



# MIDWAY

COVENANT CHRISTIAN SCHOOL

REVISED 2025

MIDWAY COVENANT CHRISTIAN SCHOOL  
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# STATEMENT OF FAITH

The Statement of Faith defines the beliefs that guide the Ministry of Midway Covenant Christian School. The doctrinal basis shall be that of the Biblical system commonly called “Reformed Faith” as expressed in the Westminster Confession of Faith together with the larger and shorter catechisms. In this light, we in our educational program stand committed to the following:

1. **Sovereignty of God:** God sovereignly controls all that occurs in His world and in His Church. His plans and purposes always prevail, nothing can thwart them.
2. **Inerrancy of Scripture:** God’s written Word, the Bible, is free from error and completely trustworthy. It is His Truth and the final authority in all matters of faith and practice.
3. **The Triune God:** There is one God, eternal and self-existing in three persons: Father, Son and Holy Spirit. These three are the same in substance, equal in power and glory. They are to be equally loved, honored and obeyed.
4. **God’s Creation of the World and Man:** The triune God, Father, Son and Holy Spirit, alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve but was created by God. We believe that God wonderfully and immutably created each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Together man and woman are made in God’s image and created with dignity and humility in that their purpose is to glorify God and enjoy Him forever.
5. **Fall of Mankind:** All mankind participated in Adam’s fall from his original sinless state and is thus lost in sin and totally depraved.
6. **Jesus, Savior of the Sinners:** Jesus Christ is the unique Son of God and only Savior of sinners. He was born of a virgin and lived a sinless life. He purchased redemption for the elect by His substitutionary atonement on the cross. Jesus bodily rose from the dead, ascended to the right hand of the Father and He will come again in power and glory.
7. **Justification by Faith Alone:** Sinners are justified by faith alone. Justification is unmerited and undeserved. It is totally an act of God’s free grace and received by faith in Jesus Christ.
8. **Empowering Holy Spirit:** Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit.
9. **Final Judgment and Resurrection:** At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life and the lost are resurrected to eternal condemnation.

*Midway Covenant Christian School is a private, not for profit school. We admit students of believing parents of any race, color, national origin, or ethnic origin who accept our statement of faith. MCCS does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational and extra curricular programs.*

# MISSION AND PURPOSE STATEMENT

*“Midway Covenant Christian School is a classical Christian School  
where Christ, the giver of all wisdom and knowledge, is pre-eminent  
and every child is taught to be  
students, sowers, servants and stewards”*

Our desire is to acquaint our students with the riches of God’s creation, using Scripture as the ultimate guide and authority within all curriculum and activities. We acknowledge Christ as the Head of the school, Creator of all things, Redeemer of fallen man, and Sovereign over all areas of life. Midway Covenant Christian School is a ministry of Midway Presbyterian Church to our covenant children. The school, as the other ministries (youth programs, adult ministries, missions, etc.), is under the authority of the church session. The session has final authority in all school matters. Midway Covenant Christian School is a “covenant model” school. This means that one or both parents must be professing Christians, willing to sign the covenant contract for parents, and they must be actively involved in Midway or another Christian church.

The purposes of the Midway Covenant Christian School are to train our covenant children to see and understand all of life through the teachings and principles of God’s infallible Word; to understand that they are God’s special creation living in a God-centered universe; to develop and articulate a Christian social imaginary; to cultivate habits of learning; and to become virtuous citizens. While the responsibility of education and nurturing children rests with parents, we view the Christian school as an extension of the family to help in this process. The goal is to prepare young students to participate in the world as Christians so that they will influence culture through Truth, Goodness, and Beauty. The ultimate goal of Midway Covenant Christian School is to teach our students to glorify God and to enjoy Him forever.

# PHILOSOPHY OF EDUCATION

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at MCCS believe distinguish our approach to education.

1. We believe that the Bible clearly instructs parents “bring children up in the discipline and instruction of the Lord.” Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God’s character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method (see Goals).
4. We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles and instruction in virtuous living.
5. We have a full K-8 program because we believe that all children should be trained biblically in every aspect of the curriculum (Deut. 6:6-7; Proverbs 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ’s love in Midway Covenant Christian School.

## WE ARE COVENANTAL

A covenantal education is a return to Scriptural mandates, jurisdictions, and relationships. We believe that relationships are at the heart of any true discipleship endeavor. Covenantal education is an investment in one another sacrificially, consistently and scripturally. It is working with the home to develop a biblical worldview with the understanding that knowledge and wisdom come from God.

True education is the substantive process of taking on the mental and spiritual discipleship of our students by establishing close educational and family relationships. This relationship reinforces both the authority and the responsibility of parents in training the next generation of leaders. We work in chorus with the family to build a community of believers who are striving to be “STUDENTS of God’s Word, SERVANTS of Christ and each other, SOWERS of the message of truth, and STEWARDS of their gifts, time, talents and resources for the glory of God.

All adult members in the school community make a covenant to support and maintain a common set of beliefs based on God’s Word.

## WE ARE CLASSICAL

A classical education is a conscious return to those academic disciplines and methodologies which emphasize the basic thinking and character skills necessary to equip young men and women for a journey of growth and learning. This approach develops critical thinking skills, academic acuity, and a virtuous ethic. A biblical classical education submits to the authority of God’s word as it trains students to appreciate Truth, Goodness, and Beauty.

## THE SUBSTANCE OF CLASSICAL METHODOLOGY

### A Classical Methodology...

#### *Develops A Love For Learning.*

1. Teachers are lovers of learning themselves.
2. They demonstrate a love for what is taught in the presence of the students.
3. They impart a love for learning and a love for the subject.
4. They help students see the loveliness of a subject.

#### *Teaches Essential Tools For Learning.*

1. Teach so that life-long learning is the result.
2. Teach so that students learn how to think, how to reason, and how to argue for themselves.

#### *Builds Upon The Three General Stages Of Child Development.*

1. Grammar stage: Memorizing Basic Fact, grades Kindergarten-5
2. Dialectic stage: Logic and Argumentation, grades 6-8
3. Rhetoric stage: Poetic Phase, grades 9-12

#### *Draws Upon The Great Ideas Of The Past.*

1. Teachers build upon an historical and Biblical foundation.
2. They carry on the “Great Conversation,” listening to great minds of the past.
3. They teach their students to confront new situations in the light of the past.

#### *Instills An Awareness Of And A Gratitude For Our Western Civilization.*

1. Demonstrate that our American civilization has its roots in Biblical culture and ancient cultures of the past.
2. Show students how to avoid the mistakes of history and to build on the foundation of its successes.
3. Impart a cultural literacy which treasures the history, culture, literature, art, and science which our civilization has produced in the providence of God.

#### *Teaches The Language Of The Past.*

1. Develop a literacy in a language and culture which preceded our own.
2. Form a connection through language with our cultural past.
3. Provide students a better understanding of their own language.
4. Through an ancient language teach a crossover skill for other disciplines and other language studies.

## EXPLANATION OF CLASSICAL EDUCATION

### *Method*

Our method of education is the pattern of taking our students through three stages of development: grammar, logic, and rhetoric. All together these stages are called the Trivium. In medieval education these stages provided the structure for a student's general education through his childhood years. After completing the Trivium, he would proceed on to what was called the Quadrivium, the study of the various subjects in higher education.

As Dorothy Sayers pointed out, the three stages of the Trivium correspond with what can be commonly observed as stages of development in children. Our responsibility in teaching our students is to require specific things of them when they are naturally most receptive to learn them.

In the grammar stage (Kindergarten-5th grade), we focus on the particulars or facts of subject. "Grammar" refers to the fundamental information of a given subject. Every subject then has a grammar. Children in this stage of development are characterized by an ability to memorize and store away large amounts of information. In the grammar stage of classical education, this natural tendency is further developed. This is particularly an important time for language study.

