

Macon Road Baptist School 2021 - 2022



The mission of MRBS is to exalt Christ.

We build this out in a conscience effort to lie low and walk in a humility that says Christ is the ultimate treasure, Christ is the one who should be exalted, Christ is the one to be applauded and loved and we did nothing but what He asked of us.

“Let all things be done decently and in order”

I Corinthians 14:40

Macon Road Baptist School: Home of the Kingsmen

Established 1973

Purpose Statement

The purpose of Macon Road Baptist School (MRBS) is to teach students an understanding of God's great love for them and that the only reasonable response to this sacrificial love should be a willing submission of their lives to Jesus Christ. We also want to teach them that their identity in Jesus Christ overshadows all other earthly things in which they may seek their identity and that true happiness only comes by learning and following how God has designed every part of life to function.

Mission Statement

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School Verse

Proverbs 9:10 *The fear (a whole-hearted commitment to) of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.*

Fear in the Bible refers more often to being *whole-heartedly committed to* as opposed to being *afraid* of God. Our school verse reflects our commitment to demonstrate to students with our lives that true happiness only comes through a whole-hearted commitment to Jesus Christ.

Statement of Faith

- We believe that the Bible, composed of the Old and New Testaments, is of final and supreme authority in faith and life, and, being inspired by God, is inerrant.
- We believe in God the Father, God the Son, and God the Holy Spirit; this Trinity being one God, eternally existing in three persons.
- We believe that the origin of man was by decree of God in the act of creation as related in the book of Genesis; that he was created in the image of God; that he sinned and thereby incurred physical and spiritual death on all mankind.
- We believe that all human beings are born with a sinful nature and are in need of a Savior for their reconciliation to God.
- We believe in the virgin birth and deity of Jesus Christ.
- We believe that the Lord Jesus Christ is the only Savior, that He was crucified for our sins, according to the Scriptures, as a voluntary representative and substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. By one man, sin entered the world, and by one man's perfect life and death, all men can be saved, reconciled to God. We believe this man was Jesus. He lived our life and died our death.
- We believe that salvation is by faith alone in Christ alone.

- We believe in the bodily resurrection of Jesus, in His ascension into Heaven, and in the personal return to this earth of Jesus Christ.
- We believe in the bodily resurrection of all persons, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and woman.
- We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex.
- We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.
- We believe the Bible in its original documents is the inspired, infallible, authoritative Word of God; the written record of His supernatural revelation of Himself to man.
- We believe there is one God manifest in three persons: Father, Son, and Holy Spirit.
- We believe Jesus Christ is fully God who took on flesh, was sinless, and gave Himself as a substitute payment for our sins (past, present, and future) by shedding His blood on the cross. His body arose from the dead three days later, ascended to the right hand of the Father, and will return in power and in glory.
- We believe each member of the human race is fallen, sinful, and lost. Man is saved, reconciled to God and sanctified by God's undeserved mercy, not by works.
- We believe that the moment a person receives Christ as Savior, the Holy Spirit indwells him, and he is sealed until the day of redemption.
- We believe that God has ordained the church of this age, the body of believers, for the perpetuation of His truth and work.
- We believe that water baptism is not necessary for salvation, but it is a testimony to the world that one has believed that Jesus is his Savior.
- We believe that once a person is saved, he cannot lose his salvation. However, a Christian's life should be marked by confession and repentance for wrong actions and attitudes.

Statement of Philosophy

Macon Road Baptist School believes:

- Each student is a distinct individual creation of an omnipotent God.
- Each individual being a creation of God is also the property of God.
- Each man should be a careful and faithful steward of his conscience.
- Each individual student is directly responsible to God for the direction of his life.
- Individuals who allow the Lord to govern their life will demonstrate proper Christian character.
- We must establish and provide models of Christian character for our students to emulate.
- Parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home.

- Parents and those to whom they give charge should utilize Biblical methods of correction for training young people.
- The center of our curriculum ought to be Christ, and His Word demonstrates that He is the center of all truth, knowledge, and wisdom.
- The great unifying factor in the early history of our country was the Lord Jesus Christ.
- Our country was founded upon Christian principles, and our nation must be led by men and women of Christian principle for it to remain a Christian nation.
- A Christian school is Christian teachers training Christian students with a Christ-centered philosophy.
- All Christians should be equipped with the best academics and the best Bible training to effectively serve the Lord in all walks of life.
- The highest calling for any individual is to serve the Lord by doing His will.

ACADEMIC STANDARDS AND GRADING

CONTACT: Amy Christopher (achristopher@maconroad.org) - elementary

CONTACT: John Jacobs (jjacobs@maconroad.org) - secondary

Grading Scale

Academic Subjects (Grades 1-12)	Penmanship (K-5, 1st, & 2nd)	Skills Assessment* (K3, K4, & K5)	Conduct (K3-4th)
A 90-100	E - Excellent	E - Excellent	E - Excellent
B 80-89	S - Satisfactory	S - Satisfactory	S - Satisfactory
C 70-79	N - Needs Improvement	N - Needs Improvement	N - Needs Improvement
D 65-69	U - Unsatisfactory	U - Unsatisfactory	U - Unsatisfactory
F 64 & below			

*K3 students will be assessed on the student's knowledge of numbers, letters, colors, & shape recognition along with physical, cognitive, and character development.
 *K4 & K5 students will be assessed on the above as well as the student's knowledge of letter sounds, phonics, and basic reading skills.

Grade percentages (Elementary)

Classroom teachers will place information in the student orientation packets explaining the grading percentages of each subject in their respective grade levels.

Grade percentages (Secondary)

6th – 12th
 Tests 50%
 Quizzes 30%
 Homework 20%

*Most courses will have a minimum of 3 tests, 6 quizzes, and 9 daily grades each grading term

*Exams for each semester will count as 20% of each semester's grade

Daily Grades:

Daily grades consist of classwork or homework and will be graded at the teacher's discretion.

Quizzes:

Teachers will give announced and unannounced quizzes to measure student learning before testing.

Tests:

Tests will be administered over segments of material covered.

Exams:

Exams are given in all subjects (except Bible and Fine Arts electives) covering material for the entire year. Ninth through twelfth grade students who have a 90% or above in any course prior to the exam may choose to exempt the exam. However, the student may not have more than 3 *absences* in that class in that semester. If an exempt student chooses to take the exam and it lowers his existing semester average, he may discard the exam grade.

Make-Up Work:

If a student is present for *any portion* of a school day, he is responsible to make up his work the next school day. If a student is absent (reference Attendance policies for clarification of absence vs. present), he will have the same number of days missed to return make-up work (i.e. absent Monday and Tuesday, return to school Wednesday, make-up work due in entirety on Friday). This make-up work policy includes classes missed for school-sponsored activities (i.e. athletic teams, fine arts contestants, etc.). Any work not made up in this time frame will result in a 0.

Honor Rolls

At the academic awards assemblies at the conclusion of the school year, all students will be honored who have achieved the following, based upon their year-end grades:

A Honor Roll – All A's

A-B Honor Roll – All A's or B's

ACADEMIC SUPPORT

CONTACT: Amy Christopher (achristopher@maconroad.org)

Macon Road offers a program for students with diagnosed and documented learning disabilities.

ACHIEVEMENT TESTING

CONTACT: Donetta Ginn (dginn@maconroad.org)

A standardized achievement test is administered each school year to all our students. We administer the Iowa Assessment and the CogAT. It is a comprehensive battery of tests designed to measure achievement at each grade level.

A standard ability test is also administered to each student annually. This test is used to assess a student's ability to cope with school-learning tasks.

ACTIVITY ACCOUNTS

CONTACT: Mike Moak (mmoak@maconroad.org)

CONTACT: Jason Clendenen (jclendenen@maconroad.org)

Each student has a spending account. This account is used for activities and events throughout the year (i.e. field trips, sports fees, carnivals, library fines, concession stand, school pictures).

To deposit money:

- Online at maconroadbaptist.org; click on *online payments* and follow the directions given
- Black drop box in the office
- Mail (no cash)

All money deposited into your child's account will be posted within 36 hours. MRBS will not be responsible for cash payments made without a receipt.

Please monitor your student's account periodically and deposit funds as necessary. If your student's account falls below \$0, you will receive an email notification. Money must be added to the account before additional charges may be made.

A *negative* balance on the account means that you have credit, while a *positive* balance means that you owe and the payment is due immediately. You may view your student's balance and activity on ParentsWeb, which can be accessed through the school website.

ALLERGIES

CONTACT: Melissa Grimes (mgrimes@maconroad.org)

All allergies to food or medications must be stated on the registration materials. Please discuss your child's allergies with his teacher. If medication is needed, please contact the school nurse.

AP CLASS REQUIREMENTS

CONTACT: John Jacobs (jjacobs@maconroad.org)

The following prerequisites exist:

- GPA of 3.25 overall
- Overall grade of "A" in that subject the previous year
- Teacher recommendation (if there is an issue, parent will be called for consultation)
- Two weeks to drop (no mid-year drop allowed)

ATHLETICS

CONTACT: Bryant Wilkinson (bwilkinson@maconroad.org)

Philosophy

Macon Road Baptist School desires to use athletics as a tool to be used for God's glory. We seek to develop the physical, mental, and spiritual life of our athlete.

- *Colossians 3:23 And whatever you do, do it heartily, as to the Lord and not to men.*
- *I Timothy 4:8 For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.*

Competing in the athletic program at MRBS is a privilege. Therefore, athletes are held to a high standard both on and off the field. Athletes who cannot uphold these standards will be corrected by his coach in a

manner consistent with his infraction. An appointment can be made to speak with your athlete's coach at a later time.

Behavior Guidelines

Because we desire to exalt Christ in all we do, we expect our athletes, coaches, and fans to act in an appropriate manner at a sporting event. We will show love and respect to the officials, the opposing coaches, opposing teams, and their facilities. We will not shout negative comments, give inappropriate hand gestures, or use inappropriate language from the bench or from the stands. In addition, fans should not approach an official, a MRBS coach, or an opposing coach before, during, or after an event. An appointment can be made to speak with your athlete's coach at a later time. Athletes who do not exhibit proper behavior will be dealt with appropriately by his/her coach. Fans who do not exhibit appropriate behavior may be asked to leave the event until he/she is able to regain his composure and return.

Participation Fees

- Playing fees are required for participation in athletics at MRBS. This information will be given before try-outs of each sport.

In addition to the playing fee, athletes may need to purchase necessary equipment for his sport as indicated by his coach. Due to the conflict in practice and game schedules, permission to compete in more than one sport per season must be approved by the athletic director.

Requirements

All forms required for a student to participate in Macon Road athletics will be filled out on familyid.com prior to each sport season. The link for familyid.com may be found on the school's website under "Athletics."

