STUDENT HANDBOOK

Rev. July 2026

Proverbs 22:6
"Train up a child in the way he should go:
and when he is old, he will not depart from it."

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SCHOOL FOUNDATIONS

Mission Statement

Myrtle Grove Christian School's mission is to cultivate students to be well-rooted in faith and learning.

Vision Statement

Myrtle Grove Christian School's vision is that all students exemplify biblical principles, godly character, and academic skills to be life-long learners and productive citizens as they serve Christ.

Philosophy of Education

Myrtle Grove Christian School believes that God has lovingly called each of us as His children to a saving relationship with Jesus Christ. He has called us to help our students grow in wisdom and understanding in this relationship in every area of their lives. Each child is a special gift of God, with unique mental, physical and spiritual abilities. These characteristics need to be acknowledged in the classroom. Every student should be challenged to use his/her gifts of intellect to the maximum degree according to age level and ability. (Ephesians 4:11 & 12)

Only as the home, the church and the school come under the authority of God will children develop their potential to the greatest degree. Myrtle Grove Christian School is to be a partner with families. We will endeavor to assist students in guiding their development both academically and spiritually. By assisting the home, we are following God's commandment to ". . . bring them (children) up in the training and instruction of the Lord." (Ephesians 6:4)

As Christian educators, we are called to model Christ before our students. "A student is not above his teacher, but everyone who is fully trained will be like his teacher." (Luke 6:40) The hope of our world resides in the lordship of Jesus Christ. Myrtle Grove Christian School is called to assist our children in taking that hope to the unsaved world. "We will tell the next generation the praiseworthy deeds of the Lord, His power, the wonders He has done…so the next generation would know them. Then they would put their trust in God and would not forget His deeds but would keep His commands." (Psalms 78:4, 6a, 7)

Expected Student Outcomes

Students are maturing followers of Jesus Christ equipped and inspired to impact the world for the glory of God.

- Students are well-rooted in faith and learning.
- Students engage with the world around them through effective stewardship and service.
- Students are reflective thinkers who demonstrate a growing ability to discern truth as they evaluate and apply ideas from a biblical perspective.
- Students enjoy and demonstrate their biblical identity in Christ.
- Students reflect the excellence of God's design in their spiritual formation, academic progress and God honoring relationships.

Worldview Statement

One of our chief aims at Myrtle Grove Christian School is to instill in students a Biblical worldview that is based wholly upon God's Word, the Bible. By worldview, we mean a person's mental framework for understanding the "big picture" of reality, based upon conscious and unconscious assumptions about God, creation, humanity, morality, and purpose.

We believe that the Bible describes the world as it really is. In other words, the Bible answers not only man's religious questions but also the major philosophical questions for which man has always sought answers. The student with a Biblical worldview has a system of thought that is unified, logically consistent, and relevant to every area of life. The propositions below provide a brief description of a Biblical worldview.

GOD

There is one triune God who is eternally existent in three Persons: Father, Son, and Holy Spirit. He is infinite, personal, sovereign, all powerful, all knowing, and perfect in love, justice and mercy. God is not silent but has revealed Himself to mankind through the Bible, creation, and the person of Jesus Christ.

CREATION

All things were created by God and are sustained by God. Creation consists of a physical realm and a spiritual realm. All of creation was originally good but is now in a fallen state due to the sin of man.

HUMANITY

Humans were created by God in His image and likeness. Consequently, all human life has intrinsic value. At the same time, man lives in a fallen state as a result of sin. Man's sinful condition alienates him from God and renders him unable to worship God properly, live righteously, understand spiritual things, and recognize that all truth in creation reveals the Creator. People can be restored to relationship with God through Jesus Christ.

MORALITY

Morality is based upon the character and nature of God, not upon the consensus of society or culture. It is absolute, not relative. God's moral law is revealed in Scripture, and God commands our compliance with that law.

PURPOSE

God has commanded mankind to have dominion over the earth. Believers are to seek for God's will to be done on earth as it is in heaven and are to be witnesses of Christ to their culture. History is linear, not cyclical, such that humans have only one life to live, and their decisions in that life will affect their eternal destiny.

Statement of Faith

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these additional essentials of our faith:

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24; Romans 3:23; Romans 5:8–9; Ephesians 2:8–10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; the saved unto resurrection of life, and the lost unto the resurrection of condemnation (John 5:28–29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (I Corinthians 3:16, 6:19–20, Romans 8:13–14, Ephesians 4:30, Ephesians 5:18).

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Position and Biblical Morality Statements

Myrtle Grove Christian School bases its beliefs and teachings on Holy Scripture because we believe in the Lordship of Jesus Christ and that the Bible is the inspired, infallible, and authoritative Word of God, serving as the source for faith and practice for all people. In all matters, we seek to point our students to God's Word as the source of truth. With this in mind we wish to explicitly communicate our positions on current key topics and our policy regarding biblical morality. It is our goal to share this information in order to partner with families that align themselves with these statements and policy.

MGCS Position Statements

Because we live in a pluralistic society, enrolled families or prospective families may hold a wide range of beliefs on moral issues. For this reason, we believe it is necessary to declare Myrtle Grove Christian School's positions on key topics. MGCS has adopted the position statements of the Evangelical Presbyterian Church. The full statements may be found at https://epc.org/beliefs/.

MGCS Biblical Morality Statement
An integral part of Myrtle Grove Christian School's mission is to foster spiritual development and a biblical worldview in the lives of its students. This includes leading students to develop a biblical understanding of morality and to pursue a life that is governed by the biblical moral code. The school works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under the authority of God for the benefit of the student.

Governance

Myrtle Grove Christian School works in partnership with Myrtle Grove Presbyterian Church and is operated as a separate nonprofit corporation with a separate and independent board of directors.

The school board operates under Policy Governance®, whereby the board determines the desired results of the school (Ends) and the boundaries within which those results may be achieved (Executive Limitations). The Head of School is then responsible for all day-to-day operations and decisions at the school, aiming to achieve the Ends while operating within the prescribed Executive Limitations. The board governs with an emphasis on biblically-based integrity, outward vision, strategic leadership, collective decision-making, a proactive focus on the future, and a clear distinction between board responsibilities (governance) and head of school responsibilities (management).

Accreditation

We recognize the value of having someone else testify about the standards at our school and are grateful for professional organizations that support schools across North Carolina and the US.

Myrtle Grove Christian School is a member of NCAIS (North Carolina Association of Independent Schools) and Cognia (formerly AdvancED) and is in the process of transitioning their accreditation from ACSI (Association of Christian Schools International) to CESA (Council on Educational Standards and Accountability).

ADMISSIONS

Policy Overview

Myrtle Grove Christian School seeks to enroll students whose parents want them to have a Christian education. Both students and parents should be informed of the school's Christian emphasis and agree to support this part of the training.

Prospective families must first complete an application packet and submit all of the required documentation. Students applying for grades kindergarten through eighth must then schedule and complete an admissions test. After a review of the application packet and test results, the student may be required to visit the school for observation in academic and social settings.

The student application will be evaluated for admission based on previous grades, attendance records, teacher/principal recommendations, parent cooperation with school, student interview, test scores from previous school, our testing results, and a student visit.

The admissions process is designed to identify families and students for whom MGCS provides a good academic and spiritual fit. The school will enroll students based upon a variety of criteria, not on a "first come, first served basis". Myrtle Grove Christian School may, at its sole discretion, decline admission or discontinue enrollment of a student/family for any cause or reason determined to be in the best interests of the school and in keeping with board policies.

Non-Discriminatory Policy

Myrtle Grove Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and athletic or other school-administered programs.

Re-Enrollment / Sibling Enrollment

Re-Enrollment - MGCS offers priority enrollment for presently enrolled students, provided the re-enrollment forms and registration fees are submitted by the early registration deadline.

- If there is a pattern of non-support of school policies or practices by enrolled families, or if the administration deems the continued partnership with any family as non-constructive or detrimental to the school or school community, students, families or to school personnel, the school reserves the right to withdraw re-enrollment opportunities or offer specific students the options, such as remote learning in the case of behavioral /academic difficulties, or take other appropriate actions.

Sibling Enrollment - Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the priority enrollment deadline.

Admission Standards

Behavioral Standards

All students and parents must be willing to abide by MGCS's Discipline Policy. Generally, the school does not enroll students who have been expelled from other schools or who have been in serious disciplinary trouble in their former school or their community.

Academic History

Students applying for Kindergarten through eighth grades will be required to meet MGCS's promotion requirements for their prospective grade and have passing grades of "C" or better on grade-level work in all major subjects.

Admissions Testing

An entrance test on reading and math will be required. Students' test scores should be on grade level or above. Students applying to first through eighth grades should place at the 40th percentile or above on the reading and math sections of our nationally normed standardized admissions assessment in order to be considered for admission. Kindergarten applicants must score in the 60th percentile or higher on the Standard Development Assessment.

Special Learning or Behavior Needs

A student with an exceptional learning or behavioral need will be accepted only if there is a reasonable expectation that MGCS can meet the needs of the student. Depending on the specific need, the composition of the class and grade level as a whole and the resources in place, the school will determine if we are able to meet a prospective student's needs.

As part of that determination, relevant documents and records (ie. educational psychological evaluations, 504 plans, IEP's, etc.) must be provided to receive behavioral or academic accommodations. MGCS and the Student Support Team follow FERPA and HIPAA records compliance.