The next stage is the logic stage. At MCCS, this stage is emphasized in our 6th-8th grade. Children in this group are naturally inquisitive and begin to challenge what they have been taught in an attempt to understand the subject better. This is a key stage to teach them the inter-relatedness between the particulars taught in the grammar stage. The laws of logic and argumentation may now be taught as a method to encourage and temper this natural tendency.

When students have mastered the basic grammar of a subject and the relationship of the rudiments of it to each other, they are ready for rhetoric. Students in this poetic stage are naturally concerned with appearances and presentation. During this stage, students are taught how to express themselves in polished and persuasive ways.

### *Content*

Certainly, classical education is characterized by the presence of certain subjects like those mentioned above: Latin, logic, and rhetoric. But other subjects cannot be overlooked or undervalued. Phonics, penmanship, history, worldview, literature, music, science, mathematics, Bible, and theology are all taught as well. On the other hand, characteristic of a classical education is also the absence of some courses such as those having to do with family issues, or those with a decided anti-biblical agenda. Because classical education aims to be biblical in its presentation of educational material, it is important to consider the biblical basis for each component of the curriculum:

**Mathematics:** The study of mathematics rests on philosophical presuppositions that assume an ordered universe. This ordered universe points to God's work as creator and sustainer of all things (Col 1:16-17; Rev 4:11). By assuming this ordered foundation, students of mathematics are encouraged to find order and harmony in nature (Psalm 19:1; Rom 1:20). As the mechanics of God's creation are discovered through mathematics, students are instilled with an appreciation of God's standards for truth, goodness, and beauty (Psalm 111:2). Furthermore, because there are many complexities of mathematics that are beyond the capacity of finite human understanding, the disciplined study of mathematics can also build a deeper appreciation for the mystery and wisdom of God (Deut 29:29; Psalm 147:5; Job 11:7; Rom 11:33). A final benefit of studying mathematics regards its ability to discipline the mind. In studying mathematics the student is trained to appreciate precision. This prepares students for problem solving, critical thinking, and patient discipline (Rom 12:2).

**Language Arts:** The reading and writing of literature is an art form that develops in students many valuable habits that encourage the development of a Christian ethic. These habits include empathy (Matt 9:36; Rom 12:15), moral judgment (Isa 5:20), and consideration of normative structures (Psalm 19:7; 119:1). Moreover, the study of literature also develops skills that are transferable to biblical studies. These skills include: genre recognition, consideration of historical setting, character development, and structural analysis. These skills are all central to the discipline of biblical study (Acts 17:11).

**Latin:** In the classical curriculum, Latin is considered an integral part of the curriculum. This is largely due to practical and cultural considerations. However, it should also be recognized that both practice and culture rest on a biblical foundation. Practically, Latin is a valuable course of study because it enables students to develop the discipline of studying a foreign language and it prepares them for more effective communication in English. Disciplined thought and good communication are both important aspects of a Christian ethic (1 Cor 14:20; Rom 10:14). Although the practical considerations for studying Latin are often foremost in the mind, the cultural considerations should not be neglected. Because Latin was the primary language of study in Western culture for many centuries, its study reminds learners that they are connected to the traditions of the past. In valuing the traditions of the past, students learn that their identity is shaped by the people that have come before them (John 17:20-23).

**Science:** According to the Scriptures, the examination of nature can tell the student something about the character of God (Psalm 19:1; Rom 1:20). For this reason, scientific study is an important part of the Christian curriculum. The classical approach to science teaches the student that all thoughts should be submitted to the word of God (Psalm 36:9; 1 Cor 10:5) and that truth is discoverable through critical investigation (Prov 14:15; Rom 1:20). Finally, the discipline of scientific study is also an important aspect of humanity learning to exercise dominion over creation (Gen 1:27-28).

**History:** Christianity is rooted in the historical life, death, and resurrection of Christ. Without its historical roots there would be no Christian worldview (1 Cor 15:14). Because of this truth, the study of history is given significant importance. Through the study of history, students learn that God is sovereign over every event (Prov 21:1; Isa 46:9; Rom 8:28), the importance of making moral judgments regarding past events (1 Cor 10:11), and to make future plans that take into account God's recreation (Rev 21:5).

**Music and Art:** The academic study of music and art teaches students the value of personal expression (Psalm 139:14), tradition (2 Thess 2:15; 1 Cor 11:2), and creative communication (Exo 31:1-5).

**Physical Education:** Health and fitness and are important aspects of biblical stewardship (1 Cor 3:16-17). Furthermore, a right understanding of sport trains students to win with humility and lose with dignity (Phil 2:3; 1 Cor 10:31).

**Technology:** The technology curriculum is designed to help students succeed as they further their education and participate in the creation of culture. In this sense, technology is an important aspect of the student's understanding of the cultural mandate (Gen 1:28; Psalm 8:4-6)

### *Perspective*

This third component, context, recognizes the matter of perspective in our teaching. Teacher and student occupy a real historical and cultural position in the providence of God. Classical and Christian education is a by-product of Western culture. It results from Christ being born in a Hebrew culture during the reign of Caesar Augustus and of the earliest missionaries heading west more than they did east or south. Under God's sovereign design, our students are living in Western culture. They will learn to appreciate other cultures, seeking to bring the light of the Gospel to them, when they have been thoroughly trained to love their own.

Within this classical framework, our students will gain the tools for a lifetime of learning: a workable knowledge of the timetables of history, a background of art, music, and ideas, a grasp of research and writing skills, a comprehension of math and science basics, a principle approach to current events, with an emphasis on a Biblical world and life view.

Our Faculty shares the philosophy of Midway Covenant School. We emphasize mentoring and personal relationships. Each staff member must make a personal statement of faith in Jesus Christ, the authority of Scripture, and essential Christian doctrine. Each teacher must be a committed Christian. Proven character, love of the teaching profession, high academic qualifications, and experience are the factors used in the hiring process.

# ORGANIZATIONAL STRUCTURE

The school is governed by the members of the School Committee. This committee is appointed by the session of Midway Presbyterian Church. The M CCS Head of School is appointed and hired by the M CCS school committee to oversee the day-to-day operations of the school and to provide timely information to the committee regarding long-term decisions on curriculum, school policies, budgeting, and facilities. The Dean of Students is interviewed and hired by the Head of School and is responsible for student discipline and activities.

# OVERALL SAFETY POLICY

## CPR AND FIRST AID

All school staff are required to maintain a valid CPR and First Aid certification. This certification will cover training in anaphylactic shock and allergic reactions. It is good for two years and must be renewed once it has expired.

## PLAYGROUND

The equipment and playground area are checked quarterly for safety.

## BUILDING AND GROUNDS

1. Regular maintenance is provided on grounds and within buildings to ensure a safe environment. The grounds are well maintained as are the buildings.
2. The building and grounds undergo both internal and external inspections.
3. A maintenance request form is filled out if there is an area that needs to be addressed.
4. Doors to school will remain locked.
5. Visitors must check-in and wear name badges
6. Cameras are monitored at the front desk

## ACCIDENTS

Should an emergency occur, the best reaction is one that is already thought out beforehand. For this reason the school will hold regular emergency drills so that in case of an emergency the students will do what they have practiced rather than panic. When an accident does occur, a staff member should fill out the “Accident/Incident” report form located in the appendix. This form must be filled out for any injury that a student incurs to the head.

## FIRE ALARM

The step-by-step procedures for leaving the building will be explained to each class by the classroom teacher at the beginning of the school year. These procedures should be reviewed periodically by the teacher.

