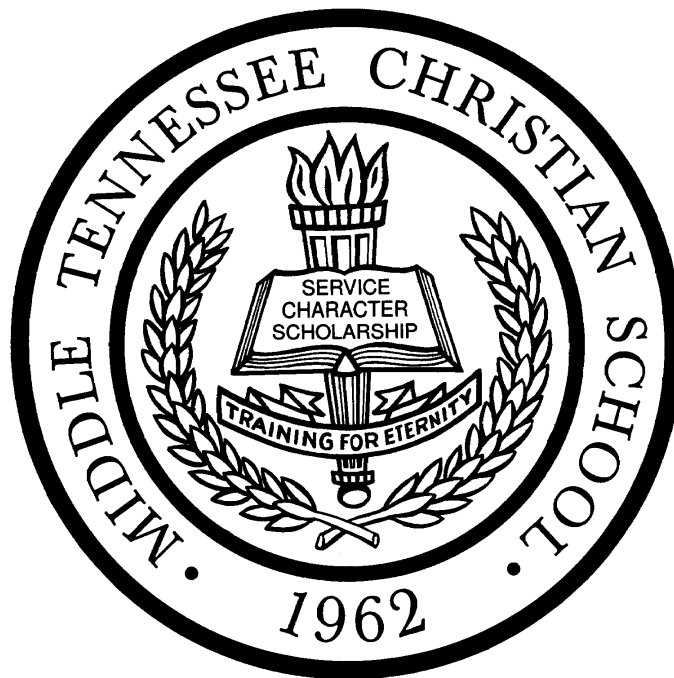


**MIDDLE
TENNESSEE
CHRISTIAN
SCHOOL**



**2009-2010
ELEMENTARY
STUDENT/PARENT
HANDBOOK**



MIDDLE TENNESSEE CHRISTIAN SCHOOL
100 E. MTCS ROAD MURFREESBORO, TN 37129
Website Address - www.mtcscougars.org
Elementary Office Phone Number - 615-893-0601
Elementary Fax Number - 615-216-0319

Dear Parents and Students,

MTCS is a great place to be. MTCS is YOUR school. It is my desire that you grow in many ways while you are associated with this school, especially spiritually.

As with any institution, there must be certain guidelines in order to provide a smooth, well-functioning environment. This handbook is intended to provide most of these guidelines for you. It does not contain every rule and regulation at the school. However, it does provide a good, basic knowledge of what is expected and is updated annually. Teachers may also provide additional guidelines for their classrooms.

We look forward to another great year at MTCS, and we are glad that you will be a part of it!

Sincerely,

Lisa Brock
Elementary Principal

MISSION STATEMENT

Training for eternity: the mission of MTCS is to provide an education based on Christian values and academic excellence in a nurturing environment that will prepare students to become responsible, productive members of the home, church, and community.

MTCS BELIEFS

We believe:

1. In the sovereignty of God, salvation through His son, Jesus Christ, and the work of the Holy Spirit.
2. That while MTCS is supported by and works closely with the church, it should function independently of the church.
3. That MTCS exists to train its students for life on this earth and for everlasting life through Jesus.
4. That the Bible is the inspired word of God, and that the school curriculum should include the study of the Bible as well as the study of the arts and sciences, all taught from a Christian perspective.
5. That each student is a valued individual made in God's image with unique spiritual, physical, social, emotional, and intellectual needs.
6. That students should be prepared to be responsible and productive citizens in society and the church.
7. That the board of trustees, school personnel, parents, and students should work together to establish and foster a positive environment for learning.
8. That teachers should vary instructional methods and assessment to meet individual needs.

9. That positive relationships and mutual respect should be encouraged within the entire school community.

10. That students should be provided appropriate opportunities for success through academic and co-curricular activities.

11. That our students should graduate with the *knowledge and skills* necessary to be successful in post-secondary education.

The curriculum of Middle Tennessee Christian School is designed to accomplish these, and every activity is planned to contribute to one or more beliefs.

HISTORY

Middle Tennessee Christian School was organized in 1960 and received its charter from the State of Tennessee on December 9, 1960. The purpose given in the charter was:

"The building and maintenance of a school and or schools to provide educational opportunities...particularly the teaching of the Bible; to provide a minimum of one class period per day of instruction in the Bible as the inspired Word of God for every child enrolled and to emphasize the Bible in every course taught; to provide for Christian influence and environment in every phase of the school's activities."

A twenty-five acre campus was purchased on Lebanon Road near the airport. After incorporation, modern brick buildings were constructed. The first students were accepted in the fall of 1962.

MTCS operated as an elementary school with kindergarten through eighth grade until 1975. At that time the Board of Directors made the decision to add one grade a year until a high school was complete. The first senior class graduated in May of 1979.

An eight classroom addition was constructed for the high school in 1978. Ten more classrooms and the high school offices were added in 1995.

The Charlene Waldron Library was built and dedicated in 2001.

Thirteen acres at the north end of MTCS Road were acquired in 1999 for athletic fields. This complex serves our baseball, soccer, and football programs.

A building located at 204 MTCS Road was purchased in 2004 for the pre-school program. This location is known as our Little Cougar Den and houses our pre-k 4 classes.

Construction on a new gymnasium was completed in May of 2008.

MTCS was approved at its inception by the Tennessee State Department of Education. In December of 1978, we received full accreditation by the Southern Association of Colleges and Schools (SACS). MTCS continued its accreditation by SACS/AdvancEd through the Southern Association of Independent Schools (SAIS) beginning in 2009. In addition, MTCS gained accreditation by the National Christian School Association (NCSA) in 2009.

Legal ownership of MTCS is vested in a self-perpetuating Board of Directors composed of persons who are members of Churches of Christ.

The school is an approved non-profit, tax-exempt organization under Internal Revenue Service Code Section 501-C-3.

OBJECTIVE

Our objective is to provide each child with an opportunity to bring about maximum development of his/her abilities and potential, including all phases of spiritual, mental, social, and physical growth in a Christian environment.

The teaching staff is committed to the task of providing the kinds of spiritual, intellectual, social, and physical experiences which will result in the attainment of this objective. Underlying and overriding these experiences are the faculty's sensitivity and sincerity in dealing with the developing child.

The spiritual growth of students is nurtured primarily through Christian examples set by teachers who are members of the Church of Christ. This is done through daily opportunities to apply Christ's law of love to situations involving relationships (both peer and adult) and to

individual struggles for growth. Daily there is formal teaching of the Bible, chapel, or classroom devotionals.