Participants waive the right of the do not photograph list, so the school can live stream sporting events.

Eligibility Requirements

Players exemplifying the best skills, Christian attitude, and work ethic will be chosen for a sports team. Players chosen for the team will be given as much playing time as possible. However, there are no guarantees as to the amount of time each athlete will receive.

- Athletes are to have a passing grade in each academic subject*.
- Athletes are to maintain a 2.0 grade point average.
- Athletes must be enrolled at MRBS and may not participate in any other school's athletic program.
- Transfer students may participate after 30 days of enrollment at MRBS.

*Athletes grades are checked at progress reports and at the end of each quarter. However, the average grade for eligibility is cumulative from the beginning of the semester. If the athlete has a failing semester grade at the grade check, he will be suspended from play for one week. After that week, the grade will be checked again. If it is a passing grade, he is again eligible to play. If the grade is still failing, he will be suspended for play for an additional week. The failing cumulative semester average will only be checked at the end of each week. Ineligible athletes are still required to attend practices (although may be required to study during that time) and home games, but they are not allowed to attend away games.

- One failing grade - Athlete may practice, but not participate in games

- Two failing grades - Athlete must use practice as a study hall
- Three failing grades - Athlete cannot come to games or practice

Athlete Requirements

1. Be at every practice.*
2. Be on time to practices and games.
3. Respect and follow the coach's instructions.
4. Abide by MRBS policies.
5. Maintain grade point average for eligibility.
6. Avoid detentions or ISS, so that no practices or games are missed.
7. Athletes must check in by 11:30 a.m. in order to play in games that afternoon.

*It is very important for all athletes to be at every practice so that much can be accomplished in as little time as possible to benefit the entire team. Athletes who miss a practice may lose playing time.

Practice Policies

1. Practices are mandatory*.
2. Excused absences from practices will be granted for doctor or dentist appointments, attendance at a school-sponsored activity, illness or injury, or help class (once weekly).
3. Athletes may be excused up to 3 times per season for the matters of family responsibility – i.e. funeral, family trip, wedding, etc.
4. Athletes may be excused up to 2 times per season for church/youth group trips.
5. Unexcused absences are for after-school correction (detention), ISS, running errands, car repairs, babysitting, or any other reason not listed under excused absences.
6. Practices are closed (athletes and coaches only), unless the athletic director or coach gives an invitation or approval.
7. In the event that a practice is held off school property and a student wishes to drive himself to the practice location, a note from the parent must be given to the coach.
8. An athlete is still required to attend the practice and watch, even if he has a doctor's note exempting him from participation due to illness or injury.
9. An athlete is to present his coach with a written or verbal excuse on the day of a practice absence, stating the reason for the absence, the date of the absence, and the athlete's name.
10. If a student is absent from school on a practice day, he will be excused from that day's practice.
11. If a student has ISS, he may not participate in practice, but must attend the practice and watch.

*Athletes who miss a practice without a valid reason or without notifying the coach may be dismissed from the team. Athletes frequently unable to participate for discipline reasons may be dismissed from the team. There will be no refund for playing fees.

NOTE: If a situation arises that poses a question from these policies, please contact the coach **prior to** the absence so that arrangements can be made.

Practices and After-School Care

If practice begins at 4 p.m. or earlier, there will be no charge for an athlete staying in after-school care until practice. If practice begins after 4 p.m., the regular after-school care fee will be charged. No student is allowed to be in the gym after school without supervision.

If a sports practice concludes before 5:15 p.m., the coach will remain with the athletes until 5:30 p.m., at which time he will send any remaining athletes to after-school care, and the regular after-school care fee will be charged.

In addition, students who report to after-school care to await a game later in the day will not be charged.

Dress Guidelines for MRBS Students at Athletic Events

All dress at any athletic function should be modest and appropriate (consistent with MRBS philosophy). See “Casual Dress Code.”

ATTENDANCE

CONTACT: Shana Bauer (sbauer@maconroad.org)

Absences and Tardiness

Regular attendance is imperative if students are to succeed in their education. Please avoid late check-ins and early check-outs when possible.

Excused absences are for illness, death in the family, or doctor/dentist appointment. If you know in advance your child will be absent for any reason except for the above reason, please send a note to the classroom teacher to obtain an absence approval slip.

The first day a child returns to school after an absence, he/she must bring a dated, written note from the parent indicating the reason for the absence.

Absences are termed excused or unexcused. If a child is absent for any reason other than the below list of excused absences, his/her absence will be termed unexcused. However, if you have an unexcused absence approved in advance, it will be recorded as excused (please see “Pre-approved Absences” below).

Excused Absences

1. Illness
2. Death in the family
3. Doctor or dentist appointment
4. Pre-Approved Absence (See below)

K3 & K4

Absences:

- No specific number of absences are allotted.
- Please send a return note after an absence so that accurate records can be kept.
- A student is considered absent if he checks out before 11:30 a.m. or arrives after 11:30 a.m.

Tardiness:

- A student is tardy if he arrives in his classroom after 8:15 a.m.

- The program at MRBS is instructional; please try to have your child in class by 8:15 a.m. to limit classroom interruptions.

K5 – 12th Grade

Absences

Regular attendance is essential for successful achievement in school. *Parents must provide a written explanation of their child's absences; this documentation must be given to the school office or other designated person before the child returns to his classroom.*

All elementary and secondary students are considered absent if they arrive at school after 11:30 a.m. or leave school before 11:30 a.m.

Pre-Approved Absence

In the event of a planned absence, parents are asked to notify the school at least two days prior to the scheduled absence. This will assist teachers by giving them some notice to arrange a list of assignments and due dates for the student.

Absences Due to School Activities

A student who misses class because he is a participant in an official school-sponsored activity will not be considered absent from school.

Assignments Related to Absences

A student will have the same number of days absent to make up work assigned during the absence.

For pre-planned absences, any long-term assignment that was given one week or more prior to the absence is to be turned in before the student leaves (i.e. compositions, book reports, term papers, projects).

If a student is scheduled to leave school early due to a school activity, homework assignments are to be turned in that day and new assignments for missed classes are to be obtained.

Homework assigned before an absence is due when the student returns to class. The extent of required homework is at the discretion of individual teachers due to the varying needs of each class.

If a student is absent on the day a test is given, the student is expected to take the test on the day the student returns to school. If a student's absence involves missing initial instruction (not necessarily a review) over testing material, the student will have three days to make up the missed test. Students must take responsibility for assignments and for being prepared for assessments.

Unexcused absence

1. Any absence not listed above under "Excused Absences" or any absence that has not been pre-approved by the administration will be recorded as unexcused.
2. Failure to send a written reason for an absence within two school days after the absence will result in the absence being recorded as unexcused.

Absences that do not meet any of the criteria for the preceding categories are rendered unexcused.

Allotted Days Absent

Students in K5-12th grade who are absent 12 or more days in a semester will fail for the year or will be required to attend Saturday School. Unexcused absences as a result of unexcused tardies will count against the 12 or more days of absence.

If a student exceeds 12 absences in a course, the additional absences require a written explanation from a physician or special permission to attend the funeral of an immediate family member. If a student exceeds 12 absences in a course without a written explanation, the student may be required to repeat the course. If exceptions are approved, students who miss more than 12 days of a course in a semester may be required to attend Saturday school.

Saturday School will be scheduled periodically throughout the school year. Saturday school meets from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee.

Students who miss a scheduled Saturday School due to 12 or more absences will be required to serve an additional Saturday School.

Tardiness

A student is tardy if he/she arrives in the classroom after 8:00 a.m. (8:15 a.m. for K3 and K4 students). Realizing that academics are very important, parents are asked not to linger around the classroom past 8:00 a.m. (8:15 a.m. for K3 and K4).

When a student arrives for first period after 8:00 a.m., he must report to his first hour class and will be marked tardy. If a student arrives after 8:15 he must report to the receptionist desk with a legitimate, written excuse in order to have his tardy excused. If a student misses more than 20 minutes of the first class, he will be counted absent from that class. Examples of potentially excused tardies include illness, car trouble, and extreme weather. Examples of unexcused tardies include oversleeping and routine traffic.

- Tardies are unexcused without a valid reason, and every 3rd unexcused tardy in a grading term will result in an unexcused absence.
- Regarding tardiness 2nd-8th hours (secondary students)
 - 3 unexcused tardies – will be counted as a day absent for the class.
 - Excessive tardies may result in further discipline.

Checking out

***(Due to COVID-19 parents will need to remain in their vehicle and call the receptionist to check out their child.**

A parent checking out a child must check him/her out at the receptionist's desk and obtain a "Dismissal Slip." Parents are not to go to the classroom to check out a student. The receptionist will call the classroom teacher and have the student sent to the receptionist's desk. Students will not be dismissed to anyone other than parents, grandparents, guardians, or persons listed on the student's emergency contact list unless the student brings a written note from the parent giving permission for someone to pick him/her up.

SENIORS who have a parent note on file with the office, MUST sign out with their last hour teacher. They must leave the campus. If for any reason they need to stay past 7th hour, they need to sign out before leaving. STUDENTS WHO FAIL TO SIGN OUT will be subject to a detention.

Any students, including seniors, who are on campus during 1st-8th hours MUST BE IN CLASS, supervised by a teacher. Sitting in the KPAC lobby is prohibited.

ARRIVAL TIMES

The building will open to receive students for early daycare at 6:30 a.m. Students are to report to the designated area and are to remain there until dismissal to their homeroom at 7:30 a.m. Secondary students who drive themselves or their siblings to school, may remain in their cars if they arrive on campus before

7:50 a.m., but only if they are alone or with their own siblings in their own vehicle. Exceptions will be made for students who carpool. All students will report to class beginning at 7:30 a.m.

BIRTH CERTIFICATES & HEALTH RECORDS

CONTACT: Alisa Cunningham (acunningham@maconroad.org)

The State of Tennessee requires that all students have a copy of their birth certificates and health records (immunization record and physical) on file in the office.

BIRTHDAYS & PARTIES

Students who would like to share a snack with their class on their birthday may bring an individual treat (a cookie, a cupcake, etc.), for each student to enjoy at lunch time only. Parents may not have an individual student party at school.

Students are allowed to hand out party invitations in the classroom as long as every student in the class receives an invitation (or, a boy inviting all the boys; a girl inviting all the girls).

BOOKS AND SUPPLIES

Books

- A book fee is figured into your monthly tuition for consumable books and most e-books. Books lost or damaged during the school year must be replaced.
- The parent is responsible for the total replacement cost of all lost or damaged books, including but not limited to textbooks, workbooks, an iPad containing e-books, or library books. Additional book and app fees may be required in certain courses, including elective courses.

