

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

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.

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

- We believe a Christian school is: *Christ-centered teachers training students in a Gospel-centered environment to live Christ-centered lives.*

ACADEMIC STANDARDS AND GRADING

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

CONTACT: John Jacobs (jjacobs@maconroad.org)

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. 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 unexcused 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.).

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

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)

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 \(mgrimes@maconroad.org\)](mailto: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: [Jennifer Stewart \(jstewart@maconroad.org\)](mailto:jstewart@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: [Randy Griffith \(rgriffith@maconroad.org\)](mailto:rgriffith@maconroad.org)

Philosophy

Macon Road Baptist School desires to have an athletic program that exalts Christ. Therefore, it is expected that all those involved in it will exemplify an attitude that is pleasing to Him and will honor Him in all they do. *{Colossians 3:23 And whatever you do, do it heartily, as to the Lord and not to men.}*

Competing in the athletic program at MRBS is a privilege. An athlete who does not conduct himself in a proper way will be corrected by his coach in a manner consistent with his infraction.

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 coach. Fans who do not exhibit appropriate behavior may be asked to leave the event until he 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."

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 from a school outside the TACS league may participate after 30 days of enrollment at MRBS.
- Transfer students from a TACS school may participate for one-half of a sports season.

*Athletes grades are checked every three weeks. However, the average grade for eligibility is cumulative from the beginning of the semester. If the athlete has a failing semester grade at the three-week 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.

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.

*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), with the exception of the first and third Monday each month (in the event of a game on one of those days, parents may watch the next practice). Parents are welcome to discuss with the coach about visiting other practices should the Monday night practices not fit their schedule.
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.

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).

ATTENDANCE

CONTACT Shana Bauer (sbauer@maconroad.org)

Absences and Tardiness

Regular attendance is imperative if students are to succeed in their education.

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 a.m.
- The program at MRBS is instructional; please try to have your child in class by 8 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-Excused Absence

In the event of a planned absence, parents are asked to notify the school at least one day 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 twice the number of days absent to make up the missed test. Students must take responsibility for assignments and for being prepared for assessments.

Unexcused absence

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

12-Days Absent per Semester

Students who miss 12 days of a course in a semester may not receive credit in that course. 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 exceptions are approved, students who miss more than 12 days of a course in a semester may be required to stay after school for an extended day.

Tardiness

School begins at 8:00 a.m.; therefore, a student is late if he arrives in class after 8:00 a.m.. Tardiness disrupts the entire class as well as hindering the late student's school routine and academic progress. 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 results in one absent day.
- 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.
- Regarding early check-out:
 - Signing a student out early is discouraged.
 - 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 5th hour, they still 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 A CLASS, supervised by a teacher. Sitting in the KPAC lobby is prohibited except during break time.

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 early morning care at 7:30. 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.

BIRTH CERTIFICATES & HEALTH RECORDS

CONTACT: Alisa Tabb (atabb@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.
- All hard cover books that are property of the school must have a book cover on them.
- 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

¹⁴ For he himself is our peace, who has made us both one and has broken down in his flesh the dividing wall of hostility ¹⁵ by 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, ¹⁶ and might reconcile us both to God in one body through the cross, thereby killing the hostility. ¹⁷ And he came and preached peace to you who were far off and peace to those who were near. ¹⁸ For through him we both have access in one Spirit to the Father. ¹⁹ So then you are no longer strangers and aliens,^[a] 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.
- When not at break, in the lunchroom, or before or after school, all devices must be *silent & away*.
- 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 7:50 a.m.
- Dismissal
- At lunch and break time

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 probably 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. Students may text their parents, but the parents must call the school to follow proper check-out procedures. 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, on break, 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 break or lunch is permitted).
- Music and other audio should not be played openly in lunch or break time 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: Randy Griffith (rgriffith@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: Gina Neupert (gneupert@maconroad.org)

Students in grades 4-12 have the opportunity to participate in regional and state competitions in both academics and fine arts through the Tennessee Association of Christian Schools. The regional competition is held locally, and the state competition is held in Murfreesboro. In addition, high school students have the opportunity to qualify to compete in the national competition in Greenville, South Carolina. There is an entry fee for each category of competition, and travel/hotel expenses at the state and national levels. Details are given prior to the events.

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, 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: Jennifer Stewart (jstewart@maconroad.org)

All subjects are taught with a biblical worldview (as defined in The Purpose Statement at the beginning of this handbook) and are designed to equip our students with a firm academic and spiritual foundation for life. Much of our curriculum is Christian-based. In cases where a secular curriculum is used, teachers instruct it through the lens of a biblical worldview.

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.
- The non-custodial parent may visit the school and observe instruction (with permission from administration), view the child's records, and receive school-to-home communications.
- 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 before and after school care during the school year from 6:30 a.m. to 7:30 a.m. and from the end of school until 6:00 p.m, Monday through Friday. Detailed information can be found in the Daycare brochure.