There will be a total of 10 fire drills throughout the year. Two of these drills will occur during the first month that school is in session. The teachers will be notified by the principal as to the specific time a fire drill is to be held. The students will be notified only before the first drill of the school year. The Principal is responsible for the direction and execution of fire drills. Each teacher is responsible for ensuring that all their students have left the building. Each drill will be documented with the date, time, and the amount of time it took for a safe exit to be accomplished.

Emergency drill evacuation directions/routes are posted in each classroom or office. In the event of an emergency or drill, the teacher will retrieve his or her class attendance records or grade book and retain possession of it during drill procedures. Teachers will, when feasible, call or check roll once the students have exited the building.

### *Emergency Procedures for Fire drills*

1. Students will stop work at the sound of the alarm.
2. Students will not take books or other personal items with them.
3. The teacher will pick up class attendance records and proceed with the class.

4. Students will remain quiet and orderly during the drill. Speed is subordinate to control and order.
5. The last person to exit a room will check to be certain that everyone is out and close the door.
6. All visitors will be instructed to leave the building immediately.
7. All school personnel will leave the building as soon as their designated duties have been completed.
8. Students in lavatories or out of their assigned room will join the nearest line in making an exit. Once the class or line has reached its designated area, the students, with the permission of the teacher or individual in charge, will join their assigned class and inform their teacher.
9. The teacher will direct the class to an assigned area and check attendance. Names of missing students will be given to a school administrator.
10. Students will not stop in an area that may be needed by fire department personnel.

#### *Other Fire Safety Protocols*

1. Yearly inspection by Fire Marshall and Director of Maintenance
2. Yearly fire extinguisher checks
3. Yearly fire suppression system check in the kitchen
4. Yearly alarm system check
5. Monthly smoke detector checks

### **SEVERE WEATHER WARNING**

Each grade level has an assigned safe area in the case of a severe weather warning.

1. Watch: A tornado watch means conditions are right for a tornado. During a watch situation, business is conducted as usual.
2. Warning: A tornado warning means a tornado has been sighted. During the warning, we will execute the take cover position. Students need to be at the base of the wall, on their knees with their body and head tucked down. Hands should be over the backs of their necks.
3. Take Cover Drill: Students will be moved to the hallways and other safe areas of the building.

### **EMERGENCIES**

MCCS also has an “Emergency Procedures Manual.” This manual contains unpublished information about our coding system for other severe emergencies.

# GENERAL POLICIES

## ADMISSIONS POLICY

### ALL DOCUMENTATION MUST BE COMPLETED AND RECEIVED.

1. Admission Application
2. Church/Pastor Letter of Reference (One or both parents must be professing Christians, willing to sign the covenant contract for parents, and they must be actively involved in Midway Presbyterian Church or another Christian church.)
3. Personal Letter of Reference (may be sent directly to MCCA by references)
4. Previous School Records
5. Principal/Teacher Recommendation
6. Copy of the Child's Birth Certificate (to enter K4 the child must be 4 by September 1; to enter K5 the child must be 5 by September 1)
7. Immunization Certificate-Georgia State Form 3231\*\*
8. MCCA Student Health Form
9. Covenant Fee Agreement and Non-refundable Application Fee
10. All prospective students are given an evaluation to show readiness for the academic rigors of MCCA
11. Parent interview

## ENROLLMENT POLICIES

1. Enrollment is for the full school year.
2. A student is expected to meet the academic standards of the school. He must conform to the regulations and customs of the school.
3. The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interest of the student, his fellow students, or the school.
4. A student, who has special educational, physical, or other needs that the school cannot address or who discovers such a need during the course of the school year must withdraw from the school.
5. Believing that all people are created in the image of God, no student will be denied admission because of race, color or national origin.
6. Failure to include all pertinent information regarding a child's physical or emotional health, conduct, and academic problems will be cause for dismissal.
7. The Statement of Agreement and Tuition and Fee agreements must be signed before the first day of school.

## MIDWAY SCHOOL HOURS

Half day K4 and K5	-----	8:30 AM	-	12:30 PM
Full Day K5	-----	8:30 AM	-	3:00 PM
1st through 5th	-----	8:30 AM	-	3:00 PM
6th through 8th	-----	8:30 AM	-	3:15 PM

## **ARRIVAL/DEPARTURE**

### **NORMAL ARRIVAL**

1. Students MAY NOT GO to their classroom earlier than 8:15 a.m. There will not be supervision for students before 8:15.
2. Drop-off runs from 8:10-8:25. Students will wait in the reception area until 8:15.
3. Children will be dropped off. Parents MAY NOT walk their student to class. Children need to become independent, and teachers need to focus on students.
4. The school day begins at 8:30 a.m. It is expected that students be in their classroom ready to begin the day at 8:30 a.m.

### **LATE ARRIVAL**

1. Any student who arrives later than 8:30 AM is considered tardy. If there is not a MCCS employee at the drop off area to help your child out of the car, the child is tardy.
2. Late arrivals must be signed in at the office by the parent or person dropping them off.
3. “Even a child is known by his actions . . .” Believing that one responsibility of Christian education is to instill good work habits and a positive work ethic; we believe that prompt arrival is very important. When students are late, it is disruptive to the classroom and the student begins the day at a disadvantage by having missed part of the day’s activities. The parents of those students who are repeatedly tardy will be called for a conference.
4. All tardiness is unexcused unless a valid emergency or health problem exists.

### **DEPARTURES**

Students must be picked up promptly - 12:30 (half day K4 and K5), 3:00 (full day K5-5th grade) and 3:15 (6th–8th grade). Not picking up children punctually causes inconvenience and can be frightening and/or embarrassing to the child. Children who are not picked up within 15 minutes of dismissal will be placed in the office, and their parents will be assessed a fee of \$1.00 per minute, per child.

### **EARLY DISMISSALS/MEDICAL APPOINTMENTS**

Please try to schedule all appointments during holidays so that your child does not fall behind. On those occasions when an early dismissal is necessary, a note must be sent on the morning of the early dismissal. Please include the reason for early release as well as the anticipated time of pick-up. There will be no early dismissal after 2:45 p.m.

If someone other than the person who normally transports your student will be picking them up, even if it is a grandparent, please indicate said information on the note.

## **GENERAL ATTENDANCE POLICY**

MCCS believes that class attendance is important for academic growth and for the development of a sense of responsibility. Any unnecessary absences are to be avoided. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each student. Learning to keep time commitments is part of becoming the person that God would have us to be. Every participant in a class is disrupted by tardiness and absenteeism. Punctuality sets the tone for the day by providing the opportunity to start the day well organized. All MCCS students are expected to be in class and on time daily.

### **LATE ARRIVALS AND EARLY CHECK-OUTS**

1. Students arriving after 8:30 must report to the school office to sign in and receive an admission slip for class. It is expected that students will be in their seats, prepared for class at 8:30.
2. Any student arriving after 11:30 a.m. is considered absent a full day. A student who checks out before 11:30 a.m. and does not return will be counted absent for the day.
3. Any student who is not present when attendance is taken will be counted absent.
4. Late arrival to any class is treated as a tardy.

### **WHEN CHECKING-OUT EARLY IS NECESSARY**

1. A written excuse must be provided before 8:30 a.m. should early dismissal be needed.
2. The parent/guardian is requested to arrange doctor, dental and orthodontist appointments for after-school hours.
3. No student will be permitted to leave school for lunch.

### **ATTENDANCE AND TARDINESS**

Attendance and punctuality are very important for the success of your student and sets the tone for the priority that is placed on school. Excessive absences not due to illness are indicative of a parental problem and will need to be addressed. Habits of promptness and attendance are vital for future educational and occupational success. Please note the following with regard to attendance and punctuality.

