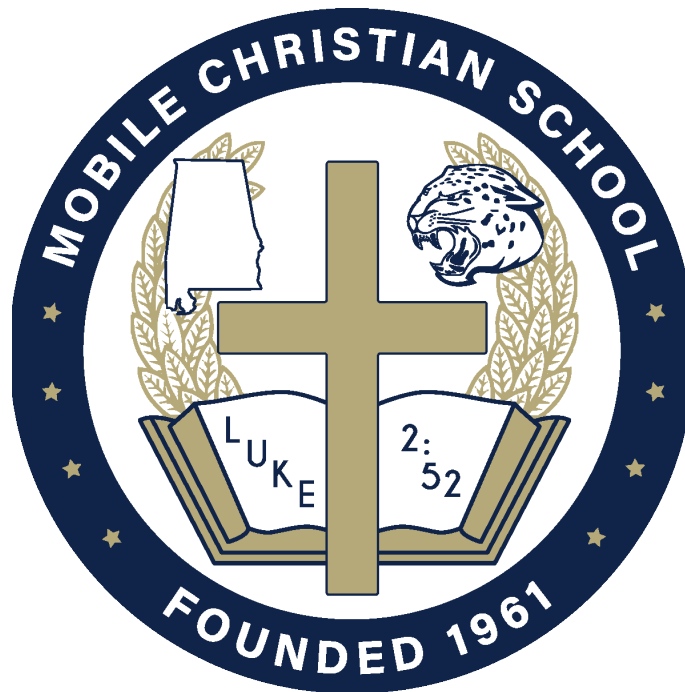


# ***Mobile Christian School***

2021-2022  
PARENT-STUDENT HANDBOOK  
6<sup>th</sup> – 12<sup>th</sup> Grade



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

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

***Building Christian Principles In The Lives of  
Students for 60 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

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Board Chairman_____	Terry Cagle
Head of School_____	Tommy Wasden
High School Principal_____	Clint Mitchell
Assistant Principal_____	Talley Haines
Elementary Principal_____	Dr. Deborah Curry
Director of Operations_____	Jason Smith
Director of Admissions_____	
Director of Development_____	Ronnie Cottrell
Director of Finance_____	Deana Newbill
Counselor_____	Kara Hodges
Assistant Counselor_____	Autumn Parker
Athletic Director_____	Joey Adams
Assistant Athletic Director_____	Shanece Sims/Autumn Parker

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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.



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## PHILOSOPHY

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

1. Believing in and glorifying God, His Son Jesus, and the Bible as His infallible Word.
2. Motivating students to live for Christ today so they may live with Him for eternity.
3. Recognizing the value of each student and helping the student develop a healthy self-identity.
4. Developing the entire person- spiritually, academically, emotionally, physically, and socially- in conjunction with the family and church.
5. Helping each student set high goals and develop the skills to reach those goals.
6. Preparing each student for the demands of a changing, challenging future as a college student, as an employee, as a citizen, and as a family member.
7. Instilling a desire for academic excellence in preparation for lifelong learning.
8. Stimulating in youth an intellectual capacity motivated not by materialism but by love of God and their fellow beings.

## SCHOOL OBJECTIVES

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

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

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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.

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

### **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 students and teachers. Chapel will consist of Bible reading, singing, praying and special speakers. Chapel is a time of worship and should be attended reverently.

### **SCHOOL-PARENT COMMUNICATION**

Some of the avenues of school-home communication are:

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

### **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 6-12, 2:40 for PreK3 - grade 5. Dismissal times on half days will vary and will be announced in the weekly bulletins. AFTERNOON DAY CARE is available for our students in grades PreK3-6th 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

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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.

## **INCLIMATE WEATHER**

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

## **PARENTS AND OTHER VISITORS**

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

**Parents and visitors must come to the office and sign in.** Parents, do not go directly to your child's classroom during the day to deliver forgotten items, messages, or to schedule conferences. If you 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 or jam the locker to keep it from locking. **Any "switching" of locker assignments should be approved by the Administration.** The school has the authority and control over all lockers and may gain access at any time. Book bags and other items not stored in lockers may be placed on available hooks at your risk. The school will not be responsible for missing items.

