

Welcome to Miami Christian School

2010-11

The Miami Christian School (MCS) parent/student handbook is divided into three sections: General, Elementary/Middle School, and High School. It is important for all parents and students to read the general and then the specific section pertaining to the pertinent grade level. We want you to have a good understanding of the mutual relationship into which you have entered. Posting this handbook online serves as notice to parents and warning to students of all rules, regulations and policies regarding MCS. Enrollment constitutes agreement to abide by all.

Orientation sessions are planned at the beginning of each school year to help acquaint students with the significance of the contents of this handbook. Much of the material has been modified from previous handbooks, so please read it all carefully, then sign, detach, and return the form on the last page. Please keep in mind that, as it becomes necessary, MCS reserves the right to amend the student handbook at any time during this school year. Notification will be made to the parents through flyers and/or the school's Edline program.

Miami Christian School does not discriminate in its admission policies or any area of school life on the basis of a student's race, color, national and ethnic origin, or disability. Requests for accommodations are welcome and may be made in accordance with our Student Disability Accommodations Policy.

STUDENT DISABILITY ACCOMMODATIONS POLICY

The school will attempt to provide reasonable accommodations to qualified students, with mental or physical disabilities, to the extent that such request does not cause a fundamental alteration to the school's programs and to the extent that it does not create an undue hardship. The first step in requesting an accommodation for a student identified as having a disability is to provide the Head of the School with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of a diagnosis and recommendations, we will communicate with the parent to obtain additional information or discuss the circumstances related to the request. Examples of accommodations made for students include appropriate classroom locations, location in the classroom, extended time on tests, use of computers, and/or dispensing medication through the office.

Miami Christian School Mission Statement

Miami Christian School, in educational partnership with parents, challenges young men and women to know Jesus as Lord, to achieve their fullest academic and physical potential, and to impact a diverse world with character and leadership.

Miami Christian School Vision Statement

Miami Christian School shall provide a quality education with academics, activities and athletics supervised by qualified faculty producing well-rounded students who possess the skills to be

successful in their future studies, occupations and endeavors, who enrich the community at large and who act as light in a world of darkness sharing the gospel of Christ.

MIAMI CHRISTIAN SCHOOL
200 N.W. 109 Ave., Miami, FL 33172
305-221-7754/Fax 305-221-7783
www.miamichristian.org
WE ARE THE VICTORS!

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

School Nickname: Victors

School Colors: Red, white and black

School Symbol: Knight on Horseback

ALMA MATER

God bless Miami Christian School,
That true to all we'll ever be:
To guard our right,
To live by freedom's light,
To show our faith to God through loyalty.

And as the years may come and go,
May we our Lord to others show,
And go forth to win the world to Him.
God bless you,
God bless Miami Christian School.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag
of the United States of America
And to the Republic for which
It stands, one nation, under God,
indivisible, with liberty and justice
for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the
Christian flag and to the Savior
for whose Kingdom it stands,
one Savior crucified, risen, and
coming again with life and
liberty for all who believe.

GENERAL GUIDELINES FOR ALL STUDENTS

The following pages contain information that applies to elementary, middle school, and high school students. Please read this carefully and then see the section that pertains to your grade level for further details.

ATTENDANCE

Every day of school missed weakens the individual student's academic experience and is seriously detrimental to doing his/her best work. Therefore, parents are urged to make sure that their students are in school. Family vacations should be planned for times when school is not in session and medical and dental appointments should be scheduled for times other than school hours. Parents and students should remember the following policies:

A. SCHOOL HOURS

School begins for K-8 students at 8:30 a.m., for High School students at 8:25 a.m.

Regular dismissal times:

K3-5th grade - 3:00 pm 6-8th grade - 3:05 pm 9-12th grade - 3:15 pm

Half-day dismissal times:

K3-1st grades - 12:15 pm 2nd-8th grades - 12:15 pm 9-12th grades - 12:30 pm

High School "0 period" classes are from 7:30 – 8:20 a.m.

B. ARRIVAL AND DEPARTURE

Students must not be dropped off at school before 7:30 a.m. since we do not provide supervision prior to that time. Elementary and middle school students arriving between 7:30 and 8:30 a.m. should go to the pavilion. High school students go to the bleachers by the basketball court. Students are not to remain in cars when they arrive in the morning nor socialize in cars in the parking lot after school hours.

Students in grades 6-8 who are not involved in after-school athletics or help classes must be picked up by 3:15 p.m. Elementary and middle school students not complying with After School Care procedures will have a minimum consequence of a referral. High School students must be picked up by 4:00 p.m. unless they are involved in athletics. Any student not in athletics remaining on campus after that time, must report to the high school office by 4:15 for permission to stay in an extended help class or study hall. All students must leave or be picked up by 5:30. Any student on campus must be at the bleachers with the high school principal at 5:30 p.m..

Miami Christian School cannot be responsible for students on campus before 7:30 a.m. or after 3:30 p.m. unless they are involved in athletics or After School Care. (See Elementary/Middle School section for ASC details.) Dress code and school rules are in effect from the time students arrive on campus until they leave - unless they are involved in sports or permission has been given for a special event.

C. TARDY POLICY

Elementary school:

- When tardy, students should report to the "B" office for a tardy pass to class.

- On the 8th tardy, there will be a phone call home or an email via Edline to remind parents of the number of tardies to date and the consequences of additional tardies.
- On the 10th tardy, students will be suspended.
- Excessive tardies could result in dismissal from school.

Middle school:

- When tardy to school or class, students must report to the front office to receive a tardy pass to class.
- Every third tardy to school or class, within a grading quarter, will result in a disciplinary notice.
- On the 8th tardy, there will be a phone call home or an email via Edline to remind parents of the number of tardies to date and the consequences of additional tardies.
- Excessive tardies could result in dismissal from school.

High school:

- When tardy to school, students must report to the tardy station (after 8:40, students must report to the front office); when tardy to class, students must report to the tardy station.
- Every third tardy to school or class, within a grading quarter, will result in a disciplinary notice.
- On the 8th tardy, there will be a phone call home or an email via Edline to remind parents of the number of tardies to date and the consequences of additional tardies.
- Excessive tardies could result in dismissal from school.

D. ABSENCES

1. Twenty absences result in a repeat of a class or the grade. In high school a student who accumulates 10 absences from any one class during a semester will not receive credit for that class
2. Half Day Absence:
 - a. Students arriving at school after 9:10 a.m. are charged with a half-day absence.
 - b. Students leaving school after 12:00 noon are charged with a half-day absence.
 Full-day Absence: Students leaving school before 12:00 noon or arriving at school after 12:00 noon are charged with a full-day absence.
3. High School: A parent or guardian of a high school student is required to call the high school office by 9:30 a.m. when a student is absent (unless an advanced absence notice has been submitted).
4. Students must be in school by 12:00 noon to participate in sports activities, this includes practices or open gym.

E. ADVANCE NOTICE OF ABSENCE

If it is known ahead of time that a student must miss school, an advance notice, as early as possible, of an absence should be reported so teachers may assign work. Following this procedure eliminates the need for a note upon returning to school. Students should not expect an extra day to study for a test announced before the absence or additional time to complete assignments.

F. DOUBLE ABSENCES

Absences will be counted as double for the following reasons if you stay home or if you come to school and then leave:

- Days before or after holidays/vacation days
- Public school closing days
- SAT test afternoons
- Days for special occasions (i.e., leaving to get ready for a quince, ring ceremony, etc.)

G. ABSENCES AND AFTER SCHOOL FUNCTIONS

If a student, arriving at school after 12 noon, attempts to participate in or attend any of the school functions or sports (games/practices) he/she will be sent home if special permission has not been authorized or previously specified by the administration.

H. PROCEDURE FOLLOWING ABSENCE

On the day the student returns to school, the student should bring a note from a parent or legal guardian containing the following information:

1. Student’s name and grade
2. Date(s) absent
3. Reason for absence
4. Parent’s (guardian’s) signature
5. Doctor’s notes are optional; however, only original notes will be accepted. No copies/faxes.

*Parents will be notified periodically regarding student’s absences. (See individual sections regarding excessive absences.)

I. EARLY DISMISSAL AND SIGN-OUT PROCEDURES

The school day begins at 7:30 a.m. when a supervisor is on duty or when a student arrives on campus in the morning. Once a student has arrived, he/she may not leave class or campus without permission from the school office and/or parents; parental permission to leave school is required for all students enrolled at MCS, regardless of age.

Except in the case of an emergency, students requesting early dismissal must have either written, faxed, or taped via phone conversation permission, from the parent or guardian. Students leaving early must sign out in the front office. Elementary and middle school students present their note to their homeroom teacher; high school students are to give their note to the high school secretary before school.

Parents are advised not to pull students out of school for social events or any other reason. However, if it becomes necessary to leave school, - students are required to check out in the front office. Teachers will not release a student from class unless instructed to do so by the office.

If a student leaves school during the day to attend social events, Miami Christian will not be responsible for any consequences related to such absences.

Leaving campus for lunch is not permissible.

Birthdays, parties, shopping, etc. are not reasons for leaving school early. Students skipping school/classes will not receive credit for the day skipped and will receive a referral and be suspended an additional day.

J. ATTENDANCE ON FIELD TRIPS

All students in class are expected to participate in scheduled field trips for that class. If a student does not participate, a written report will be required and will be due upon returning to school. The individual teacher will give the details needed to complete the report.

In elementary and middle school, if a student does not attend the field trip, he/she will remain under the supervision of his/her parents for the day. (This does not pertain to Merit Days – students who do not earn the privilege of the Merit Day are required to come to school.)

The cost of field trips and class trips is paid for by the student and is non-refundable unless absence is due to a major illness or death in the family since field trip costs are based on the number of students attending.

When students go on an educational field trip they are to wear school uniforms, unless the field trip includes outdoor activities.

K. SCHOOL CLOSING

The policy for closing school due to severe weather is the same as that of Miami-Dade County Public Schools unless otherwise notified. Notice will be broadcast over TV stations between the hours of 6:30 a.m. and 7:00 a.m. Call the school office at (305) 221-7754 if there is any question. Check the MCS web site at www.miamichristian.org and www.edline.net for announcements. Additionally, school closing information will be communicated via School Reach software which will call one of the numbers listed on the emergency cards; therefore, it is vital to keep telephone numbers updated for this purpose.

SPIRITUAL LIFE

The element that distinguishes Miami Christian School from simply another private school is the spiritual factor, which is incorporated into every aspect of school life. It is our goal that everyone coming onto our campus would see Jesus Christ in every activity, classroom, and person they meet. The key word for us is integration, that is, the integration of Christ and His Word into every facet of the curriculum. The information that follows has to do with the things we do at Miami Christian School specifically to exalt Jesus Christ before our students, families, and the community.

A. THE SCRIPTURES

Many textbooks are used in the various classes, but the Bible occupies a special distinction: it is the inspired Word of God. As such, it is to be accorded proper respect when it is read publicly, when it is used in an assembly situation, or when it is taught in class. Every student should have his/her own copy of the Scriptures and should bring it to school every day. Accepted versions for school use include the King James, New King James, New International Version, and New American Standard Version.

B. SPIRITUAL EMPHASIS WEEK FOR MIDDLE SCHOOL AND HIGH SCHOOL

Once each semester, we set aside a week to give special attention to the spiritual needs and concerns on campus. A chapel service is held each day of this week. Speakers are often

available for individual counseling and important life decisions are made. Look forward to these weeks and pray that God will work on campus and in your child's life.

C. SIGNS AND SYMBOLS

Students may not wear articles of clothing or jewelry to school which are associated with or promote anti-Christian philosophies. Books, items, personal logos or markings, which contradict the spiritual values of the school may not be worn, displayed or brought to school.

D. NON-CHRISTIAN SPEECH AND OTHER EXPRESSIONS

Literature, art or other media that contain material of an inappropriate sexual nature are not permitted on campus. This includes both published and non-published items such as student created poems, short stories, notes, drawings, etc. Any material that promotes an anti-Miami Christian School message or material that promotes an anti-Christian or anti-government message or ideas that radically depart from societal norms will not be allowed. Shaving the eyebrows or shaving signs and symbols into the hair is not permitted. Piercing or scratching the body, including unnatural markings of any kind placed on the body, in the hair, on clothing, book bags, vehicles or any item brought to school, that are associated with philosophies inconsistent with Christian beliefs or that simply call attention to the student are not acceptable for MCS students. This includes self-inflicted as well as professionally placed body marks. Any tattoos must be covered while on campus. Refusal to do so will be grounds for dismissal. In such cases, the issue will be brought to the attention of the parents and if such expressions continue, they are grounds for dismissal from MCS.

E. SPIRITUAL HARMONY

Miami Christian School is founded upon the recognition of Jesus Christ as Lord. Students are expected to demonstrate by their behavior and conversation that they are in harmony with the spiritual goals and objectives of the school. Students are expected to maintain sexual purity in speech and behavior. When this does not occur this may be grounds for dismissal.

F. DRESS-UP DAYS

In order to be consistent with the Christian life style of our campus and in your Christian walk, girls are advised to wear loose-fitting long pants. Blouses should be long enough so that skin does not show when the arms are raised and buttoned at the appropriate level for modesty. No tank tops or tube tops are permitted for girls. Dresses and or long skirts may not have a slit above the knee. Dress-up for boys means shirts and ties.

Students are to wear apparel that conforms to school policy of modesty in accordance with the parameters set forth on the field trip permission slip.

ACADEMICS

It is our desire at Miami Christian School to provide a well-rounded and complete education for our students in order to prepare them for whatever God calls them to do after graduation. For the majority of our students, this includes pursuing further education at a college or university. Our curriculum, therefore, is college preparatory in nature and is geared to meet the course requirements of colleges and universities throughout the country. In addition, Miami Christian School is accredited by the Southern Association of Colleges and Schools (SACS), Florida Kindergarten Council (FKC), Florida Council of Independent Schools (FCIS) and Association of Christian Schools International (ACSI). A high school diploma from Miami Christian School is looked upon with just as much regard as that of any other school, public or private.

A. GRADING SCALE FOR GRADES 1-12

1. Academic Grades (Revised grading scale as per State of Florida 7/1/01)

Percentile	Letter Grade	Grade Points
98-100	A+	4.33
93-97	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	.67
0-59	F	0.00

2. Bonus Points

- a. High School Honors & 8 Honors Classes: One bonus point is awarded for a grade of B- or better in an honors level course for high school or 8th grade honors math, science or English.
- b. Advanced Placement Courses & Dual Enrollment: One bonus point is awarded for a grade of C-, C, or C+ in an advanced placement (AP) class. Two bonus points are awarded for a grade of B- or better. Hence, a B+ in an AP or dual enrollment course would receive 5.33 grade points.

Universities may, and have the right to, unweight these classes. This scale is used to allow our students to compete with other local schools.

3. Incomplete grades

A grade of "I" (incomplete) may be recorded for those students who have missed school for an extended absence and require extra time to complete the required work for a

course. Deadlines will be set in accordance with such factors as a length of absence, time of year, student's condition upon return to school, etc. However, incomplete grades must normally be replaced with a letter grade within one week of the day grades are posted. (See page regarding incomplete grades and eligibility in athletics.)

Counting from his or her first day of school, a grade must be given in every subject if a student has been enrolled for 15 in-session school days in a marking period.

4. Conduct Grades

Conduct grades reflect both behavior and attitude while under the supervision of a teacher.

Gr. 1-12

A	Exemplary behavior
B	Good
C	Meets Requirements
D	Improvement necessary
F	Unacceptable; conference requested

B. GRADE REPORTS

1. Parent/Teacher Contact

Generally, teachers will contact parents either personally, via email or by phone when a student is not doing satisfactory work. This process will begin before the progress reports are issued. High school teachers will contact parents if a student fails a test or two quizzes in a row, or a major project (or fails to turn it in). When a student fails to turn in one homework assignment, he or she will receive an academic detention. When a student fails to turn in two or more homework assignments, a disciplinary notice will be given and a call home will be made from the school office. All teachers will call or e-mail when it is apparent that the report card will reflect an F.

2. Progress Reports/Academic Warnings

Progress reports are issued at the end of 4 1/2 weeks in each marking period. The grades indicated on these reports are intended to provide parents with a measure of the student's progress to that point. Time remains for these grades to change significantly, in either direction, by report card time.

3. Report Cards

If a student will be receiving an F on his/her report card a call or e-mail from the teacher will be made. If you do not have access to school e-mail, it is important that you notify MCS, so teachers can be notified. Please do not give your password to your child so that e-mail communication from teachers is private until you wish to share it.

All report cards are posted on Edline. Following the fourth quarter, all report cards are mailed home. Please note on the school calendar the dates on which report cards are issued; contact the school office, within a reasonable period of time, if the report card does not arrive.

Parents are encouraged and expected to check grades on Edline weekly. Progress Reports are issued at the end of 4 ½ weeks, but parents can see a student's current grade in each class well before that date as Edline grades are updated weekly.

Note: All accounts must be paid in full (involving any area of the school) before the following can occur for a student: release of any and all records, such as report cards and transcripts, administration of semester exams, and receiving a diploma for 8th grade or senior graduation. If accounts are not paid in full by report card time, Edline access will be denied, however students can still see homework assignments, test dates, etc. so the student will still be responsible for progressing in the work assigned.

4. MCS Promotion Standards

- a. Students entering a school year cannot move ahead at semester break unless they can earn the required credits for the next year during that semester.
- b. The State does not allow a diploma to be issued to a student with a GPA lower than a 2.0.

C. ACADEMIC HONORS

Academic Honors are awarded to students who achieve high scholastic averages. These averages are calculated exactly, not to the nearest whole percentage.

- “A” Honor Roll Grades 2-8 - Students with an A- or above in all subjects, including conduct grades, will be placed on the “A” Honor Roll.
- “B” Honor Roll Grades 2-8 - Students who make a B- or above in all subjects, including conduct grades, will be placed on the “B” Honor Roll.
- High School Superior Honor Roll - Students achieving an overall average of 3.67 (90%) or higher are named to the superior honor roll.
- High School Honor Roll - Students achieving an overall grade point average of 2.67 (80-82%) or higher are named to the honor roll.