No more than 12 absences (excused or unexcused, for any reason, with the exception of absences for which we have specific doctor's excuses) in each class per semester will be allowed. A student missing more than the 12 days may lose credit for that course for the semester. Special consideration may be given by the Principal in cases of prolonged personal illness, court appearances, serious illness, or death in the immediate family. Approved school sponsored activities or pre-approved activities deemed educationally beneficial by the administration will not be counted against the student.

When a student has accumulated 5 absences in a class during a semester, the parents will be notified by email. When a student has accumulated 10 absences in a class during a semester, the parents will be notified by email that three more absences will result in loss of credit for that class.

1. Georgia law requires students to be enrolled and regularly attend school.
2. The school's calendar provides ample vacation periods.
3. Prompt arrival is expected. Students arriving after 8:30 a.m. are considered tardy. A pattern of unexcused tardiness will result in disciplinary action.
4. Students may not arrive at school prior to 8:10 a.m. unless there is a pre-arranged situation.
5. Attendance is required at all classes, assemblies, and chapel unless excused by administration.

6. Academic work missed because of an unexcused absence may not be made up. There will be no credit given for work missed due to an unexcused absence.
7. Attendance is taken at the beginning of every class every period of the day.

## **EXCUSED ABSENCES**

An excused absence is:

1. Due to illness
2. Due to severe illness in an immediate family member
3. Bereavement
4. Participation in a school-sponsored event

The student must provide a written excuse that details the reason for the absence and the dates of the absence. The note must be signed and dated by the parent/guardian and be given to the homeroom teacher on the day the student returns to school.

In the case of an extended illness, an administrator will make the determination whether or not the school will provide educational services during the illness. A written doctor's excuse must accompany any request for special treatment. Make-up work will be assigned by the teacher at a time of his/her discretion. Make-up time is equal to the number of days a student is absent and includes all papers, projects, tests and daily assignments.

MCCS may question an excessive accumulation of absences, either excused or unexcused. Should absences affect the school community, be excessive or deter the progress of the student a conference will be called and disciplinary action will be taken, ranging from detention to in-school suspension. Excessive absences may result in retention in the grade level for the following school year.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather, school will be closed when the Cobb County School System is closed. Closings will also be communicated through email and through the school social media accounts.

## **VISITORS TO SCHOOL**

Please do not visit the classroom during school hours. If you need to speak with your child's teacher, the office will be happy to make the teacher aware of your request and we will promptly get back to you to arrange a mutually convenient conference time.

All visitors **MUST** sign in at the reception desk (including helping out in the classroom). A visitor pass will be issued.

## **CONFERENCES**

Conferences will be held at the end of the first grading period. A second conference will be scheduled toward the end of the school term as the parent or the teacher deems necessary. There may be additional conferences set up as the need arises. Communication between school and home is vital, and we encourage keeping those lines of communication open. We would appreciate avoidance of impromptu conferences with teachers as schedules are often full and there may be other pressing responsibilities. Your student's teacher will get back to you as soon as possible so as to give you uninterrupted attention. Please do not call the teacher at home.

## **MEDICAL POLICY**

In order to keep our school a happy and healthy place for all children, we request that you keep your children home when they are ill or exhibit any of the following symptoms within 24 hours of school. Please, when in doubt, do not send your child to school.

1. Fever (above 100.4)
2. Vomiting
3. Contagious sickness

In the event of the diagnosis of a contagious sickness, please follow your doctor's orders and communicate with the school the expected duration of your illness.

## **MEDICATIONS**

Office staff will be able to administer medications under the following conditions:

1. The parents provide medication with measuring device, if needed.
2. Specific and signed instructions are provided.
3. Medications must be in the correct bottle.

# MCCS DISCIPLINE POLICY

## STUDENT CODE OF CONDUCT AND ETHICS

The sinfulness of the human heart is such that it will find creative ways to manifest rebellion and sin. Therefore, this should not be viewed as an exhaustive listing of the expected behaviors of MCCS students. This code is designed to provide a general pattern of conduct that is required of students of MCCS on and off of campus. School administrators will use Biblical wisdom in determining the appropriate course of action in the case of violations of each individual case.

1. Students will not use profanity. This includes the misuse of the Lord's name.
2. Students will participate in the worship community of a Christian church.
3. Students will honor the authority of their teachers and other school faculty.
4. Students will be honorable in their relationship with other members of the MCCS community. They will not engage in slander, gossip, harassment, or bullying.
5. Students will behave appropriately with members of the opposite sex. They will dress modestly, avoid inappropriate touch, and pursue purity in relationships.
6. Students will use integrity in their academic work. All schoolwork will be the product of the student's own work.
7. Students will be honest with one another and school faculty. They will not falsely accuse another student.
8. Students will respect the property of others. They will not vandalize or misuse any school property or the property of others in the MCCS community.
9. Students will not use alcohol or tobacco products.
10. Students will not use illegal drugs or misuse legal drugs.

## PHILOSOPHY OF DISCIPLINE

Discipline will be determined by the teacher, and if necessary, the administrator. Discipline is used to speak to the heart of the issue. Scriptural mandates, suggestions from *Shepherding a Child's Heart* by Dr. Tedd Tripp, and wisdom will direct how discipline should be handled.

All discipline will be based on Biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. If the discipline problem cannot be handled at the classroom level, the student will be sent to the office.

1. **Parental Responsibility** (Deuteronomy 6:6-7): The Bible instructs parents to teach their children diligently. Parents are the primary educators of our students. This responsibility includes education regarding behavior. Because parents are the primary educators of our students, our goal at MCCS is to keep the parents informed about the behavior of their children so that they can "train up a child in the way he should go" (Prov 22:6).
2. **Confidentiality** (Matthew 18:15-17): The Bible gives clear guidelines for dealing with sinful behavior and conflicts. At MCCS we want to follow these guidelines as closely as possible. Matthew 18:15-17 encourages us to handle matters confidentially, honestly, and with a spirit of reconciliation. When behavioral problems arise we want to discuss the matter only among the people who are most directly involved. This principle of confidentiality will discourage gossip and the hurt feelings that frequently result due to unnecessary talk.
3. **Proportional** (Exo 21:23-25): Occasionally discipline requires punishments. When punishments are given these should be proportional to the offending behavior.
4. **Ministry of the Heart** (Luke 6:45): At MCCS we believe that behavior is an issue of the heart. Our goal is to disciple children through behavioral issues in an effort to reveal the heart motives. This discipleship

method will provide opportunities for the Holy Spirit to convict and transform the heart. The role of the Principal is to understand the Scriptures and help the child apply the Scriptures to his particular situation. It is the role of the Holy Spirit to provide true conviction and transformation.

Love and forgiveness will be an integral part of the discipline of a student. Discipline that is profitable is redemptive.

## **BULLYING AND HARASSMENT**

Bullying can be defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is a serious matter for many students.

Harassment consists of verbal, visual or physical conduct of a nature that denigrates or shows hostility, aversion, or denigration toward an individual because of his or her race, color, national origin, gender, disability, age or status.

Being part of a Christian community does not guarantee that all the members of that community will behave in a Christ-like manner. If either of these behaviors occur at MCCS, the Principal should be immediately notified. These behaviors will not be tolerated at MCCS and we expect that our students will treat one another with respect.

MCCS neither condones nor allows bullying or harassment of others by anyone attending, employed by, or associated with the school. This would include, but is not limited to, the following:

1. Sexual advances
2. Threatening speech or action
3. Written or graphic material that belittles or is hostile toward another person
4. Epithets, slurs, or negative stereotyping
5. Threatening, intimidating, or hostile acts
6. Graphic verbal comments about an individual's body
7. Sexually degrading words used to describe an individual
8. Suggestive or obscene letters, notes, or invitation
9. Physical conduct such as touching, assaulting, impeding, or blocking movements

Unfortunately instances of bullying will occasionally result in inappropriate victim behaviors as well. These behaviors might include revenge, gossip, or hatred. These victim behaviors are also sinful, and they also will be addressed by the Principal. In these cases both parties involved will be disciplined.