The curriculum, under constant re-evaluation and revision, is designed to meet the intellectual needs of all children who come with their varying abilities, backgrounds, and interests. To maximize the unique potential of each child is the primary goal of subject areas which challenge pupils to think clearly and objectively, to read with understanding, and to talk and write in the same manner. Taught from a Christian perspective, MTCS curriculum provides for high expectations of its students and extends beyond state and national standards. Competence and mastery of these skills will be the tools of personal creative expression. Special classes such as music, art, library, physical education, computer, foreign language, and band enhance each student's abilities and spark his/her interests in other areas.

Recognizing that learning is facilitated through social relationships, MTCS seeks to create a community of love, acceptance, and concern where both teachers and students care about each other, their school, and their world. Love of country and of home is stressed in daily activities. Many extracurricular activities offer opportunities for involvement and for leadership development from the earliest grades.

The ultimate goal of this school is to train students for eternity and to produce caring, contributing human beings - trustworthy, self-reliant, responsible, and responsive. Guidance classes encourage the development of these characteristics from a Biblical view. It is our fervent hope that students will be responsible for their own conduct, decisions, and attitudes, and be responsive to God and man.

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ACCREDITATION

MTCS is fully accredited by the Southern Association of Colleges and Schools (SACS), a subdivision of AdvancED under Southern Association of Independent Schools (SAIS) as well as the National Christian Schools Association (NCSA). Their requirements involve such items as length of school day, number of days per year that school is in session, certified teachers in the classroom, number of books in the library, amount of money spent on instructional supplies including library books, and a planned in-service program for teachers.

The school is also affiliated with the Independent Schools of the Nashville Area (ISNA) and the National Christian School Association (NCSA). In addition, individual teachers participate in other professional organizations.

ACADEMICS

The faculty strives to build and implement a program in keeping with the school's educational objectives.

The pre-kindergarten program, providing an appropriate atmosphere for young children, is a separate, yet integral part of the total school.

An academic program is offered through the traditional approach to learning which places strong emphasis on the language arts (reading, spelling, English), social studies, science, and math. New textbooks/curriculum materials for content areas are purchased every six years or as needed on a rotating basis. While each area of study is planned for sequential learning with a textbook/curriculum unit as a guide, the teacher is encouraged to use innovative ideas, methods, and/or techniques that are uniquely his or her own. Field trips, resource people, interactive classroom activities, and individualized projects all affirm our belief that learning is best accomplished by doing.

Pre-K - 6th grade are in self-contained classrooms. Teachers in 4th - 6th grades team-teach and the students "switch" between the teachers of each grade level. Physical education, music, library skills, computer education, foreign language, guidance, and art are taught by teacher specialists. Computer education is taught in a computer lab to 2nd - 6th grade. Foreign language is taught to 1st - 6th graders. The MTCS library is visited weekly by each class, and children are urged to go more often on an individual basis.

The Accelerated Reader Program is used for grades one through six to enhance the regular reading program and encourage additional reading. In this program, a student reads a book, and then takes a comprehension test about the book on the classroom computer. If a student passes a test, he/she receives "points" for the program. Students may use the earned "points" to purchase various incentives and recognition. Each student has an individual goal for each quarter. Participation in this program is required unless otherwise indicated by your child's teacher. Every year, many students get "hooked" on reading books through this program and are proud of their accomplishments! Many of these books are located in the MTCS library. A list of Accelerated Reader Books is available for viewing online to help parents in obtaining books for their children.

Supplemental computer programs such as Accelerated Math and MathFacts in a Flash enhance the math curriculum. Teachers utilize these as needed in each classroom.

ACCIDENT INSURANCE

If an injury occurs at school (or at a school-related activity) that results in a visit to the doctor, etc., a written claim needs to be filed within ninety days. Please contact the Business Office if such an accidental injury should take place. **This coverage is supplemental to any medical or hospitalization coverage the parents may have on the child.**

ADMISSION AND ENROLLMENT

The MTCS elementary school is co-educational. It begins with the pre-kindergarten program and continues through the sixth grade. Applicants who qualify academically are admitted on the basis of the number of vacancies in each grade level without regard to race, color, creed, national, or ethnic origin. There is no discrimination in the administration of our educational policies, financial aid, athletics, or other school-administered programs.

The enrollment process originates with an application being filed in the Admissions Office.

Final acceptance is based upon:

1. Previous school records, achievement testing, and/or readiness or placement testing,
2. Date of application, and/or
3. Personal interviews with parents and children.

If a student enrolls during the school year and no standardized test scores are available, the applicant may be requested to take a battery of entrance tests. These tests last approximately one hour and no advance preparation is necessary. There will be a testing fee for students who take these tests. You will be notified of the time and date of the entrance tests if they are needed.

Each kindergarten applicant will take a readiness test prior to entering kindergarten. Much of a child's success in kindergarten depends on his level of readiness. Readiness is based on the maturity of the child, not his/her academic level. The readiness test includes areas of letter and number recognition, auditory memory, visual matching, listening, quantitative language, general knowledge, and fine motor skills. These readiness tests are administered in May before school begins in August. For students who enroll after the May testing dates, an alternative date will be scheduled before the beginning of school. If the test indicates a child would benefit from maturing another

year before entering kindergarten, we recommend the child be enrolled in our transition kindergarten (TK) class.

The school reserves the right to refuse admission or request the withdrawal of any student who is considered disruptive or in conflict with the rules set forth by the school.

Any student enrolling at MTCS must present an updated Permanent Tennessee Certificate of Immunization. **Before entering kindergarten**, students must be properly immunized. Contact your pediatrician or the local health department to schedule an appointment in the late spring or early summer because appointments can be difficult to obtain as the school year draws near.

ARRIVAL - DISMISSAL

Students may be dropped off at the front doors of the elementary building between 7:00 A.M. and 8:00 A.M. as they arrive each morning for a regular school day. If arriving after 8:00 A.M., students must check in at the front office.

Please make certain your child is picked up between 3:00 P.M. and 3:10 P.M. from the elementary porch. **All students are to be picked up on the elementary porch with the only exceptions being students who are riding the bus, students who are staying in extended care, students who have parents who work on the MTCS main campus**, or students who have permission from the principal for other special circumstances. Students whose parents work on the high school side are to be escorted to the high school or picked up on the porch. Students remaining on the porch after **3:15 P.M.** (or 11:45 A.M. on half-days) will automatically be sent to the Extended Care Program. **For the safety of our students, all elementary students remaining on campus at 3:15 P.M. (or 11:45 on half-days) must go to Extended Care unless a parent or other adult is on campus, taking full responsibility for their supervision.** Parents will be billed according to the amount of time the student spends in this Extended Care Program.