Note: No student who has received less than a 2.67 (80-82%) GPA or less than a C- in any subject, or less than a C in conduct, can be named to either High School Honor Roll.

D. ACADEMIC REQUIREMENTS FOR CLASS OFFICERS IN GRADES 6-12

A candidate for class/club officer must demonstrate potential for academic success, leadership ability, willingness to serve, and conduct consistent with the spiritual accord and objectives of the school. High school class leaders must maintain an overall cumulative academic average of 3.0 or better with nothing less than a C- and must demonstrate satisfactory conduct. Middle school class officers must be on the A or B Honor Roll with conduct grades stated above.

E. STANDARDIZED TESTS K5-11

- Students in grade nine take the National Education Development Tests (NEDT) in October.
- Students take the Preliminary Scholastic Aptitude Test (PSAT) in October of their sophomore and junior years.
- The Scholastic Aptitude Test (SAT) and American College Test (ACT) are not administered at MCS. Students take the SAT and ACT Tests beginning in their junior year. Students are permitted to take the tests more than once. Registration for tests must

be made at least four weeks in advance. See the College and Career Counselor for details.

- Each April, students in grades K5-11 take the Stanford Achievement Tests in all subject areas. These tests provide general indicators of academic development over the years. Stanford Achievement Test results will be utilized in the following ways:
 1. High school students are allowed to enroll in Advance Placement Classes and Dual Enrollment classes only when their SAT scores reflect a grade equivalent at least one grade level higher than the grade the student is entering for the next school year.
 2. Middle school students are placed in Honors according to having grade equivalents on the SATs that reflect one grade level higher than the student is entering in Math, Science and Reading. These scores are also indicated in the Basic and Complete batteries of the SATs.
 3. Fifth, Eighth and Tenth Grade students who score below grade level will be placed on academic probation until the next SAT's when they must score at grade level to remain at MCS. Re-enrollment fees will be refunded for students not allowed to re-enroll at MCS due to low SAT scores. Consideration may be made for SAT probationary students who make continued progress.
 4. Students with documented needs for accommodations will be evaluated on a case-by-case basis.
 5. SATs are mandatory and students who do not show up for SATs or who miss any part of the test will not be allowed to make up the test due to circumstances beyond the control of the school. In this event, we will use the previous year's test results to determine whether they will be able to re-enroll or not. Students who do not show up or who miss parts of tests two years in a row will not be allowed to re-enroll absent documented emergency circumstances.

F. TEST DAYS

Test days will be posted on Edline.

G. HOMEWORK

Homework is expected to be given in every class on a weekly basis; individual teachers will determine requirements for their classes. All assigned homework must be turned in on time.

1. Late Assignments: Students in middle school and high school will receive 50% of the actual grade for homework turned in late the next school day (whether class is meeting or not), and 25% of the actual grade for homework turned in late the 2nd school day. After that time, the grade for the last assignment will become a zero.
2. Late Major Projects: Students in high school will have project grades reduced as follows for major projects turned in late: 80% of the actual grade on the 1st school day after the project is due, 70% of the actual grade on the 2nd school day after the project is due and 50% of the actual grade on the 3rd school day after the project is due. After that time, the grade for the late major project will become a zero.

3. In high school, students who fail to submit homework on time will be required to serve an academic detention for each assignment not submitted. This detention will be served during break time. Continued failure to turn in homework will result in more severe discipline.
4. In middle school and high school, two missed homework assignments will result in a discipline notice. Nine discipline notices for failure to turn in homework in a semester will result in a referral. Continued violations after the first referral may result in a personal discipline program or probation established by the administration.
5. If it is necessary to turn in work via fax, due to being absent, it must be turned in by 10:00 a.m. If the work is sent in by fax, there will be a charge of \$.50 per page.
6. If homework is emailed, the student should also email it to themselves. The burden of proof for emailed homework rests on the student (to be able to open their email and show the teacher the date/time sent as well as the content).
7. If the homework assignment involves making a video, all work must be done outside of school; students are not allowed to use school equipment.
8. **Plagiarism will not be tolerated.** Teachers are instructed to use www.turnitin.com and zeros will be given for all plagiarism without the opportunity to make up the work.
9. Homework is weighted once, quizzes are weighted twice and tests are weighted three times.
10. During SAT week students may expect light homework, but no tests given or projects due during that week.

H. MAKE-UP WORK

All work assigned before an absence is considered due upon the student's return to school. This includes homework, tests, and projects. Students should not expect an extra day to study for a test announced before the absence or additional time to complete assignments.

A reasonable make-up schedule will be arranged with the individual teachers for work missed during the absence with the general rule being one day for each day missed.

I. HELP CLASSES

Help class is available to students after school. The specific days help class meets are posted on Edline class pages. However, students have been placed on academic probation are **REQUIRED** to attend help class. Teachers may also require other students attend help class at their discretion. Students, who are required to attend, but fail to do so, will receive a Disciplinary Notice. Repeated failure to attend help class will result in referrals and possible dismissal from school.

Help class schedule (see Edline for specific days):

- Elementary & Middle School: 3:15 – 3:45
- High School: 3:20 – 3:50

Students are to report to After School Care following help class if not immediately picked up from help class.

J. ACADEMIC PROBATION

Academic probation provides opportunities for students to correct deficiencies in conduct, attitude, or scholarship. If improvement to a satisfactory level does not occur, the student will be dismissed or asked to withdraw from school. (See individual sections for academic warning.)

Elementary & Middle School:

Students who fail to achieve a grade point average (GPA) of 2.00 will be placed on academic probation.

High School:

1. Academic Probation

Students who fail to achieve a quarter, semester or a cumulative grade point average (GPA) of 2.00 will be placed on academic probation and will have until the next semester to bring the cumulative average back up to a 2.00 GPA.

If there is a grading quarter in between the probation and the semester, the student must have a grading quarter 2.00 GPA to remain in the school. If not, the student will be dismissed at that time. If the student has a quarter average of 2.00 or better, the academic probation will continue until the semester. At that time if the cumulative is a 2.00 GPA or better, the student will come off academic probation and will remain enrolled in the school. If the cumulative GPA is below a 2.00, the student will be dismissed and will not be considered for reenrollment at MCS until they have achieved a cumulative 2.00 GPA at another school.

Students should not be on academic probation more than two consecutive or non-consecutive times at MCS. A third academic probationary status may result in dismissal for the student whether they have been continuously enrolled or have left and subsequently reenrolled.

2. Dismissal for Academic Reasons

Students who demonstrate a lack of effort or interest in conforming to the academic standards of Miami Christian School by repeated failure to complete assignments or turn in homework, or participate in class as prescribed by the teacher, etc., or who demonstrate that they are unable to maintain a minimum semester or cumulative 2.00 grade point average, may be asked to withdraw, regardless of the academic probation status.

3. Reinstatement Following Dismissal

A student withdrawn or dismissed from the school because of unsatisfactory academics and/or conduct may not be reinstated for the ensuing year except by action of the administration.

K. LEADERSHIP PROBATION

Student leaders have a responsibility to maintain good academic standing; they must maintain an overall average of 2.0 or better with no failures. This applies to all elected or

appointed leaders; officers of classes, musical organizations, and clubs; members and/or candidates for the NJHS and NHS and captains of athletic teams.

1. A student may not be a candidate for any of the listed positions who has not achieved the minimum academic average of 2.00 GPA overall for the grading period preceding selection. A candidate is also disqualified who has received less than a C- in high school and a B- in middle school in conduct during the preceding grading period or has two referrals.
2. Student leaders placed on academic warning or academic probation or receiving a "D" or lower in conduct or any single act or incident that the principal deems serious enough will immediately forfeit their office or membership for the remainder of the current semester and the following semester.

L. LIBRARY

Students are encouraged to use the library facilities. In an effort to make the library a pleasant place to work, a coffee bar has been installed with internet access. Courses will require library research as part of a regular course of study, so it is important to become familiar with the library. The library is open daily until 4:00 p.m. Students may use the library before and after school and during the school day if they bring a pass from their classroom teacher giving them permission to study in the library. Because of limited space, students should come to the library to use library resources, not to chat or do homework that could be done elsewhere. The following information and regulations should be noted:

1. Library books are classified according to the Dewey Decimal System.
2. Books may be borrowed for two weeks and renewed as needed.
3. A library fine of \$.25 per day per book will be charged for overdue books.
4. Students will not be permitted to take semester exams or receive transcripts until library materials are returned and all library fines are paid.
5. Elementary/Middle school fines are added to student's accounts each quarter. Report cards will be held if a book is not returned.
6. High School fines are added to the students' accounts the 1st and 3rd quarters, however, 2nd and 4th quarters must be cleared in order to take final exams.
7. Students may not check out more than two books at once without special permission from the librarian.
8. Books and materials are checked out on the computer. The student whose name appears with the materials will be presumed to be responsible for the materials. Students will be assessed a fee for books returned in a damaged condition.
9. Books more than two weeks overdue are considered lost and replacement cost will be charged to the student.
10. Responsibility and discipline checks will be given in the library for middle school. In middle school fourteen checks in a nine-week period will keep a student from attending a merit trip.
11. Library and all school-networked computers are filtered. Computers in the library are for educational use only. They should never be used to send or receive e-mail from friends. See page regarding Internet rules.
12. Library Printer Fee: Students using the library printers for reports will be charged \$.25 per sheet for black and white copies and \$.50 per sheet for color copies.
13. The library has a copy machine for student use; the cost is \$.10 per sheet.

14. The library is for the use of the students, faculty, and parents of MCS.

POLICIES RELATED TO THE CODE OF CONDUCT

Students at MCS are expected to abide by all of the following rules of conduct, both on and off campus, based upon the biblical command to submit to God-ordained authority (Romans 13:1). If a student chooses to remove himself/herself from under the authority of the school by rebelling against that authority, or if parents decide that the policies of the school do not reflect what they want for their student, it is best that the student be withdrawn.

A. CONDUCT POLICIES

At MCS, we believe that respect and honor are due to a number of different persons and institutions:

1. Respect for God and His Word (Romans 13:1) - Out of respect for God's Name, we are to treat His Name reverently. God's Name is not to be used as an expletive, nor is the Name of His Son, Jesus Christ. (Exodus 20:7) Full attention should be given to God and what He has to say. (Ecclesiastes 5:1)
2. The United States of America - Proper respect is to be shown toward the flag in its display at any school function.
3. Miami Christian School - Respect for the school is to be demonstrated through proper treatment of equipment and facilities. Vandalism will not be tolerated. Students will be required to pay for any damages and labor cost assessed by our maintenance department.
4. Administration, Faculty, Staff, Maintenance and Cafeteria Personnel - All administrators, faculty, and staff are to be treated with the respect due those who have dedicated their lives to serving the Lord. (I Timothy 5: 17)
5. Fellow Students - Students are to treat one another with respect and courtesy. This will include a respect for the property of others, as well as another person's reputation and good name. (Romans 12:10; Proverbs 22:1) This includes other statements found throughout the handbook regarding inter-personal relationships.
6. Biblical self-respect requires moral purity and demands that we give our best effort to each task, recognizing that we do it for the Lord (Colossians 3:23, II Timothy 2:15).
7. Scornful Language and Irreverent Actions - Scornful language and irreverent actions against God, the Bible, Christianity, etc. will not be tolerated from students of MCS. Offenses in this area may result in dismissal.
8. Students are to respect the use of the Internet policies and procedures as listed in the "Acceptable Computer Usage Policy".
9. School and property – in the spirit of building character and community students may be asked to participate in activities that instill these characteristics. Some of these activities will come in the form of voluntary donations (collecting food for the homeless) or participating in a rotating duty (cleaning up lunch tables).

As you follow these guidelines of respect you can expect to be treated with respect from faculty, staff and hopefully from other students.

B. GENERAL RULES OF CONDUCT

1. Students cannot be in a classroom unless there is a teacher present.

2. Respect the property of others and the school.
3. Get along with other students. Bullying or harassing another student will not be allowed. The anonymous, bullying tip line for legitimate bullying issues is 800-528-0581.
4. Students will call each other by their proper name while in class.
5. Students are not allowed to chew gum during the school day.
6. Be considerate of others by being quiet in the walkways, especially when classes are in session.
7. Keep the restrooms neat and picked up.
8. Leave school grounds only after proper permission has been granted and student has signed out in the administrative office.
9. No public or private display of affection will be allowed.
10. Phones and other electronic devices are not to be turned on during the school day. Those, which are seen or heard, will be taken and returned at the end of the day. Repeat offenses will result in disciplinary action.
11. Headphones may not be used during or between classes. They are acceptable during high school after school hours with laptops.
12. Ipods are not allowed on campus (before, during or after school).
13. Students are to refrain from calling all persons in authority by their first name or nickname.

C. WHAT NOT TO BRING TO SCHOOL OR ON SCHOOL TRIPS

1. Pets and toys (except by approval of classroom teacher).
2. Friends, siblings (children/siblings who are school age or younger and are not part of the class may not go on field trips; older siblings must have prior approval of teachers and principal. See page regarding Visitors).
3. Weapons of any form or items which can be used as weapons, alcohol, tobacco or drugs. Any of these will be considered a criminal act and police will be involved.
4. Radios, tape recorders, video cameras, MP3 players, iPods, CD players and CD's, digital cameras or cameras of any kind (except by approval of teacher and principal). Cell phone cameras may not be used on campus.
5. Comic books, magazines, trading cards, playing cards, and virtual pets, pokemon, etc.
6. Items such as expensive jewelry or expensive sunglasses and large quantities of money.
7. Skateboards and skates without the permission of the administrator.
8. Any other item deemed unacceptable or inappropriate by the administration.

*THE SCHOOL WILL NOT BE RESPONSIBLE FOR, NOR WILL SCHOOL INSURANCE COVER LOST, DAMAGED OR STOLEN ITEMS FROM THE CLASS ROOM, LOCKER ROOMS, PAVILION, FIELDS OR CARS SHOULD THERE BE A BREAK-IN, ESPECIALLY CASH, CELL PHONES, LAPTOPS, EXPENSIVE JEWELRY, I-PODS, MP3 PLAYERS, ETC.

D. DRESS STANDARDS

1. Cold Weather Wear
 - a. Students may wear solid color sweaters and/or jackets in navy, white, black, grey, red, brown or khaki. Outerwear may not be too casual or extreme in styles or colors. If a student wishes to wear a sweatshirt, it must be an MCS sweatshirt, purchased from the uniform company; this applies to elementary, middle and high school

students. Denim jackets, flannel/fleece type shirts and all other sweatshirts are too casual for school wear. A uniform shirt must be worn under all cold-weather apparel. MCS warm-ups are for extreme cold weather and/or Fridays. Long sleeved shirts worn under the uniform shirt must be red, black or white.

- b. During cold weather, girls may wear leggings, tights, or sweat pants under the skirt if the color compliments the uniform. Baggy sweatpants and long flannel pants are not acceptable.

2. Guidelines for All Students

- a. All uniforms must be appropriate MCS approved uniforms purchased from the Sunshine Uniforms. Uniforms must fit properly; oversized or undersized uniforms are unacceptable for school.
- b. Students' shirts must be at least 6" longer than the top of their uniform pants/skirt, so that they can be tucked in properly.
- c. Uniforms may not be bleached, faded, or decorated with words, symbols, pictures or patches.
- d. Body piercing, tattoos, and other extremes in hair styles, dress, and/or accessories are not acceptable for school. Tattoos must be covered while on campus or at school events. Refusal to cover tattoos is grounds for dismissal.
- e. No uniform should be altered by writing on, splitting seams, etc. or defaced in any way. "Defacing" will be determined by the administration, in its sole discretion.
- f. Shoes with backs are to be worn at all times. Shoes, which require laces, must have laces and be laced up and tied. "Flip-flops" or sandals are not allowed. Crocs are not acceptable. If boots are worn, the pants must be worn over the boots.
- g. When jeans are permitted, they cannot be baggy, tight, torn, low-cut, or decorated with symbols. Cargo jeans or pants with cargo pockets are not acceptable for school. A pair of regular school uniform pants or skirt must be brought to school on days when jeans are permitted, to replace jeans that are unacceptable. When jeans are permitted at school, a uniform shirt must be worn as well.
- h. Caps are not allowed at school except during athletic events.
- i. Please label all clothing worn to school.
- j. No wallet chains or chains that loop down the side of the jeans will be acceptable.

3. Guidelines for Boys

- a. Boys' hair is to be neatly groomed at all the times. Hair shall be neatly cut above the collar, above the eyebrows and around the ears. Hair must be such a length that it is not able to cover the eyes or ears. Extremes in hair length, style or color are not acceptable. Nothing shaved into the hair or eyebrows will be acceptable; students who choose to disregard this rule will not be allowed to return to school until the hair is grown back in or it is all shaved off. (Students will receive a zero in classes for days missed if they choose not to return to school.) Spiking the hair, the use of beeswax or excessive gel to give an unnatural look is not allowed. Extremes will be determined by the administration.
- b. For high school only – boys are to be neatly shaven; mustaches and beards, if worn, are to be neatly trimmed.
- c. Shirts worn under the uniform shirt must be red, black or white. Undershirts with symbols or writing on them are not acceptable for school.
- d. Belts need to be worn to school with the school uniform.

- e. During the school day, shirts are to be tucked in at all times; buttons are to be buttoned and the belt must be visible.
- f. Acceptable shoes for boys are sneakers, dress shoes or deck shoes. Shoes with strings must be tied. Shoes with soles, which might mark the gym floor, are not worn in the gym. Socks must be worn with all shoes. Sandals are not permitted.
- g. Earrings are not acceptable for boys during, before or after school. No band-aids will be allowed to cover earrings.