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

Our teachers are given the responsibility to enforce classroom policies to maintain an environment that is conducive to the learning process.

It is important for parents and teachers to cooperate fully with one another. Anything said or done which eliminates the respect or confidence for either the home or the school will harm the student.

Middle & High School

CONTACT: Jennifer Stewart (jstewart@maconroad.org) - secondary

Joy Devins - (jdevins@maconroad.org) - middle school

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.
- A detention will be given when a warning is not heeded. Seniors leaving half-day will need to return to school for detentions.
- An email or phone call will notify parents when a problem is noticed.

- 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 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 Joy Devins for 6th-8th grades, and to Jennifer Stewart for 9th-12th grades.

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.frenchtoastschoolbox.com/schools/QS5XHGA/macon-road-baptist-school. The new uniforms feature khaki pants, shorts and skirts (with skorts for K3-5th grade), paired with a solid navy or solid white collared shirt with the MR logo for *all* grades. Just as a reminder, the old Parker style uniforms may be worn until May of 2020.

Other guidelines:

- Girls' skirts are to be no shorter than 2 inches above 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 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.
- In class, a student may ONLY wear a Macon Road coat or sweatshirt, OR a solid black or solid navy blue jacket. 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 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 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*)

- Girls: shorts (within 2 inches of knee), capris, loose-fitting jeans, loose-fitting shirts or T-shirts with modest necklines (appropriate writing only*)
- **Spirit Day Dress Code:**
 - Boys: jeans or jean shorts to the knee and a Macon Road t-shirt or uniform shirt
 - Girls: loose-fitting jeans or jean shorts (within 2 inches of knee) 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 (within 2 inches of 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: Randy Griffith (rgriffith@maconroad.org)

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.

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 who have 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: Mike Moak (mmoak@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 may come to school and attend study hall or he may stay home with an excused absence. 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: Gina Neupert (gneupert@maconroadbaptist.org)

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 water bottle in class at the teacher's discretion. No other beverages are allowed. Food and gum is 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@maconroadbaptist.org)

CONTACT: Debbie Hammons (dhammons@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 a Course Recovery 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@maconroadbaptist.org)

These are the requirements for graduation as stated by the Tennessee Department of Education and in accordance with our accrediting agency, the Tennessee Association of Christian Schools:

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

HELP CLASSES

CONTACT: Amy Christopher (achristopher@maconroad.org)

Help classes are available throughout the year for elementary and secondary students in math and English. 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 receiving a D or F in these subjects are encouraged to attend.

A student struggling in any other subject is encouraged to meet with his teacher to discuss tips for improvement.

HOMECOMING

Homecoming is held during football season in the fall.

HOMWORK

Homework will be assigned to reinforce school learning through practice and repetition, evaluate student progress prior to a test or quiz, or to complete special assignments or projects. Homework is to be ready to turn in at the beginning of the class period and should be neat and complete.

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 Mrs. Jennifer Stewart.

HONOR SOCIETY (high school students only)

CONTACT: Joy Devins (jdevins@maconroad.org)

The Tennessee Association of Christian Schools Honor Society is an achievement-service organization for high school students. Its purpose is to promote a life of outstanding Christian character, the ideas of service and leadership, to reward meritorious achievement, and to

encourage and assist students to continue education at a Christian college or university. Honor Society students are held to a higher standard of conduct.

To be eligible for Honor Society, a student must have been enrolled at MRBS for at least 2 semesters and have a minimum cumulative GPA of 3.5 since the beginning of his Freshmen year (transfer students, see the *Valedictorian and Salutatorian* section regarding your inclusion in Honor Society). 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 Honor Society.

In addition, the student must exemplify Christian qualities in his school activities and personal life. A student can only receive membership in the Honor Society by a recommendation from the administration.

At the end of each semester, Honor Society members will be evaluated in both academics and character to determine further membership. If a student's GPA drops below 3.5, he will be placed on probation for one semester. If his GPA continues to stay below 3.5 after the probationary period, his membership will be revoked for a term of one semester. (NOTE: GPA's are only figured at the end of each semester.)

A student who receives a failing grade on any report card, is caught plagiarizing or cheating, or is involved in a major disciplinary infraction (ISS), or who does not exemplify Christian qualities will be removed from Honor Society immediately. He may seek membership after one year, providing that he meets all requirements at that time. Reinstatement will only occur through administrative approval.

Honor Society students pay a fee of \$200 per year. This price includes the cost of the annual Honor Society conference in Gatlinburg, TN in the spring, as well as each member's state dues. The attendance at the conference and all the work days are required for membership. Students who fail to meet all the required attendance will be withdrawn from the Honor Society. Any questions concerning Honor Society may be directed to Mrs. Joy Devins.