Please refrain from bringing pets to the porch during dismissal time. It is best to keep animals off the porch at dismissal time since so many children are gathered on the porch at once, because even well-trained animals can become startled and bite or scratch unexpectedly in crowds. Pets are welcomed as visitors during a scheduled visit to the classroom.

ATTENDANCE - ABSENCES/TARDIES

Time at school is valuable and should be respected by all concerned. Even though children make up homework when they have been absent, important classroom learning has been missed. Therefore, we strongly discourage family vacations during the school term and ask that doctors' and dentists' appointments be made after school hours when possible. If you plan for your child to be absent for more than two consecutive days, please complete the Extended Absence Form found in the elementary office. This form needs to be submitted to the homeroom teacher three school days before the absence occurs. This gives the teacher formal notification of the absence, and he/she can prepare work to be completed during the absence. Regular attendance and promptness are essential to maximize the child's learning.

The school day is from 8:00 A.M. - 3:00 P.M (8:00 A.M. – 11:30 A.M. on half days). A student will be considered tardy if he/she is not **in his/her classroom** by the 8:00 A.M. bell. Please make a conscious effort to have your child in the classroom by 8:00 A.M. When a student is tardy, it is extremely disruptive to the classroom routine. Therefore, if a student is tardy four times in a three-week period, parents will receive a letter or a phone call from the child's teacher informing them of the number of tardies. If six tardies accumulate in a three-week period, parents will receive a letter from the principal informing them of the number of tardies. When a seventh tardy takes place in a three-week period, a parent conference will be requested.

Since school attendance is extremely important for successful progress to take place, we ask students to be present unless ill or absent due to a family emergency. A note from home explaining each tardiness or absence should be sent to the teacher by the following day. If an absence occurs for more than five days, a doctor's excuse may also be required. If a child is absent for more than twenty days during the school year, a doctor's excuse and a parent conference will be required. Too many absences may result in a student being retained in the same grade level for the following year.

A child who is absent for a day or two may receive assignments for make-up work from another child over the telephone or from the teacher when he/she returns. For longer absences, parents are asked to call the office by 8:30 A.M., and in turn the office will notify the teachers involved. The assignments will then be sent to the office by 2:15 P.M. If this procedure is followed, the class will not be interrupted, and the teacher will have time to organize the materials. Then the parent should not have an unnecessary wait or a repeat trip. The time granted for make-up work would be one day for each day of absence.

Students are not to attend school with a body temperature above normal or if they show other signs of being ill. If a student develops a temperature above normal during the school day, the office will contact a parent/guardian immediately. **PLEASE MAKE CERTAIN THE SCHOOL OFFICE HAS CURRENT DAYTIME PHONE NUMBERS WHERE YOU MAY BE CONTACTED DURING THE SCHOOL DAY. WE ALSO NEED ANY CELLULAR NUMBERS OR PAGER NUMBERS.** We have no facilities to care for sick children, so we ask the parent/guardian to pick up the sick child as soon as possible. Please report to the school any contagious disease within the home.

When a student must leave school during the day, he/she must check out through the teacher and the office. The same procedure is followed when returning to school or arriving late.

In order to receive credit for attendance, a student must be present for three and one half (3 1/2) hours of the school day.

BIBLE

Since Bible is an integral part of the daily curriculum, all students in 1st - 6th grades need to have their own Bible to keep and use at school. We encourage students to use the New International Version which is available for purchase at MTCS. Children are welcome to bring their own copy, but it is best if it is the same version so they can follow along as it is read aloud. If a parent has questions regarding this request, please contact the Elementary Principal.

CHAPEL

The elementary school has three days designated for group chapel each week. These days are used for singing days, Spanish chapel, memory chapel, Superstars, class programs, guest speakers, quiz bowl, and chapel led by our upper elementary boys. The whole school will meet on certain scheduled days. Each PK4-6th homeroom will conduct a special chapel program each year. Teachers conduct devotionals in their homerooms on days not scheduled for group chapel.

COMMUNICATION

The office staff should handle all "8:00 - 3:00" information such as messages, money, books, rainy-day equipment, physical education shoes, etc., thus preventing classroom interruptions.

Parents of students work closely with our school. The faculty and staff are committed to keeping communication open between home and school. One way to communicate with your child's teacher is through email. The email addresses are the teacher's first and last name (all lower case and no spaces) @mtcscougars.org. Each teacher shall schedule one formal conference during the year on Parent Conference Day. Parents are encouraged to request a conference at any time, but are urged not to "drop in" and monopolize a teacher's class time or planning time. Parents are expected to make certain homework is completed, attendance is regular, behavior is appropriate and proper, and the dress code is followed. If parents need to discuss any aspect of their child's education, the teacher should be contacted first. The principal should be contacted only if the matter has been unresolved with the teacher/parent contact. **PLEASE DO NOT CALL TEACHERS AT HOME EXCEPT IN AN EMERGENCY.**

Teachers will keep parents informed as to their child's progress and will send home a weekly newsletter to update parents concerning classroom activities. **PLEASE READ THESE FRIDAY LETTERS CAREFULLY. YOU ARE RESPONSIBLE FOR KNOWING THEIR CONTENTS.** We strongly suggest each parent have a special folder to save this handbook, all school newsletters, and all Friday letters from your child's teacher. It is also advisable to display the current Friday letter on the refrigerator or some other visible location for continual reference.

Parents may also check Edline regularly to view Friday letters and other important info online from your child's teacher.

A monthly "Elementary Focus" to parents is sent home from the Elementary Principal. This publication will also contain important and interesting information concerning the elementary students.

Be sure to promptly contact the office concerning address changes so you will continue receiving other important school information.

The MTCS website is www.mtcscougars.org. It is updated weekly and contains the monthly Elementary Focus to Parents, weekly "Elementary Happenings," pictures of school events and activities, and much more! It also contains the email addresses of all faculty and staff. Please feel free to email any concerns or questions to your child's teacher or to the principal.

CONDUCT

Students at MTCS are held to a high standard of personal conduct. Speech and behavior should exemplify Christian principles. Honesty, respect for self and others, and obedience to authority are to be evident at all times. There would be no need for any other rule if the Golden Rule, "Do unto others as you would have them do unto you," were kept by each child. However, some standards should be stated.