MCCS will not tolerate bullying. Cases of bullying will be dealt with in a manner appropriate to the age of the people involved and the incidents which have occurred.

This policy includes any bullying or forms of intimidation on a student's personal web page, email, social media, etc.

## **PLAGIARISM AND COPYING**

As a Christian School, the students of MCCS are responsible for upholding biblical standards of truthfulness, fairness, and integrity. For this reason, all students are responsible for maintaining the authenticity of their work. When using other sources, it is required to attribute appropriate credit to the original authors, artists, and creators of source material used for class assignments. This policy includes materials both in print and electronic formats. Also, in keeping with our Christian testimony, students, faculty and administrators of MCCS should strive to ensure the truthfulness and appropriateness of all material presented. Students who copy or plagiarize the work of another will receive a disciplinary consequence appropriate to the age of the student and the severity of the incident.

## THE USE OF ARTIFICIAL INTELLIGENCE

As a Classical Christian School, Midway Covenant Christian School aims to train students to produce work that is intelligent, wise, and rhetorically beautiful. To accomplish this goal, students are required to generate their own original work. Students are not permitted to use AI to create papers or complete homework assignments.

## ELECTRONIC DEVICES

E-Readers (such as Kindle, Nook, or iPad) are allowed. However, these devices may not be used for communication, games, music, video, internet, etc. These devices should be used strictly as readers during free time or as text books if available for the class. Cell phones or watches with the capability of accessing data are not allowed. Students are not to make outgoing or receive incoming calls or text messages while in the school building.

- ✓ First Offense: Device will be confiscated and may be retrieved at the end of the day
- ✓ Second Offense: Device will be confiscated and the student must retrieve the device from the office.
- ✓ Third Offense: Device will be confiscated, sent to the office, and a parent must retrieve the device from the Dean of Students. A detention will be assigned.

## SOCIAL MEDIA POLICY

Social networking (on-line via computer or phone) is a popular means of social interaction in today's culture. M CCS advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so we assume you will be monitoring your own children's use of it. Students are not permitted to be on-line while at school, unless under direct, adult supervision, and then only for purposes related to a class. M CCS administration is responsible to protect the school and to develop guidelines for the use of social networking by school employees, especially as it may pertain to students.

## DISCIPLINARY ACTION

Loving, firm guidance will be provided as is necessary to maintain a respectful, cooperative attitude from our students. Misbehaving students will be verbally corrected, restricted, and in persistent or extreme cases sent to the office and a note will be sent home. This disciplinary note must be signed by the parent and returned the next school day. There may be times when a parent will be called. Children learn from their parents the attitudes that they form toward authority.

Please . . .

1. Appropriate consequences need to take place at home when your child is disciplined at school. This should be neither too severe nor should it be of no consequence. (Action = consequence)
2. Excuses will only teach your child that behavior is negotiable and that it is okay to disregard authority if you disagree with a requirement.
3. Even if you disagree with a school rule, do not excuse your child's behavior. Being submissive to authority even when we do not think it necessary is important to becoming godly adults.
4. Should a disagreement occur, please set up a meeting and talk with the person who imposed the disciplinary action. Please help us to stay united and loving by not gossiping or spreading bad attitudes.

Our goal is to teach your child to have internal restraints and to want to please and glorify God.

## OFFICE VISITS

There are five basic behaviors that will automatically necessitate discipline from the administrator (as opposed to the teacher). Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. direct disobedience in response to instructions.
4. Fighting, i.e. striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.

During the visit with the Administrator, the nature of the offense and the appropriate discipline will be decided. The administrator may require restitution, janitorial work, parental attendance during the school day with their student, in school suspension, spanking (done by the parent), after school detention (with fine), Saturday School with an accompanying fine to be paid by the student, or other appropriate measures consistent with Biblical guidelines including expelling the student from school, may be taken.

## EXPULSION

The School Committee of Midway Covenant Christian School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, if a student is not able to eliminate behavioral problems the student will be expelled.

## SERIOUS MISCONDUCT

Should a student commit an act of serious misconduct, the office process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours.

## LACK OF COOPERATION

A student may be placed on probation or requested to transfer out of the school if the school determines that the student or his parents:

1. Are not cooperating with the school's disciplinary policy.
2. Are spreading seeds of discontentment and/or gossip?
3. Are displaying an uncooperative spirit or one that is out of harmony with the spirit and standards of MCCS, whether or not there is any breach of conduct.

## RE-ADMITTANCE

Should the expelled student desire to be readmitted to Midway Covenant School at a later date, the school committee, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **ATTENDANCE IS A PRIVILEGE**

Students forfeit that privilege if they do not conform to the standards and ideals of the school. Attendance is not a right.

## **CHRISTIAN ARBITRATION POLICY**

MCCS seeks to work with all its personnel, students and families based on a covenant relationship according to biblical concepts. We pledge to resolve any and all conflicts, which might arise, according to biblical principles. Please refer to Matthew 18. Should an issue arise which cannot be resolved after prayer, appeals and long-suffering patience, we pledge and promise to use Christian arbitration rather than court action to achieve resolution. All personnel and families connected with MCCS must agree with the school on this policy.

## MATTHEW 18 PRINCIPLE

Scripture is very clear in the guidelines we are given to solve disputes. Problems should be dealt with quickly and prayerfully with love, patience, and forgiveness. Open, mature communication and Christ-like relationships are keys to developing a school that is positive and glorifying to God.

Matthew 18 gives principles for dealing with conflict that apply to MCCA faculty, staff, and families. If a conflict arises the following principles should be followed:

1. **Confidentiality (Matthew 18:15-17):** When conflict develops among two or more people, speak only with those directly involved with the situation and be extremely careful not to slander and gossip. These behaviors will only increase the seriousness of a conflict.
2. **Directness (Proverbs 27:6):** Be straightforward in your communication. Make sure the person to whom you are speaking understands the problem clearly, but communicate with a spirit of love. "Wounds from a friend can be trusted, but an enemy multiplies kisses."
3. **Reconciliation (Galatians 6:1):** The goal of all conflict resolution is forgiveness and reconciliation and it should always be the desire of conflicting parties to settle their differences by speaking to one another and not involving others.

If a conflict is still unresolved after the people directly involved meet, the people in conflict should agree to meet with either the Principal or Chancellor.

Interpersonal problems should be handled confidentially, honestly, directly, and in a spirit of humility. If these guidelines are followed both at home and in school, God will bless our relationships with others.

# ELEMENTARY SCHOOL HANDBOOK

*“Where Christ is pre-eminent,  
the giver of all wisdom and knowledge, and each member is disciplined to be  
students, sowers, servants and stewards”*

Our desire is to acquaint our students with the riches of God’s creation, using Scripture as the ultimate guide and authority within all curriculum and activities. We acknowledge Christ as the Head of the school, Creator of all things, Redeemer of fallen man, and Sovereign over all areas of life. Midway Covenant Christian School is a ministry of Midway Presbyterian Church to our covenant children. The school, as the other ministries (youth programs, adult ministries, missions, etc.), is under the authority of the church session. The session has final authority in all school matters. Midway Covenant Christian School is a “covenant model” school. This means that one or both parents must be professing Christians, willing to sign the covenant contract for parents, and they must be actively involved in Midway or another Christian church.