## **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 on-line or during 1<sup>st</sup> period are responsible for paying for their orders. Students may also bring their lunch from home. Parents can also pay online through RenWeb. Students are expected to eat in the lunchroom or designated eating area and not carry food out of the building. The student is responsible for leaving the eating area clean for others. Students are not permitted to order lunch from outside restaurants. Students will not be permitted to go off campus for lunch.

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## 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

## 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. In order to maintain this standard it is necessary for the school to require that music which tends to appeal to the suggestive and lascivious be omitted from all activities which are under the supervision of the school. The school must maintain the right to supervise the kind of music performed by or for any group of students. 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.

## PARTIES

Middle and high school parties are not permitted without administrative approval. Room mothers and teachers are responsible for cleaning up after these parties. No birthday parties, as such, may be held. However, parents may send cupcakes or cake to be served at lunchtime. High School parties **are not permitted** without administrative approval.

**Mobile Christian parents solicit the cooperation of other MCS parents in properly supervising home parties. It is expected that MCS parents and students not sponsor parties permitting use of drugs or alcoholic beverages. No dances are sponsored by the school and dancing is not permitted at school functions. Parents are asked not to sponsor dances in association with school functions.**

## ALABAMA LAW

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

## P.T.F.A.

The P.T.F.A. is an association of parents, teachers and friends of the school who meet during the school year to enhance communication between the parents and the school, to discuss the school program and to plan fund-raising activities to benefit the school program. Various classes may present plays and music programs at meetings. All parents are encouraged to participate.

## 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. Label all clothing, books, etc. so they can be identified.

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## 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

Each week a news bulletin about upcoming activities will be emailed to parents. The bulletin will be posted on our website at [www.mobilechristian.org](http://www.mobilechristian.org).

## FIELD TRIPS

Field trips away from the campus will occasionally be scheduled as an extension of classroom learning situations. A permission form will be given to you to be signed and returned to the teacher. The signed form must be on file at the school before the student goes on the field trip. Monday uniforms will be required on most field trip days.

## 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 the weekend. When a specific written or reading assignment is not given, the student should use the study time for review purposes.

## OBTAINING ASSIGNMENTS WHEN ABSENT

- 1) **If you are out one day**, call a friend to get assignments and check with teachers for any remaining work when you return. If present for test review and absent the day of a test, you will be required to take the test the day you return to that class. Make up work is due no later than the second day of return. Students are responsible for checking with their teacher to determine what make up work is required.
- 2) **If you are out two or more days**, call before 9 A.M. and plan to pick up assignments after 3:15 in the office or they may be sent to you electronically.
- 3) **If you request assignments**, be sure to pick them up and do as much of the work as you are able. If you are too sick to do any school work, wait to get a list when you return. Assignments should be turned in the day you return. Communicate with your teacher the first day back if you were unable to do part of the assignment.
- 4) **If you will be absent with advance administrative approval**, give teachers at least 2 days' notice. Don't expect them to stop class and write out an instantaneous list of lessons to be assigned while you will be absent.

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## CLASS SCHEDULE CHANGES

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

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

## HIGH SCHOOL CURRICULUM

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

## GRADUATION REQUIREMENTS

Subject	Required Units
English	4
History	4
Bible	4
Science*	4
Math**	4
Foreign Language	2
Career Preparedness A/B	1
Arts Education	1
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.

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.

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## **MCS Honors Track**

### **8<sup>th</sup> Grade**

Honors Algebra I  
Career Prep A

### **9<sup>th</sup> Grade**

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

### **10<sup>th</sup> Grade**

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

### **11<sup>th</sup> Grade**

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

### **12<sup>th</sup> Grade**

Dual Enrollment English Comp. I and II  
Honors Government & Economics  
Honors Anatomy & Phys.  
DE PreCal/Calculus or DE Finite  
Bible  
Elective  
Elective

## **College Prep Track**

### **8<sup>th</sup> Grade**

Career Prep A

### **9<sup>th</sup> Grade**

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

### **10<sup>th</sup> Grade**

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

### **11<sup>th</sup> Grade**

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

### **12<sup>th</sup> Grade**

English\* or DE English  
Government & Economics  
Anatomy & Phys.  
Pre-calculus or DE Finite 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 and Yearbook are considered a fine art.