Age Requirements

- A child must be three years old by August 31st of the year upon entering the Three-Year-Old Preschool Program. Three-year-old preschool students must be completely potty trained before entering school.
- A child must be four years old by August 31st of the year upon entering the Four-Year-Old Preschool Program.
- A child must be five years old by August 31st of the year upon entering the Kindergarten Program.
- A child must be six years old by August 31st of the year upon entering the First Grade Program.

Financial Obligations

If a prospective student is coming from a different private school, his/her financial account at that school must be settled.

Waiting Pool

If an applicant meets the admission requirements for enrollment but is applying for enrollment in a grade that is full, the applicant will be placed in a waiting pool for his/her grade level. Unlike a waiting list, a waiting pool does not imply a "first listed, first served" commitment on the part of the school. When vacancies do occur, the principal will select from students in the waiting pool based on a variety of criteria.

Probationary Status

New Students - All students admitted to MGCS are accepted on a probationary basis for the first twelve weeks of school. They are expected to abide by all policies set forth in the MGCS Student Handbook. Grades should be maintained in the "C" average range. If grades fall below that range, the student may be required to receive tutorial assistance at parents' expense in order to maintain their position at the school. Failure to meet academic, behavioral, or attendance standards during the probationary period may result in the student's dismissal from the school.

Re-enrolled Students - The families of currently enrolled students who are experiencing academic difficulty and/or behavioral challenges may be notified of probationary status, and/or that their continued enrollment or re-enrollment is conditional and based on fulfillment of criteria or expectations specified by the administration. Typically, these expectations and mutual understandings are presented in the context of a contractual addendum to the enrollment contract. If a student is not permitted to re-enroll for any reason, the school will request a meeting with the family to share the decision and discuss the reasoning.

Birth and Health Records

Upon acceptance of enrollment, a parent must provide current health and immunization records and a copy of the child's state birth certificate. Immunizations must be up to date according to state law, or else a legally valid exemption must be on file.

Student Withdrawal

A student is not considered withdrawn until an official Withdrawal Form has been submitted. In case of dismissal, the parent will be notified. Please refer to the "Financial Policies" section for information on tuition refund policies.

FINANCIAL POLICIES

Fees

- The Application Fee is required for all new students and is due at the time of application. This is a non-refundable fee that covers some of the cost associated with the admissions process, including student testing.
- The Enrollment Fee is expected at the time of or re-enrollment for current students or enrollment of new students. This fee is non-refundable.
- Every new K-8 family will be assessed a one-time New Family Capital Fee.

Payment Policy

- Tuition installments may be made in one annual, invoiced payment to MGCS or twelve monthly installments through FACTS Tuition Management. Monthly installments will be automatically drafted by FACTS on the 5th or 20th of each month from May to April.
- After School and Morning Care fees will be billed through FACTS Tuition as a separate fee using the Incidental Expense account on the 1st of the month and drafted by the 10th of the month from August to May only.

Delinquent Accounts

- FACTS will notify families of monthly tuition installments returned by the bank and a return fee will be charged by FACTS in accordance with your tuition agreement.
- FACTS Tuition Agreements that are **one month past due** will receive an email from the school business office notifying the family of the agreement status and asking for an expectant date of payment.
- FACTS Tuition Agreements that are **two months past due** will receive an email from the school business office notifying the family of the agreement status and informing them that failure to bring the tuition agreement balance current may result in the student(s) withdrawal from MGCS within 10 days. A request for payment arrangements must be submitted in writing and approved by the administration prior to the designated withdrawal date.
- If a student(s) is involuntarily withdrawn from MGCS due to non-payment, the student(s) will be ineligible for re-admission to MGCS for the remainder of the school year.

Student Withdrawal

Upon the enrollment of a student(s), MGCS makes a year-long financial commitment and incurs expenditures that are non-recoverable. For this reason, the following schedule shows the family's financial obligation to the school after applying / enrolling:

Withdrawal Date	Tuition and Fees Owed
Before April 30th	Application & Enrollment Fees
After May 1st	25%
After August 1st	50%
After November 1st	75%
After February 1st	100%

A Student Withdrawal Form must be submitted to officially withdraw from MGCS. Please email office@mgcs.org for a link to the MGCS Withdrawal Form. Submitted forms must be received at least two business days prior to the next scheduled FACTS tuition draft to avoid any future drafts.

Morning Care and After School Care Fees

Morning Care is available for K through 8th grades for an additional fee. After School Care is available for preschool through 5th grade students for an additional fee. Fees will be billed through FACTS Tuition Agreement on a monthly basis. MGCS will publish the fee schedule yearly. All students must register for Morning or After Care ahead of time. Space is limited for each service.

Rooted in Excellence Fund

But as you excel in everything – in faith, in speech, in knowledge, in complete earnestness and in your love for us – see that you also excel in this grace of giving. – 2 Corinthians 8:7

As a new or re-enrolling family to Myrtle Grove Christian School, it is our hope that you see your relationship with Myrtle Grove as one that will last multiple years, whether your student is entering as a Pre-K student or an 8th grader. Making the decision to enroll or re-enroll your student(s) is not only a spiritual one but a long-term financial commitment. In order for you to make your current and future financial decisions regarding your child's education, it is important that you understand the school's commitment to keeping your costs to a minimum while providing excellence in Christian education. While tuition covers the cost of running the school, the annual Rooted in Excellence Fund helps with a variety of meaningful projects that require resources over and above the operating budget for each school year, as well as tuition assistance. Your support and participation in the Rooted in Excellence Fund are appreciated.

Participation

Our goal is 100% participation from families, faculty/staff, and board. This monetary support, whether large or small, signifies a note of confidence that our community members support the mission of MGCS. This percentage significantly impacts gifts from outside sources. Most corporations and foundations consider parent participation before donating to the school.

Matching Gifts

Matching gifts allow you in many cases to double your gift to the school. Please contact your human resources department to confirm that your employer is a matching gift corporation.

ATTENDANCE, ARRIVAL, AND DEPARTURE

Attendance Introduction

Parents have the responsibility to see that students are regularly in attendance. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, peer interaction, and structured study. Because this is so important to successful academic progress, students who have excessive absences may be subject to failure and/or permanent dismissal from MGCS.

Absence

Our school strives to remain in compliance with both North Carolina Non-Public Education requirements and our accrediting association with rules for attendance. The law allows school administrators to excuse students temporarily from attendance *"on account of sickness or other unavoidable cause."* In accordance with this statute, MGCS has adopted three categories of absence: *Unexcused*, *Excused*, and *Planned*.

Every time a student is not in class for any reason, please email the teacher and attendance@mgcs.org with rationale and any appropriate documentation if necessary.

Unexcused Absence

When a student is absent from school, the absence will be recorded as *Unexcused* unless and/or until it meets the criteria of an *Excused* or *Planned* absence.

If a student accumulates excessive unexcused absences in a school year, the school may be required to take specific action under the law, including notifying the department of social services that the parent or guardian may be in violation of the compulsory attendance law. Additionally, students may lose credit for academic assignments missed during each day of unexcused absence.

Upon 10 Unexcused Absences:

- Review of the student's academic standing and potential impact on grades.
- Consideration of disciplinary actions, which may include:
- Loss of privileges (e.g., participation in extracurricular activities).
- Referral to external agencies if neglect or truancy is suspected.

Excused Absence

In order for an absence to be recorded as *Excused*, the parent must provide the teacher with a written excuse within a reasonable amount of time. If a written excuse is not provided within that time frame, the absence may be recorded as *Unexcused*. The following are examples of excusable absences:

- Student's illness or injury
- Death of a relative
- Doctor's appointment

If assignments are not obtained in advance for an excused absence, students are responsible for obtaining missed assignments upon their return. Missed assignments are due within a week following their return unless other arrangements have been determined.

Planned Absence

The compulsory attendance law does not condone or encourage unnecessary absence for any reason. However, it does leave some flexibility for school administrators to permit planned absences. Accordingly, students at MGCS may be allowed planned absences during a school year for reasons such as family vacations and non-school sponsored educational activities, per the following guidelines:

1. A *Planned Absence Notification* should be completed prior to the period of absence.
2. Planned absences for the student must not exceed five (5) school days cumulatively in the course of a school year. (Planned absences in excess of five (5) days will be recorded as *Unexcused*.)
3. The student and parents should expect extended absences to have a negative impact on the student's grades.
4. Students may makeup assignments, quizzes, and tests under these conditions:
    a. Assignments may be secured from the teacher in advance. Teachers will endeavor to provide students with work for the period of planned absence; however, teaching responsibilities may not permit the preparation of assignments in advance.
    b. Assignments obtained in advance are due within a week following their return unless other arrangements are determined.
    c. If assignments are not obtained in advance, students are responsible for obtaining missed assignments upon their return. Missed assignments are due within a week following their return unless other arrangements have been determined.
    d. Work turned in after the allotted period of time will be considered late and may result in point deductions or a grade of zero (0) on the assignment, according to the teacher's grading policy.
    e. The student and parents may need to arrange to make up tests and quizzes after school or otherwise outside of instructional time.
    f. The teacher cannot provide makeup tutoring. The student and parents will be solely responsible for ensuring that the student learns the material taught during the period of absence.