The purposes of the Midway Covenant Christian School are to train our covenant children to see and understand all of life through the teachings and principles of God’s infallible Word; to understand that they are God’s special creation living in a God-centered universe; to develop and articulate a Christian social imaginary; to cultivate habits of learning; and to become virtuous citizens. While the responsibility of education and nurturing children rests with parents, we view the Christian school as an extension of the family to help in this process. The goal is to prepare young students to participate in the world as Christians so that they will influence culture through Truth, Goodness, and Beauty. The ultimate goal of Midway Covenant Christian School is to teach our students to glorify God and to enjoy Him forever.

## ELEMENTARY SCHOOL DRESS CODE

Please understand, Midway Covenant Christian School has a “Uniform Dress Code”, except on days when “free dress” is granted. Uniform apparel must be purchased from the designated uniform supplier. When “free dress” days are granted, students must adhere to the dress code outlined in this section.

### GIRLS: K4 – 5TH GRADE

1. Jumper - navy plaid (shorts under skirt during PE.).
2. Slacks, shorts, or skort navy or khaki
3. Blouse for jumper, white peter pan collar, long or short sleeve
4. Polo shirts (with school crest) in navy or grey (long or short sleeve)
5. Sweater or fleece jacket – navy with school logo.
6. Cardigan sweater (blue or grey)

- *Items to be purchased from Land's End.*

### BOYS: K4 – 5TH GRADE

1. Slacks or shorts (navy or khaki)
2. Polo shirts (with school crest) in navy or grey (long or short sleeve)
3. Sweater or fleece jacket – navy with school logo.
4. Cardigan sweater (blue or grey)

- *Items to be purchased from Land's End*

*Pick up a uniform brochure from the school office for a full listing of approved styles.*

### ITEMS THAT APPLY TO THE DRESS CODE

1. Uniform shirts must be tucked in at all times.
2. T-shirts may be worn under short or long sleeve shirts. They must be neat, clean and solid colors that match the uniform (navy, white, or grey).
3. Belts must be worn with uniform slacks and shorts. Belts should be matching to the uniform (solid colored – tan/khaki, navy, brown or black).
4. Shoes must be worn at all times and be neat and clean. No skate shoes, shoes with lights, sandals (including Crocs) or backless shoes. \*\*\*ALSO, APPLIES TO FREE DRESS DAYS.\*\*\*
5. Socks and/or tights must be worn at all times and be neat, clean and matching to the uniform (tan/khaki, navy, white, or grey). \*\*NO PATTERNS.\*\*
6. Leggings may be worn under skirts or skorts. They must be neat, clean and matching to the uniform (tan/khaki, navy, white or grey). \*\*NO PATTERNS.\*\*
7. Choose uniform items from those listed above. Sweaters are not required but if desired they must be the uniform approved. Items purchased from the designated uniform supplier.
8. Chapel dress is your choice from the uniform items listed above.
9. ANY Midway t-shirt may be worn on ANY Friday with uniform bottoms. The shirt must be tucked.
10. Shorts, skirts and skorts must be of modest length and fit. Athletic shorts or spandex shorts MAY NOT be worn. \*\*\*ALSO, APPLIES TO FREE DRESS DAYS.\*\*\*
11. Boys may not wear earrings to school.

12. Hairstyles and/or color should not draw undue attention to an individual or interfere with the educational process. Young men must keep their hair length at or above the eyebrow, the middle of the ear and above the shirt collar.
13. Caps and hats may not be worn during school inside the school building.
14. Sneakers MUST be worn on PE days. Shorts, pants or skorts are preferred for girls on PE. days. If a jumper or skirt is worn, shorts MUST be worn underneath.
15. The principal will make final decisions regarding interpretation of the dress code.

### **“FREE DRESS” GUIDELINES**

1. “Free Dress” is scheduled for the 3rd Friday of each month, unless otherwise announced.
2. Free dress clothing should be neat, modest and clean. No torn jeans. No tank tops. No low-cut shirts. Shirts must cover the torso completely. Violation forms will be issued.
3. Leggings may only be worn underneath a skirt or dress.
4. T-shirts and undershirts with slogans and advertisements are not acceptable. Please be discriminating about the types of pictures which are portrayed on clothing.
5. Shorts, skirts and skorts must be of modest length and fit. Athletic shorts or spandex shorts MAY NOT be worn.

### **UNIFORM VIOLATIONS**

It is expected that all members of the MCCS community will support the uniform dress code of the school. Provisions have been made should a problem arise. The school administration is the final authority in matters concerning dress and hair styles. A student who is not in dress code will call his/her parent or guardian to bring a change of clothing. The student will wait in the office for appropriate clothing to be brought by the parent or guardian. Repeated violations will result in additional consequences.

## **CONDUCT**

The standards of conduct presented within this section of the handbook are intended to help students develop self-control, show respect for others, be protected, and to provide for the orderly operation of our school.

### **GENERAL STANDARDS**

1. The student should be courteous, thoughtful, respectful, honest, and obedient at all times.
2. Lying, cheating, stealing, profanity, or disorderly conduct will not be tolerated.
3. Full cooperation from both the student and parent is expected.
4. Respect for school property is expected. The appearance and care of Midway Covenant Christian School is part of how we respect others. Damage to property will not be tolerated.
5. Damage to or destruction of school/church property must be reported and must be paid for, whether willful or accidental.
6. Chewing gum is not allowed on school property at any time.
7. Electronic devices are prohibited – examples of, but not limited to: cell phones, CD players, iPods, games.

### **CLASSROOM STANDARDS**

1. Each teacher is given the liberty of making and upholding discipline within the classroom in accordance with Christian principles and discipline as set forth in Scripture.
2. A respectful attitude is to be shown at all times.
3. Students must be prepared and ready for class by having all needed supplies on hand in the classroom.
4. Students are not to disturb others.

### **HALLWAY RULES**

Students are expected to show respect for others as they move through the hallways. These expectations include but are not limited to:

1. Walking quietly to not disturb other classes
2. Keeping hands by sides and not touching the walls or the displays on the walls.

# MIDDLE SCHOOL HANDBOOK

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13. Caps and hats may not be worn during school inside the school building.
14. Sneakers MUST be worn on PE days. Shorts, pants or skorts are preferred for girls on PE. days. If a jumper or skirt is worn, shorts MUST be worn underneath.
15. The principal will make final decisions regarding interpretation of the dress code.

### **“FREE DRESS” GUIDELINES**

1. “Free Dress” is scheduled for the 3rd Friday of each month, unless otherwise announced.
2. Free dress clothing should be neat, modest and clean. No torn jeans. No tank tops. No low-cut shirts. Shirts must cover the torso completely. Violation forms will be issued.
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### **UNIFORM VIOLATIONS**

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## **MAKE UP WORK DUE TO ABSENCE**

### **EXCUSED ABSENCE**

A written excuse must accompany the student on the day of return in order for the student to make up work. It is the responsibility of the student to make up any tests or work that is missed. A grade of “0” will result for all assignments/tests not completed in the designated time.

1. Make-up time is equal to the number of days a student is absent and includes all papers, projects, tests and daily assignments.
2. Previously assigned work (tests are included) must be turned in the day the student returns to school. There may be consideration in some circumstances granted by the instructor
3. Work not made up during the prescribed time will result in a “0” for each missing assignment.

### **UNEXCUSED ABSENCE**

In the case of an unexcused absence, the student will not receive credit for missed assignments, tests, quizzes, homework, etc. for those days. A “0” will be given for the work missed.

## MIDDLE SCHOOL CONDUCT POLICIES

### PLEASE . . .

1. Appropriate consequences need to take place at home when your child is disciplined at school. This should be neither too severe nor should it be of no consequence. (Action = consequence).
2. Excuses will only teach your child that behavior is negotiable and that it is okay to disregard authority if you disagree with a requirement.
3. Even if you disagree with a school rule, do not excuse your child's behavior. Being submissive to authority even when we do not think it necessary is important to becoming godly adults.