Backpacks

- No rolling backpacks are allowed.
- Elementary backpacks should be easily hung on a hook.
- Please be careful to consider the content being advertised on backpacks (and lunch boxes). The content needs to be in accordance with the general purpose and philosophy of MRBS.

Supplies

- A supply list for all grades will be posted on the school website in the summer. Certain teachers may require specific supplies for his/her class.

BULLYING

[Student Relations Policy](#)
[Dehumanization of Others](#)

Ephesians 2:14-21

¹⁴For he himself is our peace, who has made us both one and has broken down in his flesh the dividing wall of hostility ¹⁵by abolishing the law of commandments expressed in ordinances, **that he might create in himself one new man in place of the two, so making peace,** ¹⁶and might reconcile us both to God in one body through the cross, thereby killing the hostility. ¹⁷And he came and preached peace to you who were far off and peace to those who were near. ¹⁸For through him we both have access

in one Spirit to the Father. ¹⁹ **So then you are no longer strangers and aliens,^{1a1} but you are fellow citizens with the saints and members of the household of God,** ²⁰ built on the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone, ²¹ in whom the whole structure, being joined together, grows into a holy temple in the Lord.

Based on the scripture above, we believe fully that the cross abolished any position that may set one person or persons over another person or persons for any reason. As Dr. Billy Graham would say, “the ground at the foot of the cross is level.”

Because of this belief, the dehumanization of any person for any reason, addressed in this policy or not, will be addressed. It is our goal that all persons should feel protected, safe and welcome. Dehumanizing is when certain individuals, for reasons beyond their immediate control, have to operate their lives in an artificial, mechanical way, many times in some sort of shame for the way they are made, for their life circumstances or for the color of their skin, in order to placate certain other individuals.

Conduct is defined as verbal, physical or both.

All accusations will be taken seriously and applied to the listed criteria to determine appropriate action by the administration.

The Key Questions/Criteria:

- Is the conduct **unwelcome and/or unwarranted**? Through “no-fault,” a person with no special relationship to the abuser has been singled out.
- Is the conduct known to be **offensive** to a significant number of persons in society? NOTE: Since all humans are created in the image of God, any insult levied against another person is an attack on the *imago Deo* (image of God) and always speaks to some level of evil in a person. Racial slurs include conscious or unconscious stereotypes about the abilities, traits, or performance of individuals of ANY racial group, including, but not limited to, those of Latin, European, African or Asian descent. These will be most prevalent because of the history of the United States, and if brought to attention of the Administration, will be addressed.
- Is the conduct **severe** (for one-time offenses) or **pervasive** (been going on for a long time)? The more severe the offense is (use of a derogatory term, such as the N-word or any word or phrase that is similarly shocking), the less likely it is that the victim will be required to show a repetitive series of incidents. Simple teasing, offhand comments, or isolated incidents would fail this criteria.
- Is the conduct such that it has the purpose or effect of **unreasonably interfering** with the performance of normal day-to-day activities?
- Is the conduct something similar or “**Like**” **compared to what** would have occurred had the victim been of a different race, a different color, a different gender, a different nationality, a different physical build, not physically handicapped in a particular way, of a different creed, or of a different socioeconomic standing?
- Other factors that will be considered include:
 - whether the conduct was verbal, physical, or both
 - how frequently it was repeated
 - whether the conduct was hostile (unfriendly, antagonistic) or patently (clearly, without doubt) offensive
 - whether the alleged offender has a special relationship with the offended
 - whether others joined in, perpetrating the conduct
 - whether the conduct was directed at more than one individual.

Punishments in part or collectively could include:

- Counseling

- Detention(s)
- Single-day in-school suspensions
- Multiple (but not to exceed three) days of in-school suspension
- Expulsion (in extreme cases normally after repetitive incidents)

Why is a policy like this needed?

This policy has been put in place for the following reasons:

1. It is our intent to encourage an environment where every student feels protected, safe, and welcome.
2. All people, both offender and offended, have within themselves a knowledge of what they think should and should not be tolerated. It is our hope that this policy will explain how the school defines dehumanization, including, but not limited to, discrimination and bullying, and how such offenses will be dealt with.
3. As broken people who want the world to look like us and meet all our needs, homogeneous groupings are most comfortable for us all. The hard work of the Gospel, and what we are all called to do, comes when we are asked to love people who may look different than us, as well as walk in their shoes, and be an encouragement to them. *Ephesians 4:2-4* ²with all humility and gentleness, with patience, bearing with one another in love, ³eager to maintain the unity of the Spirit in the bond of peace. ⁴There is one body and one Spirit—just as you were called to the one hope that belongs to your call—
4. We desire to make it clear that the mistreatment of others for any reason will be taken seriously, will be thoroughly investigated, and the above criteria will be applied to determine any action to be taken.
5. We want to encourage parents to talk openly with their students about dehumanizing other people. An attack against another human for reasons listed above is in essence an attack on the imago Deo (the image of God). It is a blasphemous act against the creator God.
6. We want to encourage everyone to look inside themselves and root out private prejudices that they may have, and think through how we allow the expression of those prejudices in our homes. We must teach our students to love people, even those who don't look like them, and this starts at home.

Romans 12:18 "...so far as it depends on you, live peaceably with all {men}."

Bullying will not be tolerated at MRBS. Each student is entitled to have an educational environment that is free from humiliation, oppression, and abuse. Bullying is any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person or persons. Bullying is not an isolated incident of argument or aggression between students.

Bullying can include the following:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: written or oral name calling, sarcasm, spreading rumors, malicious gossip or teasing
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti

- Sexual: unwanted physical contact or abusive and/or suggestive comments
- Cyberbullying: willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices

All reports of bullying, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. If the incidents of bullying are serious and persistent, the teacher will report to the administrative team. The administration will seek to gather all the facts by speaking to each person involved in the reported incident. Parents of both the perpetrator and victim will be notified, and the perpetrator will face the consequences deemed necessary by the administrative team.

CELLPHONES

Secondary students are permitted to have their cellphones with them, but they must not be seen or heard at all during any class, study hall, or chapel. If seen, the phone will be taken away immediately, and not returned until the end of the school day. A detention may also apply. Elementary students may only use their cellphone at the discretion of the classroom teacher.

Personal Communication Device Guidelines

- Students must comply with class rules, school rules, and all relevant school policies.
- Consistent cell phone infractions will result in ISS and possibly revocation of cellphone privileges at school for the year.
- Individuals assume full responsibility for their *owned* technology devices. This includes the device's safety, security, and maintenance. Other students should not be carrying or using another's cellphone, tablet, or other technological device. This may result in a detention.
- All devices must be *silent & away* when entering any classroom.
- No taking, uploading, or sharing photos, recording audio, or capturing video during school without consent of the administration and the person being recorded (this action is illegal and is prosecutable). This includes recording teacher lectures.

When Students May Use Their Devices

- Arrival up until 7:55 a.m.
- Dismissal
- Between classes
- At lunch

Additional Information Parents Should Discuss with Students

- If students would not want their teachers, administrators, or parents seeing what they are viewing on their cell phones, then it is NOT appropriate in school. The guardian who supplied the phone will be responsible for what is viewed on the phone.
- If students do not feel well during the day, they should visit the school nurse. It is recommended that parents always have the student see the nurse when they are not feeling well before contacting them, as this may save the parents a trip to the school.
- Ear buds and headphones are NOT permitted while at school, unless the classroom teacher desires to use them in their particular teaching strategy. They are not allowed AT ANY TIME in the

hallways or in the lunchroom. They inhibit staff from giving directions, speaking to, or getting the attention of students. They may not be worn around the neck. Infractions will result in detention.

- Students may not talk on the phone during school unless permission is given by an attending adult (texting during lunch is permitted).
- Music and other audio should not be played openly unless approved for a class or a school-sanctioned project.

Students who cannot be trusted with phones, or who get several detentions due to cellphone infractions, may individually lose the privilege to have their phone or any device on campus.

If a student receives inappropriate communication on his phone, the student should notify an authority as soon as possible.

We want to work together with parents and our community to make sure students understand how to effectively maneuver through the complexity of using technology tools. Please continue to help us communicate the responsible use of technology to our students as we allow them to access their personal communication devices while in school, during non-instructional time.

CHAPEL

CONTACT: Chris McCloskey (cmccloskey@maconroad.org) - elementary

CONTACT: Cliff Russell (crussell@maconroad.org) - secondary

Students in each grade level will participate in a weekly chapel service. No phones or iPads are allowed to be out during chapel. Failure to obey this will result in a detention.

CHILD ABUSE AND NEGLECT REPORTING POLICY

Macon Road Baptist School recognizes that besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life.

If a parent or guardian of a child is reasonably suspected of abuse, staff will follow the Tennessee guidelines for reporting such abuse.

If a staff member is reasonably suspected of abuse, administration will follow the Tennessee guidelines for reporting such abuse, parents will be immediately notified, and the staff member will be suspended or given leave (with or without pay) pending the outcome of an investigation.

COMMUNICABLE DISEASE

Children with communicable diseases, such as HIV and Tuberculosis, will not be admitted to Macon Road Baptist School.

COMPETITION (Academic & Fine Arts)

CONTACT: Marilyn Lunsford (mlunsford@maconroad.org)

Students in grades 4-12 have an opportunity (required for some fine arts courses such as band, choir, speech) to compete in regional academic and regional fine arts competition each year through the Tennessee Association of Christian Schools. Students also have an opportunity to qualify for state academic and fine arts

competition. Regional fine arts competition is held in early February, and state fine arts competition is held at Franklin Road Christian School in Murfreesboro, Tennessee in March. Regional academic testing is held on campus.

Academic competition is conducted on campus in December. Students have an opportunity to compete in all core subjects including Bible. The fine arts competition categories include but are not limited to choir, band, speech, and art. Information regarding competition is distributed to parents and posted on our website in September. Once students sign up for a category, the sponsors work with them throughout the year as they prepare for competition. We are allowed to have two entries in each category. Therefore, in some cases, students are required to tryout in order to earn an opportunity to compete.

There is an entry fee for each category of competition (usually \$8.00). There is also a travel and/or hotel expense fee for those who qualify and travel to state fine arts competition at Franklin Road Christian School in Murfreesboro, Tennessee. This fee is usually around \$15.00 (day travel fee only) or \$50.00 (travel and hotel fee if staying overnight due to competition times or multiple competition days). Detailed information regarding expenses and dates for activity account deductions is sent home a few weeks before the state competition.