The teacher will handle most of the disciplinary offenses that arise. When a matter is of the caliber to be brought to the administration's attention, discipline will be handled on an individual basis. Corporal punishment or in-school suspension may be administered in those situations where such action seems most effective. If corporal punishment is administered or when there is a major offense, parents will be notified. Dismissal may be necessary. Examples of major offenses include: fighting (including kicking or hitting), possession of a knife or other weapon, damaging school or personal property, bullying, harassment, use of profanity or vulgarity, disobeying or showing disrespect toward a staff member, lying, cheating, stealing, smoking, or using illegal drugs. Other offenses which may be classified as minor disruptions are: talking out of turn, chewing gum, boisterous hall behavior, improper conduct in the cafeteria or in chapel, creating distractions in the classroom, and violating the dress code. Repeated infractions of any type would be indicative of an uncooperative attitude and would necessitate strong action by the administration.

Each student is expected to be responsible for his/her own belongings. Students may need assistance walking to the classroom for the first few days of school or if special projects are due, etc. **IN ORDER TO DEVELOP RESPONSIBILITY IN YOUR CHILD, PLEASE ENCOURAGE YOUR CHILD TO ENTER THE BUILDING AND REPORT TO CLASS ON HIS/HER OWN ACCORD AFTER THE FIRST TWO WEEKS OF SCHOOL.** Students need to develop independence in remembering homework assignments and other items needed for school each day.

Students are expected to give reasonable care to the textbooks and materials furnished by the school and are expected to refrain from marking in or otherwise damaging the books. Parents will pay replacement costs if any damage to school property occurs.

In the interest of the safety of our students, no toy weapons such as guns and knives are allowed at school without special permission from the principal.

If a student has a cell phone in his possession while on campus, it must remain **off** and concealed during regular school hours and while attending Extended Care. If an elementary student uses a cell phone during school hours for any reason including calls or text messaging, the phone will be confiscated. In the event a student needs to contact their parents during school hours or while in Extended Care, they are to use the office phone with teacher permission.

DRESS AND GROOMING

Modesty, neatness, cleanliness, and appropriateness are the primary objectives in personal grooming. Extremes in grooming or dress will not be allowed. The elementary principal or her designee is the final authority for any questionable attire worn by students.

If a student is in violation of the dress code, a letter will be sent home that day explaining the violation. Students who are not dressed appropriately may be sent to the office until an appropriate change of clothing is brought to school. Students who repeatedly violate the dress code may be subject to additional disciplinary action. Students and parents should make sure that a child's clothing and grooming meet the guidelines so that the student may avoid disciplinary action and the parent may avoid any inconvenience that might arise if a student is not dressed appropriately. Students are encouraged to avoid boldly displayed designer labels and other items which may be questionable extremes of the guidelines.

Students must dress modestly at extra curricular school activities and will be held accountable if they fail to comply. This includes being asked to leave the event and other dress code enforcement consequences.

Parents and visitors are asked to show respect for our school rules by adhering to the length guidelines for shorts and skirts when on campus.

I. TK-3RD GRADE GUIDELINES

A. Students may wear long pants, jeans, coordinated jogging suits and shorts. Girls may also wear dresses or skirts. Any shorts, dresses, or skirts must be no shorter than three inches above the knee.

B. All shirts should be tucked inside the pants, etc. unless the style suggests the shirt be worn over the pants.

C. Hair should be clean and neat. Boys' hair should be kept trimmed above the eyes, ears, and shirt collar. Girls' hair should be kept away from the eyes.

D. Children will need to wear or bring tennis shoes with non-marking soles which may be worn in P.E. If bringing shoes to change for P.E., children must be able to manage the change quickly by themselves. Shoelaces must be tied.

E. Children in kindergarten are expected to wear simple play clothes that the child can manage. Shoes worn by kindergarten students should have closed toes and heels. No western boots may be worn by TK or kindergarten students. The wrong type of shoes are not safe for playground wear.

F. TK-3RD GRADE UNACCEPTABLE ITEMS

1. Jewelry embedded in the body is not allowed except for earrings worn by girls. Earrings may not be worn by boys.
2. Sleeveless t-shirts may not be worn by boys. Tank tops or clothing that reveals the midriff are not permitted.
3. Clothing with offensive, vulgar, or suggestive wording or pictures are not permitted. Also, clothing that advertises alcohol, tobacco, drugs or wrestling is not allowed.
4. Clothing that is too tightly fitted or extremely loose, baggy, or sloppy is not allowed. Clothing with rips, tears, holes, or inappropriate patches are also not permitted. Shorts, pants, and skirts must be hemmed (no cut offs).
5. Hair that displays stripes, letters, tails, symbols, or “punk” styles is not allowed.
6. Hats/caps may not be worn except on designated days or during special times.

7. Flip-flops are not to be worn (except on casual days).
8. Heelys (or any shoes with wheels) are not to be worn.

II. 4TH-6TH GRADE GUIDELINES

Parents and students are not required to purchase a particular brand or from a particular vendor. The following dress policy will apply for all students in grades 4-6:

A. PANTS, SLACKS, JUMPERS, SKIRTS, AND SHORTS

1. Navy blue, black, olive green, brown, or khaki tan in solid colors only
2. Twill fabric or corduroy
3. No more than one size larger than the waist - worn at the waist
4. Hemmed; no wide legs or bell-bottoms
5. All jumpers, skirts, and shorts may be worn no shorter than two inches above the knee including slits
6. Girls may also wear neatly fitting capri pants

B. TOPS/SHIRTS

1. Collared polo or collared dress shirts
2. Short sleeve or long sleeve (no sleeveless shirts)
3. If a t-shirt or other layered shirt is worn under the top shirt, the sleeve length shall not be longer than the top shirt

4. All shirts and blouses shall be worn with the tails tucked in - Exception: Girls' shirts designed to be worn outside don't have to be tucked in, but no skin may be showing at the waistband in the front, back, or sides at any time including while raising arms above head or bending over.

C. BELTS

1. Required for pants or skirts with loops
2. Tucked into loops

D. SWEATERS, JACKETS, OR COATS

1. Cardigan, pullover sweaters, or sweater vests (with collared shirts underneath)
2. Crew neck sweaters may be worn without collared shirt underneath)
3. Overcoats must be removed in the building during the day
4. Blazers and sweaters may be worn during the day

E. SOCKS, SHOES, AND SHOELACES

Students may wear a variety of shoes to school. (See below.) However, students should wear or bring tennis shoes with non-marking soles for PE.

1. Socks must be worn
2. Girls may wear hose

3. Athletic tennis shoes (predominantly black or white in color), loafers, or other dark color shoes may be worn
4. Shoelaces must be tied
5. Girls may wear sandals without socks or hose (no sports sandals or flip-flops except on casual days). If sandals are worn, students need to bring shoes for PE.