4. Guidelines for Girls

- a. Nothing worn under the school uniform shirt should be visible through the shirt material. Long sleeved shirts worn under the uniform shirt must be red, black or white.
- b. It is recommended that girls wear properly fitting uniform pants. However, there is the option of wearing skirts. Girls' skirts must be of modest length, to be determined by the Administration. (When kneeling on the floor, hem must be no more than four [4] inches above the floor when measured from the back.)
- c. Girls' pants must be a modest fit (tight-fitting or baggy pants are unacceptable).
- d. Blouses are to be tucked in at all times during the school day and buttons buttoned and no midriff showing. Shirts must be at least 6" longer than the top of their uniform pants/skirt.
- e. Acceptable shoes for girls are loafers or tennis shoes. No "flip-flops," sandals or sports/beach style sandals are permitted.
- f. No more than two earrings per ear are permitted for school.
- g. Extremes in hairstyles, color or an unnatural look will not be acceptable for school. Extremes will be determined by the administration.
- h. When bathing suits are permitted for field trips or PE instruction, the suit must be a modest one-piece (Modest tankinies that do not show the midriff when standing is allowed.) Two-piece suits are not permitted under any circumstances. Cover-ups are to be worn to and from field trips or swimming classes.

5. Dress Code Enforcement

Students who do not show up in dress code will be considered absent. Parents will be called and asked to pick up the student or asked to help the student make the appropriate adjustment on the very same day when students are out of compliance with the uniform.

Upon the third violation of dress code involving a skirt being too short and/or being rolled up, the female student will have to wear dress code slacks for the remainder of that grading quarter in order to remain in class.

Dress code warnings will be recorded in the student discipline record. A discipline notice will be issued on the third dress code warning.

E. DRESS-UP DAYS

Girls may wear loose-fitting long pants. Blouses should be long enough so that skin does not show when the arms are raised and buttoned at the appropriate level for modesty. No tank tops or tube tops are permitted for girls. Dresses and/or long skirts may not have a slit above the knee. Dress-up for boys means dress shirts and ties.

F. DRESS FOR SCHOOL OUTINGS/FIELD TRIPS AND FUNCTIONS INCLUDING CONCERTS

Students are to wear apparel that conforms to school policy of modesty in accordance with the parameters set forth on the field trip permission slip. Remember to dress appropriately for the occasion (i.e. follow the dress information on the permission slip or the information for the event given to you by the teacher which will always be in accord with the dress code standards. No tank tops, spaghetti straps or strapless tops are permitted for girls. Dresses and/or long skirts may not have a slit above the knee.). If there is not a standard dress or outfit for the occasion then clothing must be checked with the school administration. Students are not to wear pajamas, flannel or cotton boxer style pants of any length while en route to and from the trip site, while on the bus or in public while on day or overnight field trips.

Example: Girls – skirts, dresses, capris, slacks, shorts of acceptable length. (Low-cut dresses are not acceptable. Dresses/skirts may not have a slit above the knee.) Boys – pants, shirts, shorts of acceptable length, T-shirts with acceptable symbols/writing.

Students going on an educational field trip will wear school uniforms, unless the field trip includes outdoor activities. During merit trips and end of the year “fun” field trips students may wear jeans and other modest casual clothes if so indicated on the field trip permission form. However, students who are not dressed appropriately for the field trip and have not brought along a school uniform will not be allowed to go on the field trip.

DRESS CODE REQUIREMENTS FOR 2010-11 SCHOOL YEAR

SUNSHINE UNIFORM COMPANY
9660 SW 72nd St, Miami, FL
(305) 595-5200
<http://www.sunshineuniforms.com>

ALL STUDENTS: OUTERWEAR

Sweaters, sweatshirts, and jackets with MCS logo. MCS warm-ups are for extreme cold weather and/or Fridays. See section “Dress Standards - Cold Weather Wear” for more details.

PE UNIFORMS: Must be purchased from the MCS Athletic Department.

MCS DISCIPLINE POLICIES

“ASSERTIVE DISCIPLINE” is practiced school-wide at MCS. This is a method of discipline based on the following concepts:

A. NEEDS

Both students and teachers have the right to have their legitimate needs met at school. The teacher has the right and the responsibility to teach without disruption from the students.

Students have the right and responsibility to learn from a competent teacher in a well-ordered environment conducive to learning.

B. RULES

To ensure that these basic needs are being met, the teacher must make classroom rules. That is, he/she must tell the students which behaviors are needed so that the teacher can teach and the students can learn.

C. CHOICES

Students may choose to obey the rules or they may choose to disobey the rules. They are responsible for their choices and must accept the consequences that naturally follow their choice of behavior.

D. CONSEQUENCES

When students choose to obey the rules there are positive consequences. Individual teachers decide which “positives” to give to the individual students and classes as a whole. Individual positives might include homework passes. Class-wide rewards could be a popcorn party. The emphasis in Assertive Discipline is on the positive consequences of appropriate behavior.

When, however, a student chooses to disobey a rule, there are negative consequences. These may include a warning, detention, a phone call to parents, a disciplinary notice or a referral. Students who have repeated and excessive infractions of major or minor rules, are subject to receiving referrals for defiance for those infractions. “Repeated and excessive” is to be determined by the administration, in its sole discretion.

E. CONSISTENCY

For this or any method of discipline to work, it must be applied fairly and consistently. Students must realize that their appropriate behavior choices will be noticed, appreciated and rewarded. This is the main emphasis of the program and we are committed to doing it faithfully. Students must also realize that no behavior will be tolerated that keeps the teacher from teaching or other students from learning. All rules will be enforced and poor behavior will result in negative consequences.

F. THE DISCIPLINE PLAN

Assertive Discipline is carried out by a discipline plan. Each teacher has a classroom discipline plan based on the following:

1. Rules:
 - a. Obey directions the first time they are given.
 - b. Keep hands, feet, and objects to yourself.
 - c. Speak only with permission.
2. Positives
 - a. Gold cards
 - b. Homework pass
 - c. Extra recess
 - d. Popcorn party

3. Consequences
 - a. First offense: high school detention; middle school 1 check and classroom clean up.
 - b. Second offense: high school disciplinary notice; middle school 2nd check, and detention.
 - c. Third offense: parents will be called (middle school & high school disciplinary notice)
 - d. Severe Clause: Severe offenses will be sent to the principal with a possible disciplinary notice or referral for defiance.
 - e. Repeated Offenses: In high school and middle school - referrals, suspension and/or expulsion may be the result of repeated offenses.

*Middle school and high school detentions given in the morning will be served that day; detentions issued in the afternoon will be served the next day. Talking during a detention will result in a disciplinary notice; not attending may result in a referral.

G. DISCIPLINARY NOTICES

After a sufficient warning (sufficiency to be determined by the teacher and/or administration) has been given, faculty, staff and any school employee may issue a discipline notice to a student. Examples of discipline notices, which may be issued for such misbehavior, are:

1. Dress code violations (shirts not tucked in, short skirts, etc.)
2. Class disturbances, talking out of turn, throwing paper, sleeping, etc.
3. Cell phones being seen or heard on campus during the school day, and ipods at any time before, during or after school
4. Every second missed homework assignment
5. Lunchroom misbehavior, throwing food, leaving dining area without proper permission.
6. Inappropriate language – this may result in a referral
7. Students not attending mandatory help class.
8. Three tardies to school or class
9. Repeated gum chewing during normal school hours.
10. Violations of bringing any item listed in previous section “What Not to Bring to School”.
Note: Weapons, alcohol, tobacco or drugs will result in more severe penalties.
11. Signing out to the restroom and going elsewhere besides the restroom and drinking fountain outside the restroom.
12. Any action the school, at its sole discretion, deems worthy of a disciplinary notice.

Three disciplinary notices will result in Saturday School for middle school and high school. After serving Saturday School the student begins again with a clean slate.

H. SATURDAY SCHOOL

Saturday school is a major disciplinary innovation. The purpose is not to cause great expense and inconvenience to parents but to deter students from making wrong decisions.

1. Saturday school will be required under the following circumstances:
 - a. When a student receives three disciplinary notices
 - b. When a student receives referral #2
 - c. When a student receives a first infraction of cheating for high school and second infraction for middle school.

- d. Any infraction related to Internet use.
 - e. Five Saturday Schools in a semester will result in a suspension.
2. The Saturday School assignment is to copy the student handbook.
 3. Depending on the offense, the Saturday school requirement may be waived or postponed until the next disciplinary notice, if a student goes for three months without receiving a third disciplinary notice.
 4. A \$30.00 fee per session for Saturday school must be paid, at the time of arrival. **IF THE \$30.00 FEE IS NOT PAID WHEN THE STUDENT ARRIVES AT SATURDAY SCHOOL, a \$40.00 CHARGE WITH A \$10 LATE FEE INCLUDED, WILL BE CHARGED TO THE SCHOOL ACCOUNT.** Saturday school will be held from 8:00 a.m. to 10:00 a.m. and students must be in dress code uniform. Students may not come in late and still attend that day. If, for any reason, a student is late he/she will pay the \$30.00 that day and attend the next scheduled session paying the \$30.00 again. Refusal to attend Saturday school will be considered grounds for dismissal.
 5. Late pick up from Saturday School: Saturday school ends at 10:00 a.m.; students should be picked up promptly. Students remaining will be charged a fee of \$25.00 for the first 15 minutes and \$10.00 for each ½ hour or any portion thereof after that. This will be charged to the monthly statement by the bookkeeping office.
 6. Students who have a game the same day as Saturday School must attend Saturday School if the game is here on campus or if the time for departure for a game off campus allows them time to attend from 8:00 to 10:00 a.m. Athletes participating in a game that day may come in their uniform.

If there is a conflict with a game and time does not allow for them to attend Saturday School then they must make arrangements with the principal to attend the next scheduled Saturday School.

7. If Saturday school is missed, students will be charged an additional \$30.00 at the second Saturday School. If the Saturday school is not made up at the next available Saturday School date, the student will receive one day of suspension. On the third consecutively missed Saturday School or on a repeated pattern of missing Saturday Schools, the student will be dismissed from school.
8. High school and middle school students with outstanding Saturday School absences will not be allowed to take exams until the fee is paid and the time is made up. See the high school secretary to make arrangements for making up exams and Saturday School time.
9. Seniors who have a Saturday School pending must make up the time and pay the fee before graduation.

I. SERIOUS DISCIPLINARY PROBLEMS

A disciplinary referral may be given to students for major disciplinary problems. The referral must be signed by the student. Doing this merely acknowledges receipt--it is not an

admission of guilt. Failure to sign the referral will be considered defiance. A copy of the referral must be taken home to be signed by a parent and returned the next day. The teacher and/or the principal will contact the parents to discuss the matter. The following procedure is the usual course of action but may be altered at the discretion of the School Head or principal. The school may, in its sole discretion deem some infractions so serious that immediate dismissal from school may result.

1. Referrals (for grades 3-12)

- 1st referral - Teacher and/or Principal or designee calls parent and office staff records referral followed by student conference with principal/disciplinarian. Merit Trip privilege removed for 9 weeks in Middle School.
- 2nd referral - Teacher and/or Principal or designee calls parent and office staff records referral. Student conference with principal/disciplinarian followed by Saturday school.
- 3rd referral - Principal calls parent – one-day suspension.
- 4th referral - Principal calls parent - two-day suspension. Parent conference required before return.
- 5th referral - School Head/Principal calls parent - Dismissal.

2. Examples of discipline problems which may result in referrals:

- a. Open defiance to a teacher or other staff member.
- b. Chronic failure to turn in homework
- c. Being out of class without permission from parents and school office.
- d. Skipping school and/or class – students will not receive credit for the day skipped and will receive a referral and will be suspended an additional day.
- e. Forging a signature. Students cannot sign for parents.
- f. Cheating on tests
 - 1st offense - Elementary - Parent/Teacher conference
 - 1st offense - MS students - referral
 - 1st offense - HS students – referral and Saturday school
 - 2nd offense - Elementary - Disciplinary notice
 - 2nd offense - MS/HS -2 day suspension
 - 3rd offense - Elementary - One-day suspension
 - 3rd offense - MS/HS – Dismissal
- g. Cheating on homework may result in a disciplinary notice or referral.
- h. Elementary and Middle School students who are still on campus after school, but not in ASC or under the direct supervision of a teacher/coach (i.e., help class, sports).
- i. Plagiarism could result in a referral, suspension or dismissal. Teachers will be using www.turnitin.com
- j. Damaging of property (graffiti, etc.) Students will be required to pay for any damages and cost of labor as determined by the maintenance supervisor.
- k. Chronic failure to respond to standard disciplinary procedures.
- l. Theft (may result in immediate dismissal from school)
- m. Profanity
- n. Scornful language or irreverent actions (depending on the level of scornfulness and irreverence, determined by the administration, could be grounds for dismissal)
- o. Being in the parking lot without a pass during school hours.

- p. Fighting, regardless of who initiates the fight. The offenders will pay for damages caused due to the fight.
- q. Breaking the MCS Acceptable Computer Use Policy.
- r. Disrespect of substitutes, including but not limited to, horseplay, rearrangement of seating, giving wrong names, speaking disrespectfully, leaving the room without permission.
- s. Gang/rapper signs or hand signals, etc.
- t. Excessive hair/dress code and cell phone violations. On the tenth violation of cell phone, dress or hair code rule, in a semester, a referral will be given. Continued violations after the first referral may result in a personal discipline program or probation established by the administration.
- u. Excessive disciplinary notices may result in referrals
- v. This list is not all-inclusive and would include any other action deemed severe enough by the administration in its sole discretion to warrant a referral, suspension or dismissal.

Severe clause -- A single occurrence of any of the above, deemed sufficiently severe by the School Head, at her sole discretion, may result in immediate suspension for one or more days and may result in dismissal regardless of the referral status.

- 3. Suspension: A student may be suspended from school by the principal for continued violation of school policies or for a single serious offense. If he/she continues to misbehave, the parent will be asked to withdraw the student or he/she will be dismissed. Parents will be notified of the offense and date of suspension. All suspensions, whether on or off campus, will count as an unexcused absence and a student will receive zeros for work due that day (homework, projects, quizzes, exams, etc.).
- 4. Return after Suspension: Return to school after suspension will be on conditions established by the administration. A parent/student/principal conference may be required before return to any classes or activities.
- 5. Dismissal: The following are grounds for immediate dismissal by the administration from Miami Christian School:
 - a. Substance use and/or abuse, use of tobacco or drinking alcohol (see substance abuse policy.)
 - If a student sees another student smoking or drinking while enrolled at MCS, and there is evidence to support the use, there will be a referral and a three-day suspension. The next incident will result in a dismissal.
 - If a teacher or staff member sees a student smoking or drinking on campus the student will be dismissed.
 - b. Threat or violence directed against the school or towards any person including physical, verbal, written or over the Internet.
 - c. In accordance with school standards, the following are never permitted on either school or personal computers and may result in a loss of access to computers as well as other disciplinary (including possible dismissal) or legal action.
 - Sending or displaying offensive messages or pictures
 - Using obscene language

- Harassing, bullying, abusing, taunting, insulting, isolating or attacking others verbally or physically.
 - Damaging computers or other technology items (i.e., smart boards, cameras, etc.)
 - Violating copyright laws
 - Using another's account
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Inappropriate and/or unacceptable blogging or journaling, etc.
 - Displaying, writing, forwarding, etc., negative comments about the school, its employees or students
 - Making derogatory remarks about the school, its rules and policies.
- d. Failure to maintain acceptable academic achievement.
 - e. Failure to abide by the conduct standards of the school as outlined in the Student Handbook.
 - f. Showing a lack of harmony with the spiritual goals and academic purposes of the school.
 - g. Criminal offenses (Any act of crime will involve a police report and may result in an arrest and/or criminal charges, proceedings and/or conviction. The school does not determine who is arrested. The police will determine arrests; however, the school may be asked to cooperate with the police and provide information that may lead to an arrest.)
 - h. Making threats against an employee or student or the school.
 - i. Literature, art or other media that contain material of an inappropriate sexual nature are not permitted on campus. This includes both published and non-published items such as student created poems, stories, notes, drawings, etc.
 - j. Any material that promotes an anti-Miami Christian School message or material that promotes an anti-Christian or anti-government message or ideas that radically depart from societal norms will not be allowed.
 - k. Continued abuse of the dress code.
 - l. Bringing weapons of any kind to school.
 - m. Persistent scornfulness, language or otherwise.
 - n. Inappropriate conduct by a fan at a school or school-related event.
 - o. Presenting oneself, either through conduct or words, written or spoken, as to be participating in actions considered to be so out of accord with the standards of the school as to require immediate dismissal, whether true or not, i.e. "drug talk," "photos depicting actions out of accord with the school policies, "gang talk," etc.
 - p. Other acts so out of accord with the standards of the school as to require immediate dismissal.

J. DISMISSAL POLICY

1. Students

It should be understood that any student having a discipline problem, however "minor," who demonstrates an unwillingness or inability to make reasonable adjustment to the behavioral standards of MCS may be dismissed regardless of his/her referral status. Students demonstrating they are not in spiritual harmony may be asked to leave school.

If in the opinion of the administration, an offense or practice is out of conformity with the school's standards and overall mission, the student may be dismissed or asked not to re-enroll based on a single offense or practice.

Students who have been asked to withdraw from the school because of unacceptable behavior may not be readmitted for at least one semester and references will be required to confirm that such behavior has been corrected

2. **Parents & Relatives**

Parents and relatives are to abide by the school's policies and rules, and are to encourage their student/children to abide by the schools policies and rules. Parents and relatives are to treat all school employees, anyone officiating an athletic event, students and other parents and relatives with respect. Parents and relatives are to follow the proper grievance procedures laid out in the parent-student handbook. Parents, relatives and/or students who do not meet the school's behavioral expectation will have their family expelled from the school.

Types of parent/relative behavior that could lead to a family being expelled from the school (determined by the administration in its sole discretion):

- Verbal and/or physical aggression against a school employee, student or an official such as one calling an athletic event or directing traffic.
- Continuous negative talk about the school, its policies, employees or students.
- Failure to follow proper grievance procedure.
- Obvious loss of confidence in the administration's ability to provide fair and appropriate discipline, to ensure student rights, and to meet educational needs to be determined by the administration at its sole discretion.
- Repeated disagreements or discussions about disciplinary actions (i.e., need to argue/discuss with teacher and/or administration – even low-level discipline matters).
- Attempt to falsify or conceal information or be less than completely true on school application.
- Failure to be timely in tuition payments.
- Failure to cooperate with school officials, to be determined by the administration at their sole discretion.
- Lack of commitment to school, its policies and activities.
- Any other action out of accord with the school's philosophies and/or policies.
- Conduct unbecoming a parent/relative based on school standards, rules, policies and expectations.
- Inappropriate dress while on campus.
- Failure to follow parking lot rules.
- Disruption of the unity of the school by negative actions or talk toward the school or administration or staff, or its programs.
- Disruption of the unity of the Parent Teacher Fellowship by negative actions or talk toward the school or administration or staff, or its programs or pressure to impose a personal agenda.