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## 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 8<sup>th</sup> 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 10 points on the 100 pt. scale. (Weighted and unweighted grade point averages will also be figured on a 4.0 scale for colleges).

### SEMESTER EXAMS

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

### PASS – FAIL POLICY

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

For students in grades 6-8 to promote, they must (by the end of summer school) be passing all subjects based on yearly average in Group A below with no more than one F in subjects from Group B. (Only one subject can be made up in summer school to pass grades 6, 7, or 8).

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

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

### COMMUNITY SERVICE

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

There are many ways to meet this requirement, and you may contact the guidance office for information regarding community service opportunities. After each act of service 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



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days of completing the service and turned in by the 2<sup>nd</sup> semester exam review day. Senior hours must be completed by the last day of school for seniors. 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 6-12 at Mobile Christian School are placed on academic probation if they fail to maintain a minimum composite numerical score of 70 in their four core classes and Bible. 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 Mobile Public Summer School or other accredited summer school with administrative approval. Grades earned in approved summer school courses count toward a student's GPA.

## **GRADUATION EXERCISES**

1. A fee will be charged to seniors to cover graduation expenses. To participate in graduation 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 6-8.
- ♦ **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 11<sup>th</sup> 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 provided through our guidance office; test administered at MCS and local colleges. Students are required to take the ACT or SAT their junior and senior years. In addition, any sophomore in the Honor's Track will be required to take the ACT. 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 final selection of members as well as dismissal and warning cases.

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To be a candidate for membership, a student must have been at MCS at least one semester. Based on grades 7-9 for Junior Honor Society and on grades 10-12 for National Honor Society, the student must have a cumulative grade point average of 92.

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

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

## **HONOR ROLL**

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

## **AWARDS**

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

Special senior awards include Senior Superlatives, Mr. and Miss MCS, Valedictorian, Salutatorian, the James M. Powell Heart of a Servant Award, and the A.R.O. Award (Always Remember Others). Valedictorian and Salutatorian must have attended MCS for five semesters by the end of the first semester of their senior year. Valedictorian and Salutatorian are based on the weighted GPA for the 7 semesters from grade 9 through first semester of the senior year. 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 85<sup>th</sup> percentile on specified sections of a standardized test, designated by the national guidelines. Students scoring in the 95<sup>th</sup> percentile on specified sections of a standardized test may qualify for the Duke University Talent Identification Program.

## **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 straight-forward and above reproach. In measuring up to these divinely-established standards, it is requisite that each student be of infallible honor at all times. Therefore, lying, cheating, forgery, plagiarism and stealing will not be tolerated.

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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. 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 competing school employees is never appropriate or acceptable. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. A lack of support may result in a student being dismissed from school.**

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

## **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, sling shots, knives or other objects which could endanger the safety of students and faculty. Also, no look-alikes, such as water guns or other toy weapons are allowed. Any other objects may be taken up if the teacher feels they may interfere with learning or disrupt school. This includes gum, candy, radios, music devices, cameras, toys, etc. No animals should be brought to school except for special projects and with advance permission. The administration and faculty have authority to search student lockers and/or personal property located on campus (including vehicles) any time the safety or welfare of the student body may seem to be endangered. No laser pointers or any other article that would disrupt the orderly operation of the school are allowed on campus.

## **SCOPE OF THE DRUG TESTING PROGRAM**

### **A. Student Drug Testing**

#### **ALCOHOL TESTING**

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

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

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

### **B. Employee/Board Member Drug Testing**

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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.

