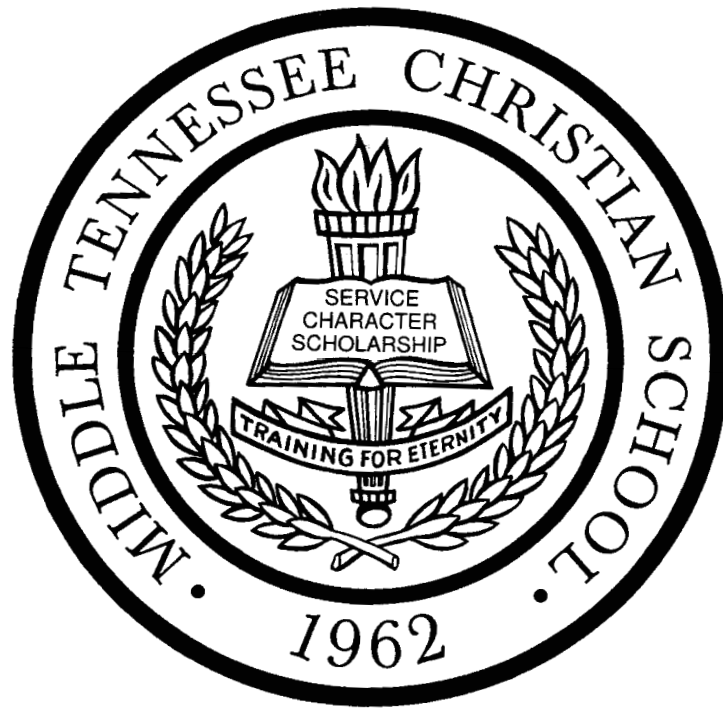


# MIDDLE TENNESSEE CHRISTIAN SCHOOL



## 2009-2010 SECONDARY STUDENT/PARENT HANDBOOK

MIDDLE TENNESSEE CHRISTIAN SCHOOL  
100 E. MTCS ROAD  
MURFREESBORO, TN 37129  
HIGH SCHOOL OFFICE NUMBER - 893-0602  
FAX - 895-8815  
WEB SITE — [www.mtcscougars.org](http://www.mtcscougars.org)

## **MISSION STATEMENT**

Our mission 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.

## **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 the development of baseball and soccer fields.

A building located at 204 MTCS Road was purchased in 2004 for the pre-school program.

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.

Legal ownership of MTCS is vested in a self-perpetuating Board of Trustees 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.

## **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 a school calendar. Your membership and participation in this group is welcomed and encouraged.

# TABLE OF CONTENTS

I.	DAILY OPERATIONS.....	1
A.	APPLICATION PROCEDURES.....	1
B.	TUITION.....	1
C.	FINANCIAL AID.....	1
D.	TEXTBOOKS.....	2
E.	LOCKER PROCEDURE.....	2
F.	RIGHT TO SEARCH.....	3
G.	LUNCH PROGRAM.....	3
H.	EMERGENCY CLOSING OF SCHOOL....	3
I.	MEDICATION ADMINISTRATION.....	4
J.	ACCIDENTS.....	5
K.	TELEPHONE/CELL PHONE USE.....	6
L.	MORNING ARRIVAL.....	7
M.	AFTER SCHOOL.....	7
N.	PARKING/DRIVING ON CAMPUS .....	8
O.	ATTENDANCE POLICY .....	8
P.	ILLNESS.....	10
Q.	FIELD TRIPS.....	10

## TABLE OF CONTENTS, CONT.

R. VALUABLES.....	10
S. SCHOOL VISITORS.....	10
T. EMERGENCY DRILLS.....	11
U. ACADEMIC POLICY FOR ATHLETES/ CHEERLEADERS .....	11
V. QUALIFICATIONS FOR CLASS OFFICERS/ SCHOOL HONORS.....	12
W. ELECTRONIC DEVICES.....	12
X. CLASS TRIPS .....	13
Y. COMMUNICABLE DISEASES.....	13
II. ACADEMICS.....	14
A. GUIDANCE SERVICES.....	14
B. CURRICULUM GUIDE AND GRADUATION GUIDELINES.....	14
C. EXAMS AND EXEMPTION POLICY.....	17
D. REPORT CARDS, PROGRESS REPORTS AND GRADING SCALE.....	18
E. VALEDICTORIAN AND SALUTATORIAN.....	18