CONFERENCES

It is our desire to maintain open communication between the home and school. It is vital to a student's education that parents and teachers work together for the success of the student. Parents may request a conference with a teacher or a member of the administrative team at any time, and a meeting will be scheduled at the earliest convenience. Any discipline questions or concerns should be referenced to *Amy Christopher* for elementary students or *Debbie Hammons* for middle school and high school. *Joy Devins* for middle school (6th-8th grades), and to *Jennifer Stewart* for high school (9th-12th grades). Concerns regarding a specific teacher should be directed to either Donetta Ginn or Debbie Hammons.

It is expected that parents will exhibit a gentle, supportive, non-critical spirit during any parent-teacher communication. Please keep in mind that our teachers are partners with parents, seeking the good of each student. When we work together, our goals are accomplished.

CRISIS MANAGEMENT

CONTACT: Ryan Davis (rdavis@maconroad.org)

MRBS has a plan in place for natural disasters and emergency situations. Our teachers have also been trained in the proper procedures for active shooter scenarios. The safety of students is our utmost concern.

CURRICULUM

CONTACT: Amy Christopher (achristopher@maconroad.org)

The curriculum of Macon Road Baptist School has been developing over decades of academic life. All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the students. Each class is designed to equip each student with a firm foundation in academic fundamentals.

The academic program includes time spent in Bible, language arts, mathematics, reading, social studies, science, health, art, music, computer, and physical education. This foundation is valuable in developing the student's concepts about themselves, other people, God, the world, and the Christian life.

The main goal of our curriculum is to train our students to a standard of excellence in academics and to develop in them a true Biblical worldview.

Macon Road uses Christian based curriculum. The majority of the elementary curriculum is A Beka Book curriculum. The majority of the secondary curriculum is A Beka Book and Bob Jones Press curriculum. Macon Road does use some secular curriculum in 6th-12th grade math (Pearson Math) and some upper high school advanced level science classes.

CUSTODY POLICY

When parents are separated or divorced, either parent, regardless of custodial status, may inspect and review his child's school records unless there is an order of the court or the presiding judge which specifically denies such access by one of the parents. Unless otherwise specified in a court order or judge's decree:

- The custodial parent or legal guardian will make all educational and medical decisions for the child.
- A non-custodial parent or step-parent may pick-up a child from school with permission from the custodial parent as long as the step-parent is on the pick-up list.
- Persons sharing joint custody may both make educational and medical decisions for the child. If parents disagree, the decision of the resident parent will be recognized and implemented, as appropriate. Consent, requests, and decisions from either parent are sufficient. The school will normally default in all matters to the Parent who made the school choice if there is an irreconcilable difference in larger matters.

DAY CARE (Before & After School Care)

CONTACT: Amy Christopher (achristopher@maconroad.org)

We offer an extended care program for our students from 6:30 a.m. to 5:30 p.m. Monday through Friday. Please check with the business office regarding daycare fees. All daycare fees for students registered for daycare will be figured in with your tuition payments. Daycare fees for students who report to daycare periodically will be deducted from the student's activity account within two weeks.

Students who do not conduct themselves in an appropriate manner in daycare may be suspended from daycare for a certain amount of time. It is also the school's privilege to suspend a student from daycare indefinitely.

Daycare Pick-up

***Due to covid-19, there will be a designated location for parents to pick up their child from daycare.**

Adults picking students up from daycare must show I.D. and be listed on the daycare release form. The student will not be released to any individual who is not on the daycare release form until one of the parents can be contacted for approval.

The person picking the student up from daycare must walk to the daycare area for the student to be dismissed. Students will not be released from daycare to individuals who are sitting in cars.

We ask that parents park in a designated parking spot when picking their child up from daycare. Please do not park to block traffic or do not park along the playground fence. Parents should not linger in the daycare area or visit with the daycare workers when picking up their child.

All students will be dismissed to go to their classrooms at 7:30 a.m.

Daycare Late Stay Fees Policy

The following late stay fees will apply to any student picked up after 5:30 p.m.

5:30 p.m. to 5:45 p.m.	\$1.00 per minute
5:46 p.m. to 7:00 p.m.	\$5.00 per minute

If a child has not been picked up by 7:00 p.m., we will notify the Protective Services that a child has been left after hours in our daycare center.

We will not call Protective Services if you as the guardian have notified us of an emergency situation; however, you will still be charged the late stay fees.

The fourth time a student is picked up from after-school care after 5:30 p.m. within a semester, he/she will be suspended from after-school care for two weeks. This late policy will also apply to the summer months. The summer months will be considered a semester.

The clock in our daycare facility will be used to document the time the children are picked up from our facility.

DAY CARE/PRESCHOOL FACILITY TOURS & RULES

Each preschool parent is required to have a tour of the facility and will be given a summary of the Tennessee Department of Education Daycare Rules. Parents are required to sign a form when they tour the facility and another form at Orientation indicating that they were given a copy of the summary of rules.

DESIGNATED DRIVERS

Students will not be allowed to go home with anyone other than their parents or anyone listed as a person with authorization to retrieve the child from school. In the event that someone arrives to pick-up a student and he is not on the authorized list, parents will be called for permission to be given for the student to ride home with that person. It is imperative that parents keep the school office updated as their contact information changes. If someone not on the list is coming to pick up the child, the parent can notify the office of the one-time pick up for a smooth release when the person arrives.

DISCIPLINE

Discipline is a Biblical term. The Bible says to parents concerning their children, "Bring them (children) up in the nurture (discipline) and admonition of the Lord" (Eph.6:4). If we are to honor, please, and obey our Lord and Savior Jesus Christ, we must demand discipline at MRBS.

The goal of discipline is the achievement of self-discipline. It is our goal to teach our students to submit their wills to proper authority without breaking their spirit. One who has learned to submit his will and has still retained his spirit has the ability to discern right from wrong and to make decisions based on Biblical principles and not personal desires. A person with self-discipline rules his personal desires with an eye to the future rather than to the present.

The purpose of discipline at Macon Road Baptist School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students can find personal security, true happiness, and a body of friends which can influence them to do right. Where there is this type of atmosphere, students can achieve academic excellence. It is Macon Road Baptist School's desire to help each student develop his God-given abilities to be used for His glory. All discipline outlined in the handbook is a framework by which the staff and administration work to control the learning environment. Macon Road staff and administration have the right to administer any type of punishment they deem necessary for infractions of the rules at Macon Road.

Macon Road believes that communication between the parent, staff, administration, and the student is vital in maintaining a good working relationship and in maintaining good discipline. Therefore, Macon Road has given the following detailed information regarding rules and infractions.

The Bible teaches respect for authority (Colossians 3:20; Romans 13:1; Hebrews 13:17) and it requires discipline for children (Proverbs 6:23, 13:24, 29:25-17). An important phase of education is to develop character. We believe that discipline is necessary for the welfare of the student as well as for the entire school. The ultimate goal for external discipline is internal or self-discipline and a personal commitment to Jesus Christ as Savior and Lord of one's life. Obviously not all students have attained this level and need certain external forces to guide them at times.

The teacher and administration will grant a student trust and freedom as long as the student demonstrates the ability to conduct his activities in a purposeful manner.

When the administration makes a decision based on discipline issues, the decision has been made within the framework of the school's philosophy or previewed by a discipline committee, the Head Master, or Pastor. There will be no appeals to any discipline decisions that are made.

Middle & High School

CONTACT: Cliff Russell (crussell@maconroad.org)

In an effort to reinforce our philosophy of the school and restrict distractions in the student's educational journey, we will use a simple three-level action/consequence system. Our system is designed to keep parents informed and correct any negative behavior before it becomes an issue. Our disciplinary system will be carried out as follows:

- A warning (and sometimes, several warnings) will be given at a first infraction.
- An email or phone call will notify parents when a problem is noticed.
- A detention will be given when a warning is not heeded. Seniors leaving early will need to return to school for detentions.
- More than 5 detentions will result in ISS (full day at school with ISS Coordinator, no access to phone).

LEVEL 1: DETENTION -Tuesdays & Thursdays, 3:15-4:00, \$10 fee, no phone or iPad allowed, will miss sports practices/games during this time. The student will write from the encyclopedia. If student arrives later than 3:20, he must serve the next detention day. Any student receiving 5 detentions in a quarter will be required to serve an ISS.

WARNING, THEN PHONE CALL/EMAIL/DETENTION Offenses resulting in a warning, then a detention include, but are not limited to, the following:

- excessive talking in class
- dress code violation
- cell phone violation
- hair slip
- food in class (unapproved by teacher)
- sleeping in class
- continually arriving unprepared for class (no paper or writing utensil, no book, iPad not present, no PE uniform, etc.)
- slouching/sitting immodestly/putting feet on the table/desk
- playing games on iPad during class
- using headphones/earbuds without permission
- disruptive horseplay

- student speeding or driving recklessly in parking lot
- sitting in KPAC lobby or other unassigned location after school

IMMEDIATE DETENTION Offenses resulting in immediate detention include, but are not limited to, the following:

- rude or disrespectful behavior
- disobedience
- skipping class
- inappropriate contact with student
- leaving school building to go to car without permission
- use of profanity
- leaving class without permission
- cheating or plagiarizing (plus 0% on assignment)
- riding the elevator
- moving vehicles during school hours
- repeated cellphone or dress code infractions

LEVEL 2: IN-SCHOOL SUSPENSION (all day at school with ISS Coordinator, no phone, will do homework or other work as assigned; grades on ISS days start at a 64%. The student will attend school but will be separated from the activities of the day, including after-school activities such as practices, game, or performances. Students are responsible for all school work missed during their suspensions, and will only have 1 day to make up all work.). There is a \$50 charge per day for an ISS.

ISS: Offenses resulting in ISS include, but are not limited to, the following:

- defiant attitude toward authority
- minor vandalism/destruction of property/theft (any damage less than \$50)
(If a student physically damages school property in any way the parent will be responsible for the full cost of the repair.)
- leaving school without permission
- harassment or threatening another student
- failure to show up for detention more than once
- multiple detentions (5)
- reckless behavior or horseplay
- inappropriate pranks

LEVEL 3: MULTIPLE DAYS OF ISS/POSSIBLE EXPULSION: Offenses resulting in multiple days of ISS or possible expulsion include, but are not limited to, the following:

- theft
- forgery
- sexual immorality and misconduct *
- alteration or interception of a school document
- fighting
- major vandalism (any damage more than \$50)
(If a student physically damages school property in any way the parent will be responsible for the full cost of the repair.)
- use or possession of drugs/alcohol/tobacco/vaping products on campus
- carrying a weapon to school
- inappropriate social media activity (see below)*

**Students may be held accountable for online behavior, even if it occurs off campus. Online communication that is false or misleading or that does harm to a person, a group, or an organization is a crime. Transmission, distribution, and storage of sexually explicit content/nudity involving minors is a crime and will be treated as such. Online communication that uses inappropriate language or that is derogatory toward the school is subject to disciplinary action. Retweeting, liking, following, and re-posts of inappropriate content are subject to the same disciplinary action as original posts. Sexting and other pornographic conduct is grounds for immediate dismissal.*

Consequences for committing a serious offense may include a parent conference, detention, ISS, or expulsion. These offenses are dealt with on an individual basis. Any questions regarding discipline may be directed to Debbie Hammons.