Participation in After-School Activities

A student must be in attendance the day of an after-school activity in order to participate in that activity. In order to be counted present, a student must be at school for at least half of the day. Half of the day is remaining past 11:30 A.M.

However, if a child has signed out due to illness during the school day he/she will not be allowed to participate in any after-school event that day. For the health of everyone involved, your child should be "symptom-free" for 24 hours before being exposed to other students or staff.

Weekend school-related events will be handled by the supervising teacher if the student misses the last day of the school week.

Retention Due to Absences

For students to be promoted for the year, total absences for the year may not exceed twenty (20). This ruling applies whether the absences are excused, unexcused, or planned and regardless of the student's academic performance. Exceptions may be granted under <u>unusual</u> circumstances after parental consultation with the administrator.

Signing Students Out Early

When coming to check out a child early from school, an adult must go to the school office. All students will be called to the office to be checked out. If someone different than the parent is checking out the student, the parent must send a note or call ahead of time.

Tardiness

Tardiness Introduction

Parents should make every effort to get students to school on time. Tardiness is discouraged for several reasons:

- It develops bad habits concerning punctuality.
- It starts the student's day off on a negative note.
- It causes the student to miss the beginning of the classroom day (announcements, instruction, etc.).
- It distracts the class.
- It requires the teacher to have to repeat instructions, lessons, etc.

Excused/Unexcused Tardies

- A child is tardy after 8:15 A.M. Tardies will be recorded as excused or unexcused.
- Excessive tardies may result in a parent conference or disciplinary action.

Possible Reasons for Excused Tardies:	**Possible Reasons for Unexcused Tardies:**
Student has a doctor's appointment	Late
Sickness of student (non-contagious)	Overslept
Car trouble on the way to school	Regular traffic situations
Traffic due to inclement weather like snow/ice/heavy rain	Repeated car trouble excuse

School Arrival and Dismissal Schedules

Arrival and dismissal times are set by the Administration before the start of each school year. Please check mgcs.org or the front office for the current times. Students should not leave their vehicle until arrival time.

School Cancellation

If the school needs to vary from the regular school calendar schedule, attempts will be made to communicate those changes via the following sources:

- Email Notification
- Parent Emergency Notification Service (phone call and/or text)
- WWAY TV3/WECT TV6
- Social Media and mgcs.org

Traffic Patterns

Our carpool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at MGCS is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since the safety of hundreds of students is involved, please give wholehearted cooperation in observing these regulations, in spite of the occasional inconveniences inherent in carpool lines. Designated drop off/pick up zones are clearly marked. Please advance far enough so that other cars may pick up their riders. Please do not leave cars

unattended in the car line and park in designated areas only. Please watch your speed. Traffic pattern information can be obtained from the school office or at mgcs.org.

Arrival Procedures

Paid Morning Care Details

Families that need to drop off their students before 7:50 due to work time commitments can register for Morning Care. There is an additional monthly fee for Morning Care. Students must be registered for Morning Care in order to attend. After School Care participants need to register for Morning Care but will not be charged the additional fee. A staff member will be at the side Gym Entrance to welcome and receive registered students for Morning Care from 7:15-7:50am. Spaces are limited.

Drop-off Guidelines

To help our morning drop-off run more smoothly, please observe the following guidelines:

- Remember to yield to other traffic.
- Do not allow children to exit your car until you reach the designated drop-off point.
- Only drop off students at designated drop-off locations.
- All pedestrian traffic must cross at the crosswalk. Children should cross with an adult.
- Young children should not be left alone in cars.
- Refrain from using cell phones while driving in the parking lot.
- Please park in designated parking spots.

Dismissal Procedures

It is important for drivers to arrive as closely to the appointed time as possible. Please refer to the current school years' dismissal procedures, as details often change. These can be found on the MGCS Web Page. The following guidelines will apply each year:

Pick-up Guidelines

In the interest of safety and out of courtesy for students, staff, and other drivers, please adhere to the following guidelines:

- You may be asked to circle around in the line if your student is not ready.
- Please do not conference with teachers during the pick-up procedure.
- Park in designated spaces only. Do not park your car in the drive-through. All pedestrian traffic must cross at the crosswalk.

Late Pickup

If no one has picked up a student 30 minutes after dismissal, they will be taken to aftercare. In the event a student is taken to aftercare, there will be a charge of $25 for late pickup.

Off-site After-School Care Vehicles

Parents are responsible for arranging all off-site after-school care and notifying after-school care providers of student absences, school schedules, closings, etc. Parents will need to contact the after-school care centers to verify which ones currently pick up at our school.

Changes to Afternoon Routine

Please notify the school as soon as possible if your student will be going home with someone else, via an email to the teacher or front office, phone call or handwritten note. We can only send students home with an emergency or pick up contact person without prior notice from a parent.

ACADEMICS

Curriculum

The curriculum at Myrtle Grove Christian School is designed to achieve Expected Student Outcomes. We have selected a blend of both Christian and secular textbooks based on their anticipated effectiveness in achieving learning objectives. Supplemental material is added where deemed necessary. Biblical worldview principles are incorporated into instruction in every subject area.

Grading Scale

Kindergarten	Grades 1 & 2	Grades 3 - 8
E = Excellent	4 = Exceeds grade level expectations	A = 100 – 90
S = Satisfactory	3 = Satisfies grade level expectations	B = 89 – 80
N = Needs Improvement	2 = Progressing toward grade level expectations	C = 79 – 70
I = Improvement Noted	1 = Performs below grade level expectations	D = 69 – 60
U = Unsatisfactory		F = 59 –below

Enrichment grades for K - 5 are S, N, and U

Homework

Our Approach to Homework

At Myrtle Grove Christian School, we believe that homework should be a meaningful and purposeful extension of classroom learning. It should support students' academic growth while promoting responsibility, independence, and a healthy balance between school and home life.

- Homework is purposeful and connects classroom learning.
- Tasks may include reading, journaling, research, observation, math practice, or creative exploration.
- Homework will reflect the age and developmental level of the learner.
- Homework will not be used for new instruction, but to reinforce or enrich what has already been learned.
- We encourage students to work on homework independently and to let teachers know if they have difficulty completing the assignment.
- Reading is foundational to learning and faith formation. All students are expected to engage in daily reading either independently, with a parent, or by listening to others read.
- Homework will be assigned as needed during the week, with the exception of Wednesdays, in order to provide time for students to attend local youth groups or church activities. In middle school, students may have assessments on Thursdays when advanced notice has been given.

Report Cards

Kindergarten through 8th grade report cards will be issued four times per year—every nine weeks. Any questions concerning the grades should be brought to the classroom teacher. Progress reports will be sent by e-mail to 3rd through 8th grade students, mid-way through each quarter. Three and four old year old preschool progress reports will be issued twice a year.

Late and Missing Assignments

Grade Deductions

If an assignment is late, the teacher may lower the grade each day the assignment is not turned in. Up to 10 points per day may be deducted for grades 6-8 and up to 5 points per day for grades K-5.

Make-up Due to Absence

Missed assignments are due within a week following a student's return to school unless other arrangements have been determined.

Outside of missed assignments due to absences, other late assignments cannot be turned in after two weeks. Assignments turned in after two weeks will receive a 0 in the gradebook/FACTS.

Promotion Guidelines

Promotion to Kindergarten

Current students may be required to take a Developmental Assessment for promotion to Kindergarten and are required to score 60% or higher. Students should be at a minimum developmental level of 4.5 years of age from a spring evaluation in the areas of gross motor skills, fine motor skills, self-help skills, speech and language skills, social and emotional development and general knowledge and comprehension. Promotion from preschool to kindergarten is based on appropriate kindergarten readiness in the skills above, classroom assessments throughout the year and teacher feedback.

Promotion to First through Eighth Grade

Student promotion will be largely determined by three factors: student achievement in the classroom, progress monitoring data, and the teacher/administrator's recommendation based on an evaluation of student's maturity and readiness for the next grade level. Students who do not demonstrate appropriate achievement in subject area grades or display growth in progress monitoring assessments, may be required to receive tutoring or maintain certain academic standards into the next school year as part of a conditional enrollment contract. The school administration will work with parents, teachers and staff to determine the steps necessary in order for the student to be in the best position possible for success in the next grade.

A student passing a major subject with a yearly average of "D" may be required to receive remediation during summer vacation. If a student has a yearly average of "D" in two major academic subject areas, this may be the reason for retention to the current grade level for the student, and summer remediation may be required.

Promoting Students with Modifications/Accommodations

Any student who has passed all academic courses under a modified curriculum or with special consideration must be evaluated by the Student Support Team, the academic core teachers, the parents, and the appropriate administrator before promotion or retention is determined.

Academic Probation

Purpose: Student grades will be reviewed quarterly to prevent the possible failure of a student. This brings the Administration and the parent together in order to create a viable, tangible solution for the struggling student.

Process: This process may be initiated at the discretion of the respective Principal in consultation with the Head of School.

- If the student is making any F's or more than one D the student may be placed on academic probation.

- The Principal will notify the parents of the academic probation.
- A conference will be held with the parent and student in regard to academic probation.
- The student, parent(s), and Principal sign the Academic Probation Form. Copies are distributed to all respective parties.
- If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to the school's inability to meet the student's academic needs.

Honor Roll

- **Year-End "A" Honor Roll** is awarded to 5-8th students who earn all A's in each quarter throughout the school year.