## TABLE OF CONTENTS, CONT.

F. ACADEMIC PROBATION/SUMMER SCHOOL/ QUARTER FAILURES.....	19
G. AFTER SCHOOL HELP/ MAKE-UP WORK.....	19
H. TESTING PROGRAM.....	20
I. RECOGNITION OF ACHIEVEMENT .....	20
J. COLLEGE VISITS.....	21
III. STUDENT CONDUCT.....	22
A. STUDENT CODE OF CONDUCT.....	22
B. DISCIPLINE .....	23
C. DEMERIT SYSTEM .....	24
D. INTERPERSONAL RELATIONSHIPS .....	25
E. VIOLENCE/THREATS/BULLYING/WEAPONS ...	25
F. PERSONAL APPEARANCE/DRESS CODE .....	26
G. TECHNOLOGY USE .....	29
H. SERVICE PROGRAM .....	32
I. PARENT/STUDENT ACKNOWLEDGEMENT ....	32

# **I. DAILY OPERATIONS**

## **A. APPLICATION PROCEDURES**

Admission to MTCS is determined by previous school record, recommendation, and an interview of parent(s) and applicant with the principal or his/her appointed representatives. Students may not participate in activities (including athletic practices for the upcoming year) until the re-enrollment / enrollment process has been completed and the application accepted by MTCS Admissions Department.

## **B. TUITION**

Tuition installments should be received by the due date. A late fee of \$25.00 per student will be charged for any installment not received within five (5) days after the due date. Another \$25.00 late fee per student will be charged for each additional thirty (30) day period or any fraction thereof after the due date during which the installment remains unpaid. There will be a \$35.00 fee assessed for returned checks. If there is a question regarding billing or fees, please call the business office.

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.

## **C. FINANCIAL AID**

Financial aid may be available on a limited basis to persons who would otherwise be unable to afford the cost of attending Middle Tennessee Christian School.

## **D. TEXTBOOKS**

Textbooks are furnished by the school. Parents are financially responsible for any lost or damaged books.

Bibles and supplementary reading materials may be purchased in the office. Textbooks and CDs are to be returned to the school in good condition at the end of the school year.

## **E. LOCKER PROCEDURE**

1. Lockers will be assigned at the beginning of the school year.
2. The student should place all personal items in his/her locker.
3. Books should not be on the floor or on top of the locker at any time.
4. Nothing should be left on the floor or on top of the lockers.
5. Trash, food, etc. should not be left in or around the lockers.
6. Locks may be purchased at school for the lockers.
7. Students are not allowed to enter lockers belonging to other students. Violations may result in suspension or dismissal from MTCS.
8. Locker doors must be kept completely closed with no items hanging out. Magnets or stickers are not allowed on the outside of lockers. Violations will result in disciplinary measures.

## F. RIGHT TO SEARCH

MTCS has a responsibility to provide for the safety and welfare of all students and employees. For this reason, the school reserves the right to examine the contents of any student's locker, purse, backpack, school bag, motor vehicle, or any other container used while the student is involved in a school activity or on school property, including any school bus or other vehicle used to provide transportation to or from school or a school activity.

Likewise, a student may be required to empty pockets, purses, or other containers and may be subject to physical search. Any such examination shall be conducted by or at the direction of the school principal or such principal's designee.

## G. LUNCH PROGRAM

Our cafeteria is well staffed and managed. We have Grade A rating from the health department.

Monthly menus are on the school Web site.

Meal tickets are sold weekly. Secondary students may buy a la carte. Charges or loans are discouraged. Students are only allowed to eat items ordered during first period. **Also, ALL students in grades 7-11 are required to be in the cafeteria during lunch.** Students are not to roam the building or be in the library. Violations will result in disciplinary consequences.

## H. EMERGENCY CLOSING OF SCHOOL

In situations where the weather is of such unusual severity as to prevent normal operations of school, the administration may decide to close the school for a period of time. School closings will be announced on the Nashville TV stations, the local radio station WGNS (1450), and on the school Web site.

Parents should feel free to bring students to school late or pick up students early when icy conditions make driving hazardous.

All early dismissals must be approved by the high school office.

## **I. 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:

1. 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 him/her, 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 office):

2. 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.

3. 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.

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

## **J. ACCIDENTS**

An accident report must be completed by supervising school personnel for every accident in the building, on the grounds, at practice sessions, or at any school sponsored event.

The report should be delivered to the principal for review. Reports will be filed in the Business Office.

## 1. ACCIDENT INSURANCE

If any 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.

### K. TELEPHONE/CELL PHONE USE

Incoming Calls - Except in emergencies, students will not be called from classes to answer a telephone call. Messages will be taken and placed in students' lockers.

Outgoing Calls - Calls are not to be made during class time. Office telephones are off limits to students. Calls for school business will be allowed with permission of the sponsor. Students should make their personal calls at home.

A student may possess a cellular phone in school, on school property, at after-school activities and at school-related functions, provided that during school hours the cell phone **remains off and must be concealed**. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cell phone. In the event of an emergency, the student should use the office phone with teacher permission. The student who possesses a cell phone shall assume responsibility for its care.