It is hereby stated that the re-registration fee collected in the spring of each year for enrollment the following year reserves a place in the appropriate grade, subject to the approval of re-enrollment by the administration. If reenrollment is paid, and the student is subsequently not permitted to re-enroll, the fee will be refunded and Miami Christian School will be under no further obligation to the student or his/her parents. Tuition and/or fees are non-refundable for students who are dismissed after the beginning of the school year even if the entire tuition and all fees have been paid in advance.

K. MORAL/ETHICAL CRISIS

Students struggling with morality or a major moral or ethical crisis in their lives may be directed to complete their schooling in a school suitable for them. Students are to maintain personal sexual purity in speech and behavior.

L. BULLYING POLICY

Students who are guilty of harassing, bullying, abusing, isolating, taunting, insulting or attacking others verbally or physically are subject to severe discipline including immediate dismissal from school. This policy includes cyber-bullying (including any electronic or telephonic form) and sexual harassment. Miami Christian School has set up a Bullying Tip Line in order to protect students who are being bullied and those students who want to do the right thing by reporting bullying activities they observe. This is a completely anonymous hotline unless the person reporting wishes to leave their name. When a message is left, the school head will receive an **anonymous** email alerting of the problem. All legitimate bullying issues brought via this hotline will receive attention and be investigated. The phone number is 800-528-0581. Bullying occurs when someone hurts, intimidates or scares another person on purpose and the person being bullied has a hard time defending themselves. Usually, bullying occurs over and over. Any student who is the victim of bullying or who has witnessed bullying must report the incident to any school administrator so that the matter can be addressed promptly and appropriately. No adverse action will be taken against any person who makes a good faith report of bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

M. DRUG ABUSE POLICY

Drug Abuse shall be defined as the following: Any and all substances (including intoxicants or mind-altering substances) taken into the body in any manner, excluding prescriptions properly applied, which have the capability of achieving a change in a person's mental or physical faculties. This would specifically include marijuana, amphetamines, hallucinogens, steroids, alcoholic beverages, and any other stimulants or depressants. Students are prohibited from reporting to school with any such substances in their body, regardless of when ingestion occurred. Students are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

1. Detection method and procedure

- a. The school reserves the right to conduct random drug testing on any and all students either in-house or at a third-party facility of the school's choice.

- b. If a student is suspected of being involved in any way with substance abuse, a responsible official of the school will contact the parent to discuss the matter even though hard evidence is not available.
- c. A responsible school official has the right to search a student's locker, car, or personal belongings in connection with substance abuse.
- d. MCS utilizes the services of the canine narcotics units. They are authorized to come on campus and do random checks at any time.
- e. The School Head is authorized to require a student to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (1) when a student is suspected of attending school or a school-related event with any intoxicants or mind-altering substances in his/her system; (2) when a student suffers an injury or is involved in an accident while at school; (3) on a random or periodic basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (4) when a student is placed under any type of disciplinary contract or agreement where such screenings are terms of the contract. The presence of any amount of alcohol or any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of the student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests is also a violation of this policy and will result in dismissal.
- f. The School Head is authorized to dismiss and will dismiss any student caught buying, selling, possessing, or otherwise distributing drugs or directing others to buy, use, possess, or distribute drugs.
- g. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or non-prescription drugs which could affect their ability to function in a safe and efficient manner must notify their teacher or an administrator when they report to school. High school students are to notify the high school office when they check into school.
- h. Anonymous tips will be investigated if the administration has reasonable information to suggest there is some validity to the tip. If it is deemed valid by the administration, the student will be tested.

2. Discipline

- a. MCS reserves the right to dismiss any student whose drug test comes back negative but diluted. MCS also reserves the right to dismiss any student who is instructed to take a drug test and who does not immediately report to the drug testing site.
- b. Drug abuse or use or possession of such substances while enrolled at MCS will result in immediate expulsion from school.
- c. Re-admission after expulsion to Miami Christian School will be by Board approval upon the recommendation of the Administration, but may not occur during approved rehabilitation program.
- d. IF THE ADMINISTRATION DISCOVERS EVIDENCE THAT A STUDENT IS SELLING, TAKING, BUYING, POSSESSING, OR OTHERWISE DISTRIBUTING DRUGS WHILE ENROLLED, THAT STUDENT WILL BE EXPELLED IMMEDIATELY AND SAID EVIDENCE MADE AVAILABLE TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITIES. MCS WILL COOPERATE FULLY WITH THE PROSECUTION OF ANY SUCH OFFENSE.

- e. When voluntary disclosure of drug abuse is initiated solely by a student, who genuinely seeks to permanently correct such conduct, it may not be subject to the above regulation, but will be dealt with according to the wisdom of the administration.
- f. Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and if a student is involved in the complaint, to notify a student's parent/guardian and appropriate authorities as circumstances warrant. Confidentiality precludes discussing this issue with anyone other than the administrator dealing with the complaint.

N. SEARCH AND INSPECTION POLICY

Students' lockers, cars, computers, and personal items such as, book bags and purses, brought onto school property or to any school-related event, are subject to search at the discretion of the administration.. Should a student decline to be searched, the school will attempt to call the parent. If the parent is not available or if the student or parent does not cooperate, the school reserves the right to dismiss the student.

O. SEXUAL AND OTHER UNLAWFUL HARASSMENT

This policy ensures that all individuals will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of school personnel, students, or visitors. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by Miami Christian School. Harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, and that interferes with work effectiveness.

1. Definitions: Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to one's race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Sexual harassment for this policy will be further defined as repeated, unwanted, or "unwelcome" verbalizing or behaviors of a sexual nature, including romantic or sexual demands, lewd acts, inappropriate touching, or other similar behaviors between students, by an employee toward a student, or by a student toward an employee. Student/employee romantic relationships are absolutely prohibited, on or off campus. "Unwelcome behavior" is behavior or conduct that the individual did not solicit and that the individual regards as undesirable or offensive.
2. Among the types of conduct which would violate this policy are:
 - a. Unwanted verbal and/or physical sexual advances or propositions.
 - b. Playful interaction between students and teachers.
 - c. Any romantic and physical contact (letter writing, touching, dating, phoning, etc.) between any school personnel and students is considered sexual harassment – wanted or unwanted.
 - d. Offering academic benefits in exchange for sexual favors.
 - e. Making or threatening reprisal after a negative response to sexual advances.
 - f. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.

- g. Verbal conduct such as making derogatory comments or jokes relating to sex, race, ethnicity, religion, disability, or sexual orientation.
 - h. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
 - i. Physical conduct such as touching, assaulting, impeding or blocking movements.
 - j. Unwanted name-calling relating to sex, race, ethnicity, religion, disability, or sexual orientation.
3. Policy: Miami Christian School will maintain an environment free of sexual and other unlawful harassment of any kind and from any source -- students, school personnel or visitors, and will treat all complaints fairly in order to protect the rights of the complainant and of the accused and to avoid frivolous or malicious accusations. We encourage students who have experienced any inappropriate behavior as outlined in this policy to report the concern immediately to any school administrator. The anonymous bullying tip line number is 800-528-0581.
4. Responsibilities of Concerned Parties
- a. Refrain at all the times from harassment.
 - b. If observing discriminatory or unreasonable conduct, ask the offending person(s) to stop immediately, explaining what the conduct is and how it is offensive.
 - c. If the unwelcome behavior does not stop or it recurs, file a signed complaint in writing with any school administrator. Forms are available in the school office.
5. Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and if a student is involved in the complaint, to notify a student's parent/guardian and appropriate authorities as circumstances warrant. Confidentiality precludes discussing this issue with anyone other than the administrator dealing with the complaint.
6. Protection against retaliation: It is against the school's policy to discriminate or retaliate against any person who has filed in good faith a complaint concerning sexual or other unlawful harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.
7. Responsibilities of the Administration
- a. Refrain at all times from discrimination or harassment.
 - b. If observing discriminatory or unreasonable conduct, ask the offending person(s) to stop immediately, explaining what the conduct is and how it is offensive.
 - c. The Administrative Council will take intermediary action pending final outcome of investigation. All complaints will be dealt with promptly.
 - d. Additional steps may be provided by Board policy.
 - e. If the student being harassed is under the age of sixteen (16), the administration is mandated by law to call the police. Florida Statutes Chapter 800.
8. Sanctions: The Administrative Council will, along with the School Head, apply any of the following sanctions to deal with unreasonable conduct:

- a. Counseling with the offender(s).
- b. Probation, with a warning of suspension or expulsion for continuing or recurring offenses.
- c. Suspension or expulsion for students.

HEALTH REGULATIONS

A. MEDICAL INFORMATION

Parents are requested to furnish medical information at the beginning of each school year by filling out the Physician's Authorization to Dispense Medication Form. Without this form on file, regardless of the type (prescription or over-the-counter medication), no medication will be administered by a school employee; however, if a parent wishes to come to school he/she may administer the medication. The Authorization to Dispense Medication Form, can be accessed online at www.miamichristian.org or obtained from the school office.

The school needs to know enough of the student's health history so that health problems can be prevented at school and effective steps taken if a student's past condition recurs. Immunization requirements and records must be current and on file with the school office.

B. MEDICINES

MCS cannot be responsible if a child's dosage is missed. Parents should keep children home if the condition is serious enough to make the timing of the dosage crucial. Parents are ultimately responsible for medication and dosage.

At no time should the student administer the medication himself nor share medicines with another student. Students must report to the front office for medication. If a student shows signs of fever or nausea, he/she will be sent home. **Parents are not to bring students to school that are nauseated or have a fever.**

C. HEALTH RESTRICTIONS

- Activities - medical conditions that would curtail any activity of a student should be reported in writing to the appropriate teacher(s).
- Attendance - Do not send a child to school with a fever or vomiting.
- K3-8 - A child with a constant cough, sneezing or nasal discharge should not attend school (allergies are the exception).

D. COMMUNICABLE DISEASES

In the event that an MCS student contracts a communicable disease of epidemic proportions or comes into contact with such a disease, MCS will ask the student to remain at home until medically cleared. The administration will make arrangements for schoolwork to be done at home.

E. HEAD LICE

Students may not attend school when live head lice are present. Additionally, parents are to notify the school if their child contracts head lice.

F. INJURIES AND STUDENT INSURANCE

If a student is injured while at school or on a field trip, please follow these rules:

1. Report every injury where the skin is cut and any that seem significant. Even a minor cut can become infected if not properly treated. Report the injury to the teacher in charge at the time of the injury.
2. Several members of the school staff have been trained in first aid and can be summoned in an emergency to treat an injury, if the teacher in charge considers it sufficiently serious.
3. The best judgment of the school will be used as to the seriousness of any injury; if a doctor's attention seems necessary, we will first attempt to contact a parent, but if that is impossible, we will abide by the information contained on the emergency card on file in the office.
4. Miami Christian School has secondary insurance for our students. Should secondary insurance be required, the parent(s) must request a Claim Form from the administrative office within five (5) working days of the incident.
5. There is 24-hour coverage with our school insurance, ISM, which is available for all students enrolled. Inquire in the main office.

CLASS ACTIVITIES

A. CLASS OFFICERS

At Miami Christian School, a number of activities are available to give the students the opportunity to relate to one another outside the classroom.

In middle school each grade elects one president, a vice president and a secretary-treasurer. In both high school and middle school the class chaplain is selected by the elected officers and the class sponsor. In high school each grade elects one president, two at-large vice presidents, one secretary and one treasurer. A newly enrolled student may be a candidate for a class office only with the approval of the principal.

Student government officers at Miami Christian School are comprised of the class officers and chaplains. Student government operates under the direction of the High School Principal.

1. Criteria for being a class officer
 - a. A grade point average of 3.00 or better in high school and a B- average or above in middle school.
 - b. B- or above in conduct in high school and a B- in middle school (conduct grades will be averaged).
 - c. Approval by the faculty of the student's spiritual qualifications, character and positive influence in and out of the class.

Officers who do not maintain the above standards during their term of office may be removed from the office.

2. Procedures for electing class officers
 - a. Nominations and ballots must be approved by the administration.
 - b. Students may accept a nomination for only one class office; however they may transfer their nomination to a lower office if not elected to the original nominated position.
 - c. A written ballot provided by the high school office must be used in the election.
 - d. Student voters must sign their name to the ballot for it to be counted as an eligible ballot.
 - e. Ballots will be counted by class advisors when elections are held. In the event of a run-off, that election may be held the next day. In the middle school, the ballots are counted by the middle school administrative assistant.
 - f. Elections must be announced in homeroom at least three consecutive days before the election takes place.
 - g. To take office, a candidate must have at least 50% of the votes to win. In the case where this does not happen, a runoff will be held between the two nominees who received the most votes. The runoff election will take place immediately and the winner announced after counting the votes.
 - h. A student who knows beforehand that he or she will not be present during the elections may vote prior to the election by an absentee ballot available in the high school office. In this case the voter must choose a first choice, second choice, third choice candidate so that in the event of a tie, the absentee vote can be counted during the meeting.
3. Responsibilities of class officers include:
 - a. Having devotions/prayer at class meetings.
 - b. Planning class projects or activities under the guidance of a class sponsor.
 - c. Supervising the performance of duties and chores assigned by homeroom teacher.
 - d. Assisting the Director of Student Activities.
 - e. Other responsibilities as set forth by class sponsors.

Officers are encouraged to assist the Director of Student Activities in planning class/school activities, which promote Christian fellowship, provide service to the school and community, and encourage school and class spirit. In planning class activities, officers should go first to their sponsor and secure his/her approval. Next, the activity must be approved by the Director of Student Activities and then the principal before being placed on the school calendar. (See criteria below for school-sponsored activities.) All fund-raising activities must be pre-approved by the principal and the school head through the fund-raising committee.

B. SCHOOL SPONSORED EVENTS

The following regulations will govern all school-sponsored events:

1. School Calendar - No major events can be scheduled on the school calendar for the same date.
2. All school-sponsored events must have at least one MCS faculty or staff sponsor.
3. The event must be scheduled on the official school calendar at least three (3) weeks in advance by the school calendar coordinator.

4. A sufficient number of the sponsoring organization must be committed to participate in order for the event to take place. The specific number or percent will be determined by the class advisor or sponsoring teacher(s) and the administrative council.
5. There is to be at least one chaperone per 10 students. Chaperones may be faculty, staff, or parents. Chaperones should be extended a courteous invitation well in advance of the date of the event.
6. Chaperones are to act in accord with MCS policies in every regard. It is imperative that chaperones do not involve the students in activities or take students to places that are out of line with the MCS philosophy. Alcohol is strictly prohibited.
7. Transportation for the elementary and middle school will be arranged by the elementary/middle school secretary. Transportation for high school events will be scheduled through the high school secretary. All transportation requests should be presented at least three (3) weeks in advance of the date. The sponsoring group must underwrite transportation expenses. On school trips, students are not to sit co-ed.
8. Written parental permission is required for participation in activities, which take place off campus (faxes are acceptable). A medical release form must be completed and notarized for out of town trips.
9. Appropriate dress will be defined according to the event. In all cases, the guidelines of modesty and good taste are in effect.
10. Misconduct: All school conduct rules apply while students are off campus, on buses, etc., including, but not limited to, those relating to the use of alcoholic beverages, tobacco, non-medical drugs, bullying, or sexual misconduct.
11. For overnight trips only: students and parents must sign that they have packed a school uniform to wear if inappropriate clothing is worn.
12. See section "What Not to Take on School Trips".
13. Proms/Dances/Ring Ceremony: It is the policy of Miami Christian School not to sponsor social dancing as part of any school activity. Therefore, no employee may plan, assist or chaperone a dance or prom. A dance may not be attached to any school activity, i.e. a dance at the end of a ring ceremony. School time and materials may not be used in preparation for any event involving social dancing. Miami Christian School's name may not be used in promoting or preparing for the event and may not be used to secure tax-free status for the sponsoring group if the event involves social dancing.

SPECIAL NOTE TO PARENTS: In accordance with the Florida Statute 856.015 covering "open house parties", it is a 2nd degree misdemeanor for adults to knowingly allow minors to possess and consume alcohol at their residence and not take steps to prevent it. This law is not limited to private residences. If adults provide alcohol for minors at parties and should that minor become intoxicated and injure/kill someone during an automobile accident, not only will the minor be held responsible legally, both civilly and criminally, but also, there is the potential for criminal charges to be filed against the adult who provided the alcohol as well.

C. SPECIAL INTEREST CLUBS

Several special interest clubs are organized around a common interest, such as chess, photography, etc. Clubs may be granted status as a campus organization if a faculty sponsor is secured and a plan for activities and meetings is approved by the Administrative Council.

VITAL ISSUES

A. LANGUAGE ON CAMPUS

Out of courtesy toward faculty and students and because improvement of English skills is a major purpose of our school, students are to speak English on campus at all times except when speaking to those who know no English or when in foreign language classes.

B. LOST AND FOUND

Lost and found is located in the teacher's lounge. Personal belongings found outside of a locker will be taken and held for a reasonable period of time. Jewelry, money, and other such items of value should be turned in to the school office. Articles, without names, will be donated to charity every nine weeks if they are unclaimed.

C. TEXTBOOKS

Textbooks are required for all students and will be purchased or rented by the parents/students. By the end of the first full week of school, all students must have their textbooks in class or produce proof of purchase with a delivery date of no more than two weeks from the first day of school. Since each student is responsible for his/her textbooks, students' names are to be placed in the book so that they can be returned if misplaced.