Elementary

CONTACT: Amy Christopher (achristopher@maconroad.org) - elementary

Each elementary teacher has developed his own individualized classroom management system that includes both positive and negative consequences. This information is contained in the orientation packet given at the beginning of the year. *Any questions about discipline for K3-5th grades may be referenced to Amy Christopher.*

DRESS CODE

The dress code and the use of uniforms is designed simply to keep students focus on learning and for ease of the parent/student relationship when it comes to school dress.

All required uniforms are supplied through French Toast SchoolBox. You may purchase uniforms from the link: www.frenchtoastsschoolbox.com/schools/QS5XHGA/macon-road-baptist-school. The uniforms feature khaki pants and shorts for both girls and boys. Girls may also wear the plaid skirts (with skorts for K3-5th grade), paired with a solid navy or solid gray collared shirt with the MR logo for *all* grades.

Other guidelines:

- Girls' skirts are to come to the knee. If a staff member notices the skirt is shorter than this, the student will receive a warning, then a detention.
- Khaki pants and shorts must be uniform style (not cargo) and can be purchased from anywhere as long as they are similar to the French Toast Uniform khaki color.
- Students K3-2nd grade are not required to wear a belt or tuck in their shirts.
- Boys 3rd-12th grades need to have their shirts tucked in with a neutral-colored belt.
- Girls 3rd-12th shirts do not need to be tucked-in. However, the shirt must be long enough to show no midsection and not so long as to look sloppy. They are not required to wear a belt.
- Socks are to be neutral-colored. They may be black, brown, khaki, navy or white.
- Students may wear any close-toed and close-heeled shoe. Sandals, crocs, and house slippers ARE NOT allowed. If there is a question about a shoe, please ask. Light-up shoes of any brand are not accepted, as they are distracting in the classroom.
- Students may not wear hats in the buildings.

- Students may not wear hoodies, sweatshirts or pullovers in class. Jackets and sweaters need to be Macon Road, or a basic navy or black. No other colors or variance will be allowed. Polos must be worn at all times, regardless of jackets or sweaters worn. This is a security issue and will be strictly enforced.
- Elementary students may wear sweaters that do not contain the Macon Road logo but only navy blue or black may be worn at any time in the classroom.

Throughout the school year, students will be involved in activities that will require them to be out of the normal dress code. Parents will be notified in advance of these events. We will use the following distinctions for these activities:

Athletic Dress Code:

- Boys and Girls: P.E. shorts or other knee length athletic shorts or pants and a T-shirt (appropriate writing only*)

Casual Dress Code:

- Boys: jeans, shorts to the knee, T-shirts (appropriate writing only*), no earrings
- Girls: shorts (within 2 inches of knee), capris, loose-fitting jeans (no leggings), loose-fitting shirts or T-shirts (stomach and lower back are to be covered) with modest necklines (appropriate writing only*)

Spirit Day Dress Code:

- Boys: jeans or jean shorts to the knee (with no rips or tears) and a Macon Road t-shirt or uniform shirt
- Girls: loose-fitting jeans or jean shorts to the knee (with no rips or tears) and a Macon Road t-shirt or uniform shirt

Fine Arts Dress Code:

4th and 5th Grade Choir and Instrumental Music

Boys: dress pants, polo shirts, black socks and black dress shoes

Girls: dresses or dressy tops with skirts to the knee, and dress shoes

Middle School (6-8) Instrumental Music

Boys: black pants, black socks, black dress shoes, long-sleeved white dress shirt and choice of tie

Girls: long black dresses or black dressy tops with long black skirts, and black dress shoes

High School (9-12) Instrumental Music

Boys: black pants, black socks, black shoes, long-sleeved black dress shirt and choice of tie

Girls: long black dresses or black dressy tops/long black skirts, with black dress shoes

Secondary (6-12) Choir

Boys: black vests and bow ties purchased from the school, with white dress shirts, black dress pants and black dress shoes

Girls: black choir gown purchased from the school with black dress shoes

Special Event Dress Code:

- Boys: dress pants or Docker-style pants, collared shirts, dress shoes and socks
- Girls: dress, skirt to the knee, loose-fitting blouses (no cleavage) with modest necklines (stomach and lower back are to be covered; straps are to be 3-fingers in width), or dress pants

Winter Dress Code:

- For girls, black, navy blue, or white leggings may be worn under the school uniform and the P.E. shorts. Leggings may not be ripped.
- All Students: a long-sleeved white or navy shirt may be worn under the uniform shirt.

*Appropriate writing is that which is consistent with the philosophy of Macon Road Baptist School.

We understand that things happen that would hinder a student from wearing his uniform on a particular day. When this happens, simply send a note with the reason and have the student dress as close as possible to the uniform for that day. This way, they can avoid a dress code infraction. Students who make a habit of failing to follow any of the dress code guidelines will receive a detention, and this may require a parent having to come to the school to see the infraction and bring clothes that meet the guidelines.

DROP/ADD (Secondary students)

CONTACT: John Jacobs (jjacobs@maconroad.org)

Students are permitted to drop or add a course within the first 2 weeks of a semester. Grades obtained after the drop/add period will be official and averaged into a student's GPA.

Students enrolled in AP courses will not have the option to drop the course.

Students need to ensure that the class they are dropping is not a class they need to graduate.

DRUG TESTING

CONTACT: Melissa Grimes (mgrimes@maconroad.org)

MRBS is committed to taking appropriate action to promote a drug/alcohol free environment. Our substance program is designed to achieve five goals:

- 1) prevention, 2) detection, 3) intervention, 4) rehabilitation, and 5) restoration.

All students in grades 9—12 will be required to participate in the random screening program. Drug testing may be required at the discretion of the administration in the case of suspected use of illegal substances. All individual results will be confidential, and specific information will only be known by the head of school, the director of student life and staff members of the disciplinary committee. All possible steps will be taken to assure privacy for the individuals being tested. A request to drug test is not an accusation or assumption of guilt but rather prudent response to symptoms that often are associated with illegal substance use. Indicators of drug or alcohol use may include, but are not limited to the following:

- Uncharacteristic behavior that reflects the individual could be under the influence
- Possession
- Unusual or excessive discipline
- Marked decline in academic progress
- Excessive or unaccounted for absences
- Reliable substantiated information indicating consumption

All students are presumed innocent until they test positive. A refusal to be tested will result in expulsion from the school. Enrollment of their students in Macon Road Baptist School constitutes the parents' consent for drug testing at the discretion of the administration.

Students possessing or consuming drugs ON CAMPUS are subject to immediate expulsion.

A student that has made the decision to use drugs is probably in a precarious position when it comes to their physical, spiritual, and emotional well-being. A student may be given a one-time second chance, as long as there is an attitude of repentance, to remain enrolled in the school by committing to school sponsored pastoral counseling. Such counseling would involve regular weekly meetings with the Director of Student Life, parental involvement in such meetings, and further drug-screening at the cost of the student's family.

A student that has tested positive for a drug test will not only be required to attend 30 days of counseling, but will also be suspended from all extra-curricular activities for 30 days.

DUAL ENROLLMENT

CONTACT: John Jacobs (jjacobs@maconroad.org)

Juniors and seniors may register for a college course through Bryan College. Specific guidelines will be given to students who meet the academic qualifications required to take on this additional workload. Any questions about dual enrollment should be directed to Mr. John Jacobs.

EMAIL ADDRESSES

If you wish to contact any faculty or staff member, you may do so by using the following: staff member's first name initial and last name @maconroad.org

EXPULSIONS

In a community of grace, the goal is always to administer correction in an effort to bring about repentance and restoration. But often for the good of the community or where there is no true repentance, MRBS is required to remove a student from the program for the good of the community.

The following are reasons why students are expelled:

Students who exhibit an unwillingness to cooperate with the direction of the school and after many attempts at correction, continue to simply do what they want. Students who are frequently in minor trouble, have multiple detentions, or do not correct their behavior and who do not exhibit a heart of repentance will be asked to leave the school.

Students may be expelled if their parents who consistently will not support the correction administered to the student by the school. Parents have a God-given right to raise their students any way they see fit. At what point the direction of the parent and the direction of the school are contradictory, the school will remove itself from the life of the child by removing the child from the school. It is not our heart to be in a state of constant conflict with parents. We are here to help. In the same way we may not agree with everything you do at your home, you may not agree with everything we do here. But just as we would not come to your home and expect you to change, we request the same tolerance when you come on campus.

Students may be expelled at the point that simple punishments (detention and ISS) are no longer effective. Again, the goal of corrective discipline is repentance and restoration. Students who cannot be persuaded with simple correction will be asked to leave the school. Our heart is to love and serve the students who want to be here and who are willing to happily adjust to being a contributing member of the MRBS family.

Expulsion may occur for accumulation of discipline infractions or committing any major infraction listed in the *Discipline* section of this handbook. In addition, the MRBS administrative team retains the right to expel any student at any time for any reason.

If a student is expelled from Macon Road, he may reapply for acceptance the following school year. Students who have accepted the correction and have exhibited a true heart of repentance will be considered for restoration to the school family. *A student who has been expelled will not be allowed to be on campus without first meeting with the administration to ensure a heart of cooperation. The only exception is if the student is attending a sibling's event with a parent.*

The removal of a child from the MRBS family is the last resort, but our first priority is the protection of the entire MRBS community. Parents are encouraged to talk extensively with students to ensure their willingness to join the MRBS family, and parents should think through this as well.

FEES

CONTACT: Jason Clendenen (jclendenen@maconroad.org)

There are some items that will require additional fees throughout the year:

- AP Course Fees – \$150
- Court Fee – if a staff member is called to testify for court proceedings (\$100 per day)
- Fire Alarm Fee – if a student pulls the fire alarm or tampers with any fire suppression equipment (\$85) *Such action is a felony in Tennessee.
- Graduation fee (K5) – covers the cap, gown, and graduation costs-\$75 (included in tuition)
- Graduation Fee (Seniors) – figured into your tuition payment (\$750)

NOTE: In addition to this fee, seniors are required to purchase a cap and gown from Jostens. A representative will come to campus to meet with seniors and discuss invitations, caps & gowns, etc.