Demerits will be issued for violations of this policy (see demerit schedule) and the following confiscation penalties will apply.

1<sup>st</sup> offense = return to student at end of following school day (phones confiscated on Friday will be returned Monday).

2<sup>nd</sup> offense = return to parent at end of 5<sup>th</sup> school day

3<sup>rd</sup> offense = confiscation

## L. MORNING ARRIVAL

Students in grades 7-12 who arrive at school before 7:45 a.m. should stay in the commons area or in the high school and/or junior high building.

**Students are only allowed to enter the building through the main high school doors by the office or the Junior High hallway doors.** Secondary students are not allowed to be in the elementary building before or after school.

## M. AFTER SCHOOL

**With the exception of emergency situations, students are only allowed to exit the building through the main high school doors or Junior High hallway exit.**

Students in grades 7-12 should be picked up by 3:30 p.m. **At 3:30 p.m. the hallways will be cleared.** Any student remaining in the building should be sitting in the commons area near the main high school entrance unless participating in a school related activity (sports, fine arts, labs).

Other than school sanctioned activities, **there is no adult supervision after school.**

Students in school related activities are not allowed to loiter in hallways after practice or lab.

Students will not be allowed to roam the building after school.

Violations of morning arrival/after school policy will result in disciplinary measures.

## N. PARKING/DRIVING ON CAMPUS

During school hours students should park in the lot in front of the entrance to the high school building or in front of the new gymnasium. Each car should occupy only one parking space.

**Cars should not be parked on the grass.** Upon arrival students should go directly into the building, and upon dismissal they should leave immediately without lingering in cars or in the parking lot. Students may go to their cars during school hours only with expressed permission from the office. **The speed limit on campus is 5 mph. Violations of any part of this policy will result in loss of driving on campus privilege and/or other disciplinary measures.**

## O. ATTENDANCE POLICY

- 1. Absences.** All absences will be identified as Excused, Unexcused, or School Related. Students may have up to five (5) absences excused to pursue special talents that may lead to college scholarships, provided they have at least a 3.0 GPA.

**a. Excused Absences.** Absences from school will be excused for the following reasons: (1) personal illness (2) family illness (3) death in the family (4) emergency situations. A note from the parent explaining the reason for the absence should be presented to the office before 8:00 a.m. the day the student returns to school. If a student will be out several days, a call from the parent explaining the reason for the absence would be appropriate. Students will receive full credit for excused absences provided that **all work is made up within five school days.**

Students will receive a zero for any assignment not made up within five school days. All excused absences must have an acceptable note. **Acceptable notes include:**

(1) doctor's note (2) proof of necessity acceptable to principal (3) parent note. The office will accept **no more than two parent notes for sickness per quarter—all absences due to illness exceeding this limit will require a doctor's note to be**

**excused.** Parent notes are also acceptable for family illness and emergency situations.

Principal reserves the right to define any absence as unexcused if there has been an excessive policy violation.

**b. Unexcused Absences.** Students will receive a zero for any assignment missed if the absence is unexcused. **All teachers will enforce this** and do not have the authority to violate the policy. **Time makeup, work makeup, or extra credit will not be allowed** for unexcused absences. **Family trips during designated school days will be considered unexcused.** Parents do have the right to write a letter of appeal. A committee of the student's teachers will decide whether or not to grant the appeal.

**c. School Related Absence.** Will count as an excused absence. Missed assignments should be made up within five school days. Teachers should be notified at least one day before the absence.

\*Students do have the right to appeal if they violate attendance policy. Appeal forms can be picked up in the high school office.

**2. Tardiness** is disruptive to the school environment and is not acceptable. Any student tardy for 1st period should immediately report to the office before going to class. Tardies will only be excused and not counted against the student under the following conditions:

- a. Note from a certified Doctor provided
- b. Note from a court of law provided
- c. Verified school related activity

All other tardies will accumulate. On the third unexcused tardy to school or any class during a nine week grading period, students will be assigned detention. Also, two demerits will be issued for that tardy and any other tardy that may occur during the quarter (see demerit schedule).

**3. Early dismissal** from school requires a note from the parent that should be presented in the office before 8:00 a.m.

Notes requesting early dismissal should include the following items: date, time of dismissal, reason for dismissal, time returning (if applicable), and the signature of the parent or guardian.

Parents should go to the office for the student and sign the student out. If the student returns, the student should sign in when he/she returns to school. Every effort should be made to schedule appointments after school hours!

## **P. ILLNESS**

A student who feels too ill to continue the normal school day should report to the office. If it is determined that he/she should be sent home, the parents will be contacted. The student should remain in the office until he/she leaves.

## **Q. FIELD TRIPS**

Field trips are scheduled to enhance the curriculum. Students who participate in field trips are considered present at school, but they must make up any missed work. Signed permission slips are required for participation in field trips. The same rules that apply at school apply on all field trips.