Textbooks purchased through Follett Virtual Bookstore (formerly Varsity), can generally be returned for a full refund if MCS requires a student's schedule to be changed. However, MCS will not be responsible book returns or changed due to schedule changes, etc., if the books are not purchased through Follett Virtual Bookstore. MCS is not responsible for book returns or changes due to schedule changes requested by a student/parent.

All books left on top of lockers, in a locker not secured by a lock, on the floor or anywhere other than a locked locker or inside a book bag will be removed and taken to the school office.

Textbook lost and found is located in the school office for elementary and middle school students and in the high school office for high school students. Books may be reclaimed for a \$.50 charge.

Please note that the loss of a textbook does not constitute a valid excuse for not doing required class work or homework.

Middle school and elementary students will receive a responsibility check when a book is left in a classroom.

D. LOCKERS

1. Students will be issued a locker for storage of books and personal belongings. Students in physical education and some members of athletic teams will be issued an additional locker for equipment storage. If you have problems with your locker go to the school office. Changing lockers without permission will result in a day of suspension. It is

important that students retain the locker that is assigned to them at the beginning of the year.

1. All students must have a school lock, which must be purchased when registering. Any students without a school lock on their locker will receive a discipline notice and the unacceptable lock will be cut off. The cost for a school lock will be charged to the student.
2. Lockers must be kept reasonably clean. Locker privileges may be revoked if this requirement is not met.
3. The Principal may authorize the opening of a student's locker at any time it is deemed necessary.
4. All books and personal belongings should be kept with the student or in the locker at all times. Items may not be left on top of or around lockers.
5. Lockers should be kept locked and the combination kept private.
6. The school is not responsible for the safety of locker contents. **VALUABLE ITEMS AND LARGE AMOUNTS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL.**
7. Book bags, gym bags, and other large items, which will not fit in lockers, should not be left unattended. MCS cannot be responsible for items lost, stolen or damaged; therefore, it is imperative that parents have theft insurance.
8. If basketballs and bats are brought to school they must be turned in to the athletic office or the main office before school starts.
9. Vehicles are not to be used as lockers. Students will not be given passes to their cars for lunch money, books, instruments or items which are to be taken to class with them. Passes to cars and the parking lot are only obtained through the "A" office.

E. COMPUTER ACCEPTABLE USE POLICY

The following is a set of regulations that govern the appropriate use of computers (or other electronic devices that can access the Internet) while you are enrolled at Miami Christian School. While it cannot cover every aspect of computer use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the Miami Christian School community use the computers and the network in a safe, responsible, considerate and appropriate manner.

1. Hacking of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act and will necessitate the involvement of the FBI by the school.
2. No instant messaging, blogging or journaling at school is permitted. E-mail is to be used for academic purposes only during the school day.
3. Students are never to access someone else's email or other Internet account. In addition, students must never reveal their password to anyone.
4. The Internet is to be used for scholarly research and as a means of obtaining information for school approved purposes. Students are not to join chats at school unless they have a teacher's permission to do so as a legitimate class project. Chats and blogging offer opportunities to develop relationships with people through the Internet; however, students should realize that certain safety measures should be considered when communicating this way. Frequently, it is impossible to really know with whom you are communicating; therefore, students are not permitted to reveal any personal information (name, address, phone #, etc.). The Internet offers access to information that is inappropriate; however, Miami Christian School currently uses an Internet filter to prevent students on campus from accessing inappropriate information online. However, no filter or blocking system is

foolproof. Therefore, any student who accidentally accesses inappropriate sites or information must immediately report the situation to the student's teacher or to an administrator of the school.

5. Material obtained through research on the Internet and then used in academic work for Miami Christian School is to be properly documented. Plagiarism of any degree is inappropriate and prohibited. Teachers have access to turnitin.com and will use it. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.
6. Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and their email accounts. Students are to respect the need for this security/ confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public and/or school community. Students are not to make any effort to bypass security systems and/or gain access to this information. Violation of this rule is a form of hacking. No student is ever to utilize a teacher's gradebook, look at or to change grades; this will be grounds for dismissal.
7. The playing of games and music, in the classrooms, on the laptops is prohibited during the school day, unless authorized by a faculty member.
8. The school strongly recommends that students take great care when loading any software on their laptops. There is a risk that any new material may carry viruses.
9. Students shall observe all copyright laws. The simplest rule to follow is that software you have not purchased should not be installed on your computer.
10. Any software belonging to Miami Christian School installed for specific courses is required to be returned or deleted at the end of the designated term.
11. Sound or video recordings may not be made without the consent of the administration and all those who are being recorded.
12. Sound must be turned off, except when it is being used as part of the class.
13. Both printed and electronic media containing sexually explicit information, vulgarity and violence are not permitted and will be grounds for referrals or dismissal from Miami Christian School.
14. Student selection of appropriate, tasteful screensavers and wallpaper is expected. Violence, vulgarity and nudity may not be depicted on screens. Miami Christian School faculty reserves the right to request the removal of material deemed offensive.
15. Students are responsible for their assignments under all circumstances.
16. Students are not to change the name on their computer without approval.
17. Any attempt to by-pass the firewall or filtering system is considered hacking and could be grounds for dismissal.
18. Blogging is not permitted on campus. Additionally, students are not permitted to reveal information about the school or other students at any time, from any computer -- whether personal or school property.
19. Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals (such as MySpace, Facebook, etc.) are subject to dismissal.
20. Students who post negative comments about the school, school employees or other students or who post threats or any statement not in accord with the school's philosophy are subject to dismissal.
21. Students who present themselves through email, posting, blogging, social media, etc. as to be participating in activities so out of accord with the philosophy of the school that

they could result in immediate dismissal, may be subject to dismissal whether they actually be participating in the activities or not.

22. Tunneling is prohibited and may result in dismissal from MCS.

Upon request of a Miami Christian School faculty member or administrator, a student must provide access to his/her computer. Miami Christian School reserves the right to review any information stored on a student's laptop or CD's. In addition, Miami Christian School reserves the right to review the content of all information, emails, messages, searches, etc. on student computers or over the school's network.

Access to Miami Christian School's network and Internet is a privilege that will be suspended at any time if deemed necessary.

F. LAPTOP SECURITY POLICY

1. Each student is responsible for his/her laptop, including obtaining insurance.
2. When laptops are not in the student's possession (during the school day or during after school events) they must be locked in their designated locker or secured in one of the lock-down locations.
3. Laptops must never be left unattended. School personnel will pick up and secure unattended laptops. Students who leave laptops unattended will be subject to disciplinary action and a \$5.00 technology donation for retrieval.
4. Laptops may not be left at school over vacations.
5. Laptops should be kept in an approved computer case. They should not be kept in regular book bags.
6. Students may not lend their laptops to friends.
7. Students should never leave laptops in cars.
8. Students may not bring laptops on buses for field trips/sports.
9. Laptops must go home with students daily.

G. PROCEDURE IF A LAPTOP IS MISSING:

- Student will notify teacher immediately.
- Teacher will notify administration and an investigation will be conducted.
- Parents will be notified.
- A notice will be posted on the MCS community Internet program.

H. INTERNET FILTERING

****ALERT** - Remember that although Miami Christian School has a filtering system to attempt to prevent students from accessing inappropriate sites at school (which is not foolproof), students do not have that protection when they plug in their computers at home. Therefore, when using their computers at home, they may have access to objectionable sites. We recommend parents get a filtering system so that computer use at home will also be safe.

I. LAPTOP REQUIREMENTS

1. Each student and parent is required to have read and understood the Computer Acceptable Use Policy section.
2. High School and Middle School Honors students must bring laptops to all classes unless a teacher specifies otherwise. Students who do not bring their laptops to class will receive a disciplinary notice.

3. Students with laptop issues regarding repair, loss or theft will be excused if they submit a written note to the principal's office bearing the parent's signature and indicating the estimated timeframe of repair/replacement. If more than a month goes by from the original note, a second note will be required. MCS is not responsible for technical support on student laptops.
4. Each student is required to own the Microsoft Office, including PowerPoint, and a full version of an antivirus program. Anti-virus programs factory installed on most laptops are not full versions and do not meet the MCS requirements. Antivirus data files are to be updated bimonthly.
5. Each laptop and case must exhibit the owner/student's name clearly. Also, we highly recommend Grip-It Strips. www.grip-it.com
6. Improper use of the internet/computers and disregard for the rules may result in a referral, Saturday School, suspension and/or with the loss of the privilege to use the Internet at school.

J. PARKING LOT

When arriving on campus students should turn off car radios until they leave campus again. Students are not to sit in cars and socialize either before or after school. Students are to arrive on campus in dress code with shirts tucked in and with appropriate shoes. High School students are to report to the teacher on duty at the gate, check in and then move to the bleachers by the basketball courts until 8:25 when the bell rings for them to report to their first class. Elementary and middle school students should go through the gate to the playground and pavilion, respectively.

Students are not to be in the parking lot during the day without a pass from the office. Remember to take lunches, lunch money, books and any other items needed during the school day; parking lot passes will only be given for special needs or when leaving campus. A referral may be issued for those without a pass.

K. FOOD SERVICES

1. Classrooms/Facilities
 - a. Students with medical conditions (such as diabetes or hypoglycemia), which may require that they eat or drink in class, may do so, however, he/she must register that fact with the school office.
 - b. Drinks other than water are not allowed in the classroom. Eating in the classroom is reserved for special occasions only.
 - c. No food or drink is permitted in the gym at any time with the exception of bottled water.
 - d. Chewing gum is not allowed during the school day.
 - e. Students on bathroom breaks during class are not permitted to purchase items from the vending machines or the cafeteria.
2. Breakfast and High School Break
 - a. Breakfast is available in the cafeteria from 7:30 to 8:25 a.m. Students are not permitted to purchase food after the 8:25 homeroom bell has rung.
 - b. Morning breaks are a privilege for the high school only.
 - c. Food and drink must be kept in the pavilion area during breaks.

- d. The pavilion and surrounding area must be left clean for the lunch hours that begin after break.

3. Lunch Hour

- a. When the bell rings to begin the lunch period, students may go to their lockers to get lunches or exchange books and should then proceed to either the pavilion or the cafeteria. Loitering in the halls is not permitted. Students may not be in classrooms, locker rooms, gym, parking lot, dugouts or the library during lunch without a pass and/or a faculty supervisor. Only high school students are allowed to spend their lunch period in the library.
- b. Students who forget their lunch or lunch money may purchase a supplemental lunch in the school office.
- c. Food and drink are not to be taken outside the pavilion area during lunch.
- d. Throwing food and rudeness or defiance toward food service workers or faculty monitors are grounds for discipline. Students are to follow the directions of food service workers and afford them the same respect as any staff or faculty member.
- e. Students who need to leave the pavilion area for any reason must check out with the appropriate faculty monitor.
- f. Students are responsible to clean up their places when they finish eating. This includes the floor as well as the table.
- g. Due to insurance liabilities students are not allowed to go off campus for lunch.
- h. Students playing on the basketball court during lunch must tuck in shirts before returning to class.

L. TELEPHONE/MESSAGES/CELL PHONES

The school office phones are for school business and emergency calls only.

1. To call home due to illness, students in K3 - 8th grade must call from the school office. High School students must call from the main office.
2. During emergencies, students may, with a written pass from their supervising teacher use the office phone during class time. Frequent "emergencies" will invite investigation.
3. Students should not receive personal phone calls during school hours.
4. Parents should not call the office with routine messages for students. Students will not be pulled from class to receive a phone call except in an emergency.
5. If messages must be delivered to a student, parents must call the school office no later than 2:00 p.m. We cannot promise delivery of a message left after that time.
6. Students are not permitted to have cellular phones in use during the school day. If a cell phone is seen or heard during the school day it will be confiscated and a disciplinary notice will be issued. Upon request, students will be required to show an administrator the message history on their cell phone or other electronic device.

M. VISITORS

1. Visitors on campus are permitted only with prior approval from the principal with the appropriate form signed by the principal. (These forms must be picked up from the office ahead of time and filled out prior to the day of visitation. Please do not embarrass yourself and your friend by arriving at school with an unannounced visitor; the visitor will be sent home.)
2. Visiting privileges are routinely granted only to prospective MCS students or alumni.

3. Visitors (including parents) should be advised as to proper attire for the school day. If you are a visiting student in the classrooms, t-shirts, jeans or shorts are inappropriate. Visitors should be well groomed, with clothes that are comparable to the MCS standard dress. All other dress requirements, which apply to students, apply to visitors as well.
4. Visitors must report to the school office immediately upon arrival to secure a pass.
5. No teacher should allow a visitor in class without a pass. A teacher should approach any stranger on campus in a friendly manner. If it is determined that he/she does not have a pass, he/she should be accompanied to the office where a pass may be secured.
6. Student hosts are responsible for their guests' conduct.
7. Parents, relatives and all persons not enrolled or employed by the school must check in with the main office.

N. GRIEVANCE PROCEDURES

Procedures contained in this handbook allow for reasonable, fair and appropriate grievance procedures. This process for MCS entails the Matthew 18 principle, which means that a person with a grievance goes to the party with whom they have a grievance. For example: When concerned with a teacher's actions, go first to the teacher; if there is not a satisfactory conclusion, you may take it to the School Head with the teacher.

The following procedure is established to resolve complaints:

1. The offended party should discuss the complaint with the offender.
2. If there is no satisfactory resolution to the complaint, it should be brought to the attention of the offender's immediate supervisor.
3. If the previous step does still not resolve the situation satisfactorily, then the complaint should be forwarded to the School Head.
4. The Christian Conciliation Services will be recognized as the final authority in reconciling the issue.

The parties to this agreement agree to abide by the Christian principle of the Biblical commands to make every effort to live at peace and resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement, including those based on statute, shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. **THE PARTIES UNDERSTAND THAT THESE METHODS SHALL BE THE SOLE REMEDY FOR ANY CONTROVERSY OR CLAIM ARISING OUT OF THIS AGREEMENT OR RELATING IN ANY WAY TO THE STUDENT'S OR PARENTS/RELATIVES' INVOLVEMENT WITH THE SCHOOL AND EXPRESSLY WAIVE THEIR RIGHT TO FILE A LAWSUIT IN ANY CIVIL COURT AGAINST ONE ANOTHER FOR SUCH DISPUTES, EXCEPT TO ENFORCE AN ARBITRATION DECISION.** The parties further agree that the venue for any such conciliation or arbitration shall be in Miami-Dade County, Florida.

Parents/relatives are to abide by the school's policies and rules, and are to encourage their student/children to abide by the school's policies and rules. Parents/relatives are to treat all

school employees, anyone officiating an athletic event, students and other parents/relatives with respect. Parents/relatives are to follow the proper grievance procedures laid out in the parent-student handbook. Parents, relatives and/or students who do not meet the school's behavioral expectation will have their family expelled from the school. Types of parent/relative behavior that could lead to a family being expelled from the school (determined by the administration in its sole discretion):

- Verbal and/or physical aggression against a school employee, student or an official such as one calling an athletic event or directing traffic.
- Continuous negative talk about the school, its policies, employees or students.
- Failure to follow proper grievance procedure.
- Obvious loss of confidence in the administration's ability to provide fair and appropriate discipline, to ensure student rights, and to meet educational needs to be determined by the administration at its sole discretion.
- Repeated disagreements or discussions about disciplinary actions (i.e., need to argue/discuss with teacher and/or administration – even low-level discipline matters).
- Attempt to falsify or conceal information or be less than completely truthful on school application.
- Failure to be timely in tuition payments.
- Failure to cooperate with school officials, to be determined by the administration at their sole discretion.
- Lack of commitment to school, its policies and activities.
- Any other action out of accord with the school's philosophies and/or policies.
- Conduct unbecoming a parent/relative, on or off campus, based on school standards, rules, policies and expectations.
- Inappropriate dress while on campus. Parents are role models too. We expect parents/relatives to dress consistently with our conservative policies when they visit the school or attend any type of school or school-related event.
- Failure to follow parking lot rules.

Signing this handbook signifies your agreement to abide by the policies, procedures, and guidelines expressed herein and an understanding of the consequences that may occur to you or your child, including the most serious being removal and/or expulsion from school (whether voluntary or by the principal) for the violation of said policies. You further agree to release Miami Christian School (its administrators, board, teachers, or school's principal or school head) from legal liability for their actions taken in connection with your child's attendance at Miami Christian School as outlined in this handbook.

O. CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the School Head.

P. HAZING

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, the school prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group

where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to appropriate principal or athletic director (if the activity is related to athletics). The failure to make such a report is also a violation of this policy. When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity. Students should also be aware that Florida law prohibits hazing. Those who engage in hazing in violation of such laws could be subject to criminal prosecution.

Q. WEAPONS AND THREATS

The school takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. The school will also assess all information regarding a student's conduct, statements, writings (including emails or other Internet communications), or reports from others, when assessing whether a student may present a threat or risk of harm to the campus. If the school reasonably determines that the student may pose a risk of imminent harm to self or others, the school will take appropriate action, which may include an evaluation or removal from the school.

R. REPORTING OF INFRACTIONS TO COLLEGES/UNIVERSITIES AND SCHOOLS

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the School with a copy of the update letter. Similarly, the school will update the information to the college or school. This reporting must take place in letter form to the college or school within 14 days after the consequence has been imposed or the withdrawal has occurred.

S. RECOMMENDATIONS

References and recommendations may only be given after a Student Record Release and Waiver has been signed and turned in to the Registrar.

PARENT PARTICIPATION

A. SCHOOL FUNCTIONS

Parents are encouraged to participate in school functions, as they are able. Such activities include:

1. Attending meetings and conferences
2. Serving as elementary/middle school room mothers
3. Chaperoning field trips or class parties
4. Bringing refreshments to the designated office for class parties
5. Supporting the athletic and fine arts events
6. Making financial donations
7. Sharing talents, hobbies, travels, or vocation in the classroom
8. Assisting with fund-raising events

B. SCHOOL-HOME COMMUNICATIONS

To best meet the specific needs of each student, there must be open communication between the school and the home. Either parent or teacher may initiate parent conferences. When a need arises, parents are urged to arrange a conference with their child's teacher. Even though teachers will call for conferences when needed, parents are encouraged to request conferences at any time. Good communication, even occasional phone calls, resolves many potential problems. Our computer communication program is available for every parent's use and makes communication accessible and current. Parental passwords should not be given to your child, so that e-mail communication from teachers is private until you wish to share it. Teachers respond quickly to e-mails, therefore, the school requests that you use this form of communication. If any parent does not have access to email, please notify the school. In addition, if a teacher does not respond quickly, please leave a voice mail or call the office. Even the best technology sometimes fails.