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

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

## **RESPECT**

Students are expected to develop self respect by showing respect to others and to God. Students should not call faculty or staff members by first names or nicknames. All adults and visitors to campus should be treated courteously. Students should respect the property and feelings of others. Any display of affection between students which is not in good taste will not be permitted. Students should show respect for God by reverent behavior during religious activities and respect for speakers and fellow students through polite attention during assemblies. 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 gifts of many friends of MCS. Students should do all in their power to keep the buildings and grounds attractive. It is expected that all damage, even if accidental, will be acknowledged by the person involved and reimbursement made to the school. Students in grades 6-12 are not permitted to be on the playground at any time. A clean school shows pride and cooperation among the students. MCS is your school. Protect it and care for it.**

## **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.

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## Cell Phone Policy

Students are permitted to be in possession of cell phones or other electronic devices (i.e. Apple Watches, Glasses, etc.) or other electronic devices that are used to communicate, however they are not to be visible or used for any purpose (texting, calling, social media, listening to music, etc.) between 7:55 – 3:15, other than during break and a student's lunch time. 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 verbal warning.

Second offense – Parent must pick up the phone and detention will be assigned. The student must also pay a \$10 return fee.

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

Fourth offense – Will be classified as a C offense

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

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

## SECTION A: OFFENSES

1. 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 –lpad, paper, pen, etc.
6. Tardy to 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 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. Out of uniform
3. Inappropriate attire (other than out of uniform offenses)
4. Careless driving on campus
5. Disrespect during Chapel
6. Disrespect for teachers
7. Dishonesty/Deceit
8. Use of abusive or obscene language (written, spoken, or gestures)
9. Cheating/plagiarism ( homework, quizzes or minor assignment ) \*\*Teachers will give a zero on assignment
10. Horseplay with injury
11. Possession of prohibited items.

12. Inappropriate public display of affection
13. Destruction of or damage to property of others
14. Misuse or abuse of technology
15. Failure to comply with the lawful directions of any school employee
16. Minor occurrences of bullying, teasing and taunting
- 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.

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

### Grades 6-12

- 1<sup>st</sup> Offense – Detention or Saturday School
- 2<sup>nd</sup> Offense – Saturday School or Suspension
- 3<sup>rd</sup> 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
8. Possession of prohibited items (listed on page 19)
- 9.. Possession or display of obscene literature or pictures.
10. 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
11. Out of class or leaving class without permission
12. Significant misuse or abuse of technology
13. Significant occurrences of bullying or cyber-bullying
15. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

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

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

## **SECTION D: OFFENSES**

1. Repeated C offenses
2. Misuse, abuse or distribution of medicine or substances
3. Possession of prohibited items
4. Alcoholic beverage possession or use
5. Truancy
6. Leaving campus without permission
7. Theft of property
8. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)
9. Harassment- (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
10. Possession of dangerous instrument (including but not limited to any type of gun, including BB or pellet guns; any type of knife; or any other instrument that might be used as a weapon)
11. Trespassing

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12. Disorderly conduct
  13. Possession of commercial fireworks
  14. Possession or use of tobacco in any form (anytime, anywhere on campus) including vapes or electronic cigarettes.
  15. Illegal drug possession, use or distribution
  16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall under this section of misconduct.

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

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

##### **Grades 6-12**

1 <sup>st</sup> 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 <sup>nd</sup> 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 penalties, depending on the degree of the offense and past record of the student.

1. Conference and warning; referral sent home via RenWeb. .
2. Detention Hall or Work Assignments
3. Parent Conference-will be required before readmission to class.
4. Saturday School- May be in lieu of suspension
  - A. Will meet from 8:00 AM to 12:00 on Saturday
  - B. Only an administrator will assign students to Saturday School
  - C. Students will spend time in classroom and clean-up activities
  - D. Failure to attend will result in **three day suspension** from school
  - E. Misconduct at Saturday school could also result in suspension
  - F. Students will be assessed \$40 to be paid to the Saturday School Supervisor on the assigned day.
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 extra curricular privileges or honors.
7. In-School Suspension –Student will be isolated from students for the day and given class work to do independently. Full credit will be received for work done.
8. Suspension – prohibition from being on campus or participation in school activities. Absence from class is unexcused and a zero will be given on class work due or tests given. Administrative discretion may be used in dealing with major assignments that have a greater impact than one day. A parent conference is required for readmission. Students sent home due to improper dress or haircut will be considered un-excused from any classes missed. A student whose repeated misconduct interferes with the orderly operation of the classroom, and who has not responded to other penalties or parent conference, will be subject to suspension and/or expulsion
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.