## **R. VALUABLES**

Students should not bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property.

## **S. SCHOOL VISITORS**

**ALL** visitors should check in at the high school office and receive a visitor's badge. Students attending other schools are not

allowed to visit MTCS students at any time during the day unless they are in the process of enrolling at MTCS or have an official visit scheduled with the admissions department. Visitors are not allowed at any formal school event without prior permission from the administration and/or sponsor.

## **T. EMERGENCY DRILLS**

Emergency Procedures will be posted in each classroom.

## **U. ACADEMIC POLICY FOR ATHLETES/CHEERLEADERS**

A student athlete is defined as anyone who participates on an athletic team as a player or manager.

MTCS seeks to develop the mind, body and soul. The athletic program is not a reward for good behavior or academic success. It is an extension of a well rounded educational process, playing an integral role in shaping the total person. Teamwork, commitment, sacrifice, work ethic, and sportsmanship are but a few of the many intrinsic values that can be learned or reinforced on the field of competition. All students are encouraged to participate in as many sports as their ability will allow. Athletics and academics should not conflict, but complement. In this effort, **student athletes must meet the following academic standards to be eligible for athletic participation.**

### **1. Maintain a 2.0 GPA (75) average per semester:**

Students failing to achieve this average will be ineligible the following semester. (Fall violations = Ineligible for Spring Semester / Spring violations = Ineligible the following Fall Semester)

2. If a student-athlete receives a report card grade of failing **(F) in any subject**, he/she **must attend a mandatory conference with teacher, coach, parent, and principal**. Pending conference outcome, the administration may suspend an athlete from play and/or issue other disciplinary measures.\*

## **V. QUALIFICATIONS FOR CLASS OFFICERS/ SCHOOL HONORS**

1. 2.0 GPA (75),
2. President must have been at enrolled at MTCS the previous year,
3. Good Conduct Record at school and in the community, and
4. Election/Selection Process.
  - a. Nominations
  - b. Staff Screening
  - c. Election

## **W. ELECTRONIC DEVICES**

Electronic devices such as radios, CD players, games, I-Pods and pagers should not be brought to school. The school cannot assume any responsibility for such devices. Violations will result in the same penalties as cell phone concealment and/or usage (see cell phone use, pg. 6).

\*With prior administration approval, state accredited grade recovery programs can be used to re-qualify for athletic eligibility (Summer School / Night School).

## **X. CLASS TRIPS**

Class trips are planned each year for grades 8, 10 and 12. Trip information is given out at the end of each school year to assist families in planning for the class trips. All school trips are voluntary and are subject to the student being in good academic and conduct standing.

Students choosing not to go on designated class trips will still be required to attend full days of school and complete enrichment or remediation work assigned by the teacher. The normal attendance policy will apply during these weeks.

## **Y. COMMUNICABLE DISEASES**

Students shall be excluded from school temporarily if they have, or have been exposed to certain communicable diseases.

Periods of exclusion for the various communicable diseases shall be those prescribed by the Health Department.

Parents or guardians of infected students shall inform appropriate school officials of the infections so that proper precautions for the protections of other students, employees, and the infected student shall be taken.

## **II. ACADEMICS**

### **A. GUIDANCE SERVICES**

One of the many valuable services offered by MTCS is a full time guidance counselor. One purpose of the guidance office is to serve as a resource for college bound students. College catalogs and admission applications are on file for many of the area colleges and universities. Registration packets for the ACT and SAT are available as needed. The ACT code number for MTCS is 431-621.

Throughout the year the guidance office plans multiple meetings and activities that are designed for the academic development of our students and to assist in college admission.

Questions concerning course scheduling, standardized test scores, overall high school performance, or college admissions should be directed to the guidance counselor.

### **B. CURRICULUM GUIDE AND GRADUATION GUIDELINES**

#### **Junior High School (Grades 7 and 8)**

The junior high school curriculum is designed to provide a transition from elementary school to high school. Through challenging studies, students are encouraged to develop their skills in areas such as research, communications, critical thinking and analysis, time management, and self-discipline.