C. PARENT/TEACHER CONFERENCES

Conference dates are listed on the yearly calendar. Two weeks before the date of the conference, please call the school office and request your time preference. (In middle school, and high school your conference will be with as many of your student's teachers as are available. These teachers will be able to convey general evaluations from other teachers, and more specific insights from their own observations.)

Several things will help make the conference time successful:

1. Be prepared to share your observations, as well as to ask questions.
2. Elementary students should not attend conferences; middle school and high school students may be asked to attend.
3. Both parents need to be directly involved in the educational process and the participation of both will help the conference.
4. Pray, in advance, that God will bless your conference and help both parents and teachers to communicate well and to reach wise decisions for follow-up.

D. NON-CUSTODIAL PARENTS

1. The school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records, unless the

school is presented with a court order or comparable legal document, which restricts such involvement or access. The school will not otherwise “choose sides” between parents.

2. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict such parent’s involvement with or visitation to the school and to take other reasonably necessary action, such as notifying the proper authorities.
3. It will be the parent’s responsibility to inform the school if there is a problem concerning a non-custodial parent and/or a restraining order, which may be in effect.

COMMUNICATION OF INFORMATION

A. PARENTAL SIGNATURES

Information exchanged between school and home usually requires a parental signature prior to return to school. Examples of such information requiring parental signature are:

1. Permission slips for school activities and field trips. (Out of town trips require a notarized medical form.)
2. Handbook slips
3. Progress reports/Report cards
4. Disciplinary Notices/Referrals
5. Medical Forms

Usually the student is required to return the signed communication on the next school day. Failure to return permission slips by the deadline results in the student being excluded from the activity. Failure to return all notices with required signature will result in a disciplinary notice.

B. CHANGE OF ADDRESS/PHONE/EMPLOYMENT

In these changing times it is crucial that we have current addresses and phone numbers; the school may need to reach a parent regarding an emergency involving your child or in the event of an emergency crisis in our area. If, we are unable to reach you due to outdated phone numbers, your child will not be allowed to return to class the next day until we have made contact with you and have correct information on file.

C. WEB PAGE (www.miamichristian.org)

The school website contains information that parents need to know regarding school activities and changes of policy. Be sure to check the website often and use the Edline site to communicate with us. You are paying for this service at registration, so please use it.

D. MESSAGES

Parents should not call the office with routine messages for students. Students will not be pulled from class to receive a phone call except in an emergency. Parents should not call students on student cell phones during school hours. If messages must be delivered to a student, parents must call the school office no later than 2:00 p.m. We cannot promise delivery of a message left after that time.

E. FINANCIAL SUSPENSION

Students whose tuition is more than 30 days past due, on the 10th of the month, will be placed on financial suspension until such time as the account is current. This absence will be considered excused and make-up work will be allowed. This is always a difficult situation for students. If an account becomes past due, parents are asked to keep their child(ren) at home and call the school to make financial arrangements. Edline access will be denied until accounts have been cleared.

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or other emergency requiring immediate evacuation of our buildings we must have everyone out and away from the danger zone. This will require that each person (faculty, staff and students), knows what he/she must do, do it quickly and silently, and respond to directions for evacuation from authorized persons immediately. Evacuation procedures are posted in individual classrooms.

A. FIRE DRILL PROCEDURES

1. Doors should not be locked during the school day when the room is occupied. This could seriously delay exiting from a room and is against fire marshal's rules.
2. The evacuation alarm consists of a loud blaring horn on the fire alarm system. Students in grades K3 – 5 are to leave everything behind; middle school and high school students should take their book bags and exit the building immediately. Teachers are to take their class list with them.
3. Students are to leave the room in a single file. The teacher should be the last person out, seeing that lights are off, doors shut and locked and class list in hand.
4. There is to be absolute silence throughout the evacuation and while outside. Teachers are to remain with their class unless relieved by the presence of another adult. Students are not permitted to leave their class group under any circumstances. Teachers check for "all present" once outside the building.
5. The all-clear signal: after the fire alarm is silenced there will be 3 short rings of the bell to indicate students may return to their class. Students will return in single file without talking. Disciplinary notices are to be given to any student talking during the fire drill.

B. BOMB THREAT PROCEDURES

1. Students are to follow the same procedure as for a fire drill. However, where possible, students should also take their lunch boxes from the room.
2. The door should be locked when leaving. If it is necessary to search the room the search team will unlock the rooms as necessary.
3. Once students are out away from the building they will proceed to the west fence.

C. LOCK-DOWN PROCEDURES

1. **CODE RED CLASSROOM** will be announced over the intercom and means that there is an imminent threat on campus. All doors will be locked immediately; students should move away from windows. No one should leave the classroom until the all clear is given.
2. **CODE RED GYM** will be announced over the intercom and will be followed by the fire alarm. Teachers will immediately prepare students for walking to the gym, using the

Code Red supplies located in each classroom. Teachers and students will proceed to the gym and take pre-assigned seats until attendance is taken.

The above procedures require that students remain calm and follow instructions for the safety of everyone involved.

ATHLETICS

Athletic competition and participation in team sports present opportunities for growth that might not otherwise be available. The Scriptures (the apostle Paul in particular) use many athletic metaphors to describe the Christian life. At Miami Christian School, athletics are a major source of pride and “school spirit,” as well as a setting to learn important lessons about teamwork, self-discipline, and commitment. As with all things at MCS, it is important that athletic participation and competition bring glory to God and testify to our relationship with his Son, Jesus Christ. The following policies and procedures govern athletics at MCS. Some are state-mandated, while others are in force at MCS to keep our standards high both on and off the playing field.

A. TEAM COMMITMENT

MCS teams are built on commitment; therefore, it is extremely important to show up to practice and games. Any student responsible for causing a forfeiture by not showing up to a game will be responsible to pay officials, busing (for opponents or MCS teams), and any fines incurred because of an unexcused absence by a student athlete.

B. ELIGIBILITY

1. FHSAA Requirements– Subject to Change Per FHSAA
 - a. A student must have an FHSAA medical form on file in the Athletic office before participating in practices or games.
 - b. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by S.1003.43(1) Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by S.1003.43(1), Florida Statutes, at the conclusion of a semester shall not be eligible during the following semester.
 - c. A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student’s first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.
 - d. If a student is ineligible during the second semester of his/her ninth grade year or during the first semester of his/her 10th grade year due to his/her cumulative high school grade point average being below a 2.0 at the conclusion of the previous semester and continues to be below a 2.0 at the conclusion of the semester of ineligibility, he/she may regain eligibility for the following semester provided:
 - i. The student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school, or its graded equivalent, AND
 - ii. Earns a grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken during the semester of ineligibility.

- e. Once a student enters the 11th grade, and thereafter, he/she must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester.
 - f. All courses taken for high school credit by a student, including those taken prior to his/her ninth-grade year shall be included in the computation of the student's cumulative high school grade point average.
2. MCS Requirements
- a. Members of all middle school and high school athletic teams may not participate in athletic practice or play unless there is on file:
 - i. Miami-Dade County physical examination form (provided by the school) on file in the athletic office that indicates the student is physically fit to participate in athletics.
 - ii. Both the FHSAA and Miami-Dade County forms must be signed by the parent or guardian indicating that the student may participate in the sports program.
 - b. Incomplete Grades: All students having a grade of incomplete and/or a GPA below a 2.0 will be ineligible until the work is made up. Be aware that failure to promptly complete the work and bring the GPA up to a 2.0 will cause the student to be ineligible for the entire playoffs.
 - c. Cumulative Averages: High School players must maintain a cumulative 2.0 grade point average and must have a good witness/conduct as a Christian.

C. MAKE-UP WORK

Students are responsible to make up work missed for being out of class(es) to participate in the athletic program. Make-up work will follow the same procedure as set forth in the "Makeup Work" section of this handbook.

D. FAILING GRADES 9-12

If a student scores two (2) failing grades in a marking period during a season, he/she will be placed on probation. During a period of probation, a student must raise all his grades to the appropriate level within four (4) weeks or become ineligible to participate. Students on probation must attend afternoon help classes or present to the Athletic Director, or his/her head coach, written notice of other arrangements he/she has made with the appropriate teacher, this note bearing the teacher's signature. If a student scores three (3) failing grades or the GPA falls below 2.0 in a marking period prior to the beginning of a season, or during a season, the student is ineligible for participation until the next semester by FHSAA ruling. Students will be evaluated at the time progress reports are issued and at the end of each marking period.

Any student who receives an F in conduct will be brought to the attention of the administrative council with the possibility of ineligibility. Eligibility for the future weeks will be contingent on maintaining improvement in the deficient areas, to be evaluated by the teacher(s) in whose class(es) the problem arose. Any athlete failing 2 classes will be ineligible for at least 3 weeks after which he/she may be reinstated if the grades in the deficient classes are brought up to passing.

E. FAILING GRADES 6-8

A student may not have more than one (1) F in a four-week grading period in order to play or practice. Students will be evaluated at the time progress reports are issued and at the end of each marking period. If a student has 3 F's or more, he/she will be ineligible for the next quarter.

1. If a middle school student earns a failing conduct grade in any course, that student is ineligible for a minimum of four (4) weeks. Following the four-week suspension, the student, upon earning a passing conduct grade in the course, may be reinstated upon approval of the teacher of the course and the school administrator.
2. Probation: A student may not play or practice during the four (4) weeks they are on probation trying to raise grades to passing marks. Once passing marks have been earned, the student may participate in competition. A student must raise his/her grades to the appropriate level by the next marking period or become ineligible to participate.

F. ATTENDANCE - ATHLETES

Students must be in school by 12:00 noon to participate in sports that day, or may not leave before 12:00 noon to participate in sports that day. On half-days a student must be in school by 10:30 a.m. or may not leave before 10:30 a.m. to participate.

G. LATE PICK UP OF ATHLETES

If a student remains on campus 1) after practices as an athlete, 2) after games as an athlete, or 3) after games as a spectator, he/she must be picked up within 1/2 hour of the end of the game or practice. After that time, the coach in charge will remain with the student to ensure his/her safety, but there will be a charge of \$25.00 for the first 15 minutes and \$10.00 for each 1/2-hour or any portion thereof after that. This will be added to the monthly statement by the bookkeeping office. Should late pick-up become a habit, the student will be removed from the team

H. GAME DAY ATTIRE (ATHLETES)

Athletes may wear uniform jerseys on pep rally days and during Districts only.

I. ATTIRE FOR GAMES (FANS), CONCERTS, EXTRACURRICULAR ACTIVITIES

While uniforms are not required at games, concerts and extracurricular activities, students should follow the guidelines of modesty and good taste. Immodesty includes lack of proper undergarments or over exposure of skin. Clothing with symbols or slogans endorsing products or philosophies not in keeping with MCS standards should not be worn. A student who comes to a game dressed in an inappropriate manner, such as tube tops, halters, short shorts, etc. may:

1. Receive a disciplinary notice for inappropriate dress at the game.
2. Receive a referral if the student does not cooperate in making the appropriate changes.
3. Be asked to wear a T-shirt provided by any school representative.
4. Not be admitted to a game.
5. Be asked to cover up appropriately.

J. FAN CONDUCT

The behavior of MCS fans is as important as that of the team. Those who attend games to support the Victors on the field or the court should remember the following:

1. Florida law provides for increased criminal penalties against persons who threaten or strike sports officials. An individual found guilty of such acts may be imprisoned anywhere from sixty days to thirty years and/or fined from five hundred to ten thousand dollars. The Florida High School Activities Association as well as Miami Christian School encourages you to be positive in your support of the school of your choice, and reminds you to act responsibly while attending all sports events.
2. Fans are to engage in cheers that encourage and support the Victors. Fans are not to yell negative, rude, or profane comments at referees, opposing team members, or opposing teams.
3. Fans are never to intentionally attempt to distract or confuse opposing teams by means of whistles or other noisemakers, or by throwing things onto the field of play.
4. Fans should never step onto the court or field of play for any reason until the game is over.
5. Fans who fail to abide by these guidelines will be directed to leave the game. If rude behavior continues a teacher or administrator will call the police. MCS students found in violation of these guidelines may be subject to further disciplinary action up to and including suspension or dismissal. If there is a fine assessed by the State for inappropriate fan conduct, the fan will pay the fine.
6. MCS is a non-smoking, non-alcohol campus.

Athletic events are an opportunity for us to demonstrate what Christ has done in our lives through our conduct. Let's be sure that He is glorified in all that we do.

K. STATE CHAMPIONSHIP DAYS

Miami Christian will close on days when we are playing in the State championship final game. Parents are welcome to take the day off and accompany their children.

ELEMENTARY/MIDDLE SCHOOL PROCEDURES

This section of the handbook pertains only to Elementary and Middle School students. Regulations pertaining to all students are found in the “general” section. Be sure to read both sections.

ACADEMICS

A. ANNUAL GRADES

For grades K3-8 there are no semester grades -- only 9-week grades, and a final grade for the year determined by averaging the numerical grades for the four 9-week periods.

B. MIDDLE SCHOOL HONORS CLASSES

Laptop computers used in the Middle School honors classes will be rented or purchased by the parents/students. Since the parents/students are personally responsible for broken, lost or stolen laptops Miami Christian School advises the parents to purchase the appropriate insurance for the laptops. Remember, these are your personal computers and you will be responsible for them. See Acceptable Computer Use Policy.

Middle School 8th grade honors students earn high school credit for Math, Science, English, and Jazz Band. These classes will be weighted with high school honors grading scale (“A” equals 5.0 instead of 4.0 and “B” equals 4.0 instead of 3.0). Criteria for honors classes are based on SAT scores, Honor Roll, Conduct Grade and discipline record.

C. MIDDLE SCHOOL HOMEWORK DUE DAY

Middle School homework due dates will be posted on the Class Pages on Edline.

D. MIDDLE SCHOOL HELP CLASSES

Mon. Science Tues. Literature Wed. Grammar Thurs. Math & Bible Fri. History

Students attending help classes must report by 3:20 p.m. Arriving late may result in a referral.

E. NATIONAL JUNIOR HONOR SOCIETY (Grades 7-8)

National Junior Honor Society (NJHS) is an organization that recognizes scholastic achievement and good citizenship. A middle school student who has a cumulative academic average of 91% or higher qualifies for NJHS academically. However, election to membership is by vote of a Faculty Council who also rates candidates on character, leadership, and service. National Junior Honor Society tapping occurs in the Fall and Spring.

1. A student who is qualified for NJHS and receives a referral in the semester in which the tapping takes place will not be chosen.
2. Upon receipt of your first referral or second Saturday School you will be placed on probation. The next incident that requires a disciplinary notice will be basis for being removed from NJHS.

3. NJHS members who fail to maintain the high standards, which earned them their tapping, may be placed on probation and/or removed from membership.

F. ACADEMIC AND BEHAVIORAL/PROBATION

Midway through each marking period, students will be evaluated. Those failing more than two courses, or not making satisfactory progress as evaluated by the faculty, will be placed on academic probation.

G. CONCLUDING PROBATION

At the end of the probationary period (each 9-week grading period) the student will:

1. Be removed from the probation because of improved academic/behavioral standing;
2. Remain on probation, but be retained in school because of good effort and cooperation (would apply to behavioral probation); or
3. Be dismissed from school for continued failure to meet the standards expected by the faculty.

Note: Documented disabilities will be considered for students on probation.

H. PROMOTION

In elementary/middle school, students with two failures in non-elective classes are required to go to summer school. Students with three failures will repeat the grade.

RULES OF CONDUCT

A. GENERAL BEHAVIOR

1. Students are to be quiet when classes line up for opening exercises or for any other movement of the entire class, unless the teacher indicates otherwise.
2. There is to be no public display of affection.
3. Students are not to be in a classroom or the gym without a teacher present. (A disciplinary notice may be given.)
4. Students skipping classes or leaving campus without permission will not receive credit for the day and will receive a referral and be suspended from school the following day with loss of credit.

B. PLAYGROUND RULES FOR DURING SCHOOL AND IN AFTER SCHOOL

1. Students in K3-5th grade are to remain in the fenced in area.
2. Stay a safe distance away from children on the swings. No standing on the swings. Only one person on a swing at a time.
3. Before and after school only K3 through K5 students should be in the small playground.
4. Leave trees and bushes alone. Pulling on branches or taking leaves and berries from trees is not permitted. Climbing trees is also prohibited.
5. Do not pick up or throw sand, stones, or fruit fallen from nearby trees. Serious injuries to other students may result.
6. Avoid roughhouse games. Tackling, pulling down, karate, wrestling, etc., is not permitted as part of the free play recess periods.
7. Deposit all trash in waste cans.

8. For grades K3-5 when the signal of three (3) whistles is given, stop playing and come to line up immediately. All students in line are to be quiet and ready.

DISCIPLINE POLICIES

A. MERIT SYSTEM FOR GRADES 6-8

Discipline will be handled primarily by the classroom teacher. It is our policy to encourage self-control and positive actions within our student body. To encourage this, students will earn merits on a weekly basis to make them eligible for merit days in each grade level. Such things as homework assignments completed on time and talking only when given permission will be recognized with merit points.

Each classroom will have a basic set of rules for classroom behavior conducive to good learning. The students will be familiarized with these rules. A check system, administered by the teacher, will be carried out so that disciplinary action is dispensed fairly. We ask you, as parents, to encourage your child daily in his behavior and responsibility to his class work.

A student receives a “+” for every school day he goes without a disciplinary check. A student must receive plusses for 75% of the days in class. However, if a student does not earn these plusses and must stay in school to do work, then the parent is asked to support MCS in this policy without making excuses for the child.