F. HAIR

1. Clean and neat
2. Boys' hair should be kept trimmed above the eyes, ears, and shirt collar
3. Girls' hair should be kept away from the eyes
4. Only natural hair color and styles allowed

G. CASUAL DAYS

1. These days are designated or approved by the principal
2. Students may wear properly fitting jeans or denim shorts (no holes, rips, tears, or patches)
3. Students may wear t-shirts (properly fitting, no inappropriate messages or products advertised including wrestling advertisements) or nice-looking sweatshirts. Tails are to be tucked in unless the principal declares an untucked casual day.

H. **ATHLETIC WEAR (FOR SPORTS PRACTICE TIMES AFTER SCHOOL, ETC.)**

1. Girls – No undergarments may show at anytime including practice, no words are allowed on pants/shorts seats and, if shorts are shorter than basketball length, then long compression shorts must be worn.

2. Boys – Shirts must remain on at all times including running. Shirts may be sleeveless but not cut on the sides.

I. **NOT ACCEPTABLE**

1. Oversized or baggy clothing or clothing that is too tight

2. Hats, caps (except on designated days or during special times), bandannas

3. Chains

4. Sweatpants, stretch pants, stirrup pants, or spandex,

5. Jeans, or other denim pants (unless on designated days)

6. Pants/slacks/jumpers/skirts/shorts may not have stripes, decorative zippers, or decorative buttons

7. Sleeveless shirts, tank tops, shirts that reveal the midriff, or shirts with decorative zippers or decorative snaps

8. Jewelry embedded in the body except for earrings worn by girls. Earrings may not be worn by boys.

9. Hair that displays stripes, letters, tails, symbols, or “punk” styles or hair of unnatural color.

10. Any clothes that display any logo, picture, or other message that could be considered offensive in a Christian school setting (alcohol, tobacco, drug, or wrestling advertisements also)
11. Flip-flops (except casual days) or Heelys (or any shoes with wheels)
12. Any other items that are deemed by the principal to be inappropriate for a Christian school setting

EDLINE

Edline is a communication tool for parents and teachers. Each teacher has a specific page for each homeroom or subject area on which Friday letters and other important information will be posted. Parents are given a password individualized for their children in order to view specific information regarding their child's class and assignments. Upper elementary grade levels also post grades on Edline for parents to view. Edline can be accessed through the MTCS website, www.mtcscougars.org.

EXTENDED CARE PROGRAM

There is an Extended Care Program available for Pre-K - 6th grade children until 5:30 P.M. each school day for an additional fee. An afternoon snack is provided. It is helpful if you alert your child and contact the school when he/she will attend Extended Care. On in-service days, snow days, fall break, Christmas break, spring break, and other designated days when school is not in session during the school year, Extended Care is available for an extra fee per day. If your child will be attending Extended Care, please pick up a TK-6th Grade Extended Care Handbook for additional information.

FIELD TRIPS

Field trips are an integral part of a school's curriculum. They are planned by the faculty and approved by the principal. The fifth grade visits Land Between the Lakes (located in southern Kentucky) each year for three days. The sixth grade also takes an overnight field trip during the school year to Huntsville and Chattanooga. Other classes take local field trips throughout the school year. Students must have a written permission slip in order to go on a field trip, and field trips must be paid for by the morning of the trip or by the deadline set by the teacher.

If the students will be outdoors for a field trip, Field Day, or Park Day for an extended length of time, please put sunscreen on your child and send it with him/her to school. If your child is especially sensitive to the sun, please inform the teacher!

We appreciate parents joining us on field trips as chaperones. Parents will be used on a rotating basis to allow every parent an opportunity to participate as a chaperone. When parents do chaperone a trip, it is for assisting in the supervision of students. Therefore, we request that no siblings go on field trips without permission from the teacher. Students traveling in private passenger vehicles shall be required to comply with all relevant seat belt and child safety restraint laws.

GRADING

Grading is a traditional measure of achievement, though not necessarily an accurate gauge of learning. Although grades are given every nine weeks, every effort is made to motivate each child to achieve his/her capacity without undue peer comparison.

GRADES 2-3

E = EXCELLENT
G = GOOD
S = SATISFACTORY
N = NEEDS IMPROVEMENT
U = UNSATISFACTORY

GRADES 4-6

A = 93 - 100
B = 85 - 92
C = 75 - 84
D = 70 - 74
F = BELOW 70

Transition kindergarten, kindergarten, and first grade are evaluated on how much the student displays the mastery of the required skills and concepts.

Progress Reports are sent home at the midway point in each nine weeks. This informs the parents of grade averages and allows time to bring up deficient grades.

A student will be placed on academic probation if he/she has one or more failing averages (F's) or two or more deficient grades (D's) at the end of a semester. A semester is $\frac{1}{2}$ of the school year. If the failing/deficient averages are not raised by the end of the school year, the student may be retained in his/her present grade, may be required to take summer school or tutoring, or may be asked to withdraw.

GUIDANCE

Elementary guidance classes are held in each PK - 6th grade homeroom on a regular basis. Small group counseling and individual sessions are also available as needed.

HOMework

Please look upon homework as preparation for class and as valuable practice to reinforce skills taught in the classroom. We do not believe it is possible to measure homework by the number of clock hours spent at night. Different students will need varying amounts of time to complete homework assignments. Students need a quiet place to work with a minimum of outside help. Parents of young children must remember that "looking up", "finding out", "asking Mama or Daddy", "cutting out", "collecting", etc., are very important activities for the next day's class work. Reading a book at any level is good homework, UNLESS math and social studies are desperately awaiting their turn for consideration. Daily homework is intended to be returned the following school day. If your child seems overburdened with homework, please schedule a conference with the teacher to discuss the situation.

LEP (LEARNING ENRICHMENT PROGRAM)

The Learning Enrichment Program was created to help serve the needs of MTCS students. The following services are available through the LEP: early intervention, modifications, peer tutoring, remedial instruction, study skills training, standardized testing, individualized education plans, teacher collaboration, and other special needs as they arise. This program is not designed to be a regular special education program. The services are limited to students who can function in the regular classroom setting with minimal outside help.

LUNCH

Students may bring or purchase their lunch. Students are not to have drinks containing caffeine on regular school days when class instruction and work time resume after lunch except on certain days designated by the teacher or principal. Milk is included with lunch. If your child has an allergy to milk or any other food item, please send a note to the teacher and the cafeteria.