- **Year-End "A/B" Honor Roll** is awarded to 5th-8th students who earn only A's and B's in each quarter throughout the school year.

Student Support Team

For students who may struggle to meet grade level expectations in either academics or social-emotional skills, a Student Support Team (SST) is in place to help assess the student's needs and develop a plan for support. The extent of support will be based on relevant student data, and support plans will be developed with consideration to available resources. Additional information may be collected by the SST through diagnostic screening and/or classroom observations. In some cases, a psychological evaluation may be requested by the SST in order to further determine areas of need. For academic concerns, the SST may provide additional support through the classroom setting, SST Tutoring, or Timothy Program core instruction. There is an additional fee for both SST Tutoring services and Timothy Program instruction. A psychological evaluation documenting specific areas of need is also required for Timothy Program instruction, and students should be re-evaluated at least every three years. For social-emotional concerns, the SST may provide support through the classroom setting or individualized sessions with the school counselor. While MGCS is committed to supporting students, there may be rare circumstances in which we are unable to provide the level of support a student requires. In such instances, MGCS will schedule a meeting with the student's parents to thoughtfully discuss the best path forward.

Enrichment Classes

In addition to core academic subjects, enrichment courses are offered in order to achieve specific expected outcomes and to enhance the overall academic experience. In grades K-5, enrichment courses include physical education, computer, music, art, library and STEM. Additional elective classes are available to students in grades 6-8.

Library

MGCS strives to ensure that textbooks, literature, films, videos and other materials that are used in the classroom or recommended by the school are likely to enhance the spiritual, emotional and mental development of its students. MGCS will strive to censor clearly inappropriate literature from its students, regardless of the source. As the primary caretakers of their children, parents must know what their children are reading or viewing, with special attention given to literature, books or other materials not used at school in a classroom setting or not recommended by the school.
MGCS accepts donations of materials for classroom and library use. However, all items will be evaluated according to our guidelines and any materials not selected for inclusion may be returned to the donor. Library fines may apply to late or missing books.

DRESS CODE

Rationale

The MGCS dress code is designed to create an atmosphere that is appropriate for our educational environment and helps to foster professionalism, competence and neatness.

We acknowledge that many of our dress guidelines do not carry the weight of biblical mandates. As we are an academic institution, many of our requirements are simply traditional good standards for the educational environment. We believe that a degree of professionalism in students' dress and appearance often correlates with higher quality in their work and conduct, and also limits distractions for other students. Our administration reserves the right to assess student compliance or non-compliance with our guiding principles for dress code and personal appearance in all school settings or school sponsored events.

It is also our desire to make dress a non-issue by eliminating the social differences and status symbols that students sometimes associate with clothing and by eliminating the need for staff to make subjective judgments about the appropriateness or inappropriateness of particular articles of clothing. Adherence to our dress code will allow us to move on together to the deeper questions of life and godliness.

Standard Dress Code

Tops & Layering

- **Standard Shirts:** Solid-color, collared polo shirts (with buttons, no logos) or official MGCS t-shirts may be worn any day of the week.
- **Layering:** Any solid-color sweater or zipperless cardigan (no logos) may be worn over an approved polo, blouse, or MGCS t-shirt. Turtlenecks or undershirts may be worn underneath approved tops.
- **Classroom Outerwear:** Only official MGCS sweatshirts are approved for classroom/campus wear. Outer coats of any style are permitted outside but must be removed in the classroom.
- **Fit:** Shirts must be modest, non-form-fitting, and fully conceal the midriff.

Bottoms, Skirts, & Dresses

- **Colors & Fabrics:** Pants, shorts, capris, skirts, and skorts must be solid navy blue or khaki. No sweatpants, athletic wear, corduroy, or velour fabrics are permitted. Cargo bottoms (external side pockets) are not allowed.
- **Jeans:** Solid blue, white, or black jeans are permitted. They must be free of holes, rips, decorations, or embellishments. **Jean shorts are not permitted.**
- **Fit & Length:** Bottoms must fit appropriately (not too tight or sagging) and shorts may not be rolled. **Middle School shorts must have at least a 7" inseam.**
- **Dresses, Skirts, & Jumpers:**
    - *Grades K-8:* Official MGCS-approved skirts must be worn slightly above the knee.
    - *Grades K-5:* Official MGCS-approved skorts, solid-color polo dresses (any color, no logo), and navy or khaki jumpers are permitted at an appropriate length.
    - *Requirements:* Shorts must be worn under all skirts, dresses, and jumpers. Solid white or navy tights/leggings may be worn underneath.
- **MGCS Athletic Shorts:** Reserved strictly for designated special events (Field Day, Warrior Run, spirit days, etc.) and are not permitted on regular school days.

Footwear & Accessories

- **Shoes:** Dress, casual, tennis shoes, or sandals are allowed. All footwear must have a functional heel strap worn at all times. Flip-flops, Crocs, and shoes with wheels are **not** permitted.
- **P.E. Requirement:** Sneakers/tennis shoes must be worn for physical education.
- **Socks:** Any non-offensive socks are permitted.

Grooming & Appearance

- **Hair:** Must be clean, neat, and free of distracting colors or styles. Hair must not obscure the eyes; if hair is below the eyebrows or longer than collar-length, it must be pulled back away from the face. Young men must be clean-shaven.
- **Jewelry:** No pierced body jewelry is allowed. Small earrings are permitted, except for young men.
- **Makeup:** If worn, makeup must be subtle and non-distracting.

Casual Day Policy

During designated casual days, students may deviate from the standard uniform but must still adhere to the following community standards:

- **Tops & Dresses:** T-shirts must be in good condition. Graphics, words, or artwork must align with the values and philosophy of MGCS. Tank tops, halter tops, spaghetti straps, strapless styles, low-cut, cropped, midriff-baring, see-through, or tightly form-fitting tops are not permitted. *Grades K-5:* Knee-length dresses and skirts are permitted if they meet these same top requirements.
- **Bottoms:** Any color pants, sweatpants, athletic pants, or shorts of an appropriate length and fit are permitted. They must be worn at the waist. Spandex, leggings, cotton stretch pants, pajamas, and non-MGCS athletic shorts are **not** allowed.
- **Footwear:** Dress, casual, tennis shoes, or sandals with a functional heel strap are permitted. **Flip-flops, house slippers, Crocs, and shoes with wheels are strictly prohibited.**
- **Prohibited Items:** Hats and distracting hair colors (unless specifically approved for a designated theme day), and body piercing jewelry.

Exceptions

Exceptions to this Dress Code policy are made on certain occasions as approved by the administration. However, if students choose not to participate in these activities, a school dress code must be worn.

- **Spirit Days** will be announced throughout the year and are typically an exception to the Casual Day dress code allowing sweatpants, appropriate length athletic shorts, or athletic pants. Pajamas are not permitted unless otherwise specified.
- **Special Events** Spaghetti strap, strapless, backless, see through, halter, low cut, revealing or any dress or top that shows the midriff area are not permitted. Dresses and skirts must be no more than 3” above the knee.

Dress Code Violations

Depending on the severity of the violation, staff may require students to change into replacement apparel from the MGCS clothing closet or call home for a change of clothes. If a student is attending an MGCS event or on campus and is found to be in violation of the dress code, parents may be contacted to deliver appropriate attire immediately. If replacement clothing cannot be provided in a timely manner, the student will be issued a replacement article of clothing so they may return to class or the event promptly.

If the provided attire is not from the PTF Clothing Closet, a $10 fee will be charged to cover the cost of the item.

Repeated offenses may result in detentions, parent conferences, further disciplinary action, or a loss of dress code privileges.

STUDENT CONDUCT

Disciplinary Philosophy

Jesus said in Matthew 22:37-40 that all of God's law was summed up in two commandments:

1. *You shall love the Lord your God with all your heart and with all your soul and with all your mind.*
2. *You shall love your neighbor as yourself*.

Each of us has an obligation to live rightly by loving rightly, yet it is certain that apart from God's grace, we will not. Authority structures are set in place by God to promote good and restrain evil (Romans 13:1-6). These structures provide the accountability that people need in order to make wise choices and to learn from sinful ones.

With these principles in mind, teachers and administrators assume roles of authority at MGCS. We undertake the disciplinary task with a desire to balance grace with truth, justice with mercy, and internal motivation with external motivation. The ultimate goal of Christian discipline is to see the individual reconciled in their relationships with God and other people, and growing in their hatred of evil and love for good.

In an effort to accomplish this training in godliness, teachers and administrators will not ignore student offenses, because to withhold discipline would be unloving (Prov. 13:24, 23:13-14). Employees will assign disciplinary consequences based on a careful evaluation of each case. Factors to consider will include the seriousness of the offense, age of the student, the frequency of misconduct, and the attitude displayed by the student.

Disciplinary Options

Teachers and administrators may choose from a number of disciplinary measures. The most common of these are listed below, although this list is not exhaustive. **While disciplinary action is generally progressive in nature, some situations may warrant immediate escalation at the discretion of the teacher or administrator.**

- Redirection
- Warning
- Separation in class
- Take a Break
- Silent Lunch
- After School Detention
- Student-Principal Conference
- Teacher-Parent or Principal-Parent Conference
- Removal from class
- Out-of-school Suspension
- Disciplinary Probation
- Dismissal

Dismissal

Eligibility for Re-enrollment

A student who has been dismissed from school is ineligible to re-enroll during that school year or the

following school year.