A referral or two Saturday Schools during the nine weeks grading period will also detain a student from the merit day. (For more details, see section for Saturday School rules.)

If a student is absent the day of a merit day and has not earned the day off, all assigned work must be completed the following school day before returning to class. (See last page of handbook to confirm this support.)

Sixth and seventh graders who do not earn the last merit day of the year (and do not come to school as a detainee on that day), will not be allowed to return for the remainder of the year. Eighth grade students who do not earn the last merit day of the year (and do not come to school as a detainee on that day), should not return to school after that day and will not be allowed to participate in eighth grade graduation.

B. CONDUCT GRADES

1. Weekly Elementary Check System

The weekly conduct grade is based on a combination of behavior and responsibility and is averaged at the end of each grading quarter. In the case of missing/incomplete homework, students will not be penalized by lower grades in both academics and conduct. The teacher will determine which consequence is appropriate, depending on the assignment.

<u>Number of Checks in One Week</u>	<u>Conduct Grade for the Week</u>
0	100
1	90
2	80
3	70
4	60
5 or more	50

2. Middle School (grades 6-8)

The number of checks given in grades 6-8 during a nine-week period will determine the conduct grade on the report card. The conduct grade is based on a combination of good behavior and responsibility.

0 - 1 check	= A+	11 - 12 checks	= C+
2 - 3 checks	= A	13 - 14 checks	= C
4 - 5 checks	= A-	15 - 16 checks	= C-
6 - 7 checks	= B+	17 - 20 checks	= D
8 - 9 checks	= B	21+	= F
10 checks	= B-		

3. Any middle school and elementary student receiving a referral during a particular grading period, will not participate in a merit day or in merit activities for that grading period.

AFTER SCHOOL SUPERVISION

You have chosen to trust us with the care of your child(ren). We take this responsibility very seriously; therefore, one of our primary goals at MCS is safety. The After School Care (ASC) program is no exception. The following are guidelines and rules for a safe environment in ASC.

All students should be picked up by 3:15 p.m.; students not picked up by that time will be sent to ASC. Sports participants will remain with their coach after practice or a game. (See the ASC supervisor if your child is a regular in ASC.) Students in activities such as tutoring, chorus, help class, etc. will be charged the daily rate if they return to ASC when their program is finished.

The ASC program closes at 6:00 p.m. There will be a substantial charge for students not picked up by 6:00 p.m.

A. ASC CHECK IN AND CHECK OUT

Students who are involved in after school activities or sports must be dismissed from the ASC program. ACS fees will be charged to student accounts (students in activities such as tutoring, chorus, sports, help class, etc. will only be charged for the time they are in the ASC program after their activity is over).

Students may only be checked out by a parent or parent-approved relative or friend eighteen years or older. (An exception will be made if the student is driven to school by a sibling.) Pick-up and sign out must occur ONLY with the supervisor on duty.

AFTER SCHOOL ALL ELEMENTARY/MIDDLE SCHOOL STUDENTS MUST WAIT IN ASC. Our insurance program requires supervision and safety demands it. Do not ask your child to violate school policy and risk disciplinary action by waiting for you after school anywhere except in ASC. Students wandering the campus will be issued a referral.

SPORTS PARTICIPANTS AND/OR FANS: Elementary/middle school students who are in sports are to report to ASC until their coach picks them up. Students on a sports team will not be charged for the time they wait in ASC before their sport begins.

All students in sports are to remain after practice or a game with their coach until they are picked up by their parents and will not be sent to ASC unless they are a regular at ASC. Students should be picked up within a half hour after practice or games. After the half hour, there will be a charge of \$25 for the first 15 minutes and \$10 for each half hour or any portion thereof after that. Late fees will be added to the monthly statement.

When a younger student, in sports, finishes practice early and has to wait for an older sibling, an exception will be made regarding the late pickup fee for sports as long as they are picked up by 6:00 p.m. However, this does not mean that a younger student may wait with an older brother or sister. Our insurance demands that we have adult supervision; therefore, Elementary/MS children must be in ASC when waiting for or with older siblings. (Regular ASC fees will apply but not the additional charge for athletes or fans after practices and games.) Fees and times may be altered if policy is abused.

B. ASC DISCIPLINE POLICY FOR CONDUCT

1. 1st Offense: Elementary/Middle school: Verbal warning for conduct
2. 2nd Offense: Elementary: Time-out; Middle school: Disciplinary notice/referral given if deemed necessary
3. 3rd Offense: Elementary: Time-out; Middle school: Student will be suspended from ASC for one week.
4. Elem/MS: Students may be suspended by the School Head if the misconduct warrants immediate action.

C. CONSEQUENCES FOR LATE ASC PICK-UP

1. Two warnings given and late fees.
2. Final warning given and late fees.
3. Termination with 5-day notice and late fees.

VITAL ISSUES

A. TELEVISION USE

Many parents have discovered that unlimited television watching by students, especially during the school week, causes poor study habits and results in low academic work. MCS encourages parents and students to develop a controlled plan for television viewing which will permit the student to give his best effort to school work. The student who is well rested and has a regular time for homework will perform much better in academic work.

B. TELEVISION AND INTERNET CONTENT

Parents should strictly control television and Internet content that their children view. Violence, crime, and pornography are readily available for your child's television viewing when there are no restraints placed on TV or the Internet in your home. Supervise your child's use of Internet; sexual predators often utilize online blogging and journaling sites to gain access to children.

HIGH SCHOOL

This section pertains to high school students only. Regulations pertaining to all students are found in the “general” section beginning on page one. Be sure to read both sections.

ATTENDANCE

- A. Tardy to First Period: Students arriving after 50% of first period will be marked absent to first period.
- B. A parent or guardian of a high school student is required to call the registrar’s office by 9:30 a.m. when a student is absent (unless an advanced absent notice has been submitted).
- C. Absences for College Days: Seniors are given two college days during the year and juniors are granted one, however, all projects and homework are the responsibility of the student and are to be completed on time. In order for students to receive permission to take a college day, they must first make an appointment with the college of their choice. They must then bring in to the high school principal’s office written confirmation, by the college admissions, of the official appointment on college stationary showing:
 - 1. Date of the appointment
 - 2. Time of the appointment including length (i.e. 2 hour tour and hour meeting with the Dean)
 - 3. Name(s) of persons with whom appointment will be held.

ACADEMICS

A. COURSE SELECTION

Courses are chosen each spring for the following academic year. Course selection sheets are signed by the parent or guardian and returned to the school office. Seniors are given first priority in scheduling, followed by juniors, sophomores, and freshmen. While every effort is made to accommodate student and parent choices, this is not always possible. Please be sure to fill out the alternate choice spaces on the selection sheet in case scheduling constraints prevent you from receiving your first choice.

B. SCHEDULE CHANGES

If a student is dissatisfied with his/her schedule, an appointment should be made through the Principal’s office within the first two weeks of the semester to investigate the possibility of a schedule change. Be advised that class size, graduation requirements, and other factors may enter into any discussion of a schedule change, and changes are not always possible. If a student chooses to change a class it must be approved by the principal and will carry a \$25.00 fee per course. Any course “dropped” after the first quarter of a semester will be recorded as a withdrawn failure (F).

C. HONORS COURSES

- 1. All students who obtain a 3.30 GPA or above and have SAT Basic or Complete Battery scores at grade level or above, will be placed in honors courses for both core classes as well as electives. In the case of transfer students the administration has the discretion to

consider solely the GPA acquired at MCS. To remain in honors, students must maintain a 3.67 GPA each grading period or a minimum 3.67 cumulative GPA. When a student's GPA falls below 3.67, they will be removed from the honors program.

2. All honors classes will involve assignments of a more critical/analytical nature. All honors requirements will be posted on Edline. Students receiving an "A-" or better will receive 5 grade points and students receiving a "B-" or better will receive 4 grade points.

D. ADVANCED PLACEMENT COURSES

1. Advanced Placement (AP) courses must be registered for separately. To be in AP classes, students must have a cumulative 3.67 GPA, a "B" or better, in the last semester of that discipline and score at least one grade level ahead in that subject area on the SATs. These courses culminate in the Advanced Placement tests, given during a three-week period in May. Students who receive a 3, 4, or 5 on an AP test will receive college credit, according to their particular test and/or intended college regulations. These courses carry a two-point bonus for a grade of B- or higher and one point bonus for C-, C, or C+. The fee for the test is included in the fee for the course as well as the fees for extra materials and teacher training. This fee is non-refundable.
2. Since AP courses are centered around the nationally standardized AP exam, all students in AP courses are required to take the AP exam. Students who fail to show up and take the AP exam will receive an "F" and no credit for both semesters of the year-long course. Further, they will receive a referral and a day of suspension for skipping the exam. Students who show up but fail to adequately take and complete the AP exam, as determined by the school in its sole discretion, will receive an "F" and no credit for both semesters of the year long course. Receiving an "F" for the course may result in a senior student's inability to receive a diploma at graduation. Students will only receive one AP grade at the end of the year when the course is completed, just as dual enrollment grades are input upon completion of the course.
3. Students taking AP courses will want to check into which courses are accepted by the particular university they plan to attend upon graduation.
4. Parents and students are reminded that there are added charges for AP courses.

E. DUAL ENROLLMENT

MCS offers a dual enrollment program. MCS is located near Florida International University (FIU), and students are allowed to enroll dually with the university, earning college credits as well as high school credits for courses taken. Since the university only charges an ID and book fee, college is virtually free for students until they graduate from high school. Students are not allowed to advance more rapidly through high school and graduate early; however, they are allowed to advance through college while in high school with dual enrollment and advanced placement courses.

Students who have a cumulative 3.67 and whose test scores are one grade level or above in Basic Battery, Complete Battery or that subject area may wish to simultaneously enroll at a local college/university to obtain dual enrollment credits. A student may take no more than 2 courses per semester at that level while maintaining a full load at MCS per semester. Only seniors who have fulfilled all requirements may take more than two courses per semester. Core courses must be fulfilled at MCS. FIU may have further stipulations to participate in the program at FIU.

Students should be aware that they are to abide by the college's grading standard and must understand that the school has no control over the grade given the student. Students also must be aware that the grade received will be placed on a college transcript as well as their high school transcript. Dual enrollment grades will be weighted in the same manner as Advanced Placement grades. Students must turn in an unofficial transcript each semester within 10 days of the end of the university semester. Students will not receive a diploma from MCS, nor will final transcripts be sent to a university until an official final dual enrollment transcript is received from the dual enrollment university.

Students wishing to participate in the dual enrollment program must obtain permission from the administration prior to enrolling. Students may take only those courses approved by the administration.

The proper procedure for enrolling in the program is the following:

- Check with the school office in the B building to receive administrative permission to enroll in the program and to ensure the student has the appropriate GPA and test scores.
- Get the appropriate paperwork to fill out for admittance to the college and to choose courses. FIU does not give credit for a course for which the appropriate paperwork has not been filled out.
- If necessary, make an appointment with the college/university personnel for assistance in filling out the paperwork.
- Receive the appropriate administrative signatures on courses chosen, along with parental signatures.
- Turn in a copy of your college schedule to the high school principal's office.
- Any drops/adds must also be approved by the high school administration, as well as the college/university.

Any student who does not follow this procedure in registering for the Dual Enrollment program, will not receive high school credit for the courses in which they have not followed proper procedure to enroll, and must make up the high school credit before they can enroll in the Dual Enrollment program again.

Should a student drop a course and then add a course not approved by the MCS administration, or in any way take a course not approved by the MCS administration, they will not receive high school credit for that course. That high school course must be made up before the student will be re-instated in the Dual Enrollment program.

Students whose cumulative college GPA drops below a 2.0 will be on probation for one semester. Students who do not bring their college GPA back up to at least a cumulative 2.0 GPA during their probationary semester will be dropped from the Dual Enrollment program and cannot be reinstated without administrative approval.

Students are solely responsible for obtaining their college transportation, college textbooks, any drop/add, transcripts, etc. Students who drop a course after the drop/add date will have to make up that course for high school credit before being allowed to re-enter the Dual Enrollment program.

Students and their parents are to make their own transportation arrangements for attendance. Parents should be aware of the beginning and/or ending time of their student's courses that do not coincide with the MCS time schedule so that they know their student's whereabouts. MCS is not responsible for students' transportation, academics, etc. on the university campus.

Students may not take courses outside the school and count it for a period during the academic day, (i.e. substitute a 6:30 p.m. course for a 6th period class). Dual Enrollment classes taken outside the school day must count as above and beyond the MCS seven periods. Students must be enrolled in either an MCS or FIU course during the normal school operating hours of 8:30 a.m. to 3:17 p.m.

Students who violate any of the college/university's academic or behavioral rules or code of ethics, and suffer a college consequence, will also suffer consequences at MCS.

Students who elect to participate in the Dual Enrollment program are required to arrange their own transportation to and from the university campus. MCS is not liable for transportation to and from the university, or for any traffic infractions, or accidents, that occur in route. MCS, likewise is not liable for any behavioral or academic issues arising on the university campus from dually enrolled students. A student participating in a Dual Enrollment program is participating in a MCS school-sponsored program. Therefore, all handbook policies and guidelines apply to the student's behavior while on the university campus. In that regard, if a dually enrolled student receives a form of discipline on the university campus, or engages in behavior that would otherwise violate an MCS policy (even if the university did not discipline the student), MCS in its sole discretion, reserves the right to enforce a discipline in accordance with its handbook policies.

A dually enrolled student who withdraws or is expelled from MCS needs to be aware that MCS is obligated to give notice to the university that the student is no longer enrolled at MCS (due to the fact that dually enrolled students receive free tuition based on enrollment in high school). If a student withdraws or is expelled after the drop date at the university, the student may receive a failing grade on a university transcript.

F. AUDITING CLASSES

A student who has acquired a cumulative grade point average of 3.30 and who has completed all requirements for graduation, may at his/her discretion, audit a class for college preparatory purposes. To audit the class, the student must obtain the permission of the administration and of the instructor. The student must do all work, projects and tests in the classroom and obtain at least a "C" average to receive audit pass for the class. No credit is given for the work, but universities will see that the student participated in the class.

G. PROGRESS REPORTS

Progress reports will be posted on Edline for parents' viewing on the fifth week of each quarter. Please be advised that receiving a passing grade on a progress report is not a guarantee that a student will pass a given course. Major projects not turned in at the end of the quarter can still put a student below the passing mark. However, students still have sufficient time to bring up grades for the remainder of the quarter after progress reports have been issued.

H. FINAL EXAMS

1. Cumulative exams are given in all high school courses at the end of each semester covering the work done during the entire semester. In elective courses students receiving an A- or better for each quarter are exempt from taking the final test. Students are never exempt from a performance arts final if the final is a concert or a joint performance. In elective courses needed for graduation, however, they must take exams. All exams are given between 8:30 AM and 12:00 noon when regular classes are suspended. During this time, students are required to be on campus only for scheduled exams. Parental signature on the back page of this handbook, initialed where appropriate, grants permission for students to be off campus during exam week when not taking exams. Please note that MCS standard dress regulations are in full force during exam week. In accordance with Board Policy #3460 all accounts must be cleared before taking exams.
2. Students are responsible to be present and on time for scheduled exam periods. Students arriving late for an exam will not be admitted and should report to the school office to re-schedule that exam. There will be a \$50.00 late fee, to be paid before making up the exam. A different exam will be given for make up exams.
3. Students not reporting for an exam for any reason other than serious illness, a major family emergency or financial reasons will not be permitted to make it up and will receive a grade of "F" for the exam. In the event of an illness or family emergency, the High School office must be contacted before the exam or the day of the exam, in order for the student to receive permission to make up the exam. Lack of prior notification, regardless of documentation, is considered a forfeiture of exam makeup and subsequently, zeros will be given for exam grades.
4. During exams, students must remain in the class for at least one hour.
5. Students with outstanding Saturday School absences will not be allowed to take exams or turn in projects until the fee is paid and the time is made up.
6. Seniors are considered finished with their class work after senior exam week. However, seniors with more than ten absences will be required to make up days missed above ten during the last week of school.
7. Students, who lose elective final exemption during the last month after a project final is issued, will be required to turn in the project or take a final.

I. SEMESTER GRADES

Credit for a high school course is awarded on a semester basis. The semester grade is comprised of 40% for each nine-week grading period and 20% for the semester exam. Each semester's grade is recorded on the student's permanent record.

J. COURSE FAILURES

If a student fails the semester in a course, the credit can be made up one of three ways:

- Summer School – not more than 2 credits may be made up in Summer School.

- Retake the course - If a student retakes a course during the regular school year, the failure is “forgiven” from the student’s permanent record; however the original “F” will remain on the transcript. Be advised that is not always possible to work an out-of-sequence course into a student’s schedule.
- Night School - Courses currently offered at MCS may not be taken for credit at another school during the regular school year if the course fits into their regular schedule.

Any course retaken, according to the school’s policy, will be forgiven; however the original grade will remain on the transcript per State requirement. Permission must be obtained from the high school office either for retake or for advancement of any course due to a “D” or “F” or for a course taken due to a shortage of credits.

Students may not advance in a multi-year sequence of courses until they have passed each previous course in the sequence. Students earning less than a C in a course in a multi-year sequence may be required to attend summer school.

K. PROMOTION

High school students at MCS will complete a 4 year high school program while being afforded the opportunity to complete college courses through dual enrollment.

Students in high school must maintain a GPA of 2.0.

Students entering a school year will not be permitted to move ahead at semester break unless they can earn the required credits for the next year during that semester. Students may not make up multi-level courses of any subject at the same time.

Students must earn the following minimum number of credits to be promoted to each grade:

- Grade 10 - 6 credits
- Grade 11 - 12 credits
- Grade 12 - 18 credits

Students who do not qualify for promotion will be classified at the highest level for which they do qualify and may not be reclassified until at least one semester has elapsed.

L. LAPTOPS

Laptop computers are required for all high school students and will be purchased or rented by the parents/students. By the end of the first full week of school, high school students must either have their laptops in class or be able to produce proof of purchase of a laptop with an estimated delivery date of no more than three weeks. Since the parents/students are personally responsible for broken, lost or stolen laptops Miami Christian School advises the parents to purchase the appropriate insurance for the laptops. Remember, these are your personal computers and you will be responsible for them. See Computer Acceptable Use Policy, Laptop Security Policy & Laptop Requirement sections.