- Maintenance Repair Fee – if a student vandalizes any school property or breaks something beyond normal wear and tear, the parent will be held accountable for all the damages. In the event the damages are less than \$50 or could be fixed in-house, the minimum fee administered will be \$50.

NOTE: If a student damages the property of another student, he will be expected to pay for the repairs or replacement of the damaged property.

NOTE: If a student physically damages school computers or damages the system in any way (i.e. loading software without permission, downloading items from the internet without permission, etc.), the parent will be responsible for the full cost of the repair.

- Technology Fee – Apple 1:1 (\$500)

FIELD TRIPS

CONTACT: Cliff Russell (crussell@maconroad.org)

Field trips are an added learning tool for our students, both elementary and secondary. Information will be sent home well in advance of a trip, indicating the field trip cost. The cost will be deducted from a student's activity account. If there are insufficient funds in an activity account, a student may not be allowed to attend the trip. Please realize that these trips are designed for the students in the designated class, not for siblings of students. In addition, for some activities, space may be limited to just the students and teacher.

If a student does not attend the class field trip, he is encouraged to come to school and attend study hall. Secondary field trips that are not attended may require an additional assignment.

If a student receives an ISS, he may not attend the class field trip for the year.

FINE ARTS DEPARTMENT PERFORMANCES

CONTACT:

Throughout the year, special fine arts programs will be held to showcase our students' abilities. Specific information regarding the event, dress, arrival times, etc. will be given prior to each performance. If a student is a member of a group performing, he is expected to attend and perform with his group. If there is an emergency and attendance is not possible, parents need to notify the Fine Arts Director as soon as possible. Students enrolled in choir and band are expected to attend all performances. Secondary performances that are not attended will require an additional or a make-up assignment.

FOOD & DRINK IN CLASS

Students are permitted to have a re-sealable, clear water bottle in class at the teacher's discretion. No other beverages are allowed. Food and gum are not allowed without teacher approval. Failure to obey this rule may result in a detention. If a student eats or drinks anything that draws ants or other insects to their locker, or that spills on the carpet and makes a mess, the parent is responsible for the clean-up and/or the extermination cost of an infestation. This is why we only allow water.

GENDER IDENTITY

Students are required to dress in conformance with their gender of birth.

Students, staff, parents, and guests on campus are required to use the restroom, locker room, etc. that corresponds to their gender of birth.

GRADE PROMOTION REQUIREMENTS

CONTACT: John Jacobs (jjacobs@maconroad.org)

CONTACT: Amy Christopher (achristopher@maconroad.org)

Elementary (K5-5th grade)

Students failing reading or language and math, as well as scoring low in other subjects may be retained.

Middle School

Students failing 2 core subjects (English, math, history, or science) will be retained.

High School

Students failing any core subject (English, math, history, or science) will be required to enroll in an online program in the summer. The course must be successfully completed prior to the beginning of the fall semester. The exception to this policy is for a student taking a core subject as an elective, and the class is not needed for a credit to graduate.

GRADUATION REQUIREMENTS

CONTACT: John Jacobs (jjacobs@maconroad.org)

Macon Road Baptist School is accredited by the TACS (Tennessee Association of Christian Schools) and by Cognia/AdvancED /SACS (Southern Association of Colleges and Schools).

Upon passing the ACT college entrance examination or any equal examination, our students may enter any college (entrance scores vary from state to state).

Macon Road Baptist School awards a college preparatory diploma. Two additional diplomas are available for the academically challenged and are administered on an individual basis.

Seniors who have not completed all their courses for graduation may still participate in the graduation ceremony as long as they do not have more than one incomplete credit for graduation.

Bible	4 units (one each year enrolled in MRBS or another TACS school)
Language	4 units (one each year enrolled in MRBS or another TACS school)
Biology	1 unit
Chemistry or Physics	1 unit
Additional Lab Science	1 unit
Algebra 1	1 unit
Algebra 2	1 unit
Geometry	1 unit
Additional Math, Physics, or AP Calculus*	1 unit
Foreign Language	2 units (must be the same language)
American History	1 unit
World History or World Geography	1 unit
Economics	½ unit
Government	½ unit
Personal Finance	½ unit
Physical Education	½ unit
Wellness	1 unit
Fine Arts	1 unit
Electives	3 units

TOTAL UNITS: 26

• Math must be equivalent to Algebra 1 or higher; strict guidelines regarding Physics or AP Calculus counting as a math unit

GRADUATION - Seniors

Senior Graduation is at 7:00 p.m. the Friday after the Seniors' last day. Seniors need to arrive by 6:15 p.m. the night of graduation. There will be a short reception following Senior Graduation.

Seniors will have a Senior/Parent Appreciation Luncheon at 11:30 a.m. on the Wednesday before graduation followed by a graduation rehearsal from 1:00 p.m. to 3:00 p.m. Graduation rehearsal is required for students to participate in the graduation ceremony.

For the graduation ceremony, male seniors will be required to wear a shirt and tie with dark dress pants, dark dress socks, and dark dress shoes. Female seniors will be required to wear a Sunday dress with nice dress shoes. Girls' dresses must be checked by a designated staff member. Royal blue caps and gowns need to be ordered by the Seniors through Jostens.

Diplomas will not be issued the night of graduation but will be available for pick up at the school by June 15th.

Cap and Gown

Seniors will be required to purchase a cap and gown. Jostens is scheduled every year to meet with the seniors during a school day to discuss invitations, caps, and gowns.

HELP CLASSES

CONTACT: Amy Christopher (achristopher@maconroad.org)

Help classes will be available throughout the year for math, English, reading, and Phonics. The individual teachers schedule these times either right before the beginning of the school day or right after the end of the school day. Students making a “D” or an “F” in a course are encouraged to attend help class for that course.

We strongly encourage all students who are struggling in a course to set up help appointments with teachers before or after school.

HOMECOMING

Homecoming is held during football season in the fall.

HOMEWORK

We believe that homework is vital to the student’s development academically. It stimulates independence and self-direction. It reinforces school learning through practice and repetition. The classroom teacher will assign homework for the following four reasons:

1. To reinforce the concepts which have been taught in the class.
2. To practice skills that have been learned in class (math and English especially).
3. To evaluate the student’s progress before quizzes and tests.
4. To aid the student in learning through special assignments and projects.

Students who do not complete seat work or class work will have the work sent home to be completed for the next school day. Students who do not complete the previous night’s homework may receive zeros or lose activity privileges during the day to complete the work. Students will also receive a check mark at the teacher’s discretion for incomplete homework.

If a student’s homework is incomplete due to lack of understanding, he/she needs to talk with the teacher before school or before class. The teacher will then decide if the homework will be considered incomplete.

It is advised that students use the calendar on the iPad or some type of a planner to assist in the recording of assignments, as it is his responsibility to keep track of what is due each day. A student is responsible to obtain the assignment from the teacher if he is late to class or misses class. If a student is on campus at all on a particular day, he is responsible for all homework for that day.

Failure to complete homework may result in a 0% for the assignment. Academic irresponsibility results in academic consequences.

HOMOSEXUALITY

Homosexual conduct is incompatible with enrollment at Macon Road Baptist School and is a basis for dismissal. All students will be treated with dignity and respect, free of threats or harassment.

HONORS CLASSES

CONTACT: John Jacobs (jjacobs@maconroad.org)

MRBS uses a project-based Honors Program in Science and English for students in the 9th and 10th grades. This program adds to our ever-increasing efforts to challenge our students on a higher level.

Students who desire to take an Honors Class will attend their regular Science and English classes, but will be given an honors syllabus with six projects due throughout the school year. These projects are labor-intensive and thought-provoking and will each be given a test grade. After the drop/add period, students will be unable to drop Honors Courses until the end of first semester.

Though attending the same class, Honors students will be given a separate designation in the grade book, as if attending a different class. The grade benefit to a project-based Honors Program is that the student will be graded on a 5-point scale instead of a 4-point scale. Any questions regarding honors classes may be directed to Mr. John Jacobs.

ILLNESS

CONTACT: Melissa Grimes (mgrimes@maconroad.org)

Students not feeling well while at school may go to the nurse's office to be evaluated. If a student has a temperature of 100.4 degrees or more, parents will be notified to come pick-up the student. If a student has a temperature of 103 degrees or more, parents will be notified to come pick-up the student within the hour. If the student is not picked-up within 2 hours, an ambulance will be called to transport the student to an emergency room. Students are encouraged to go to the nurse before calling a parent to keep the parent from making an unnecessary trip.

IMMUNIZATIONS

CONTACT: Melissa Grimes (mgrimes@maconroad.org)

Macon Road Baptist School follows the Tennessee Department of Health guidelines in regard to immunizations.

INCLEMENT WEATHER

When inclement weather necessitates the delay or closing of school, we will communicate that in the following ways:

- Post on News Channel 3 and News Channel 5
- Send a school wide email/parent alert
- Post on the school website

NOTE: If the school is closed, the offices and daycare are closed as well.

Once we have deemed the conditions acceptable to hold school, we will not close early unless we are experiencing extreme weather conditions. Parents are welcome to pick-up their children due to inclement or the prediction of such weather without any attendance penalty.

INSURANCE

CONTACT: Mike Moak (mmoak@maconroad.org)

Student Accident insurance is included as part of your tuition cost. MRBS will not be responsible for any payment included but not limited to, partial payment, insurance deductibles, loss of work, loss of time in school or any other loss or cost incurred from any accident resulting from sports, other activities, or any accident that occurs at any school event at or away from school property.

LAWSUIT/LEGAL ACTION

The student of any parent or legal guardian who seeks legal action or files a lawsuit against the school will be administratively withdrawn from the school.

This would include when parents communicate to the administration that they have or will be contacting a lawyer. The child will be scheduled to be picked up, and the administration will no longer communicate with the parent regarding the situation. From that time, the parents' lawyer will need to contact the school's lawyer for further communication.

LOCKERS

CONTACT: Cliff Russell (crussell@maconroad.org)

The lockers are property of the school and are subject to inspection anytime the administration deems necessary.

Students are to hang only appropriate pictures and decorations in their lockers. At the conclusion of the school year, the lockers are to be cleaned and have all personal items removed.

LOST AND FOUND

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students may check the Lost and Found, with permission. At the end of each semester, a Lost and Found sale will be held; any items remaining after that time will be donated to charity.

LUNCH

CONTACT: Tabitha Todd

Students are to be in the cafeteria during the lunch period. Parents, relatives, and friends are welcome to eat lunch with a student provided they have checked-in at the appropriate location (see the *Visitors on Campus* section for clarification) and received a visitors' pass.