**Grade 7**

Bible 7  
 English 7  
 Pre-Algebra  
 Science  
 Tennessee History/Geography  
 Physical Education/Health  
 Enrichments (Band, Music,  
 Chorus, Art, Computers,  
 Reading Skills)

**Grade 8**

Bible 8  
 English 8  
 Pre-Algebra or Algebra I  
 Physical Science  
 U. S. History  
 Physical Education/Health  
 Enrichments (Band, Music,  
 Chorus, Art, Computers,  
 Reading Skills)

**High School (Grades 9-12)**

The high school curriculum is designed to prepare students for college with an emphasis on oral and written communication skills. The courses offered will meet the admission requirements of most colleges and universities. Students who achieve satisfactory scores on Advanced Placement Exams after taking Advanced Placement courses may receive college credit. Courses offered are listed below:

**Grade 9**

Bible I  
 English I  
 Algebra I or Geometry  
 Biology  
 Wellness  
 Keyboarding/Speech or Drama  
 Elective (1)

**Grade 10**

Bible II  
 English II  
 Geometry or Algebra II  
 Chemistry  
 French or Spanish I  
 World History  
 Elective (1)

## Grade 11

Bible III  
English III  
Algebra II or Pre-Calculus  
U. S. History  
Biology  
French or Spanish II  
Elective (1)

## Grade 12

Bible IV  
English IV  
World History/AP European History  
Economics/Government  
Lifetime Fitness/Technology Review  
Electives (2)

**Other Required Courses:** Fine Arts - Music, Band, or Art (1 unit)  
Chorus and Band classes require performances outside the regular school day.

**Electives:** Art, Annual, Honors Anatomy, Band, Biology (AP), Chorus, Christian Evidences, Revelation, Computer Applications, Driver's Education, Drama, European History (AP), English Literature (AP), Skills Enhancement Math (SEM), Honors Calculus, Honors Physics, Lands of the Bible, Pre-Calculus, Honors Spanish III & IV, U. S. History (AP), Honors Engineering Technology/Mentorship, Honors French III, Studio Art

There is a testing fee for AP classes. Last year it was \$86.00.

**Dual Enrollment:** Juniors or Seniors can take English or U.S. History for high school and college credit through Motlow State Community College. Certain requirements must be met to qualify to take these courses.

Any student that maintains a GPA of 3.0 or higher will have an academic seal placed on his/her diploma. The above curriculum guide must be followed to receive the academic seal.

**Clubs/Activities:** ACT Prep, Christian Service, Community Plays, Drama, FCA, Fine Arts, Junior Beta Club, Junior High Chorus, Mission Trips, Pep Band, Senior Beta Club, Senior High Chorus, Student Council

## **Athletics**

Basketball - Junior High and High School Boys and Girls  
Baseball - Junior High and High School Boys  
Bowling - High School Boys and Girls  
Cheerleading - Junior High and High School Girls  
Cross Country - High School Boys and Girls  
Football - Junior High and High School Boys  
Golf - High School Boys  
Soccer - Junior High Boys, High School Boys and Girls  
Softball - Junior High and High School Girls  
Tennis - High School Boys and Girls  
Track - Junior High and High School Boys and Girls  
Trap Shooting - Junior High and High School Boys and Girls  
Volleyball - Junior High and High School Girls  
8<sup>th</sup> graders can participate on high school teams.

### **C. EXAMS AND EXEMPTION POLICY**

Semester exams will be scheduled at the end of each semester. Make-up exams will be scheduled **after** the regular exam schedule for excused absences. Students missing fall exams with excused absence must schedule a time to come in over Christmas holidays and make up exam.

All students must take fall semester exams. However, the following exam exemption policy will apply for Juniors and Seniors during the spring semester.

<b>Unexcused Absences</b>	<b>Minimum Semester Average</b>
<b>1</b>	<b>93</b>
<b>0</b>	<b>85</b>

No student with over (1) unexcused absence during the spring semester will be exempt from final exams.

Students who accumulate six (6) or more demerits in a semester or ten (10) or more demerits during the year will be ineligible for any exam exemption.

The principal reserves the right to withhold exemption privileges from any student on a case by case basis.

The course teacher must approve all exemptions and may withhold the privilege due to attitude, work ethic, or behavior.

#### **D. REPORT CARDS, PROGRESS REPORTS, AND GRADING SCALE**

Report cards are issued every nine weeks as scheduled on the school calendar.

Progress reports are sent home by students midway during the nine weeks grading period by the teacher for all students.

Dates for progress reports and quarter/semester grade reports are on the school calendar. A conference may be initiated by the teacher or parent. A parent may call the school office to schedule a conference.

The grading scale for MTCS is as follows:

A - 93-100

B - 85-92

C - 75-84

D - 70-74

F - Below 70

#### **E. VALEDICTORIAN AND SALUTATORIAN**

Class rank is calculated at the end of each semester based on the cumulative numerical average for the subjects which the student has taken. Class rank for graduation honors is determined at the end of the seventh semester. The student who has the highest numerical average in the senior class is named valedictorian, and the student with the second highest average is named the salutatorian. If there is more than one student with the same numerical average, there will be two or more valedictorians and/or salutatorians. Numerical average will be rounded to the second decimal place. A student must have attended MTCS for two years to be eligible for honors.

Please note that no semester grade is replaced by a student

repeating the course or taking a make-up course in summer school. All grades are counted in computing the numerical average.