Lunch does not need to include items to be heated in the microwave in the cafeteria. There are not enough staff members to heat food for such a large number of students. However, if the classroom has a microwave, the students may heat items before going to the cafeteria with teacher approval.

Students make arrangements for lunch during homeroom. While payment for meals can be made on a daily basis. Parents are encouraged to pay for student meals in advance to improve the efficiency of the check out process in the cafeteria and to reduce the possibility of lost lunch money by students. Students are encouraged to purchase ten meals at a time. Pre-payments will be credited to the student's account when received. Charges will be made against the account as students check out daily. Unpaid food services account balances will be billed monthly.

Lunchtime visitors are welcome. However, we ask that parents do not join students for lunch in the cafeteria until after Labor Day. This will allow us time to teach students the cafeteria rules. These rules will be posted in the cafeteria for your reference. There are special tables reserved for parents to eat with their children in the cafeteria. If your child has been given "silent lunch" as a disciplinary action, the child will still be required to have silent lunch even if a parent is present. Because of limited space, plan to eat with your child only and **try to limit your visits to once a week.** Other students must remain with the rest of the class. If you plan to come to eat, the office needs to be notified by 9:00 A.M. if ordering a school lunch.

There may be times when parents wish to pick up their child and take them out to eat for a special occasion. This may be on a chapel program day or after superstars. Please check with the teacher first and limit the time gone to 45 minutes during the regular lunch time for your child's class. This will help to limit interruption for instruction time for the school day.

In order to maintain a smooth lunch schedule and eating environment, please do not send or bring pizza, etc. for more than just your own child for lunch. Pizza or other foods may be brought during a snack time in the classroom arranged with your child's teacher ahead of time.

MEDICATION ADMINISTRATION

If under exceptional circumstances a child is required to take oral medicine, eye, nose, or ear drops, or application of topical medicine during the school hours, and the parent cannot be at school to administer the medication (either prescription or non-prescription), only the principal or the principal's designee will administer the medication in compliance with the following regulations set forth by the state of Tennessee:

I. Written instructions **signed** by a parent will be required for each medication and will include:

- A. Date,
- B. Child's name,
- C. Doctor prescribing medication,
- D. Pharmacy Name, Address, and Phone Number,
- E. Prescription Number,
- F. Name of medication and dosage, (Prescription

medication must be sent to school in the original, pharmacy labeled container. Non-prescription medication must be sent to school in the manufacturer's original container with the ingredients listed and the child's name affixed to the container.),

- G. Reason for medication,
- H. How and when medication is to be administered,

- I. Possible side effects,
- J. Termination date for administering the medication,
- K. Whether the child can self-administer the medication when it is brought to them, and
- L. Parent's/Guardian's Signature and Phone Number in case of emergency.

For your convenience, a form has been prepared for the submission of this information and is available in the elementary office.

- II. The principal or the principal's designee will:
 - A. Inform appropriate school personnel of the medication,
 - B. Keep a record of the administration of medication,
 - C. Keep medication in a locked cabinet,
 - D. Return unused medication to the parent only, and
 - E. Report the administration of medication to the proper authorities as required by law.

III. The parents of the child must assume responsibility for informing the school principal of any change in the child's health or change in medication.

IV. The school system retains the discretion to reject requests for administration of medicine.

ORGANIZATION

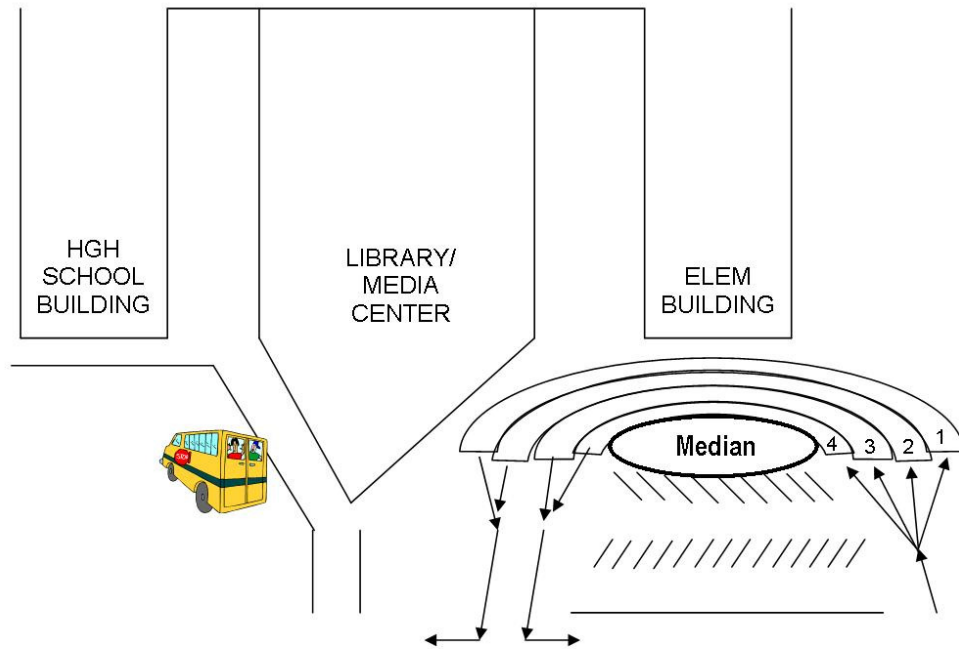
The school is operated, managed, and controlled by a rotating board of directors.

The president is the chief executive officer of the school, with an elementary principal coordinating and supervising the program from pre-K through grade 6. Likewise, there is a high school principal for grades 7-12.

PARKING

For arrival and departure times between 7:30 - 8:00 A.M. and 2:30 - 3:15 P.M., please utilize the four lanes of traffic on the right side of the median next to the front of the elementary building at the Murfreesboro campus. The four lanes at the front of the elementary building may be used by parents who wish to remain in their cars when dropping off or picking up students. When arriving in the afternoon, please pull your car as forward as possible in one of the drop-off/pick-up lanes. If a space is created in front of you, please pull forward. This will help to alleviate traffic congestion on MTCS Road and Memorial Blvd. Please **DO NOT** leave your car unattended in these lanes at any time. If you wish to leave your car to enter the building or to come to the porch, please park in the appropriate parking spaces on the other side of the median or across the street in the Kingwood Church of Christ parking lot. Please do not park in the lanes in front of the elementary building because it will tie up other traffic and will prevent the bus from safely loading and unloading its riders. Also, please do not drop off/pick up students behind the cafeteria.

Carline nametags are provided for parents to hang from rearview mirrors to expedite the afternoon pickup.