Attendance at School Events
Students who have been dismissed may not visit the campus or attend school functions.

Corporal Punishment

Myrtle Grove Christian School does NOT use corporal punishment.

Offenses and Consequences

Some violations of school policy and suggested consequences are listed below and grouped according to the seriousness of the offense. **This list is not intended to be all inclusive**. Modifications will be made when necessary, at the discretion of the administrator. Additional infractions will be added, and penalties will be modified as the need arises. In all instances, the school will make every effort to administer consequences equitably and fairly.

Level I Offenses

- Gum Chewing
- Use of electronic devices during school hours
- Poor sportsmanship
- Failure to bring appropriate materials to class
- Talking without permission or other disruptive classroom behavior
- Out of seat without permission
- Sleeping in class
- Eating or drinking in class without permission
- Selling items on school property without permission
- Scuffling or horseplay
- Repeated dress code violations
- Rude or disrespectful behavior toward another student

Level I Consequences
Level I consequences are determined by the teacher, up to and including afterschool detention.

Level II Offenses

- Persistence of Level I behaviors
- Stealing or being in possession of another person's property
- Profanity, obscene gestures, slanderous statements
- Disrespect or rebellion toward a staff member
- Public display of affection (kissing, holding hands, embracing, etc.)
- Refusal to participate or complete classroom assignments and activities
- Lying, Forgery, cheating, or plagiarism
- Leaving school grounds without permission
- Cruel remarks
- Harassment or bullying including cyberbullying (see section below)
- Unauthorized recording on school premises
- Threats to student or staff
- Using physical force or verbal intimidation
- Involvement in immoral activities or activities that are contrary to the philosophy and objectives of MGCS

- Possession of fireworks, cigarettes, pornographic material
- Inappropriate or disorderly conduct in the hallway, restroom, outdoors or elsewhere on campus.
- Throwing Objects

Level II Consequences
Level II consequences are teacher and/or administration directed, up to and including in-school suspension or out-of-school suspension. Academic cheating which may result in a grade of zero.

Level III Offenses.
- Persistence of behaviors in Levels I and II
- Vandalizing or destructive behavior to property or persons within the school or community
- Bringing weapons, drugs, drug paraphernalia, alcoholic beverages, pornographic materials to school

Level III Consequences
Level III consequences may result in a dismissal from school

*The above levels and consequences serve as a guide. Levels and consequences may vary based on the severity, intent and persistence of an offense. Those decisions are left to the discretion of the school administration.

Middle School Progressive Discipline Guidelines
To help keep our school a safe and a focused place to learn, students are expected to follow behavior expectations. Repeated misbehavior will lead to increasing consequences to encourage positive choices.

- After School Detentions must be served within a two-week window of the behavior incident.
- After School Detentions take place on Tuesdays and Thursdays from 3:15 to 4:00 PM.
- By 3:15 PM, students serving suspension must be in the classroom where the After School sign is posted. If a student is late, he or she will need to make up the time on another day.
- If a student does not serve his or her After School Detention within the two-week window, the student will be assigned an additional After School Detention. In addition, the student may lose the privilege to participate in the next scheduled field trip until the detentions are served.
- Silent Lunches: If a student receives three silent lunches, a fourth silent lunch will be upgraded to one after-school detention.
- After-School Detentions: If a student receives three after-school detentions, a fourth will result in an out-of-school suspension.
- Ongoing Issues: If a student reaches 8 after-school detentions or 2 suspensions, a parent conference will be required, and the student's re-enrollment may be placed on hold for the next school year.

We believe in giving students chances to improve and make better choices, but serious or repeated behavior issues will be addressed with appropriate consequences.

General Expectations

The School may take all action necessary to ensure the operation of the School in all matters as it may apply to the Student. A positive and constructive relationship between the School and Parent or other adults interacting with the School and/or School community by virtue of their relationship with

the Student is essential to the mission of the School. Thus, if the behavior, communication, or interaction on or off campus (including during School-sponsored events) of Parent or other adults interacting with the School and/or School community by virtue of their relationship with the Student is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with the School, including but not limited to disagreement with its policies, procedures, responsibilities, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, Parent understands and agrees that the School has the right to dismiss the Student and/or the Student's family from the School community. In addition, Parent understands and agrees that the School has the right to place restrictions on that party's involvement with or activity at the School, on School property, or at School-related events if the party engages in behavior that the School determines in its sole discretion to warrant such a restriction.

Student Harassment Policy

Myrtle Grove Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect. It is to be a school that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. We are prepared to take action to prevent and correct violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Any student or staff member subjected to or observing harassment of any kind is to report it immediately to the principal or administrator. All reports will be handled confidentially; however, any reports involving a student will result in parent/guardian notification. All reports will be investigated promptly and thoroughly without discrimination or retaliation against any person involved in any manner.

Harassment can be defined as: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Targeted Aggression.

Bullying and Racism

To put our bottom line up front, as members of a Christian school community, we always want to ensure that our hearts are striving for Christ-like relationships free from bullying and racism.

MGCS is committed to coming alongside families to support our shared faith and values as we interact as a community of Christ followers. We recognize that each one of us are sinners that have been offered the grace of God through the life, death and resurrection of Jesus Christ. While serving our families and exercising patient understanding, habitually disrespectful behavior by students or adults in any form cannot be tolerated, as these attitudes and behaviors are ultimately destructive to the fabric of our Christian community. Repetitive disrespectful behavior in any form must result in accountability and/or consequences aimed at preserving our distinct MGCS school culture and reinforcing the importance of treating others as one would wish to be treated (Luke 6:31). Our school community has set clear biblical standards of how we should strive to treat one another, and it is only by yielding our wills and obeying our Lord that we are able to begin to love as God has loved us (John 13:34).

The terms “bullying” and “racism” are used quite frequently-and often vaguely in our culture- and it is vital to provide the succinct working definitions that are utilized at MGCS.

Working Definitions

These definitions could be easily expanded, but for purposes of clarity are abbreviated here:

Bullying: repetitive malicious behavior, verbal or physical, by one student or adult toward another with the intent of perpetuating feelings of helplessness, anger, inferiority, intimidation, or fear.

Bullying is a repetitive pattern, whereas incidents of disrespect- such as insensitive remarks, cruel or unkind comments and interpersonal conflict- are often isolated incidents common to childhood and interactions between both children and adults.

Bully: a person who habitually chooses to continually assert their own perceived superiority over another person through intellectual, emotional, or physical intimidation by means of ridicule, disrespect, exclusion, etc.

Racism: any form of bullying or discrimination where a person is targeted specifically because of their culture, race, or skin color.

Premises for Corrective Actions

Our staff seeks to ensure that our actions are aligned with biblical principles within all school interactions and contexts. A partial list of our premises for addressing the issues of bullying and racism:

- We are all created by God in His image and He saw that it was good (Genesis 1: 29-31)
- We are all God’s masterpieces created in Christ to do good works which God prepared in advance for us to do (Ephesians 2:10).
- We are all a part of the body of Christ with God putting us together so that there is no division in the body, but that the parts should have equal concern for each other (1 Corinthians 12:24-25)
- We are called to be kind and compassionate to one another, forgiving each other, just as Christ forgave us (Ephesians 4:32)
- We agree to make sure that no one pays back wrong for wrong, but always strives to do what is good for each other and for everyone (1 Thessalonians 5: 14)
- We are commanded to love one another and as God has loved us, we are to love each other (John 13:34)

A Christian Perspective on Racism

We see a Christian perspective on racial issues as only one component of a total Christ-centered character education for children, and an issue to be addressed with other issues and challenges in the context of our mission and ends statements. As one writer (Watson) put it, “it is not a matter of skin, but of sin” that divides people. Biologically, we are of “one blood” and the differences between various people groups may be viewed (admittedly simplistically) as cultural differences. Our aim is to build a Christian school culture that is over and above all cultural differences, but one that honors all, and to create a setting that allows children and adults room and a season to grow out of misconceptions and prejudice, if need be. This growth is achieved, not so much by programmatic

training, but through intentional personal relationships, through speaking the truth in love, and through actions and consequences informed by grace and calibrated to the occasion. We are to hold our students, and one another accountable for words and actions on this issue. We want to ensure that MGCS is always a welcoming place for all who are aligned with our mission and vision.

Other Worldviews and Racism

We view much of the current literature and the theoretical frameworks dealing with race and injustice as interpreting the scourge of racism on a basis or upon premises other than that of a Christian worldview, and often through a lens that is antithetical to Christianity. Though these viewpoints sometimes offer insights, they often inadvertently establish an intellectual rationale for perpetual anger, a basis for unappeasable grievances, and can produce a mindset of resentment, victimhood and hopelessness. Worldviews other than the Christian perspective on racism also often offer no possibility of reconciliation or redemption for those with racist viewpoints, and those who have transgressed the law of love Christ commands in John 13:34.

Supporting Others

Each person on our staff understands that we may be personally limited in our ability to understand the pain or the perspectives of those who have suffered as a result of racism or bullying, or to the applicability of our own personal experiences to others. Support from our school staff often begins with empathy and simply, listening. In the power of the Holy Spirit, we may intentionally offer understanding, support and affirmation. We are all here in a Christian school community to learn from one another, and to grow in our ability to love one another as Christ loved us.