M. GRADUATION REQUIREMENTS

MCS offers three different levels of high school diplomas, based on the difficulty of the program followed and performance within that program.

1. Scholar's Diploma - minimum 3.5 cumulative unweighted GPA

Bible (1 credit/year at MCS).....	4 credits min.*
English (1 credit/year at MCS)	4 credits min.*
Social Studies.....	3 credits
(World History, U.S. History, Government/Economics)	
Science	4
(Including three lab sciences. Beginning with the class of 2014, three of the credits must be Biology, Chemistry and Physics, per State of Florida requirements)	
Mathematics (1 credit/year at MCS).....	4 credits min.*
(Algebra I, Algebra II, Geometry & Pre-Calculus or equivalent)	
Foreign Language	2 credits
(Same language)	
Physical Education.....	1 credit
(Life Management and PE elective)	
Fine Arts.....	1 credit
Practical Arts.....	1/2 credit
(1/2 credit of computer education)	
Electives	4 credits
Minimum Total Credits Required.....	28 credits
Minimum Grade Point Average.....	3.50

Beginning with the graduating class of 2014, the State of Florida is requiring each student to successfully complete Chemistry and Physics in order to meet the State requirements to graduate.

The Scholar's Diploma is awarded to graduates who have completed a rigorous course of study with exemplary performance. Students who attempt the Scholar's Diploma but fall short of the grade point or total credit requirement will be awarded the Academic Diploma. Beginning with the Class of 2012, students must take both Chemistry and Physics in order to receive the Scholar's Diploma.

*Students entering High School as a freshman in the 2007-08 school year will take one Bible, English and Math each year they are enrolled in high school. *

2. Academic Diploma - minimum 2.0 cumulative GPA

Bible.....	4 credits
(1 credit/year at MCS)	
English	4 credits
Social Studies.....	3 credits
(World History, U.S. History, Government/Economics)	
Science	3 credits
(at least two laboratory sciences, beginning with the class of 2014 the three credits will have to be Biology, Chemistry and Physics, per State of Florida requirements)	
Mathematics	4 credits *
(Algebra I, Algebra II, Geometry & Pre-Calculus or equivalent)	
Foreign Language (same language)	2 credits
Physical Education.....	1 credit
(Life Management/PE elective)	

Fine Arts.....	1 credit
Practical Arts.....	1/2 credit
(1/2 credit of computer education)	
Electives.....	4 credits
Minimum Total Credits Required.....	26 credits

The Academic Diploma prepares the student for college or university study and is based on the course requirements set forth by the Florida State University System. Most graduates of Miami Christian School will receive this diploma. Students who fall short of the credit requirements of the Academic Diploma may qualify for the Standard Diploma.

*Students entering High School as a freshman in the 2007-08 school year will take one Bible, English and Math each year they are enrolled in high school. *

3. Standard Diploma - minimum 2.0 cumulative GPA

Bible.....	4 credits
(1 credit/year at MCS)	
English.....	4 credits
Social Studies.....	3 credits
(World History, U.S. History, Government/Economics)	
Science.....	3 credits
(at least two laboratory sciences, beginning with the class of 2014 the three credits will have to be Biology, Chemistry and Physics, per State of Florida requirements)	
Mathematics.....	4 credits *
(Pre-Algebra and beyond)	
Physical Education.....	1 credit
(Life Management/PE elective)	
Fine Arts.....	1 credit
Practical Arts.....	1/2 credit
(1/2 credit of computer education)	
Electives.....	4 credits
Minimum Total Credits Required.....	24 credits

The Standard Diploma is designed for those students who plan to pursue further education through a community college or vocational school. It is not recommended for students who apply to a four-year college or university.

*Students entering High School as a freshman in the 2007-08 school year will take one Bible, English and Math each year they are enrolled in high school. *

4. Math and Science Course Requirements and Sequence

The teaching order of mathematics courses at Miami Christian School will be in accordance with the National Council of Teachers of Mathematics: Algebra I, Geometry, and Algebra II.

A prestigious Scholars Diploma may be obtained by students in the Honors Program who meet the following course requirements: The courses that must be taken for this track are: Algebra I (8th or 9th grade), Geometry, Algebra II, Pre-Calculus or equivalent. Students must maintain a “C” average or better each semester of each class to remain in the scholar’s diploma track. The science track includes four sciences including Biology, Chemistry and two other lab science classes. Beginning with the graduating class of 2011 school year, this track must also include Physics.

N. LETTERS OF RECOMMENDATION AND TRANSCRIPT REQUESTS

1. Students requesting a letter of recommendation from a teacher must first go to the School Registrar and sign a Waiver form. Teachers may not be requested to write a letter of recommendation without at least a one week advance notice.
2. Students requesting a transcript must first sign a Waiver form with the School Registrar. The registrar may not be requested to send a transcript without at least a one week advance notice.
3. MCS transcripts will include SAT and ACT scores that have been received. If students/parents wish to take advantage of Score Choice, through the College Board, and do not want SAT or ACT scores sent with the transcript, **they must notify the registrar at the time that the transcript request is made.**

O. GRADUATION POLICIES

1. State of Florida Requirement for Graduation: A Cumulative 2.0 GPA is required for graduation in the state of Florida. Students who do not meet this level need to make arrangements to make up failing grades and “D” grades well in advance of graduation. Students who do not have a 2.0 cumulative GPA by graduation will receive a Certificate of Attendance, not a high school diploma. It is the responsibility of the student to check their GPA and make arrangements annually to make up failed grades or “D” grades in order to keep their GPA up to a 2.0. Students may check with the registrar to get their GPA.
2. Graduation with Honors: Students who maintain a cumulative grade point average of 3.40 –3.59 will graduate “with honors.” Students maintaining a cumulative average of 3.60-3.79 graduate “with high honors.” Students graduating with 3.80 and above will graduate with “highest honors.”
3. Rank in Class: At the end of the first semester of the freshman year, and each semester thereafter, rank-in-class is determined based on the cumulative grade point average of all courses taken in grades 9-12. Seniors must complete coursework by the Tuesday after graduation in order to receive a class rank. Only the student or parent may obtain the rank-in-class in the school office. The final rank-in-class is recorded on the high school transcript.

Valedictorian/Salutatorian Participation: The first- and second-ranked students at the end of the senior year are named valedictorian and salutatorian, respectively, and participate in graduation exercises solely by receiving an award for their achievements. The valedictorian and salutatorian must have earned either the Scholar’s or the Academic

Diploma. Attendance at MCS for at least two full semesters prior to graduation is required for these honors.

If a student transfers into the high school with more weighted courses than we offer, the courses will be unweighted to determine valedictorian and salutatorian.

4. Graduation Participation/Policies

- a. A student who has not completed the requirements for one of the three diplomas will not receive his/her diploma.
- b. A student must have all financial accounts paid in full before receiving his/her diploma.
- c. Seniors who have a Saturday School pending must make up the time and pay the fee before graduation.
- d. Senior athletes must return all uniforms before receiving a diploma.
- e. The following are grounds for not participating in graduation:
 - Substance abuse, or drinking alcohol
 - Threat or violence directed against any person
 - Criminal offenses (Any act that could legitimately involve a police report.)
 - Other acts so out of accord with the standards of the school, as determined by the school at its sole discretion, as to require immediate dismissal.
- f. Seniors will be charged a \$5.00 fee for transcripts issued after August of their graduation.
- g. There will be a fee for replacement of a lost diploma.

SPIRITUAL LIFE

A. BIBLE CLASS

Four years of Bible is required at Miami Christian School for graduation. Courses vary in content and difficulty but are all designed to be relevant to the lives of students. Examples of Bible classes are: Bible Survey, Current Issues, Christian Adventure, and Understanding the Times. There are also studies of various books of the Bible.

B. CHAPEL

Every week the high school meets for a chapel service. This is a time for group worship and special instruction from God's Word. We attempt to provide a variety of chapel programs throughout the year, including guest speakers, films, musical groups, drama presentations, etc.

Regardless of the nature of the program for the day, chapel is a time when God and His Son are to be the center of attention. Students should behave in a respectful, reverent manner.

STUDENT ACTIVITIES

A. NATIONAL HONOR SOCIETY

National Honor Society is an organization that recognizes scholastic achievement and good citizenship. A student in grades 10, 11, or 12 who has been enrolled at MCS for at least 2 full semesters, unless a student transfers in from another school, and has a cumulative academic average of 3.33 or higher qualifies for NHS academically. However, election to membership is by vote of the faculty who also rates candidates on character, leadership, and service. National Honor Society tapping occurs in the fall and spring.

1. A student who is qualified for NHS and receives a referral in the semester in which the tapping takes place will not be chosen.
2. NHS members who fail to maintain the high standards, which earned them their tapping, may be placed on probation and/or removed from membership.
3. The first referral or second Saturday School will result in being placed on probation. The next incident that requires a disciplinary notice will be basis for being removed from NHS.

B. CLUBS

Membership is open to students in grades 9-12 in order to help them achieve the extra curricular standing they need for a college preparatory education. Two types of clubs are offered at MCS: enrichment and service clubs. Service clubs will count towards community service hours.

C. STUDENT TEACHER'S AIDES

1. A student must be in his/her senior year with a cumulative 2.67 GPA and not be on any type of probation to qualify as a teacher's aide.
2. Student Teacher's Aide is a class and is characterized by daily, consistent, rigorous in-class tasks assigned by the teacher. This class is not a study hall, nor a time to visit other high school classrooms. Student teacher aides are never allowed in the faculty lounge. This course carries with it the same weight as other high school courses and it is a privilege that may be lost by failure to comply with the guidelines. Student aides are expected to fill the entire class block assisting the teacher with:
 - Grading papers
 - Making bulletin boards
 - Straightening the rooms
 - Assisting with dismissal (if an aide the last block of the day)
 - Helping with small groups of students
 - Any reasonable task requested by the teacher
3. Since this course is graded as any other, based on the work and performance of the student, attendance will be taken. Student aides are expected to be on time and present the entire block. Student aides who are repeatedly late or tardy will be removed from the course and placed into another high school course.
4. Teacher's Aides in the honors track may exercise the option to receive community service hours instead of a Teacher's Aide grade. In order to receive the community service hours the student must receive an A- (or better) both quarters of the semester; the

grade will be converted to a Pass for the semester on the student transcript and the student will receive up to 67.5 hours of community service depending on attendance.

5. Student aides who know they will be absent in advance of their class due to a field trip, athletic event, etc., must notify their teacher in advance of their class.
6. The MCS dress and department code is in effect for all student teacher aide classes, just as with any other high school course.
7. Student teacher aides are expected to show respect to both the teacher and students in the class.
8. If for some reason, the teacher does not have work for a student teacher aide, or is absent and the substitute has no work for the student aide, the student aide is to report to the “B” office for reassignment for the day by the school registrar.
9. Student teacher aides, who have the course at the end of each day, will accompany the teacher and students to dismissal. They will then return to class with the teacher to grade papers until the school day is concluded for the high school at 3:15 p.m.
10. Student teacher aides are graded on their performance and their conduct. This will be reflected on progress reports and report cards. Successful completion as a teacher’s aide will result in ½ credit per semester for the work.

SCHOOL SPONSORED EVENTS

A. HOMECOMING

The Homecoming King and Queen and their court are selected by student ballot. The male and female students with the most votes in grades 9-11 are homecoming princes and princesses. The three male and female students with the most votes in the senior class are placed on a final ballot. The male and female students receiving the most votes on the final ballot are the King and Queen and the others are princes and princesses. Students at MCS should keep in mind that at MCS the Homecoming Court should represent more than a popularity contest. Attire for the Homecoming Court will be pre-approved the School Head. Backless and strapless dresses are not acceptable.

B. SENIOR TRIP

The senior class trip will be taken each year; in compliance with accreditation standards, the senior trip must be educational. Sixty-five percent of the class must make their deposit by the due date in order to have a senior trip. Students who do not attend the senior trip must attend school. Senior absences during the week of the senior trip will count as double.

RULES OF CONDUCT

A. AUTOMOBILES

1. All cars driven to school by students must be registered in the main office. A parking permit will be issued for all campus-registered cars and must be visibly displayed while on campus. Students driving another car for a day or two must advise the front office; longer than that will necessitate the car being registered.
2. Only properly licensed drivers may operate a motor vehicle on campus. All vehicles must be properly registered with the Florida Department of Motor Vehicles.

3. Proof of insurance with comprehensive and liability is required. A parking permit will be issued for all school-registered vehicles and must be displayed where it can be seen.
4. Students are to park only in the paved parking lot east of the gym in the designated student parking area. Student cars are not permitted in the faculty lot next to building A. No cars are to park or be driven on the sidewalks at any time. (Exceptions may be granted with permission for loading and unloading purposes only.)
5. Cars must be parked in only their designated parking spot and may not take up more than one space. Repeated failure to comply will result in suspension and/or loss of driving privileges.
6. The speed limit on 109 Ave is 15 mph during school hours and 5 mph on campus at all times. All pertinent traffic rules are to be observed both on campus and driving to and from school.
7. After parking their cars, student drivers should proceed immediately to the lockers and Building "D". Students may not loiter in their cars or the parking lot. The parking lot is considered off limits to all students, including drivers, until after school. No students are to be in the parking lot during the school day without the red parking lot pass from the office.
8. The school is not responsible for the loss or damage of vehicles or their contents while parked on campus nor will our insurance cover any losses.
9. Radios must be turned off as you enter campus.
10. Procedure for leaving campus: students must check out in the main office where they will receive a form indicating they have permission to leave; this form is required by the guard at the main gate.
11. Violations include but are not limited to the following:
 - a. parking in the pick-up/drop-off area
 - b. speeding on campus
 - c. reckless driving on campus
 - d. allowing another student to drive your car
 - e. not displaying your decal properly
 - f. improper parking of vehicle
12. Severe clause for serious situations: loss of driving privileges, suspension or possible dismissal.

B. FOOD POLICIES

1. Breaks
 - a. Breaks are a privilege for the high school.
 - b. Food and drink must be kept inside the pavilion area during breaks.
 - c. The pavilion must be left clean for the lunch hours that begin after break.
2. Lunch Hour - Due to insurance liabilities seniors will not be allowed to go off campus for lunch.

C. STUDENT EMPLOYMENT

The State of Florida prohibits high school students from working more than 30 hours per week. Miami Christian School recommends no more than 12 hours during the week and 6 hours on the weekend. Students should be aware that outside employment must not interfere with academic responsibilities, and is not considered an excuse for failing to attend Saturday School.

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CONTRACTUAL AGREEMENT WITH MIAMI CHRISTIAN SCHOOL
Parent/Student Handbook 2010-11

After you have finished reading the Parent/Student Handbook either on www.miamichristian.org or by requesting a hardcopy from Jean Joinville at MCS, please sign below indicating that you agree to abide by the policies outlined in the handbook. In addition, please initial where appropriate, indicating your understanding and/or agreement.

ALL PARENTS/GUARDIANS

_____ I understand that MCS reserves the right to amend this handbook at any time during this school year. Notification will be made to the parents through flyers or internet (Edline).

_____ I understand all accounts must be paid in full (involving any area of the school) before the following can occur for my child: release of any and all records, such as, report cards and transcripts, administration of semester exams, and receiving a diploma for 8th grade or senior graduation.

_____ I understand the tardy policy as stated in this handbook.

_____ I understand the dress standards and dress code as stated in this handbook and agree to support the administration in enforcing it.

_____ I understand that if my tuition account is more than 30 days past due my child will be placed on financial suspension until such time as the account is current.

_____ If a student remains on campus (1) after practices as an athlete, (2) after games as an athlete, or (3) after games as a spectator, he/she must be picked up within 1/2 hour of the end of the game or practice. After that time, the coach in charge will remain with the student to insure his/her safety, but there will be a charge of \$25.00 for the first 15 minutes and \$10.00 for each 1/2-hour or any portion thereof. This will be added to the monthly statement by the bookkeeping office. Should late pick-up become a habit, the student will be removed from the team.

_____ I understand that my assistance with school fund-raising efforts is needed and expected. I will do my best to provide assistance, when requested.

_____ I understand that certain behaviors are expressly prohibited by the Bible: dishonesty in all forms, impurity in speech, sexual impurity, and substance abuse. MCS expects that students will avoid these behaviors.

_____ I understand and agree to abide by the rules regarding the use of computers at MCS and understand that my student will have access to the internet.

_____ I understand that my child's picture will be on the MCS website, in the school yearbook and other publications.

The parties to this agreement agree to abide by the Christian principle of the Biblical commands to make every effort to live at peace and resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement, including those based on statute, shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. **THE PARTIES UNDERSTAND THAT THESE METHODS SHALL BE THE SOLE REMEDY FOR ANY CONTROVERSY OR CLAIM ARISING OUT OF THIS AGREEMENT OR RELATING IN ANY WAY TO THE STUDENT'S OR PARENTS' INVOLVEMENT WITH THE SCHOOL AND EXPRESSLY WAIVE THEIR RIGHT TO FILE A LAWSUIT IN ANY CIVIL COURT AGAINST ONE ANOTHER FOR SUCH DISPUTES, EXCEPT TO ENFORCE AN ARBITRATION DECISION.** The parties further agree that the venue for any such conciliation or arbitration shall be in Miami-Dade County, Florida.

GRADES 9-12 ONLY:

_____ I understand the policy regarding high school graduation as stated in this handbook and that a cumulative 2.0 GPA is required for graduation in the state of Florida.

_____ I give my permission for my student to leave campus in his/her own car during the weeks of semester exams when he/she is not scheduled for an exam or I will make provision for my student's transportation so that he/she will not be on campus when not taking exams. I understand that I am responsible for my student's transportation and safety during the times when he/she is not involved in an exam.

Grades 9-12 and Middle School Honors

_____ I understand my child's laptop is my responsibility and I have been advised to purchase insurance to cover it.

_____ I understand that my child must have a laptop by the first week of school.

