent or guardian on the first day back stating the dates and reasons for the absence is required to have the absence excused.
- 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. Repeated absences or tardies may result in disciplinary action.
 - a. Absences
 - i. 4-6: Parent Notification
 - ii. 7-9: Parent Notification, Detention
 - iii. 10-14: Parent Notification, Saturday School \$50
 - iv. 15+: Conference with Principal concerning credit for the course
 - b. Tardies
 - i. 4-6: Parent Notification
 - ii. 7-9: Parent Notification, Detention
 - iii. 10+: Saturday School \$50
 - c. Absences/tardies with extenuating circumstances will be evaluated by administration.

- d. Students who checkout within the first half of class will be marked absent.
 - E. Students absent more than half a day may not participate in school functions on that day without administrative approval. Students must either be in attendance from the beginning of school until 11:30 am or check-in by 11:30 am and remain after.
- 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.

PERFECT ATTENDANCE

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

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 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 a vehicle. To receive parking permits students must show their driver's license and fill out appropriate forms.
2. Students must park in the 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 **written** permission is given from a school official
5. Speed limit on campus is 5 miles per hour.
6. Students violating parking or driving rules will be assessed a minimum \$10 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, and possible other disciplinary action.
8. Students and visitors park at their own risk. Cars should not be left on campus after school hours.

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. 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 7-12

A. GIRLS – REQUIRED: Grades 7-12 (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 must be matching white, navy, gray or black

B. GIRLS-OPTIONAL: Grades 7-12 (Other School Days)

1. In colder weather, solid white, gray, black, or navy tights/leggings (only 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 7-12 (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 the correct size. Shirts must be tucked in so that belt can be seen.
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. 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. SHOES

Shoes - Middle School & High School

GIRLS - Navy saddle leather oxford style with white laces or navy blue Keds saddle oxford. These are available locally at Zoghby's, JRays, or Shoe Station.

BOYS - Solid black leather lace-up oxford dress shoes with black shoelaces or solid, black leather loafers.

In addition to the girls and boys specific options above, sneakers or tennis/athletic shoes that are completely black may also be worn by both girls and boys.

1. If the athletic type shoe is worn, it should be solid black with no patterns. Any visible trademark/logo and prominent stitching should be the same color as the shoe.
2. If an athletic type shoe is designed to be worn with shoelaces, black shoelaces must be worn. The laces must be one of the four allowed colors listed above and must be properly tied. Elastic or no-tie style shoelaces should have the look of conventional shoelaces and should not be the curly style.
3. Shoes must always be worn with the foot fully inside the shoe.
4. High-top shoes and boots are NOT allowed.
5. Excessively worn and dirty shoes should be replaced.

III. 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, black, white, 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).
4. On Monday, students should wear their blazer (no other outerwear) for warmth unless previously announced by the administration.

Blankets will not be allowed in buildings during the school day.

IV. PE UNIFORMS

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

V. NAMES IN CLOTHING

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

VI. 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.

VII. 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.

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

Facial hair should be well kept and maintained. Length should be minimal and students may be asked to shave if deemed necessary by administration.

Boys and Girls: No distracting, non-natural hair colors or hairstyles.

VIII. OTHER:

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

IX. 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. Students out of uniform due to emergency conditions are expected to be dressed up.

X. 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
4. Honor Society members on the day of Honor Society Inductions
5. Other special occasions as designated by the administration

XI. 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 three 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. Description of what students are allowed to wear should be given to Administration
 - D. Only one organization per day will be allowed to be out-of-uniform
 - E. 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

CONSEQUENCES FOR DRESS CODE VIOLATIONS

First offense: Parent Notification

Second offense: Break Detention

Third offense: Before or after school detention

Fourth offense: becomes a B offense

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 reflect standards found in the student handbook.
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 during class time.
4. Any jeans/pants with holes can not have holes above the skirt length requirement for the uniform.
5. All students should wear proper undergarments.
6. Shorts are not an option on out-of-uniform days. When shorts are specifically permitted (outside of normal school day), the following rules apply:
 - a. Length and appearance of shorts should reflect standards found in the student handbook..
 - b. Students should not wear shorts in any building but in the gym during the school day.
 - c. Shorts should be MCS issued gym shorts or should have at least a 4" inseam on each leg.
7. All students must wear shirts at all times.
8. T-shirts should not have lewd pictures or suggestive writing of any kind and should not advertise alcoholic beverages, cigarettes, drugs, etc.
9. 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.
10. Dresses/tops with straps less than an inch in width must be worn with a jacket.
11. Hats are not to be worn on out of uniform days.
12. Pajama pants 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 "spunks" 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. (Fixed Font)

Students not following these guidelines on out of uniform days, dress up days, or other school functions/events will be asked to change. Absences resulting from the requirement to change will be unexcused. Repeated violations will result in disciplinary action.

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 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, store, or share 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.
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.
9. Video recording on campus without prior administrative approval will be classified as a minimum “C” offense.

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, 4G, or 5G enabled devices will not be allowed, nor will air cards or personal Wi-Fi hot spots..
4. It is strongly recommended that devices have a protective cover/case with a name clearly identified.
5. 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.
6. The school is not responsible for any loss or damage to any device or data.
7. 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.
8. 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

MOBILE CHRISTIAN SCHOOL 2024-2025 SCHOOL CALENDAR

Teacher In-service Days	Friday, Mon-Wed.	August 2, 5-7
Quarter 1 Begins/1 st Day for students *	Thursday - ½ Day	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 - ½ Day	December 19
EXAMS - Quarter 2 Ends (44 days)	Friday - ½ Day	December 20
HOLIDAYS - Christmas/New Year's	Monday-Friday	Dec. 23 - Jan. 3
1st Semester Ends		89 Days
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 - ½ Day	May 22
EXAMS - Quarter 4 Ends (43 Days)	Friday- ½ Day	May 23
Teacher In-service - No students	Tuesday-Wed.	May 27-28
Teacher In-service - No students	Tuesday	May 30
2nd Semester Ends		175 Days

***All students half day August 8, PK3, PK4 and K5 half days on August 8-9**

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