MGCS is committed to maintaining the health of our Christian community and addressing the issues of bullying and racism by:

- Promoting biblical truth in word and deed.
- Holding students, parents, and staff accountable for their words and actions when not aligned with biblical truths.
- Establishing restorative, grace-centered solutions with all involved, when behaviors and attitudes arise that are clearly not aligned with biblical truths. That is, when we confront the specific issues of racism and bullying, we are always seeking reconciliation and redemption, as we do in every situation.
- Promoting love and unity for all.

Our handbook describes elsewhere the potential corrective actions that we may take in addressing the issues of bullying and racism, as well as other specific issues and infractions. No school handbook may describe and address every possible issue and variation of issues that may emerge within the life of a school community.

Digital Citizenship

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable and serve as academic disruptions of the school atmosphere.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, humiliating or terrorizing another person by sending or posting inappropriate

and hurtful email messages, text messages, electronic messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the director of technology, media center, specialist, or administrator). All reports of harassment in the form of cyberbullying will be investigated fully.

If students are engaging in digital harassment, repeated unwanted attention, threats or other kinds of negative digital behavior, MGCS administration reserves the right to address those incidents with students and families. Students engaging in this behavior may be subject to consequences in accordance with the student discipline guidelines.

Threats

All threats communicated by any person against any student (including himself), students, school or church property will be treated at face value. Such threats will be communicated to the safety and security director, school administration and the parents of any student involved. After investigation of the situation, law enforcement authorities may be notified for legal action.

Cell Phones and Other Electronic Devices

School telephones are business phones and are not to be routinely used by students. In certain situations, and if a student is properly supervised, he/she may be allowed to place a call. Students may not use the school telephone for making social arrangements, or to remind parents to bring forgotten items, unless authorized by the teacher.

K-5th Grade Device Policy-. K-5th grade students should not have phones, e-readers, smart glasses or smart watches unless they have been given prior approval by an administrator. If they are seen at school 7:30-3:30 they will be taken and parents will need to come and get them.

6th-8th Grade Device Policy- MGCS will provide a "Device Rest Area" by the front office. If a student chooses to bring a cell phone, smartwatch, smart glasses or e-reader to campus, the student's device will remain in the rest area during the day. Devices should be powered off before exiting the car at morning drop-off. Students will place their devices in the "rest area" as soon as they arrive to campus.

At the end of the school day, devices may be picked up from the rest area.

After retrieving their device from the rest area, athletes on campus are to leave their devices off and, in their backpacks, until after practice, unless given specific permission by staff or coaches. Athletes traveling to/returning from away games on school transportation will follow the same guidelines - devices off and in their backpacks, unless given specific permission by staff or coaches.

If you need to reach your child or your child needs to reach you during the day, the Front Office's phone is always available for use.

Unacceptable On Campus Uses During the School Day

Misuse of devices during the school day will result in disciplinary action left to the discretion of the administration based on the offense. Misuse includes but is not limited to:

- Using a device on campus without a teacher's permission.

- Recording or taking pictures of students and/or faculty without a teacher's permission or student's permission.
- Sending or seeking to receive messages via a device.
- Browsing, posting, or uploading content on social media.
- Responding to calls or texts.
- Sending messages, pictures or videos about students and/or faculty.
- Using a device to harass and/or bully students and/or faculty.

Consequences for using a device without permission between school arrival and dismissal at 3:15.

- 1st Offense: Student's device will be confiscated and only available for pick up at the front desk by a parent.
- 2nd Offense: Student will not be allowed to bring device on campus for one month.
- 3rd Offense: Student will not be allowed to bring their device on campus for the remainder of the year.

Because of the disruptive and potentially harmful nature of the misuse of electronics, the school reserves the right to read text messages or other content when there is a reasonable suspicion that the device is being used illegally or in violation of school policy.

MGCS will not be held liable for the loss or damage of any personal electronic device brought on campus.

Care of Facilities

Our facilities belong to God, and students are expected to take care of the building and grounds as good stewards of the King's property. Willful disregard for the upkeep and cleanliness of the property may result in disciplinary action. Any damage to school property, intentional or accidental, will be billed via FACTS and paid for by the student/parent.

Lunch Guidelines

- Teachers will enforce proper table etiquette and the use of good manners at all times. **Students should not share food or beverages at lunch**.
- During the first 10 minutes students will be asked to eat quietly, or even silently, depending on age to assure that they have time to eat. After that, voices should be respectfully low.
- Students may not leave the tables until the area is cleared and they have been dismissed by a teacher.
- Tables will be cleaned using an appropriate disinfectant.

Playground Guidelines

Age and Grade Level Use

MGCS provides several age-appropriate playgrounds for our students. The preschool and kindergarten classes will use the playground on the preschool wing of Building #1. This playground is for preschool and kindergarten students only. The first through fifth grade students will use the playground at the back of Building #2. Preschool through fifth grade classes will be assigned playground times. Middle School students will use the gym, blacktop area, and fields.

Playground Rules

- Students should observe the following rules at all times while on the playground:
    1. Students are to use only the playground designated for their age group.
    2. Students are not to engage in aggressive physical contact.
    3. Playground equipment is to be used properly or loss of privileges will result.

4. Students are to stay within the fenced-in area unless given permission to be elsewhere.
5. Students are not to climb fences or trees.
6. Students are not to throw sand, rocks or other objects.

- Failure to observe these rules may result in a time-out period or other consequence that is age-appropriate.
- After-school care students will have a scheduled playtime on both of the playgrounds from 3:00 until 4:15. During this time, no other students will be allowed on these playground areas.
- Parents must supervise their children when using the playgrounds during after-school hours. Children should never be left unattended on the playgrounds.

Acceptable Use Policy for Computers

We are pleased to offer computer technology to our students. Student use of the school's technology is a privilege which, at the discretion of the school administration, may be revoked by the school at any time. The school reserves the right to take disciplinary action for misuse and/or to seek financial restitution for any damage(s) caused by a student or other users.

1. Students will use only the computer that is assigned to them and will not attempt to access any unauthorized computer.
2. Student will not attempt to use any software or hardware without the approval of the instructor.
3. Student will not vandalize any software or hardware.
4. Student will not modify any system settings (i.e. display, screensavers, device properties, etc.)
5. Student will not disrupt the privileges of other computer users or misrepresent other computer users (i.e. log in as another user, impersonate another user, or share a username with others except for parents or teachers)
6. Student will not copy, change, read or use anyone else's software or files without prior permission from the instructor.
7. Student will use the Internet exclusively for educational activities, which are specified by the instructor.
8. When on the internet, student will not reveal any personal information about themselves or anyone else.
9. When on the Internet, student will not send messages that contain inappropriate content. This includes profanity and any other non-academic activity.
10. When on the Internet, student will not purchase or sell any goods or services.
11. When on the Internet, student will not download, upload, or otherwise gain inappropriate access to any unauthorized or copyrighted material(s).
12. 5th -8th grade students will receive a Student Chromebook Use and Expectations Agreement with more guidelines on Chromebook use at MGCS.

HEALTH, SAFETY, AND SECURITY

Illnesses

Notifying the School

If your child is ill, please notify your child's teacher since we are concerned for his/her well-being. If your child is absent because of a contagious disease, please notify us so we can contact other parents as needed.

Sending/Keeping Students Home

Students are required to stay out of school when they have a contagious illness or symptoms of a contagious illness. Those conditions and symptoms include:

- chicken pox
- measles
- scarlet fever
- hand, foot, and mouth disease
- impetigo
- head lice or nits
- pinworms
- ringworm
- bacterial pink eye (may return after 24 hours on medication)
- strep throat (may return after 24 hours on medication)
- fever (temperature above 100.0 degrees) within the past 24 hours
- diarrhea within the past 24 hours
- vomiting within the past 24 hours
- undiagnosed rash

Students who are sick and need to go home must be sent through the nurse's office. When a child must be sent home from school, parents should make arrangements to pick up sick children promptly. Parents should also err on the side of caution when deciding whether a child is too sick to attend school. Children should be free of symptoms for 24 hours before they may return to school.

Medicine

The school office keeps a supply of acetaminophen, Ibuprofen, Benadryl, Pepto Kids, Tums, Luden's cough drops and other simple first aid items. Parents may give permission for their child/children to take or be given these items. The school nurse/school office will not administer acetaminophen, ibuprofen, or Benadryl without parental contact each and every time for PreK-4th grade students. 5th-8th grade students may be given the aforementioned medications without parental contact when parents have given prior approval and students attest that they have not received any of these medications outside of school within the past 4-6 hours.

Any other medicine (including herbal supplements) to be administered to a student must be accompanied by a written parental request, stating the time and the amount to be given. An adult must bring the medication to the office where it will be kept in the health clinic by the school nurse and administered at the required time. All medicine MUST be in the original container and administered as prescribed. Medicine should be sent to school in the original box or bottle for which it was purchased. Students should not have medication in their possession during class hours**.** Prescription medicine must be prescribed to the child to whom it will be administered.

Myrtle Grove Christian School cannot be held accountable for side effects and reactions caused by any medicines, nutritional supplements or herbs. All medicines left in the nurse's office at the end of the year should be picked up by the parents.

Cough Drops

Middle School students (sixth-eighth) may keep cough drops in their possession (locker, book bag, or person) as long as they are accompanied by a parent permission note.