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## DETENTION HALL (GRADES 6-12)

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

## PRANKS

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

## 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 Jr. and Sr. High	Girls Softball Varsity, JV, Middle School
Honor Society Jr. and Sr. High	Baseball Varsity, JV, Middle School
Key Club/Service Club	Girls Volleyball Varsity, JV, Middle School
A cappella Chorus	Football Varsity, JV, Middle School
Fellowship for Christian Standards Jr. and Sr. High	Girls & Boys Basketball Varsity, JV, Middle School



Band Beginner Band, Jr. High and High School	Cheerleaders Varsity and Middle School
Yearbook Staff	Cross Country Varsity, JV, Middle School
Art Club	Track Varsity, JV, Middle School
Mu Alpha Theta	Boys and Girls Soccer
Robotics	Girls and Boys Golf
Broadcast Team	Math Contests
	Spelling Bee Middle School

\*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 of 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 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 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, suspension, getting haircut, going shopping or to library, truancy from class or school, out of town without prior administrative approval, personal errands. In any case of an unexcused absence, zeros will be given on any tests or assignments due that day and those grades cannot be made up.

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

D. School Sponsored Absences (Coded X4)

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

## 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. Students absent more than half a day may not participate in school functions on that day without administrative approval.
- E. Students who are absent or checkout from any class for any reason other than doctor's notes for more than 10 days and up to 15 days in a semester, **MUST** attend "Saturday School" as arranged by the principal for 1 hour per day per class missed. In the event a student misses over 15 days for any reason there will be a conference with the principal to determine if credit will be given.
- F. Mobile Christian School reserves the right to prohibit a student from attending classes if, in the opinion of the school administration, the student may create a health risk to himself/herself or other members of the school community. The school administration will determine when the student will be permitted to return to class. Verification of health may be requested.

## ARRIVAL AT SCHOOL

1. **Parents please do not drop off children before 7:30 a.m. There will be NO supervision prior to 7:30.**
2. When weather permits, secondary students should wait in the yard outside the high school building until the CALL-IN BELL AT 7:30. At 7:30 students may enter the hallways to go to lockers. A warning bell rings at 7:53 and a tardy bell rings at 7:55 A.M. at which time students should be in their homerooms.
3. On rainy or excessively cold days, the doors to the high school will be open as soon as a high school teacher arrives on campus.

## TARDINESS

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

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days detention if students miss detention on the day of tardy). 7<sup>th</sup> – 9<sup>th</sup> tardies will result in the student having two detentions and 10<sup>th</sup> tardy and beyond will result in the student being assigned Saturday School with a fee of \$40. Excessive tardies may result in dismissal from school.

## **TARDY PROBATION**

**STUDENTS PLACED ON TARDY PROBATION WILL BE HELD TO A HIGHER STANDARD. THE FOLLOWING CONSEQUENCES WILL BE IN PLACE FOR STUDENTS ON TARDY PROBATION.**

**1<sup>ST</sup> – 3<sup>RD</sup> Tardy – Free tardies in case of oversleeping, traffic jams, car trouble, etc.**

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

**7<sup>th</sup> tardy and beyond – Saturday School \$40**

## **PERFECT ATTENDANCE**

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

## **EARLY DISMISSALS**

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

1. When an early dismissal is necessary, the student should bring a note from a parent or guardian to the office stating the reason and time for early dismissal.
- 2 Your name, the time of the dismissal, and whether it is excused will appear on the day's absentee report.
- 3 You must go by the office and sign out at the time you are leaving.
- 4 Obtain assignments in advance from classes you will miss for dismissals coded X2.
- 5 In case of illness or other unforeseen emergency during the school day, students should 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.

## **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.

# **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.

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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.