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 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

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

Valley will be responsible for collecting all fees related to your new dining program. Valley and Macon Road administration have agreed to accommodate three avenues 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.

MUSIC

CONTACT: Gina Neupert (gneupert@maconroad.org)

Private music lessons are available. Please refer to the Music brochure given at Orientation for information regarding private piano, violin, or band instrumental lessons.

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 Tabb (atabb@maconroad.org)

ParentsWeb is part of our RenWeb 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 may not have any absences that were due to unexcused tardies accumulating into absences.

PERSONAL APPEARANCE

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

- Boys hair should be no longer than the top of the ear, touching the collar, and out of the eyes. This is in accordance with TACS rules. Hair must be neatly styled. NO man buns are allowed.
- If you have a question (boys or girls) please ask before you cut or color your hair in any way not considered traditional. Unnatural hair colors are not permitted.
- Boys are allowed facial hair as long as they can grow enough to be groomed and kept neat. Groomed and neat is determined completely at the discretion of the Administration. Keep in mind that just because MRBS allows students to grow a nice, well-groomed beard, that does not mean he will not have to shave to meet the guidelines for participation from our sports associations.
- 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.
- Visible piercings are limited to ears only. Boys are not permitted to wear earrings on campus. (Note: for safety reasons, girls should refrain from wearing excessively large or dangling earrings.)
- All jewelry (boys and girls) should be tasteful and not draw undue attention.

PHYSICAL EDUCATION

CONTACT: Randy Griffith (rgriffith@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. If a student does not dress out for PE he is considered unprepared for class and will receive a detention. A student will receive grace one time per semester. 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.

High school students are required to have one credit of P.E. to graduate. This is scheduled for their Freshman year. They will be graded in the following areas: uniform, participation, written tests, and fitness tests.

If a student needs to be excused from P.E., a note should be sent from the parents to the teacher.

PLAYGROUND SAFETY

Elementary teachers will instruct their children in proper safety procedures on the playground. It is important to remember that a teacher is responsible for his entire class. Therefore, policies must be set in place for the safety and welfare of all students.

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.

PROBATION

CONTACT: Debbie Hammons (dhammons@maconroad.org)

Academic Probation

Any student who has failed one or more subjects or received 3 or more D's for a semester will be placed on academic probation for the following semester. After the next progress report, if improvement is not being made, a conference with the administration will be necessary to determine the course of action that should be taken regarding the student.

Discipline Probation

Any student with an excessive amount of detentions or ISS infractions (secondary) or elementary consequences for the semester will be placed on discipline probation for the following semester. If a student continues to receive additional detentions while on probation, a conference with the administrative team will be necessary to determine the course of action that should be taken regarding the student.

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.

ACADEMIC SUPPORT (ROCK)

CONTACT: Amy Christopher (achristopher@maconroad.org)

Macon Road offers a program for students with diagnosed and documented learning disabilities. Information for the program is included in the Orientation packet.

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:

K3-12th Begin at 8:00 a.m.
K3-5th 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

Lakeland Campus:

K3-K5 Begin at 8:15 a.m.
Dismiss at 3 p.m.

Oakland Campus

K3-K5 Begin at 8:15 a.m.
Dismiss at 3 p.m.
1st-2nd Begin at 8 a.m.
Dismiss at 3 pm

SCHOOL OFFICE

Regular school day business can be conducted there, Monday-Friday, 7:30-4 pm.

The Business Office is located in the House (located at 11015 Highway 64 at the front of the Arlington Campus). All financial aspects of the school, including registration and tuition, are handled there. The Business Office is open Monday-Friday, 8:00 a.m.-4:30 p.m. Later hours are available by appointment only.

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 harassment of any type.

Allegations or complaints of sexual harassment will be investigated with all parties involved.

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 can participate in the Credit Recovery Program offered by MRBS through SevenStar Academy, an online Christian program, 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.

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 k-5 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.

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 with the highest GPA will be named the Valedictorian of his class; second highest GPA, Salutatorian. In the event of a tie based on GPA, the numeric final average of each course taken in grades 9-12 will determine the recipients of these honors.

To receive either of these honors, a student must have attended Macon Road Baptist School for a minimum of 4 semesters, with the last 3 semesters being consecutive before graduation.

Regarding transfer students: The administration will honor GPA's that have been indicated on transfer transcripts for Honor Society inclusion, but not in all cases regarding Valedictorian and Salutatorian honors (i.e. some schools may give additional points for Honors Classes or high school classes taken in 8th grade).

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

CONTACT: Shana Bauer (sbauer@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.maconroadbaptist.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 *Incllement 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:

- Arlington K3, K4, and K5: \$300
- Arlington 1st-12th: \$500
- Lakeland and Oakland: \$300

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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