Lower school students (Pre-K – fifth) must keep cough drops in the health clinic accompanied by a parent permission note, and they can get them from the health clinic as needed. A supply of Luden's cough drops are kept in the health clinic and may be given by the nurse as needed for students who do not have their own cough drops at school.

Inhalers

Rescue inhalers for students with asthma will be kept in their homeroom class's emergency box. The Middle school students may also keep an additional inhaler in their afterschool sports bag or in their pocket if their condition warrants that need. Students with asthma should have an up-to-date asthma action plan on file in the Magnus Health Portal (accessed via FACTS).

Food Allergies

Some of our students have food allergies, and in some cases, these allergies can be life-threatening**.** MGCS takes precautionary measures to ensure that these students remain as safe as possible while in attendance at school or school events.

In some instances, when a student has a severe allergy, the student's class and/or grade, for example, may be declared "peanut free." Other students in that class and/or grade (not school wide) are not allowed to bring peanut food products to school. We consider the risk to the student's life to far outweigh the inconvenience that this policy poses to other parents. We ask parents to use this as an opportunity to model for our students what it means to "consider others better than yourselves." and to "look not only to your own interests but also to the interests of others (Phil. 2:3-4)."

Students may not share food with other students in order to avoid contact with such foods that might trigger an allergic reaction (most notably milk, egg products, peanuts, tree nuts, wheat, soy, fish, and shellfish). Parents' sensitivity to this situation will be most helpful on special occasions when treats are distributed to the entire class.

Parents of allergic students should complete the Allergy Action Plan form to alert the student's homeroom teacher of such allergies. After completing this form, parents can upload it to the Magnus Health Portal via FACTS.

Search and Seizure Policy

The school reserves the right to search for and confiscate any material that is an illegal contraband (i.e.: drugs, alcohol, weapons, pornography, tobacco, etc.) or any material in violation of school policies from school property (lockers and the like), and from their person/personal property. Searches can be warranted by any reasonable suspicion or possession of an illegal contraband or material in violation of school policies. Lockers and student property may be searched at any time.

Visitors

Anyone other than students and staff must report to the office and check in as a visitor prior to going anywhere on campus. Each visitor will be required to present an ID at check in. An identification

badge will be issued and should be worn at all times while on campus. All visitors are required to check out at the front office before leaving campus. An appointment should be made in advance through the office for a parent to visit a classroom during school hours.

Security Cameras

In order to enhance the safety of our students and staff, security cameras are located throughout the campus. Cameras will not be used in areas of the school where students or staff have a reasonable expectation of privacy. This would include private offices, restrooms, and locker rooms. Conversely, cameras will be used in areas where staff and students lack a reasonable expectation of privacy such as classrooms, entrances, hallways, parking lots, and other instructional or common areas.

Access to video monitoring is limited to the school administration and the Director of Safety and Security via computer. Video monitoring will be conducted in a professional, ethical, and legal manner that is consistent with the school's existing policies.

MGCS has a full-time Director of Safety and Security on campus during school hours. The director, in accordance with legal guidelines as a reserve law enforcement officer, will be armed while on campus.

PARENTAL INVOLVEMENT AND RELATIONSHIPS

Family Involvement

One of our most basic beliefs as Christian educators is that God has given parents the primary responsibility for educating their children. MGCS exists as a partnership with the home, and we can only be effective and properly grounded as an institution when that partnership is well-maintained.

For this reason, it is imperative that parents stay involved with their child's educational progress by meeting with teachers when requested, assisting their child at home with assignments, attending school meetings, etc. We also encourage parents to be involved with the Parent Teacher Fellowship (PTF), to volunteer at the school, and to attend school activities.

Praying for the School

Perhaps the greatest contribution that parents can make to the school is that of regular, fervent prayer. Below is a sample list of requests that parents could make to God on our behalf. Parents and friends are free to add their own.

- Pray for God's presence and power to reign on our campus.
- Pray for the physical, spiritual, and emotional safety of our students and staff.
- Pray for our teachers to model the Christlikeness, grace, maturity, and responsibility that we hope to see borne out in the lives of our students.
- Pray for wisdom and godly leadership on the part of the administrators.
- Pray for God's provision for every need.

Parent Teacher Fellowship (PTF) and Athletic Boosters

The purpose of the PTF and Boosters is to help promote the mission and purpose of MGCS by:

- promoting the welfare and Christian growth of our children in the home, school, athletics, community, and place of worship
- developing positive relationships between educators, teachers, and the MGCS staff, and supporting united efforts as will secure for every child the highest advantages in spiritual, physical, mental and social education

The PTF and Boosters work through general meetings, committees, and duly-appointed or elected officers to accomplish the following objectives:

- to enhance communication, understanding, and unity between school administration, faculty, parents and the student body
- to involve parents, school administration and faculty jointly in the growth and welfare of the school, undertaking prayerful support for the school's financial, physical and spiritual needs, as well as making the needs of the school known to the parents, so that they may help where they can
- to provide an opportunity for the MGCS family to get acquainted and have fellowship with each other

PTF and Boosters may sponsor several fundraising events throughout the year.

Volunteer Opportunities

General Guidelines for Volunteers

There are numerous ways that parents can offer their time and talents in assistance to MGCS. There are opportunities to help in the classroom, in the office, on field trips, at school events, or on special projects. All parent volunteers should be prepared to have a background check to ensure the safety of students and staff. Whenever volunteering, parents should:

- Check in at the office. First time visitors please bring an ID.
- Follow Parent/Visitor Dress Standards.
- Siblings may not take part in volunteer activities without prior permission.
- Volunteers should refer disciplinary issues to the teachers.

Class Parent

Each teacher may select a parent to act as a Class Parent. Parents may volunteer for this position. The role of the class parent is as follows:

- To assist the teacher when requested
- To organize special classroom activities when requested.
- Class parents will also assist with coordinating classroom parties approved by the teacher

Field Trip Chaperones

Parents may be asked to help supervise and transport students. The role of chaperones is to assist with transportation, to ensure student safety, and to help maintain proper group decorum. See "Field Trips" policy in the *Miscellaneous Policies* section for further information.

Parent/Visitor Dress Standards

We request that parents and visitors uphold the school's dress code standards of modesty and neatness when they are on the school campus, chaperoning field trips or attending school functions.

Our dress code is casual for visitors, however, the following will NOT be permitted:
• Excessively ripped, patched clothing
• Clothing with offensive language, divisive content, or displays of alcohol, tobacco, etc.
• Exposed midriff or undergarments
• Excessively short, tight or revealing clothing – shorts should have a 7 inch inseam or longer and skirts should be at least finger-tip length.

• Athletic clothing is discouraged unless volunteering for PE, Field Day, or other outdoors activities.
***Please remember when volunteering to avoid the use of your cell phone. For the safety of our students, we ask that you refrain from photographing students while volunteering at school.

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. We are sensitive to the circumstances surrounding these situations, and our school counselor, student support team and staff are ready and willing to support students and families with both care and confidentiality.

Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent of a legal guardian may view education records and attend school functions or school meetings regarding the student.

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the students during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering the school property if their conduct becomes disruptive to the school environment.

Court orders regarding child custody issues must be in the child's educational file. Only court orders signed by a judge will be honored. Notarized forms or letters from parents are not acceptable. Please notify the office prior to the first day of school if there are child custody orders regarding procedures for parent pick-up or visitations.

Parent/Teacher Relations

General Guidelines

- Teachers at Myrtle Grove Christian School are professionals and should to be treated as such.
- If the student has a school-related problem, it should be reported to the teacher as soon as possible. It is never appropriate for parents, guardians, other adults to deal with a student other than their own at school.
- Disciplinary concerns about any student on campus should be directed to a faculty member or the administration, preferably the student's teacher.

Conferences

- There are scheduled conference opportunities in the fall and optional spring conferences. Other conferences may be requested throughout the year. We encourage parents to request conferences as needed.
- If a conference is needed, email to schedule an appointment. Please resist the temptation for having a "mini" conference in the hallway or in the pick-up line.
- Middle School parents should schedule group conferences through the student's homeroom teacher. The homeroom teacher will try to facilitate a joint meeting with all teachers instructing your student. Individual conferences may be scheduled directly with the relevant teacher.

Communication

- All teachers and administration have e-mail addresses. Please feel free to send them your questions or requests. Teachers and administrators are asked to attempt to respond within 24 hours during the work week, but if they have not, please resend the message. A delay in response may mean that something has been lost in the translation of the message.
- If there is no response, please let the administration know that you are having difficulty making a connection with the teacher. It is extraordinarily important that all lines of communication remain open, in order for us to serve your family well.

Conflict Resolution

Constructive criticism is essential to the improvement of our school. However, criticism, if not properly channeled, will be destructive. When problems arise concerning policy, procedures, administration, teachers or students, resolution should be sought according to the Matthew 18 principle. Please remember Matthew 18:15-16 where Jesus commands us: "If your brother sins against you, go and show him his fault, just between the two of you…But if he will not listen, take one or two others along…"

In conflict situations, the appropriate chain of command is:

Teacher
Principal or Director
Head of School
Conflict Resolution Committee of Board

If this chain of command is not followed, you will be referred back to the appropriate person. Teachers are asked to follow the same chain of command and to encourage others to do so. In the event that a parent comes to an administrator with a concern, the administrator will listen to the subject of concern and then direct the parent back to the teacher. If requested, the administrator will be present at the conference in order to aid in a resolution to the concern.