## **F. ACADEMIC PROBATION/SUMMER SCHOOL/QUARTER FAILURES**

**ACADEMIC PROBATION:** A student will be placed on academic probation for making one “F” or two “D’s” on the final semester average. Probation may be removed at the end of the following semester if grades have improved. Violating probation terms may result in (1) mandatory summer school attendance; 2) not being allowed to return to MTCS for the following year.

**SUMMER SCHOOL:** If a student fails a class for the year, summer school **WILL** be required. Any student attending summer school must have school approval before enrolling. MTCS only approves summer school or night school requests for remediation purposes.

**QUARTER FAILURES:** Any student who fails a class for a quarter will study in a designated room during club activity time for the next quarter. **Seniors** who fail for a quarter will **also lose off-campus lunch privilege** for the following quarter and will eat in the cafeteria.

## **G. AFTER SCHOOL HELP/MAKE-UP WORK**

Students will be given an opportunity to make up all work missed during an excused absence. The time allotted to make up the work shall be determined by the length of the absence and the teacher.

For incomplete work, an “I” is given. All incomplete grades must be removed during the first two weeks of the next grading period.

On regular school days, all teachers will be available to assist students needing extra help. Students should schedule an appointment with their teacher.

## **H. TESTING PROGRAM**

The Stanford Achievement Test is given to grades seven and eight as a comparative measure of students' progress. Results of the achievement test are sent to parents. The Explore test, the practice test for the PLAN test, is given to eighth graders.

Ninth and tenth graders are given the PLAN, the official practice test for the ACT, to show potential strengths and weaknesses in preparation for the ACT.

Tenth and eleventh graders are given the PSAT which is the official practice test for the SAT and a preliminary qualifier for the National Merit Scholarship contest.

Eleventh grade students are encouraged to take the ACT and/or SAT at least once during their Junior year. Twelfth graders are expected to take the ACT and/or SAT in preparation for college admission.

The TCAP Writing Assessment test is given to all 8th and 11th graders.

### **Testing Sequence**

7<sup>th</sup> Grade - Stanford Achievement Test- Goal - 83 percentile  
8<sup>th</sup> Grade - Explore - Goal - 19  
TCAP Writing Assessment - Goal - 4  
Stanford Achievement Test - Goal - 83 percentile  
9<sup>th</sup> Grade - PLAN Practice - Goal - 20  
10<sup>th</sup> Grade - PLAN - Goal - 21  
11<sup>th</sup>/12<sup>th</sup> Grades - ACT - Goal - 24

## **I. RECOGNITION OF ACHIEVEMENT**

### **1. Recognition of Achievement**

Each nine weeks MTCS publicly recognizes students for academic achievement.

Academic achievement is recognized with two honor rolls. The Principal's List includes students that make all A's. The Honor Roll includes the students that make more A's than B's and no C's.

In May, awards programs are held to honor students who have excelled throughout the year. Junior High and High School awards are given for individual courses. The Senior Scholarship program recognizes Seniors receiving college scholarships.

## 2. Opportunities for Achievement

Students at MTCS have many chances to excel and to be recognized for excellence. These include opportunities sponsored at the school, community, state, and national level:

Regional Honors Bands	Regional Math Contests
Solo and Ensemble Festivals	Mu Alpha Theta
Mid-State Band	Senior Beta Club
All-State Band	Junior Beta Club
Regional Honors Choruses	Student Councils
TN Mid-State Honors Chorus	DAR Award
TN All-State Honors Chorus	SAR Award
Girls' State	MTEMC Essay Contest
Boys' State	National Merit Awards
Publication of Student Writing	MTCup Talent Showcase
Youth Leadership Rutherford	Wendy's Heisman Award

Students should see the appropriate faculty member for information.

## J. COLLEGE VISITS

A form requesting a college visit should be completed **BEFORE** the date of the visit. For the college visit to be meaningful, advanced planning should take place, and an adult should accompany the student.

### III. STUDENT CONDUCT

#### A. STUDENT CODE OF CONDUCT - Psalm 15

At Middle Tennessee Christian School, we seek to glorify God daily through our Mission, *Training for Eternity*. Student attitude and behavioral expectations are a significant part of this training. Each year, the Psalm 15 Pledge will be the first thing taught in the secondary school (grades 7-12). All students are expected to submit themselves to this code with a Christ-like attitude, memorize it, and strive to follow the guidelines within it, as well as others found in the Holy Bible. .