Macon Road's Dining Program

Online access to the nutritional information of menu items prepared onsite will be available to parents through our MyChoiceMatters portal on our website:

www.maconroadbaptist.valleyinc.cafe

Lexington Independents will be responsible for collecting all fees related to your dining program. Lexington Independents and Macon Road administration have agreed to accommodate meal plans for families to provide lunch for their children: Annual Pre-paid Lunch, Block Dining Plans (pay for set

amounts of meals), or Pay as You Go Lunch. Each offer the same daily selections; however, the annual prepaid and the block plans offer a per-meal savings. Information can be found on the link.

MEDICATIONS

CONTACT: Melissa Grimes (mgrimes@maconroad.org)

All student medications, whether prescription or over-the-counter (i.e. cough drops, pain relievers, etc.), must be properly labeled and checked-in with the school nurse. All medications are administered in accordance with the MRBS Student Medication Policies and Procedures Form that was in your orientation packet.

A student requiring an inhaler that must be kept with him must submit a medical waiver signed by his physician and parent(s) indicating permission to do so.

NATIONAL HONOR SOCIETY (high school students only)

CONTACT: John Jacobs (jjacobs@maconroad.org)

The Honor Society is an achievement-service organization for high school students. Its purpose is to promote a life of outstanding Christian character; to promote the ideas of service and leadership; to reward meritorious achievement; and to encourage and assist students to continue education at Christian colleges and universities across America.

In order to be eligible for the Kingsmen National Honor Society, a student must have been enrolled in Macon Road for at least two semesters and must have a minimum cumulative GPA of at least 3.5 since the beginning of their freshmen year. Rising Sophomores and Juniors must be enrolled in a minimum of one Honors Class or AP class each semester to be considered for membership in the National Honor Society. The student must also exemplify Christian qualities in their school activities and personal life and can only receive membership by recommendation of the administration.

The administration will honor GPA's that have been recognized on other school's transcripts for transfer students for the purpose of Honor Society Membership. However, they may not be honored in certain cases for Salutatorian and Valedictorian Honors. For example, some schools give additional grade points for their honor classes and students who have taken a high school level math course in the 8th grade. Macon Road may not necessarily honor these additional grade points when determining the honors of Salutatorian and Valedictorian.

Members of the Honor Society will be evaluated in the area of character and academics at the end of each semester to determine further membership. Students whose GPA drops below a 3.5 will be put on probation for one semester. If after that one semester the student does not raise his GPA to meet the 3.4 minimum requirement, the student will lose membership in the National Honor Society for at least one semester until his GPA is raised to meet the minimum requirement (GPA's will only be figured at the end of each semester).

Students receiving a failing grade on any quarter report card, is caught plagiarizing or cheating will be removed from the National Honor Society immediately and may seek membership again within one year to date if their GPA at that time meets the minimum requirements. Reinstatement will only occur through administrative approval.

Students who are involved in a major discipline issue at school or who are not exemplifying the characteristics of a Christian testimony will be removed from membership immediately and may seek membership again

within one year to date if their GPA at that time meets the minimum requirements. Reinstatement will only occur through administrative approval.

Members of the Honor Society must pay a \$100.00 fee for each year they are a member. This price includes the cost of a t-shirt, the community project trip, and the member's state dues. The attendance on all work days is required for membership. Students who fail to meet all the required attendance will be withdrawn from the National Honor Society. Any questions may be directed to Mrs. Joy Devins.

NON-DISCRIMINATORY POLICY

MRBS will consider for admission those students who are acceptable in accordance to the academic and moral guidelines set forth by the school. We admit students of any race, color, or national and ethnic origin to all the right, privileges, programs, and activities made available to students at the school. MRBS does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies and school-administered programs.

OFF-CAMPUS BEHAVIOR

Students should remember that what they do away from school makes an impact on what others think about our Lord Jesus Christ and Macon Road Baptist School. It is not the intention of the school to monitor student conduct off-campus unrelated to school functions. However, the administration reserves the right to suspend or expel a student for his actions away from school if such actions are illegal or if such actions reflect unfavorably upon MRBS and its mission.

PARENTSWEB

CONTACT: Alisa Cunningham (acunningham@maconroad.org)

ParentsWeb is part of our FACTS School Management System. This program allows parents and students to access homework, grades, and activity accounts online.

You can access ParentsWeb 2 ways:

- On the school website, maconroadbaptist.org, clicking on the icon, ParentsWeb.
- On renweb1.com

NOTE: Accessing via the school website is the simplest way.

You will need to set-up an account following these steps:

- Choose "create a new account" after accessing ParentsWeb through one of the above mentioned ways.
- Enter our district code: MR-TN and the email address you provided the school on your registration form (NOTE: If you did not list an email address on your registration form, please contact the registrar to have one added to your application to enable this function).
- Click *create account* (This will send a link to your email. Open the email, click on the link provided, and complete the steps listed).

Each time you wish to access ParentsWeb, you will need to enter the username and password you created during your account set-up. Your username and password do not change from year to year.

PARKING and CAMPUS TRAFFIC

CONTACT: Cliff Russell (crussell@maconroad.org)

Please follow the *5 MPH speed limit* when driving on campus. Do not park in front of any building from 7:30-8:00 a.m. or 2:30-3:15 p.m. These are designated loading and unloading zones during these times. Specific instructions regarding traffic flow for drop-off and pick-up are included in the Orientation packet.

For safety reasons, please do not drop off or pick up a child in the middle of a parking lot; park in a designated parking space. The large parking area in front of the KPAC is reserved exclusively for parents.

When in a designated loading or unloading zone, please pull up as far as you are able to help with traffic flow.

Students who drive to school may park in the assigned student parking area (gravel parking lot beside the KPAC). Students are not allowed to go to their cars between classes without permission from a teacher. Students are not allowed to move their cars during school hours. Students who do not conduct themselves properly while driving on campus may lose their privilege to drive to school.

MRBS is not liable for any damage or theft that occurs to parked cars on its campus.

PERFECT ATTENDANCE

CONTACT: Shana Bauer (sbauer@maconroad.org)

To receive perfect attendance for the year, the student must be present every day and may not have any unexcused absences due to tardies accumulating into absences.

PERSONAL APPEARANCE

The following guidelines have been established to ensure that our students look sharp:

Hair and Facial Hair

Girls' hair should be neatly kept and styled to not cause a distraction or to interfere with vision. Girls' hair should be styled away from the face. Girls' hair may be highlighted and colored to enhance the natural hair colors. Highlighted and colored hair must look natural in appearance. Highlighted or colored hair that is unnatural looking and draws undue attention will not be permitted. Girls' hair must be traditional and conservative in style (no shaved designs or extreme unusual styles).

Boys' haircuts should be masculine and traditional. Acceptable haircuts must meet the following criteria:

1. Hair properly trimmed around the ears and back of the neck.
2. Boys are not allowed to wear haircuts resembling a faddish bowl cut or a Mohawk.
3. Boys are not allowed to wear man buns.
4. Boys are not allowed to have shaved designs in their hair.
5. No unnatural hair color may be worn - boys may not color, bleach, or highlight their hair to make it look unnatural in appearance.
6. Beards and mustaches are not allowed.

Tattoos

Because of the variation of content that can be displayed in a tattoo, and the objectionable stance some families have towards them, any existing tattoos should be kept COVERED at all times. It is advised that all tattooing be done once a student withdraws completely or graduates from the MRBS program.

Piercings

Visible piercings are limited to ears only. Boys are not permitted to wear earrings on campus at any time. (Note: for safety reasons, girls should refrain from wearing excessively large or dangling earrings.)

All jewelry should be tasteful and not draw undue attention.

PHYSICAL EDUCATION

CONTACT: Logan Thompson (lthompson@maconroad.org)

A fee is included in your tuition payment for the cost of a P.E. uniform (shorts and T-shirt). P.E uniforms are issued the first week of school. To participate in P.E, a student must be in his P.E. uniform.

Elementary

All students in grades K5 and up are required by the state to participate in physical education. Macon Road does offer Physical Education for grades K3 and K4.

Students who need to be exempt from P.E. due to illness or injury need a note from their parents.

Students are required to wear their P.E. uniform in order to participate in PE. In the winter months, black sweatpants may be worn in lieu of shorts, and white long sleeve t- shirts may be worn under the P.E. shirt.

Secondary

All students in grades 6-9 have Physical Education two to three times a week. 9th-12th grade students have to complete one credit of wellness and a .5 credit of P.E. Students in grades 10-12 who have not completed the P.E. credit for graduation will be required to take P.E.

Students who do not participate in P.E. will be counted absent. Twelve absences in P.E. in a semester will result in the student failing P.E. for that semester.

Students who do not bring their complete uniform will not be allowed to participate; therefore, they will be counted absent. These students will have to do a written assignment during the class period. The third time in a grading term a student does not have his/her P.E. uniform, a detention will be issued.

Students who are unable to participate in P.E. due to illness will still be counted absent. The only exception will be for students who are medically exempt. Students who have a note excusing them from participation in P.E. due to illness must do a written assignment during the class period in order to maintain their participation for that day; therefore, they will not be counted absent.

It has been our experience from the past that even students who have had an illness and return to school can still dress out and go through stretches and participate in light activity.

Students who do not have a note will be expected to participate in all activities. Students will be graded in the following areas: uniform, participation, written tests, and fitness tests.

PLAYGROUND SAFETY

Students are expected to play on the playground in an appropriate manner.

Note the following playground rules:

1. I will keep my hands and feet to myself – no pushing or shoving.
2. I will stay within my class's playground boundary.
3. I will not climb up the slide.
4. I will slide down the slides on my bottom.
5. I will line up quickly when called by the teacher.

Students who do not follow the playground rules instructed to them by their classroom teacher will lose a portion of their recess time.

Teachers are not to take their students to outside recess if the temperature is 29 degrees or below or if the heat index is 95 degrees and above. Teachers may take their classes outside for 10 minutes if the temperature falls between 30-39 degrees.

POLICY CHANGES

This handbook serves as a guide and is in no way an all-inclusive statement of rules, regulations, and philosophies of MRBS. The administration of Macon Road Baptist School reserves the right, at its sole discretion, to alter, amend, or repeal any policy; or to adopt new policies when it determines it to be in the best interest of the school. Policy changes will be given in written form to all parents. Parents agree to abide by the current policies and any changes or modifications made pursuant to this provision.

POSSESSION OF A WEAPON

A student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon on the campus or at a school activity shall/may be terminated from the School, without refund of fees, and turned over to appropriate law enforcement personnel, at the discretion of the Administration.

PROBATION

CONTACT: Cliff Russell (crussell@maconroad.org)

Academic Probation

All new students and those students returning to Macon Road who have failed one or more subjects for the semester will be put on academic probation for the next school semester. Students who have no failing grades but three "D's" will also be put on academic probation.