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# 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 6-12

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

1. Skirt- MCS uniform skirt or skort at Zoghby's
  - a. Notice Section V below regarding required skirt length.
  - b. Uniform pants may be worn in place of skirts as outlined in B3 below.
2. Shirt- White oxford button-down blouse with logo at Zoghby's
3. Blazer- Navy blazer with MCS crest on the pocket purchased at Zoghby's only. Blazers are required to be worn through chapel.
4. Socks – Socks must be matching white, navy, gray or black

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

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

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

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

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

1. Approved colors are:
  - a. Navy/Dark Blue (NOT - Royal Blue, Powder Blue, Carolina Blue, etc...)
  - b. White
  - c. Black
  - d. Grey
2. If the casual/athletic type shoe is worn, it should be a solid color with no patterns. Any visible trademark/logo should be the same color as the shoe or one of the approved colors listed above. Any visible and prominent stitching should be an approved color.
3. Any contrasting colors on the visible sole/midsole/bottom of the shoe should be one of the approved colors above. Any stripe around the visible sole/midsole side area (common on the Converse brand) must also be one of the four colors listed. The only exception to this is the various shades of brown rubber soles common on many shoes. Any brown color on the sole should not extend to a visible area of the shoe.
4. Slip-on/loafer-style casual athletic shoes are allowed and must meet all the same guidelines listed above.
5. If a shoe is designed to be worn with shoelaces, matching 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.
6. Shoes must always be worn with the foot fully inside the shoe.
7. High-top shoes and boots are NOT allowed.
8. 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).

### IV. PE UNIFORMS

All students in grades 6-12 purchase the MCS PE uniforms through the MCS Bookstore. Tennis shoes should have white or non-scuffing soles. The only exceptions will be certain 7<sup>th</sup> 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 shorter than 4 inches from the floor in the front and back when in a kneeling position. Purchase skirts longer to allow for growth during the year. We recommend hems be in keeping with longer styles, but absolutely no shorter than the limit of 4" from the floor when kneeling (front and back).

### VII. HAIR STYLES

BOYS: Grades 6-12: Hair length:  
Front: must be above the eyebrow  
Back: maximum to the collar  
Side: maximum to the ear lobes

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

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

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

#### **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. Young ladies 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. 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.

#### **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 one approved out-of-uniform day during the school year. The sponsor should follow the following policies when scheduling this day:
  - A. Book out-of-uniform day with the principal two weeks prior to date
  - B. List of members who will be out-of-uniform should be given to Administration
  - C. Place list in teachers' boxes two days prior to out-of-uniform day
  - D. Description of what students are allowed to wear should be given to Administration
  - E. Only one organization per day will be allowed to be out-of-uniform
  - F. Any high school teams winning a State Championship will be given an additional out-of-uniform day (date designated by the principal)
  - G. Monday's are not acceptable out-of-uniform days

3. Hats are not to be worn on out of uniform days.

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

#### **DRESS FOR OTHER ACTIVITIES**

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

1. Length of dress or skirt should not be less than designated in the uniform code.

2. Cut of the neckline should be modest.
  3. Extra sheer or extra tight clothing should not be worn. Leggings may be worn but not as pants. Yoga pants, athletic tights, jeggings or similar tights may not be worn as pants.
  4. 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 permitted, the following rules apply:
    - a. Students should not wear shorts in any building but in the gym during the school day.
    - b. Shorts should be MCS issued gym shorts or should have at least a 4" inseam on each leg. Nike style shorts may only be worn with tights that extend below the shorts.
  6. All students must wear shirts at all times.
  7. T-shirts should not have lewd pictures or suggestive writing of any kind and should not advertise alcoholic beverages, cigarettes, drugs, etc.
  8. Certain school days will be designated as dress-up days when students do not have to wear uniforms. On these occasions students should dress-up, not merely just be out of uniform. This calls for dress slacks and sport shirts for boys and dresses or dressy pants outfits for girls. No jeans, t-shirts, or hats on these days.
  9. Girls are not permitted to wear sundresses unless they wear a jacket with them.
  10. Hats are not to be worn on out of uniform days.
- No immodest apparel as determined by the administration.**