#### Psalm 15

- \*I will lead a clean life.**
- \*I will do what is right.**
- \*I will speak the truth from my heart.**
- \*I will not speak evil of others.**
- \*I will not treat anyone badly.**
- \*I will not participate in gossip.**
- \*I will not admire bad people.**
- \*I will honor those who fear God.**
- \*I will stand by my word, even when it hurts.**
- \*I will be fair and compassionate with money.**

## **B. DISCIPLINE**

Discipline is the responsibility of students, parents, teachers, and administration at MTCS. It involves instruction, modeling, guidance, correction, consequences, and counseling students concerning conduct expectations at MTCS. Students and parents are expected to accept discipline with a positive attitude as a part of the learning process, deal with the situation honestly, support the MTCS faculty / administration, even at times when they may disagree with the specific resolution, make necessary corrections, and get on with life. Students who violate the code of conduct should expect correction, consequences, and guidance.

Misconduct may result in one of the following consequences: (1) conference, (2) detention, (3) loss of privilege, (4) Saturday school, (5) in-school suspension, (6) out of school suspension, (7) probation, (8) restitution, (9) loss of re-enrollment privilege, (10) expulsion.

MTCS administration expects students to honor this code at all times, whether at school, home, or within the community. It remains in effect 24/7 365 days of the year. As a result, MTCS students are also accountable for actions and decisions made off campus and after school hours. Serious consequences including dismissal will apply to violations of this code, regardless of the place or time the event occurs. This also includes, but is not limited to, inappropriate language / pictures / bullying on personalized internet sites (My Space, Facebook, etc) and/or cell phones. The principal reserves the right to determine all final interpretations of inappropriate conduct and enforcement of consequences, including, but not limited to, loss of privileges.

## C. DEMERIT SYSTEM

Demerits will be issued to the student's record for any disciplinary consequence administered by the principal. Any student receiving six (6) or more demerits in a given semester will also be subject to probation, expulsion, or forfeiture of re-enrollment privilege.

### Demerit Schedule

#### Demerit Values

#### Demerit Consequences

Violation	Demerits	Demerits	Consequence		
Personal Appearance	1	1	Warning		
Cell Phone	1				
Failure to be on task	1	2	Detention		
Locker / Trash	1				
Disruptive Behavior	2	4	Saturday School		
Out of Assigned Area	2				
Cheating	3	5	*In-School Suspension		
Inciting Conflict	3				
Refusal of Punishment	4	6	*Out of School Suspension		
Disrespectful Attitude	4				
Leaving Campus W/O Permission	4				
Inappropriate Language	5				
Bullying / Hazing	5				
Tobacco Possession	5				
*Harassment	6	*Demerits per semester	*When in ISS, students can receive 100% credit for work completed on time.		
*Vandalism	6				
*Pornography / Sexting	6				
*Fighting	6				
*Drug Possession	6				
*Alcohol Possession	6				
*Under the Influence	6				
*Sexual Activity	6				
*Power Word Threats	6				
*Weapons	6				
*Theft	6				
*One-time violations that may lead to expulsion or loss of re-enrollment privilege.					--Principal reserves right to administer demerit values and punishments based on circumstances of specific situations or past record of student and to determine demerit values for offenses not listed.

## **D. INTERPERSONAL RELATIONSHIPS**

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” ***Matthew 18:15-16***

Matthew 18 specifically addresses what should be done if a Christian has suffered an offense by another Christian. While not all disagreements are necessarily offenses in an institutional setting, MTCS does expect students, parents, faculty, and staff to follow the basic Matthew 18 principle of going first to the person with whom one disagrees. Parents and students should respect and work up the defined school chain of command (Teacher—Principal—President) when there is a need to bring issues of concern to school officials.

Both during and after resolution of a conflict, it is the expected professional conduct of teachers, coaches, and administrators to maintain confidentiality and avoid gossip about the conflict with others. MTCS also expects students and parents to maintain confidentiality and avoid gossiping about conflicts. It is not appropriate for students, parents, faculty, or staff to publicize conflicts. The Matthew 18 principle helps us deal with important matters that affect the lives, well-being, and good names of students, parents, school employees, and the school as an institution.

## **E. VIOLENCE/THREATS/BULLYING/WEAPONS**

**MTCS WILL NOT TOLERATE VIOLATIONS IN THIS AREA!!**

**1. VIOLENCE:** Any behavior or act that harms or threatens to harm another person.

**2. THREATS/BULLYING:** Any word or act that would lead a reasonable person to fear for his/her safety. This includes, but not limited to, physical and verbal bullying, name calling, and racial/sexual slurs. This also includes the use of threatening verbal or written “power words” including but not limited to: Gun / Shoot / Kill / Stab / Knife / Blow Up or any other threatening words the principal deems to be inappropriate. Whether joking around or not, there is **NO EXCUSE**. Students **WILL** face **SERIOUS CONSEQUENCES** for using these words.

**3. WEAPONS:** A student shall not possess any type of weapon at school. This would include, but not be limited to guns, ammunition, knives, blades, brass knuckles, other explosive devices including fireworks/stink-bombs, and any other item the principal determines to be a potential weapon.