PARTIES

Grades 1-6 may have four parties **on campus** per year: Fall/Halloween, Winter/Christmas, Valentine's Day, and End of the Year Party. Pre-kindergarten, transition kindergarten, and kindergarten will have their parties determined by the teachers and approved by the administration. Elementary teachers may plan other special events throughout the year. Birthday parties are not allowed, but parents may **send** a special snack or treat to school for this occasion. Parties are not to take place during lunch time.

Many children in elementary school have birthday parties at home or at the skating rink, etc. Invitations to these parties may be distributed at school only if all children in a class are invited or all boys if the party is for boys. The same would apply to an all-girl party.

PATRONS' ASSOCIATION

This group of parents and teachers has functioned with tremendous success in many areas. Far more than just a money-making group, the officers and committees have worked closely with the school in many endeavors. Many learning tools and resources have been purchased with funds raised through the Patrons' Association. For a \$15 membership fee, the patron will receive the school calendar. Your membership and participation in this group is welcomed and encouraged.

SCHOOL CLOSING DUE TO EMERGENCIES

The school will operate according to the school calendar when at all possible. Emergency closings of the school will be announced when the normal operations of the school are prohibited. As soon as decisions are made, the announcement will be given to Nashville TV stations 2, 4, 5, and 6, to local radio station WGNS (1450), and posted on the school's website: www.mtcscougars.org. DURING THESE TIMES PARENTS ARE ALWAYS TO USE THEIR OWN DISCRETION AS TO WHETHER OR NOT THEY CAN TRANSPORT THEIR CHILDREN TO SCHOOL SAFELY. Since tuition is being paid, we want to afford the opportunity of classwork for those who can reach school, even if we must delay the opening of school in the morning. There will be "borderline" days when school will open at regular hours to meet the need of working parents. The safety of the children certainly takes priority over school schedule, so any parent should feel free to bring students to school late or pick up students early when icy conditions make driving hazardous.

There may be days when school will be open, and the bus will either not run or run later.

Most importantly, we want to allow any parent who feels his/her child is in serious danger because of snow to call the school and request that his/her child ride home with whomever they designate. WHEN CALLING, it would be very helpful to be as brief as possible. We will be trying to accommodate many calls in a matter of a few hours and we need to keep the lines open for this communication.

SPECIAL EDUCATION

Since MTCS does not offer Special Education, we can not always meet the needs of every child. There are certain circumstances in which special needs may be met in the regular classroom with the assistance of the LEP, but if the teachers and administrators determine this placement is not adequate for the child's needs, the parents will be asked to withdraw the child.

Speech/language therapists come to our campus to service students with these needs. Parents are responsible for the payment of these services which go directly to the provider. The providers will file insurance for parents as needed. If a student is in need of these services, contact our LEP Coordinator, Jennifer Vice.

SPORTS EVENTS

MTCS students are admitted free of charge to regular-season home ball games. For the safety of your children, please keep them with you or in view after school hours at sports events, etc. This will help prevent accidents.

SPRING REVUE

The Spring Revue is a special musical presentation which involves the 1st - 3rd grades. It is usually performed on a Saturday in May. All first through third grade students are expected to participate. The date is on the school calendar. This is always a memorable event for these students and a treat for the audience.

SUMMER DAY CAMP

MTCS offers Extended Care for PK-6th grade students during the summer. This Summer Camp provides a variety of activities both on and off campus.

SUPERSTARS

I. AWARD PROCEDURES/INFORMATION

Superstars are awards given every nine weeks to students in each class from first through sixth grades who have excelled in their area. The students will receive these awards in chapel on the scheduled date at the end of each nine weeks. (See Patrons' calendar for exact dates.) Parents are to be called or notified beforehand so you can attend to watch your child receive this award. (Please do **NOT** tell your child, as this will be a surprise.) The awards will be presented by the child's teacher. Kindergarten students receive superstar awards at the January superstar chapel and in May at the Kindergarten Program.

Superstar pictures are made of each class. The pictures will be displayed in the elementary hallway leading to the gym.

II. AWARD DESCRIPTIONS

A. Kindergarten students will receive the following awards:

1. **DORCAS OR TIMOTHY AWARD** - This award is for the student who displays a Christ-like attitude.

2. **STRIVING COUGAR AWARD** - A student who really tries hard is the recipient of this award.

3. **MOST IMPROVED AWARD** - This is for a student who has made the greatest improvement socially, academically, or in any area important to his/her school experience.

4. **CITIZENSHIP AWARD** - Good citizenship, courteousness, helpfulness, and politeness are qualities of this award.

5. **READING AWARD** - This is intended for the student who has made good progress in reading or is the top reader for that semester.

B. Students in grades one through six will receive the following awards:

1. **DORCAS OR TIMOTHY AWARD** - This award is for the student who displays a Christ-like attitude.

2. **STRIVING COUGAR AWARD** - A student who really tries hard is the recipient of this award.

3. **ACADEMIC AWARD** - This award is for a student who has a high grade point average (not necessarily the highest).

4. **ACCELERATED READER AWARD** - This award is for the student who is the top reader in the Accelerated Reader program or one who has made the most progress or improvement.

5. **GOLDEN RULE AWARD** - This award is chosen by the students in each class for the student who follows the golden rule.

6. **MOST IMPROVED AWARD** - This is for a student who has made the greatest improvement socially, academically, or in any area important to his/her school experience.

TECHNOLOGY USE POLICY

- A. Computer and other technology resources provide valuable educational opportunities and can be valuable tools when used to supplement our curriculum. In order to protect and maintain the expensive equipment involved and to protect students and the school from unintentional and malicious security risks we ask that you review and agree to the elements of the agreement listed below. When used properly however computer resources and internet access provides a wealth of information and learning opportunities that will enhance the student's educational experiences and give students skills that they need as they pursue future educational or employment opportunities. This agreement is intended to educate both the parents and the students of the expected uses for technology at MTCS and to limit the cost and liability of misuses.

In order to provide some background information about the need for and purpose of this agreement the following is a list of the issues surrounding computer use at MTCS.