Should a disagreement occur, please set up a meeting and talk with the person who imposed the disciplinary action. Please help us to stay united and loving by not gossiping or spreading bad attitudes.

Our goal is to teach your child to have inward restraints and to want to please and glorify God.

*“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”*

Hebrews 12:11

### MIDDLE SCHOOL BEHAVIOR PLAN

It is the intent of MCCS to provide structure which will aid in the orderly operation of our school. The standards of conduct presented within this section of the handbook are intended to help students develop self-control, show respect for others, as well as provide a safe and orderly environment.

Discipline will be determined by the teacher, and if necessary, administration. Discipline is used to speak to the heart of the issue. Scriptural mandates, *Shepherding A Child's Heart* by Dr. Tedd Tripp, and wisdom will direct how discipline should be handled.

All discipline will be based on Biblical principles, e.g. restitution, apologies, (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc.

Love and forgiveness will be an integral part of the discipline of a student. Discipline that is profitable is redemptive. It is our prayer that discipline will disciple our students to demonstrate:

1. A proper response toward Biblical standards of behavior.
2. Respect for faculty, staff and peers.
3. Increasing responsibility for behavior.
4. Self-control and adherence to the established norms.

The goal is to move students from obedient young people to responsible young people. An obedient person does what they are asked when they are asked respectfully. A responsible person knows what should be done and acts accordingly without being reminded.

## INTEGRITY CODE

Believing that integrity is at the heart of discipleship, the following code is established. Our students will refrain from all dishonest behavior and conduct themselves with the utmost integrity. They will refrain from stealing, cheating, and lying and will encourage others to do the same.

God's word is clear in its instruction concerning integrity. Living a life of integrity:

1. Reveals God (Joshua 1:5)
2. Provides a school climate that operates with decency and order (I Corinthians 14:40)
3. Frees us to be submissive to authority (Hebrews 13:17)
4. Demonstrates Christian character (2 Peter 1:5-8)
5. Encourages self-discipline (Psalms 119:165-168)

Communication and cooperation between home and school is vitally important. Children learn from their parents the attitudes they form toward authority. This code, while not exhaustive, is intended to provide general guidelines for appropriate behavior.

## GENERAL STANDARDS

1. The student will be courteous, thoughtful, respectful, honest and obedient at all times.
2. Appropriate behavior is expected in the school building. Running, yelling or acting in an unruly manner is not permitted.
3. Full cooperation from both the student and parent is expected.
4. Inappropriate language will not be tolerated.
5. Taking the Lord's name in vain will not be tolerated.
6. Respect for school property is expected. Damage to property will not be tolerated. Damage to or destruction of school/church property must be reported and must be paid for whether willful or accidental.
7. Restitution is required for malicious or carelessly defacing or damaging property. Lost, damaged, or abused books or equipment will be paid for by those responsible.
8. Chewing gum is not allowed on school property at any time.
9. Possession of, consumption of, distributing, or the selling of any restricted substance including but not limited to tobacco, alcohol, and drugs, or items alleged to be illegal, is forbidden. If a student is involved with any of these activities, expulsion may result. MCCS reserves the right to search the possessions of any student suspected of violating this rule.
10. Littering on campus, including the lunchroom, is prohibited. Students who do not take responsibility in this area will be assigned clean-up tasks.
11. It is expected that students will participate in the pledge to the American and Christian flags.
13. Weapons of any kind, such as guns or knives, etc., must not be brought on the school grounds or to any school event. MCCS reserves the right to search personal possessions of any student suspected of violating this rule. Toy or look alike weapons may not be brought on school property.
14. Detention (\$4 fine), Saturday School (\$10 fine), In School Suspension, or Suspension and a conversation with parents may result from disruptive conduct, disrespectful behavior, physical abuse or inappropriate language. A parent may be asked to attend class with their student.

## HALLWAY RULES

Students are expected to show respect for others as they move through the hallways. These expectations include but are not limited to:

1. Walking quietly to not disturb other classes.
2. Keeping hands by sides and not touching the walls or the displays on the walls.

Administration has final discretion in decisions involving detention, suspension, or expulsion. Repeated suspensions may result in expulsion or denial of re-enrollment.

## **OFFENSIVE MATERIALS**

MCCS reserves the right to confiscate and destroy offensive or immoral material brought to school. These may include books, magazines, posters, tapes, cards or other media. The administration reserves the right to determine whether an item is offensive or immoral based on Philippians 4:8.

## **REPRESENTATION OF MCCS**

Any student who is involved in any activity which reflects negatively on the mission of the school may be disciplined or dismissed whether said activity happens on or off campus.

## **SEARCH POLICIES**

Reasonable questioning of students to investigate and address misbehavior will be done by the administration to maintain order in our school.

Searches may be conducted of lockers or, if warranted, book bags, should reasonable suspicion be demonstrated.

Suspicion of the presence of items such as, weapons, drugs, alcohol, cigarettes, or inappropriate materials may precipitate a search without hindrance or delay.

In the event that the search of a student's personal possessions or locker reveals that the student is in possession of material which is prohibited by law, authorities will be notified. The administration will attempt to notify parents in the event local law enforcement officers are called. Confiscated items will remain in the possession of the school or turned over to the proper officials.

## EXPLANATION OF THE DEMERIT SYSTEM

The Middle School utilizes a demerit system. This system uses points to help parents and students understand the weight of offenses and the cumulative effect of repeated offenses.

1. **Level One:** After accumulating a total of 3 points, it is recommended to the teacher that the student be given a punishment that is appropriate to the behavior such as silent lunch.
2. **Level Two:** After accumulating a total of 5 points the student will be automatically referred to the Principal and receive a punishment that is appropriate to the behavior. A detention may be assigned at this time. A description of the visit will be written out and sent home via RenWeb.
3. **Level Three:** After accumulating a total of 10 points, the student will be referred to the Principal, the parents will be notified, and at least one detention will be assigned with an accompanying \$4.00 fine. Punishment might range from 1 day of detention to 2 days of suspension.
4. **Level Four:** After accumulating a total of 15 points, the student will be referred to the Principal, the parents will be notified, and at least one detention will be assigned with an accompanying \$4.00 fine. Punishment might range from 1 day of detention to 3 days of suspension.
5. **Level Five:** After accumulating a total of 20 points, a letter will be sent home, the student will serve a minimum of a one-day suspension, and a conference will be scheduled with the Principal and parents. Following the parent conference, the student will be removed from extracurricular activities for a period of time. Return to active status will require that no more points be accumulated during the period of non-activity.
6. **Dismissal:** After accumulating a total of 30 points, a conference will be held with the parents and administration to discuss the possibility of dismissal. No extra-curricular activities will be allowed.

## **MIDDLE SCHOOL ACTIVITIES**

### **ATHLETICS**

Athletic teams (5-8<sup>th</sup>) are fielded in cross country, basketball, cheerleading, volleyball, and baseball. Students who wish to participate in a team activity must meet the eligibility standards required by M CCS.

### **ELIGIBILITY**

Extra-curricular activities provide rich experiences for our students and assist in developing their gifts. These activities are secondary to the main purpose of any academic institution. To this end, participation in extra-curricular activities is reserved for those students who meet the following criteria stated by M CCS.

Students involved in extra-curricular activities will have their grades reviewed at the nine and eighteen week grading periods.