## **F. PERSONAL APPEARANCE / DRESS CODE**

**Color Coded Dress Code:** There will always be a Color Code chart posted on the bulletin board in the commons area that will inform students what to wear the following day. It is the student’s responsibility to check it in the afternoon daily before leaving school.

**Brown** - This is our normal day to day dress code.

**Orange** - This is our **Cougar Pride** dress code.

**Green** - This is our **Casual Day** dress code.

**Blue** - This is our formal day dress code.

Teachers will check 1<sup>st</sup> period classes for dress code compliance and send violators to the office immediately. If a teacher is uncertain about a borderline violation, the student will still be sent to the office for inspection.

The primary responsibility for a student's dress belongs to that student and his or her parents. The principal or his designee will be the final judge of whether a student's clothing meets these requirements and is appropriate or not. Students who violate the dress code may be pulled out of class and asked to contact a parent to request that suitable clothing be brought to school before the student returns to class.

## **BROWN DRESS CODE**

### **Girls:**

Collared shirts with sleeves or turtlenecks with sleeves. 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. If camisoles are worn under collared shirts they must be solid colored and must not show unless wearing an untucked shirt on the bottom. Sweaters may be worn but only with a collared shirt. Pants are to be solid-colored khaki material only in the following colors black, navy, olive green, light tan, dark tan, light brown and dark brown. Capri-length (hem length of pant must come to mid-calf or lower while standing) in the same stated colors may be worn before fall break and after spring break. Skirts, in the same stated colors must be solid and hem length must come to the top of the knee. Collared shirts must be worn with skirts. Athletic or dress shoes/socks (unless wearing sandals) sandals (no flip-flops, shower shoes, beach shoes, athletic slides, or crocs). Only natural hair color and styles allowed. Jackets with zippers/ hoods are allowed (hoodies are not jackets), school fleeces and midcalf-length coats are allowed. (No offensive pictures or drawings are allowed on jackets/coats).

**Athletic Wear for 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. Warm-up pants/sweat pants can only be worn after school.

**Boys:**

Tucked collared shirts w/ sleeves / khaki pants / belt / socks / athletic or dress shoes / waist length coats & jackets / clean shaven / neatly groomed /natural hair color off ears, eyebrows, and collar / sideburns above earlobe

**Athletic Wear for boys:** Shirts must remain on at all times including while running. Shirts may be sleeveless but not cut on the sides. Warm-up pants/sweat pants may only be worn after school.

**Accessories for both girls and boys:** No body piercings except for girls' ears. No visible tattoos are allowed at anytime including athletics or school. No hats are allowed in the building at any time.

**COUGAR PRIDE DAYS/CASUAL DAYS**

These days are designated and approved by the principal.

**ORANGE DRESS CODE (COUGAR PRIDE)**

MTCS spirit day. Any shirt, hoodie or sweatshirt with an official MTCS logo on it may be worn with jeans and belt. Shirts must be tucked in. Shoes must be closed toed with socks.

Students must dress modestly at extra curricular school activities and will be held accountable if they fail to comply. Consequences include ejection from the event and demerits will be issued (see demerit schedule).

## **GREEN DRESS CODE (CASUAL DAY)**

Hemmed blue jeans/belt/t-shirts/sweatshirts/hoodies  
(properly fitting-no inappropriate messages or products  
advertised/capris for girls/flip-flops/sandals/belt/tennis shoes

## **BLUE DRESS CODE (FORMAL DAY)**

**Boys:** Khaki colored pants/ Blue or White Oxford long sleeve  
shirt/Tie/Belt/Dress Shoes

**Girls:** Knee Length dresses or Skirt/Blouse (that covers  
shoulders)/ Dress Shoes

Principal and /or designee reserves the right to prohibit  
**ANYTHING** related to the dress, grooming, and appearance of  
MTCS students that is deemed to be a disruption to school  
environment or is not appropriate for a Christian school setting  
AND to administer disciplinary actions as warranted.

## **G. TECHNOLOGY USE**

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.

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.

## **H. SERVICE PROGRAM**

Requirements for grades 9-11 are (5) service hours per quarter. For Seniors, the requirement is (10) service hours per quarter. All service hours must be coordinated and approved through the Bible department. Each student's Bible teacher will also serve as a mentor, assisting in arranging service projects and reflecting on experiences. The service component will count as 20% of the quarterly Bible grade. We expect all students to meet the stated service requirements. Failure to comply may result in loss of privileges.

## **I. PARENT/STUDENT ACKNOWLEDGEMENT**

All parents are expected to review this handbook with their children. Parents will be asked to sign a statement asking that both them and their students fully understand and support the guidelines found within this handbook.