1. Technology resources at MTCS exist for the following specific purposes.
 - a. To facilitate communication
 - b. To allow access to information such as current news, research, information archives, and alternative viewpoints.
 - c. To store information (record keeping)
 - d. To provide technology instruction to develop general computer skills
 - e. To automate school processes

2. Computer and related equipment is expensive to purchase and maintain.
 - a. Not only is the equipment expensive to purchase, but it is actually more expensive to maintain. Most business or organizations budget between 5% and 10% of their annual expenses to technology. This includes funds to maintain existing equipment, replacing aging hardware and software, and to provide for computer security needs. MTCS budgets far less than the industry standard for technology which requires a very efficient use of resources to accomplish our goals. Any misuse whether intentional or unintentional adds to the cost of operations and ultimately will affect tuition costs.
 - b. Also unlike industry where employees are issued computers and accounts so that their use or misuse is easily associated with the responsible individual, MTCS provides lab environments where many people use the same computers throughout a school day.
3. Dangers and threats exist beyond the local computer users and network. By having a connection to the wide area network called the "Internet" precautions must be taken to protect the assets from external attacks and more importantly to protect the students and faculty from inappropriate material and internet predators.
4. Often entertainment related uses of the internet can slow the overall flow of data for other uses because of the amount of information that is being transmitted. Some of the most popular uses of the internet include online games and streaming video and audio. These can be quite harmless in and of themselves but they often slow the connection for other users because they require such a large amount of data to be sent back and forth.

5. The availability of copyright protected information on the internet can expose the school to copyright infringement violations. Data swapping programs and sites have come under legal attack lately because they facilitate the illegal exchange of copyrighted material such as songs and movies. Students often use these services at home and are tempted to do so at school as well where the increased bandwidth connection can speed downloads.
 6. Technology is a tool that primarily is used to facilitate communication. It can therefore be used to easily generate and transmit offensive messages or images. Obviously any behavior that is inconsistent with what God intends is discouraged. Because of the convenience and somewhat anonymity of computer communication it can often be challenging for teachers and staff to monitor and control and therefore requires more responsibility from the users.
- B. In order to address these issues MTCS expects all of the students to adhere to the following requirements for the acceptable use of the technology and computer resources at MTCS. Failure to do so can result in a **LOSS OF ALL COMPUTER PRIVILEGES** which may limit the student's ability to meet the requirements for a particular class or activity.
1. Technology resources may only be used for purposes consistent with the educational objectives of the school under the direction of a teacher or staff member. Computers are not provided for the entertainment or personal use although special exceptions could be made with the proper approval.

2. Students should not attempt to access information to which they are not entitled. All electronic measures will be taken to protect information using available network security but students should not attempt to compromise these safeguards by determining usernames and passwords that they should not have access to and by browsing for information on a computer that may have not been logged off by the previous user.
3. Any vandalism to computer hardware, software, or data will not be tolerated. This includes changing settings on any computer such as sounds, backgrounds, screen savers, etc.
4. No software of any kind will be downloaded or installed on any computer. Likewise, no software or data may be copied from any computer.
5. No external disk or data storage device may be connected to any computer without special permission.
6. Internet usage must be carefully controlled and will be limited to specific research or activity that has been assigned by a teacher. Students should not play games, participate in chat rooms, web logs, use file swapping services and programs, or stream audio or video without approval.

TUITION PAYMENTS/LATE FEES/UNPAID BALANCES

Tuition installments should be received by the 10th of each month. A late fee of \$25.00 per student will be charged for any installment not received by the 15th of each month. Another \$25.00 late fee per student will be charged for each additional thirty (30) day period or any fraction thereof after the next 10th of the month during which the installment remains unpaid. There is also a \$35.00 fee assessed for returned checks.

The parents of any student who withdraws after being enrolled for more than five days in the semester will be responsible for payment of the tuition for the balance of the semester, in addition to any other charges that may be due.

All tuition, late fees, and other accounts must be paid in full before report cards or transcripts can be released.

VISITORS AND VOLUNTEERS

MTCS encourages your visits. All visitors, including parents, need to report to the elementary office upon arrival and receive a visitor's badge. Return the badge to the elementary office and sign out when leaving campus as well. For security reasons, an accurate record of who is on campus at all times needs to be kept. To prevent interruptions in the classroom, please allow the office staff to deliver items or messages to your child.

We strongly encourage parent volunteers at MTCS. Parents often help teachers by working with students on word lists, math facts, or science experiments. It is our parents who usually plan the class parties and help chaperone many of the field trips. Also, volunteers help with bulletin boards, hallway displays, and other tasks. Please check with your child's teacher if you are interested in volunteering in any way.

THE PURPOSE OF THIS HANDBOOK IS TO PROVIDE STUDENTS AND PARENTS WITH POLICIES, PHILOSOPHIES, AND INFORMATION CONCERNING MTCS. IN THE EVENT SITUATIONS OCCUR WHICH ARE NOT EXPLAINED IN THIS HANDBOOK, THE PRINCIPAL WILL BE THE FINAL AUTHORITY. RESPONSIBILITY IS GIVEN TO THE PRINCIPAL BY THE PRESIDENT AND BOARD OF DIRECTORS.

MTCS IS YOUR SCHOOL. FEEL FREE TO CONTACT THE OFFICE IF YOU HAVE OTHER QUESTIONS OR CONCERNS. BY WORKING TOGETHER, WE CAN ACHIEVE THE BEST SCHOOL YEAR POSSIBLE FOR YOUR CHILD.

2009-2010 SCHOOL CALENDAR

July 30-Aug 5	In-service (8:30-3:00 pm) All Teachers
Aug 6	Students' First Day (½ Day) 8-11:30am
Aug 7	Full Day 8-3pm, Lunch Served
Sept 7	Labor Day, No School, No Extended Care
Sept 23	Students ½ Day (8-11:30am) Teacher In-Service
Oct 2	No School, Parent Conferences
Oct 3	Fall Festival
Oct 19-23	Fall Break, Extended Care Open
Nov 2	Christian School In-Service
	No School, Extended Care Open
Nov 18	Students ½ Day (8-11:30am) Teacher In-Service
Nov 25-27	Thanksgiving Break, No Extended Care
Dec 16-18	Exams ½ Day (8-11:30 am)
Dec 21-Jan 4	Christmas Break
Jan 4	Teacher In-Service, No School, Extended Care Open
Jan 5	School Resumes, Full Day
Jan 18	Martin Luther King Holiday
	No School, No Extended Care
Feb 15	President's Day - No School, No Extended Care
Mar 5	Students ½ Day (8-11:30am) Teacher In-Service
	Extended Care Open
Mar 22-26	Spring Break, Extended Care Open
Apr 2	Snow Make-Up Day - If Holiday -
	No Extended Care - Good Friday
Apr 16	Snow Make-Up Day - If Holiday -
	No Extended Care - Jr/Sr Banquet
Apr 26-30	Achievement Tests
May 18-20	Exams ½ Day (8:00-11:30 am)
May 22	Graduation