1. 9 week report---A student must have passed all core subjects each grading period, and must maintain a 2.0 GPA. Eligibility for the first grading period is based on the final grades for the preceding school year. Eligibility for participation in leadership, performances, games and practices will be lost for 15 days of the next grading period; beginning of the first day report card is issued. A student may return to practice after this period but may not play, perform or lead until their GPA has risen to the minimum 2.0.
2. All students must be in good standing behaviorally.
3. Students must pay all enrollment and participation fees to participate in the athletic program.
4. A current physical must be on file with the Athletic Director to participate in the athletic program.
5. All participants representing M CCS are expected to demonstrate positive behavior and to show respect for the opposing team and fans. Rudeness, poor sportsmanship, and profanity in any form are prohibited and subject to disciplinary action, including exclusion from participation in athletic events.

### **JUNIOR NATIONAL BETA CLUB**

Beta Club provides eligibility for students in grades 6-8. Selection for membership is based on the following criteria:

1. Scholarship
2. Leadership
3. Service
4. Character
5. Citizenship

Members must have a 3.5 GPA to be considered. Current members of JNBC are evaluated on a yearly basis. Should they fail to meet the criteria, they will be placed on probation for a semester and removed from active membership.

## **COMMUNICATION**

In the event that an urgent message must be relayed to a student during the school day, the receptionist will relay the message to the homeroom teacher for said student. Telephones open at the receptionist's desk at 8:15 AM. The delivery of messages placed after 2:30 PM cannot be guaranteed prior to school dismissal.

It is vital that all parents/guardians supply the school with accurate home, cell and work phone numbers. If you do not wish for your number to be published, please contact the office during the first week of school.

### **RENWEB**

Assignments and homework as well as grades are posted on RenWeb. This valuable tool helps us to communicate effectively with our families.

To access Renweb, go to [www.midwayschool.org](http://www.midwayschool.org) and click "Parents Web Login" at the top, right of the screen. Click on "First-time Users". Type in your email address (Mom's or Dad's) and click on "New Parent Login". You will be given an opportunity at that time to create a password of your choosing.

## **RESERVATION OF RIGHT**

MCCS reserves the right to enforce disciplinary procedures when the health and welfare of an individual or the community is best served. The school reserves the right to require a student to withdraw for cause, medical or otherwise.

The MCCS School Committee and Administration reserves the right to make changes in the entire handbook and to the policies contained herein. Parents will be notified in writing of any changes deemed necessary.

We count it a privilege to serve you and your family. Thank you for the trust that you have placed in us by placing your student in our care.

# PARENT AND VOLUNTEER GUIDELINES

The family unit is of first importance to MCCC since the family is the most important human institution ordained by God. No other institution is given the high calling of bringing forth and raising up children. Therefore, MCCC is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school's regular and special programs.

All who work with students have a crucial role to play in helping to shape aspects of their lives so it may enhance their future development. It is a great privilege and a unique opportunity to be able to interact with children and young people in ways that are both affirming and inspiring. This guidance has been introduced to help those who volunteer to work with students of MCCC. The goal is to establish safe and responsive environments that help to safeguard our students and reduce the risk of adults being accused of improper or unprofessional conduct.

## GOALS

1. Being Healthy: Enjoy good physical, social, and spiritual health while participating in a healthy environment
2. Staying Safe: Protection from harm or neglect
3. Enjoying and Achieving: Getting the most out of life and developing the skills for adulthood.
4. Making a Positive Contribution: Involvement with the community and not engaging in anti-social behavior.

## COMMUNICATION

Communications with the school's parents, in terms of critical parental involvement, are only second to having the parents actually in the classroom. The parents should never have to be in the position of wondering what is happening in their child's class or wonder how their child is progressing.

1. The teachers are required to communicate with all the class parents at least once every week. (A once-a-week, planning form is very common.) This may be done in a written or verbal form. Work not turned in or left incomplete must be communicated and follow-up must be done.
2. All formal, written communications to class parents must be read and approved by the administrator or his/her delegate, prior to being disseminated.
3. After the first and third quarters of the school year, formal parent-teacher conferences will be arranged. (See Conference Guidelines.) Informal conferences may and should be arranged as needed.

## PATHS FOR POTENTIAL PARENTAL VOLUNTEERING:

1. Home room parents
2. PTF organization activities
3. Guest speakers
4. Field trip host or chaperons
5. Teacher aides
6. Library aides

## VISITING THE SCHOOL

1. Parents and volunteers must check in at the front desk

2. Parents and volunteers must wear a visitor pass
3. Parents and volunteers must wear modest and appropriate clothing when visiting the school

## **PLANNING AND PREPARATION**

Careful planning and preparation of activities will help to ensure that parents and volunteers maintain a clear understanding regarding roles and responsibilities.

# FIELD TRIPS AND CHAPERONE POLICIES

Throughout the year your child's class may take trips. You will receive written notice informing you of the nature of the trip, anticipated chaperone cost and the need for drivers. Field trips are viewed as a valuable enhancement of the student's educational experience. We will need parental support to make these trips possible. All drivers and chaperones must abide by the following guidelines:

## REQUIREMENTS FOR DRIVERS

4. Completion of a background check.
5. A copy of your current drivers license and insurance identification card must be on file in the school office.
6. Drivers must be at least 25 years of age.

## DRIVER SAFETY

1. Students must wear a seat belt at all times while being transported in a car.
2. Chaperones must not talk on the cell phone while driving students.
3. Do not make any unplanned stops (shopping, fast food, for example).
4. Do not provide special treats for the children in your group.
5. Maintain control of the group.
6. Chaperones must follow all traffic and pedestrian laws.

## GENERAL SAFETY

1. All chaperones must complete a background check.
2. All who work with students of MCCC need to think and act carefully to avoid situations which could lead to difficulties, embarrassment, accusations, or temptations.
3. No chaperones will be left alone with students to facilitate an activity.
4. All chaperones at MCCC are responsible for their own actions and behavior and should avoid any conduct which would lead another person to question their motivation and intentions.
5. Chaperones must follow the general school dress code.
6. Chaperones must follow all traffic and pedestrian laws.
7. All chaperones are accountable to mandatory reporting of child abuse and should familiarize themselves with the child abuse sections of the faculty manual.
8. Chaperones should respect confidentiality but never promise to keep secrets especially if a young person is at harm or risk of being harmed.
9. Call the office in the event of any emergency.

## OVERNIGHT ACCOMMODATIONS

1. Occasionally field trips will use camps or hotels for overnight accommodations on field trip. Events that require overnight accommodations require a minimum of 4 leaders (two of each sex). The optimal ratio of chaperone to student participation is 1:7 or better.
2. Preference will be given to camp locations that allow for large sleeping quarters that can accommodate multiple bunks and at least two adults in the room with the students.
3. If a hotel or dormitory style room must be used, preference will be given to structures that allow rooms with adjoining suites for chaperones. On some occasions a chaperone will need to stay in the room with a group of students, but chaperones will never share a bed with another student unless it is their own child.

## **VOLUNTEER CODE OF CONDUCT AND ETHICS**

1. Consuming alcohol, smoking, or using tobacco products on school functions is prohibited.
2. Using, possessing , or being under the influence of illegal drugs is prohibited.
3. Volunteers should not mistreat students physically or verbally.
4. Volunteers must treat all students with respect regardless of race, culture, or religious background.
5. Volunteers must not use profanity in the presence of students.
6. Volunteers will maintain a standard of purity that protects the biblical description of marriage and encourages students to respect godly relationships.
7. Volunteers must be free of physical and psychological conditions that might adversely affect the health of students or other volunteers.
8. Volunteers must portray a positive role model for students by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
9. Volunteers will be expected to act and react with Christian love and understanding in all situations.
10. Volunteers will be expected to safeguard and hold confidential any information gained through administrative duties involving supervision of students.
11. Volunteers will do everything in their power to avoid being put in a situation where they are alone with a student that is not their own child.

## **RESPONSIBILITY FOR ADDRESSING IMPROPER CONDUCT**

Any suspicion, observation, or experience of any improper conduct should immediately be reported to an administrator or teacher.