## **FORMAL DRESS GUIDELINES FOR HOMECOMING, ATHLETIC AND SPRING BANQUETS**

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

## **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 or store material which is profane, sexually suggestive or slanderous to MCS, its staff or students or contrary to the ideals and policies outlined in the student parent handbook. Students are prohibited from maintaining web pages, blogs or comments that contain similar material and will be held responsible for the content displayed. Students are also prohibited from maintaining any kind of web pages or social media sites that represents Mobile Christian School without permission of the MCS Administration.
3. Students are prohibited from any form of cyberbullying on or off campus. Actions deliberately threatening, harassing and intimidating an individual or groups of individuals; placing an individual in reasonable fear or harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.



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4. Instant messaging or texting is prohibited in the learning environment except as a part of an assigned, in-class activity that is supervised by faculty or administration. Blogging is to be utilized on campus for academic purposes only. Participation in chat rooms or online forums during school hours is prohibited during the school day, except as a part of and assigned, in-class activity.
  5. Students are prohibited from any form of plagiarism. Information obtained from the Internet must be properly cited and in compliance with copyright laws.
  6. Students are prohibited from using any method to obtain control of another owner's computer or device through the use of their own or any other computer. Students are not to use another person's log-in, access another's email or share or use another's academic work or files without teacher permission.
  7. Sharing of music and playing of games over the school network will not be allowed.
  8. Students may not view or play electronic games of any kind during class except when given specific permission by a teacher. Games that include violence, adult content or inappropriate language are prohibited.
- Violation of these guidelines will be subject to appropriate disciplinary action as outlined in the student conduct section of this handbook.

### **Guidelines for Personal Electronic Devices**

1. Battery life of six hours or more. Students are responsible for charging their devices.
2. Must be Wi-Fi compatible in order to access the filtered wireless internet on campus.
3. 3G and 4G enabled devices will not be allowed, nor will air cards or personal Wi-Fi hot spots..
4. 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

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**MOBILE CHRISTIAN SCHOOL  
2021-2022  
SCHOOL CALENDAR**

<b>Teacher In-service Days</b>	<b>Friday, Mon-Tues.</b>	<b>August 6, 9-10</b>
Quarter 1 Begins/ <b>1<sup>st</sup> Day for students *</b>	Wednesday– ½ <b>Day</b>	August 11
HOLIDAY – Labor Day	Monday	September 6
Quarter 1 Ends (43 days)	Friday	October 8
HOLIDAY – Fall Break	Monday	October 11
Quarter 2 Begins	Tuesday	October 12
HOLIDAYS – Thanksgiving	Monday-Friday	November 22-26
EXAMS	Thursday- ½ <b>Day</b>	December 16
EXAMS - Quarter 2 Ends (44 days)	Friday – ½ <b>Day</b>	December 17
HOLIDAYS – Christmas/New Year's	Monday-Friday	Dec. 20- Dec. 31
<b>1<sup>st</sup> Semester Ends</b>		<b>86 Days</b>
ACEA Conference, No Students	Monday	January 3
Teacher In-service – No students	Tuesday	January 4
Quarter 3 Begins	Wednesday	January 5
HOLIDAY – MLK Day	Monday	January 17
HOLIDAYS – Winter Break	Monday-Friday	February 28 - March 4
Teacher In-service – No students	Thursday-Friday	March 3-4
Quarter 3 Ends (46 Days)	Thursday	March 17
Teacher In-service – No students	Friday	March 18

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Quarter 4 Begins	Monday	March 21
HOLIDAYS – Spring Break	Monday–Friday	April 18-22
Baccalaureate	Sunday	May 15
Graduation	Saturday	May 21
EXAMS	Thursday– <b>½ Day</b>	May 26
<u>EXAMS</u> - Quarter 4 Ends (44 Days)	Friday – <b>½ Day</b>	May 27
Teacher In-service – No students	Tuesday	May 31
<b>2<sup>nd</sup> Semester Ends</b>		<b>177 Days</b>

**\*All students half day August 11, PK3, PK4 and K5 half days on August 11-13**

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