MISCELLANEOUS POLICIES

Office Hours

8:15 A.M. - 3:30 P.M. Monday through Friday during the school year. Summer Hours will vary.

Change of Address

If you need to change your contact information, please contact our office immediately or make those changes in your family portal at FACTSMGT.COM. It is extremely important for the safety of all students that records are kept up-to-date.

Change in Routine

If there is a change in routine, such as when or by whom your child is being picked up, please send a note to the student's teacher. If it is the same day, please call the office and leave the information with the front desk.

Deliveries

Floral arrangements, balloons, etc. delivered to the school will be held in the office until the end of the day. The recipient will be notified to pick the item(s) up in the office.

Telephone Usage

School telephones are business phones and are not to be routinely used by students. In certain situations, and if a student is properly supervised, he/she may be allowed to place a call. Students must receive a phone pass from their teacher to use the phone. Students may not use the school telephone for making social arrangements, or to remind parents to bring forgotten items, unless authorized by the teacher.

Lost and Found

Parents are encouraged to label their child(ren)'s clothes, book bags, lunch boxes, and other belongings. Items left unattended in the hallway, bathroom, gymnasium, or elsewhere will be placed in a lost and found bin. Students should check the lost and found and/or inquire in the office in the event that items are missing. Unclaimed articles will be given to charity at the end of each month.

Insurance

Myrtle Grove Christian School has a supplemental group insurance policy covering students during the school day. Details concerning the policy may be obtained from the office.

Snack

Time may be allotted for students to have a snack break. Please send fruit, crackers, vegetables, granola bars or other snacks that do not contain much sugar. Glass containers, gum, candy, and soft drinks are not allowed at school. Students will not be permitted to charge snacks from the cafeteria. Some teachers may allow water bottles with water only to be kept on a student's desk.

Lunch

Lunches may be purchased ahead time through our school vendor. If your child will be bringing lunch from home, please send nutritious lunches. Some items can be purchased from the school cafeteria. Students are not allowed to bring soft drinks, gum, and candy or glass containers to school without special permission. If a student forgets a lunch or lunch money, he/she will be allowed to call home.

Books

Any schoolbooks issued by MGCS are the responsibility of the student to whom they are issued. All books owned by the school should be covered with book covers. Students will be charged a replacement fee for any lost books. Payment must be prompt, and each student is responsible for making up the work he/she misses during replacement time. A fine will be charged for any damaged books.

Field Trips

Student Guidelines

- School uniforms are required on all field trips unless otherwise specified. (Outerwear must be MGCS code or it must be removed before entering a building.) This policy is enforced to help us easily identify and supervise our group.
- Students must comply with school policy while on field trips.
- Students should respect drivers of your vehicle by using a quiet voice, sitting still, turning off the sound on hand-held electronic games, and following all directions.
- Be responsible for any possessions you bring on the trip, including any gift-shop money.
- Remember that you are a representative of MGCS and your actions are a direct reflection of the school.
- Wait to eat snacks until you arrive at the desired destination. Respect the vehicle of your field trip driver by eating outside and managing your own trash.

Chaperone Guidelines

Role of Chaperones

Only the parents or guardians of currently enrolled students may chaperone unless special permission has been granted by the administration. The role of chaperones is to assist with transportation, to ensure student safety, and to help maintain proper group decorum. See "Field Trips" policy in the *Miscellaneous Policies* section for further information.

Non-Chaperone Parent Attendance

Parents who are not designated chaperones are not permitted to join the field trip. The purpose of field trips is to extend student learning through meaningful, hands-on experiences. To maintain the integrity of the learning environment and ensure proper supervision and safety, only approved chaperones may attend.

Sibling Attendance

Siblings or other children outside the student's class will not be allowed to attend class field trips.

Adult/Student Ratio

For safety purposes, there must be a sufficient ratio of adults to students or the field trip will be canceled. The number of chaperones/drivers will be limited according to need. Parents, when accompanying the class, are to take responsibility in helping the teacher supervise the students.

Attire While Attending Field Trips

Please refer to the Parent/Visitor Dress Standards section in our Student Handbook for chaperone attire expectations while on field trips.

Transportation Guidelines

- Each chaperone must provide the teacher with a copy of the automobile insurance and driver's license information. Each driver should have an excellent driving record. Each driver may be required to have a background check. The Administration may regulate the approved driver list
- Teachers will arrange passenger lists. The lists should not be changed unless deemed necessary by the teacher in case of an emergency.
- Preschool through 7th grade students should not ride in the front seat of an automobile with a passenger airbag.
- Field trip drivers should not use cell phones while driving with students.
- Drivers should not schedule extra stops without prior approval.
- Upon arrival at the field trip destination, students should REMAIN in vehicles to await further information unless directed otherwise.
- When returning to school, drivers are to wait with students in an area designated by teachers.
- Out of respect for varying standards of families, chaperones are asked NOT to play movies and music when driving students to school trips and events.

Booster Seats

- Children younger than 8 **and** who weigh less than 80 pounds must be properly secured in CRs appropriate for their weight and height. Belt-positioning booster seats may be used for children over 40 pounds.

- When a child reaches age 8 (regardless of weight) OR 80 pounds (regardless of age) a properly fitted seat belt may be used to restrain the child. Shoulder belts behind the back or under the arm are not allowed.
- If there is no lap and shoulder belt-equipped seating position available for using a belt-positioning booster, a child less than 8 years of age and between 40 and 80 pounds may be restrained by a properly fitted lap belt only.
- **WARNING:** Belt-positioning booster seats must NEVER be used with just a lap belt.

No Smoking
Smoking or vaping are prohibited on field trips.

Overnight Field Trips

Certain grade levels may have the opportunity to participate in overnight field trips. Overnight field trips can offer learning experiences, relational bonding, and spiritual growth opportunities that cannot be achieved in the classroom or on a day trip. However, these trips also bring with them added challenges and risks. Accordingly, the following additional policies pertain to overnight trips.

- Overnight field trips are optional. Parents should weigh the risks and rewards of the trip and use their best judgment in determining whether their child should participate.
- If a student chooses not to participate, alternative assignments may be given to substitute for the learning experiences and graded assignments associated with the trip.
- Teachers and administrators will make every effort to identify and manage risks associated with each field trip. Most risks are reasonably managed through advance information about the location of the trip, safe travel guidelines, advance preparation for allergies and other medical conditions, constant supervision of students by staff and proper conduct of students throughout the trip.
- The teacher and/or administrator will provide details about arrangements for the trip, including travel details, itinerary, sleeping arrangements, and student supervision.
- Ordinarily, only staff members of Myrtle Grove Christian School serve as chaperones on overnight trips. Other volunteer chaperones may be used at the Administrator's discretion if absolutely necessary. Volunteer chaperones must be cleared for the supervision of students (criminal background checks, Youth Protection Policy training, etc.)
- Sleeping arrangements for all overnight trips must adhere to the following guidelines:
    1. No members of the opposite sex will be allowed to sleep in the same room, tent, cabin, etc.
    2. Adults will not sleep in the same bed or bedding with a youth.
    3. There will never be one adult and one youth per room unless they are family members.
- Reasonable curfews should be scheduled and enforced.

Parties

Policy Overview

- Holiday parties, other than birthday parties, will be celebrated with an emphasis on Jesus Christ and His gifts to us.
- Gifts and invitations, if brought to school, must be for the whole class, leaving no one out. If an "all girl" or "all boy" party is given, invitations may be given out at school to all the girls or to all the boys.

- There should be no dictation of the dollar amount for gifts to be given by the students to the staff.
- MGCS does not celebrate Halloween or take part in any Halloween traditions.

Birthday Celebrations

- Should be arranged with the homeroom teacher
- Should not include goodie bags (except preschool)

Middle School

Middle School celebrations should be arranged ahead of time with the homeroom teacher.

Pool Parties

- General field trip guidelines apply for pool parties.
- No parties allowed at the beach, docks, open waters, etc.
- Pool parties are not allowed for preschool. Sprinkler parties are allowed with an adult-to-children ratio of 1:2.
- Girls should wear one-piece bathing suits. Boys should wear a regular boy's swimsuits.
- All classes are strongly urged to obtain a lifeguard for pool parties. If no lifeguard can be obtained, designated adults must watch the children at all times.
- The ratio of adults to children for pool parties:

Grades	Without Lifeguard	With Lifeguard
K-2nd grade	Not allowed	1:5
3rd-4th grade	1:3	1:6
5th-8th grade	1:4	1:7

Bus Expectations

Policy Overview

- **Stay in Your Seat:** Remain seated at all times.
- **Keep Noise Low:** Help the driver concentrate by using quiet voices.
- **Hands, Arms, and Heads Inside:** Nothing goes out the windows. Ever.
- **Leave the Windows Alone:** No opening, closing, or playing with the windows.
- **No Gestures to Others Outside the Bus:** Be respectful.
- **Throwing Objects:** Throwing anything at any time at any reason is forbidden.
- **Keep the Bus Clean:** Don't track dirt and mud onto the bus. Clean up after yourself. Take everything you brought with you when you leave.
- **Eating and drinking:** Consuming food and drinks is not permitted unless otherwise indicated by MGCS staff.
- **Chaperones seating:** Chaperones will be seated at the front and the back of the bus on each trip.
- **Represent yourself, MGCS, and Christ well.**