Macon Road's 1st-12th grade academic probation policy states that if a student on academic probation has a failing grade or three or more D's on his six weeks progress report, a parent conference will be scheduled to discuss the student's academic achievement and further enrollment at Macon Road.

It may be the decision of the administration for a student on probation to withdraw if he/she is not meeting the probation requirements.

Discipline Probation

All new students and those students returning to Macon Road who had an excessive amount of disciplinary problems the previous semester will be put on discipline probation for the next school semester.

Discipline policy states that if a student who is on discipline probation continues to have discipline issues, the student will be expelled.

Macon Road believes that if a student truly wants to attend Macon Road, he/she will accomplish what is expected of him/her when he/she is put on probation.

PROGRESS REPORTS & REPORT CARDS

Progress reports will be posted on ParentsWeb at the halfway point of a grading quarter, and report cards are sent home at the end of each grading quarter.

PROJECTS (including book reports, research papers, labs and speeches)

Projects are time-consuming and carry the weight of accountability. They may be weighted as two test grades. Projects submitted late will incur a 15-point deduction per day late. On the third day, the student is not allowed to return to class until the project is in-hand. A parent will be informed before this day arrives. A project not completed by the fourth day will receive a zero.

SCHOOL DAY

Once students arrive on campus, they are to remain there until the school day ends or until they have completed the proper check-out process.

Arlington Campus:

K3-K4 Begin at 8:15 a.m.

K5-12th Begin at 8:00 a.m.

K3-K4 Dismiss at 3:15 p.m.

K5-5th Dismiss at 2:55 p.m.

6th-12th Dismiss at 3:15 p.m.

Early Dismissal Days:

K3-K5 Dismiss at 11:30 a.m.

1st-5th Dismiss at 11:45 a.m.

6th-12th Dismiss at Noon

SCHOOL RECEPTIONIST/SCHOOL OFFICE

Building 1 houses the school receptionist's desk and the elementary and high school administrator's office. All standard school business besides registration, tuition, and financial aspects of the school is conducted through the receptionist's desk. Office hours for the receptionist's desks are from 7:30 a.m. to 4:00 p.m.

The main school office (business office), which handles all the registration, tuition, and financial aspects of the school, is located in the house as you pull onto the Arlington Campus. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

SEARCH AND SEIZURE

All grounds and facilities belonging to Macon Road Baptist School, including but not limited to the parking areas, lockers, and desks are the property of the school. Students do not have any expectation of privacy to their lockers or desks or any material stored in either one. The school reserves the right, at any time and without prior notice, and in its sole discretion, to search student lockers, desks, or vehicles to protect the health, safety, and welfare of our students, or if the administration has a reasonable suspicion of a violation of the law.

If the administration has a reasonable suspicion that a student has prohibited items on his person or in a purse, book bag, or backpack, a member of the administrative team along with another school employee may ask a student to empty his pockets, purse, book bag, backpack, etc. If the student is unwilling to comply, the parents will be notified. If the student is unwilling to do so after this, or if the parent is unwilling to consent, the student will be immediately, administratively withdrawn from the school.

NOTE: The prohibited items to which the section refers are those things which are dangerous to the health and safety of students or school personnel, are disruptive or potentially disruptive, items which have been cited as illegal for said person to have, or items that are unauthorized in the school handbook.

SENIOR TRIP

CONTACT: Cliff Russell (crussell@maconroad.org)

Each year the Senior class takes a trip that is designed to be a time of making memories and enjoying time together. The cost of the trip is included in the Senior fee. Seniors are not required to take the trip but no funds are refunded.

SEXUAL HARASSMENT

Macon Road Baptist School prohibits sexual misconduct of any type by any person who is a staff member or student at Macon Road Baptist School.

Macon Road Baptist School will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another person's work performance or ministry or which creates an intimidating, offensive, or hostile environment.

Macon Road Baptist School will not ignore allegations or complaints of sexual misconduct, even when those complaints or allegations might be false. Each complaint or allegation will be investigated and conclusions will be drawn only after all parties involved have been spoken to.

SOCIAL NETWORKING

Students are accountable for all content posted to social network sites. Inappropriate pictures or content about MRBS are also prohibited.

SUMMER SCHOOL

CONTACT: John Jacobs (jjacobs@maconroad.org)

Any high school student who fails a course will have to make it up in an online program offered by MRBS or another program chosen at the parents' discretion. Details about this program (cost, length of course, etc.) will be given to the students to whom it applies. Questions about this may be directed to Mr. John Jacobs.

SUSPENSION (ISS)

When a student receives an ISS, he is responsible to have all work completed upon his return to school. He will be unable to receive a grade higher than 64% on all assessments missed during his suspension day(s).

If a student received an ISS he will not be able to attend the class trip for that year.

MRBS reserves the right to administer in-school suspensions for any disciplinary action deemed necessary.

TEACHER REQUESTS

Teacher preferences made known to the school registrar by the parent will not be made known to the administration. The administration must consider other variables such as academic levels, gender, ethnicity/race, teacher recommendation, etc. when placing students for the upcoming school year. We feel that each teacher is beyond qualified and more than capable to teach any student in our school.

TECHNOLOGY

CONTACT: Ryan Davis (rdavis@maconroad.org)

All iPads are the property of Apple Inc. The student leases the iPad for the year and returns it with all items leased with the iPad including but not limited to the official charger, the keyboard, and other accessories that may have been assigned to the student and signed for by the Parent, at the beginning of the school year. The iPad will be reissued to the student the following school year. iPads for students 6th - 12th grade are allowed to be taken home during the school year, as homework and projects will be required to be done on them. Students K5 through 5th grade do not take the iPads from the school but they are assigned the use of the iPad by the property number and will be responsible for damage as defined in the iPad use agreement.

TEXTBOOKS (paper and digital)

MRBS uses a wide selection of textbooks. While most are from Christian publishers, some are secular. Use of textbooks does not imply acceptance of all its contents. Scripture will be the final authority in all areas of instruction.

THREATS OF VIOLENCE

Any threat of violence, whether on or off campus, in jest or otherwise, will be taken seriously. Such threats may result in immediate termination, at the discretion of the Administration. A student may be turned over to law enforcement officials.

TUITION

CONTACT: Mike Moak (mmoak@maconroad.org)

All registration, tuition, and other financial aspects are handled in the Business Office (located at 11015 Hwy 64, Arlington). Tuition is paid directly to MRBS and is accepted in cash, check, money order, VISA, MasterCard, American Express, or Discover. Payments can be mailed to the Business Office, dropped off at the School Office, or made online at maconroadbaptist.org.

Tuition may be paid by the month, semester, or year. Monthly payments can be paid with no interest; however, an administrative fee will apply to these payment plans. Any unpaid balance remaining on the 10th of each month will be subject to a \$40 late fee. All payments are considered late on the 10th day of the month, regardless of the day of the week. The school reserves the right to revoke any discounts if tuition is late. If your student is removed from school for lack of payment and/or if your account goes to collection, all discounts, including early registration discounts, will be forfeited. In addition, any cost incurred in collection, including but not limited to court cost for garnishments will be added to your account.

Payment is expected on the due date each month. In the event your account becomes delinquent for any reason, your child may be denied entrance to school.

As a service to you, statements will be sent to you through email, but not receiving the statement is not grounds to not make the payment. Your child is enrolled, so it stands to reason the money is due. Account balances may be viewed via your ParentsWeb account.

Parents who stay in arrears may be denied certain payment options.

VALEDICTORIAN & SALUTATORIAN

The student who receives the second highest grade point average for the senior class will receive the honor of class salutatorian. The student who receives the highest grade point average for the senior class will receive the honor of class valedictorian.

An evaluation of course difficulty may be made by the administration to determine students who are in close competition for the Salutatorian and Valedictorian honors. Students who take an AP course will have the extra GPA point (5.0 scale) figured into their GPA average for Salutatorian and Valedictorian honors.

For a student to receive either of the above honors, he/she must attend Macon Road for at least four semesters (the last three semesters of attendance before graduation must be consecutive) of his/her high school career.

The administration will honor GPA's that have been recognized on other school's transcripts for transfer students for the purpose of Honor Society Membership. However, they may not be honored in certain cases for Salutatorian and Valedictorian Honors. For example, some schools give additional grade points for their honor classes and students who have taken a high school level math course in the 8th grade. Macon Road may not necessarily honor these additional grade points when determining the honors of Salutatorian and Valedictorian. If you have any questions regarding the school's policies for calculating GPA's (especially for transfer students), please contact the school registrar or the school administration.

If there is a tie based on the GPA, the numeric cumulative final average of each course grades 9-12 will determine the recipient of the honor (semester averages may be considered to break a tie).

V.I.P's (Very Involved Parents)

CONTACT: Tina Brigman or Dara Owens (vip@maconroad.org)

In our desire to work together with the home in the education of our students, we enlist parents that could support the teachers and staff by assisting with bake sales, teacher appreciation week, homecoming, etc.

Information about becoming a MRBS V.I.P is in the Orientation packet.

VISITORS ON CAMPUS

CONTACT: Shana Bauer (sbauer@maconroad.org)

For the safety of the students, all visitors to campus (including parents) must check in at the appropriate locations (Building 1 on the Arlington campus, Cafeteria on the Lakeland campus, and Office on the Oakland campus). Visitors will be given a visitors' pass upon check-in.

Any visitor who does not conduct himself appropriately may be asked to leave the campus.

Parents are not allowed to go to their child's classroom during the day without checking-in and obtaining a visitors' pass. When needing to drop-off items to a student, parents are asked to leave them at the above listed check-in locations. This reduces the classroom disruption.

If a parent wishes to visit and observe in his child's classroom, permission to do so may be obtained from the administration.

In the mornings our teachers are preparing their classroom for the day ahead, so please do not use this time to discuss lengthy issues with them. They will be more than happy to meet with you at a mutually agreed upon time.

WEBSITE

The school website is www.maconroad.org. Parents are encouraged to check the website periodically for important information updates. This is especially helpful during the summer months, as we post the school supply list and other news about the upcoming school year.

As noted in the *Inclement Weather* section of this handbook, school closings or delays will also be posted on the website.

WITHDRAWALS

CONTACT: Mike Moak (mmoak@maconroad.org)

The withdrawal of a student from MRBS must be made through the Business Office.

If a student has been enrolled for the upcoming school year and voluntarily withdraws after June 1, a withdrawal processing fee will be paid, as outlined in the financial agreement form included in the enrollment application.

The withdrawal processing fees are as follows:

- K3, K4, and K5: \$300

- 1st-12th: \$500

If a student withdraws after the school year has begun, all pro-rated tuition and fees must be paid before his records will be released.

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