

**Macon Road Baptist School
K4-6th Student Handbook
Berclair Campus
2011-2012**

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Memphis, Tennessee 38122
www.maconroadbaptist.org

“The fear of the Lord is the beginning of wisdom and the knowledge of the Holy is understanding.”
Proverbs 9:10

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POLICIES AND PROCEDURES

ATTENDANCE

Regular attendance is imperative if students are to progress and succeed in their school work. It is also imperative that students arrive at school on time so they may begin the day in a prompt and orderly fashion.

Students in K5-6th grade who are absent 16 or more days in a semester will fail for the year or will be required to attend Saturday School. Unexcused absences as a result of unexcused tardies or early check outs will count against the 16 or more days of absence. Please see the “Allotted Days Absence” section below.

Arrival Times

Students are not to arrive earlier than 6:30 a.m. Once students arrive on campus, they are to remain on campus unless they have gone through the correct checking out procedures to be dismissed from campus.

Before School Care

All students who are on the school campus before 7:30 a.m. must report to daycare in the Samuel building.

Students in grades 1-6 will report to the gym area between the time of 7:30 a.m. and 7:50 p.m. and report to their classrooms after 7:50 p.m. Students and parents are not to go to the receptionist’s desk or classrooms before 7:50 a.m.

K4 and K5 students will report to daycare in the Samuel building until 8:00 a.m. After 8:00 a.m., K4 and K5 students will report to their classrooms.

Students who arrive in before school care before 30 minutes before their school start time will be charged the morning daycare fee if not already registered for before school care. This fee will be deducted from the student’s voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

After School Care

Students in K4 and K5 who are not picked up by 12:30 p.m. will report to daycare.

Students in grades 1-6 who are not picked up by 3:15 will report to after school care.

Students who do not normally report to after school care will not be charged for after school care until thirty minutes after their dismissal time. The fee will be deducted from the student’s voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

Students who normally report to after school care will report to after school care immediately after school.

The fourth time a student is picked up from after school care after 6:00 p.m. within a semester, he/she will be suspended from after school care for two weeks. This late policy will also apply to the summer months. The summer months will be considered a semester.

Absences

Regular attendance is imperative if students are to progress in their education. The first day a child returns to school after an absence, he/she must bring a dated, written note from the parent indicating the reason for the absence.

Absences are termed excused or unexcused. If a child is absent for any reason other than the below list of excused absences, his/her absence will be termed unexcused. However, if you have an unexcused absence approved in advance, it will be recorded as excused (please see “Pre-approved Absences” below).

1. A student is considered absent if he/she misses more than 3 ½ hours (210 minutes) of school.
2. A student is considered absent for a whole day if he/she checks in after 11:30 a.m.
3. A student is considered present for a whole day if he/she checks in before 11:30 a.m.
4. A student is considered absent for a whole day if he/she checks out before 11:30 a.m.
5. A student is considered present for a whole day if he/she checks out after 11:30 a.m.

Excused Absences

1. Illness
2. Death in the family
3. Doctor or dentist appointment
4. Pre-Approved Absence

(If an unforeseen circumstance occurs too late for the student to receive approval from the administration for a pre-approved absence, please call the school's receptionist's desk by 9:00 a.m. the day of the absence.)

Pre-approved Absences

If you know in advance your child will be absent for any reason other than the excused absences listed above, you must send a note to your child's classroom teacher two days in advance. The classroom teacher will fill out an elementary "Absence Approval Slip" and turn it into the administration for approval. If the administration approves the absence, the "Absence Approval Slip" will be returned to the classroom teacher, and the absence will become excused. Please note that you must send a note to the classroom teacher **before** the absence.

If an unforeseen circumstance occurs too late for the student to receive approval from the administration for a pre-approved absence, please call the school's receptionist's desk by 9:00 a.m. the day of the absence.

Students with pre-approved absences will be required to have their make up work completed when they return to school.

Unexcused Absences

1. Any absence not listed above under "Excused Absences" or any absence that has not been pre-approved by the administration will be recorded as unexcused.
2. Failure to send a written reason for an absence within two school days after the absence will result in the absence being recorded as unexcused.
3. Every 5th unexcused tardy or check out in a grading term will equal one unexcused absence. A Saturday School from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee will be issued on the 15th unexcused tardy or check out in a grading term. Unexcused absences as a result of an accumulation of unexcused tardies or early check outs will be recorded as an absence on the report card, will hinder a student from perfect attendance, and will count against a student's 15 allowable absences for the semester.
4. **Absences that are unexcused due to not having the absence pre-approved or due to not bringing a note the second day after an absence will result in daily zero grades.**
5. See absence policy.

Return Notes

The first day a child returns to school after an absence, he/she must bring a dated, written note from the parent indicating the reason for the absence. This note must be presented to the student's teacher upon his/her arrival in the classroom. If a note is not brought to school the day after an absence, the student will not be admitted to class until contact has been made with the parents. A note must be on file within two school days after a student's absence or the absence becomes unexcused.

Allotted Days Absent

Students in K5-6th grade who are absent 16 or more days in a semester will fail for the year or will be required to attend Saturday School. Unexcused absences as a result of unexcused tardies or early check outs will count against the 16 or more days of absence.

Saturday School will be scheduled periodically throughout the school year. Saturday school meets from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee.

Students must come to Saturday Day School in “Special Event Dress Code” (see the dress code section in the student handbook).

Students who miss a scheduled Saturday School due to 16 or more absences will be required to serve an additional Saturday School.

Make-up Work

Students who are absent due to a pre-approved absence must have their make-up work completed when they return from the absence. Students who are absent due to an excused absence have three school days to complete their work.

A student who has missed three or more consecutive days will be given an extra day from the time he/she returns to school on top of the three days allotted for make up work for each day of consecutive absence after two consecutive days of absence. Assignments not completed within the time frame will result in zeroes (Example – if a student missed three consecutive days, he/she will be given four days to make-up his/her work; if he/she missed four consecutive days, he/she will be given five days to make up his/her work, etc.).

Parents may request make-up work from the office on the student’s second day of absence. Parents requesting homework for students who are absent due to illness must call the school by 9:00 a.m. on the day the work will be picked up. Parents may pick the work up at the receptionist’s desk after 3:00 p.m.

Any questions concerning homework should be addressed to the teacher responsible for the assignments.

Parents are welcome to email teachers regarding any make-up work.

Perfect Attendance

To receive perfect attendance, the student must be present every day and may not have any unexcused absences due to tardies or check outs. The students may not have checked out for more than 3 ½ hours on any given day.

Tardies

A student is tardy if he/she arrives in the classroom after 8:00 a.m. (8:15 a.m. for K4 and K5 students). Students may enter the classroom after 7:50 a.m. (8:00 a.m. for K4 and K5) in order to prepare for the day. Realizing that academics are very important, parents are asked not to linger around the classroom past 8:00 a.m. (8:15 a.m. for K4 and K5).

Tardiness disrupts the entire class in addition to affecting the late student’s school routine and academic progress. If a student arrives after 8:00 a.m., he/she must obtain a tardy slip from the office. Students who arrive after 8:15 a.m. must be signed in by an adult. K4 and K5 students who arrive late sign in with their teacher.

Every 5 unexcused tardies in a grading term will result in an unexcused absence. A Saturday school from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee will be administered on the 15th unexcused tardy in a grading term. Unexcused absences as a result of an accumulation of unexcused tardies will be recorded as an absence on the report card, will hinder a student from perfect attendance, and will count against a student’s 15 allowable absences for the semester.

A student is allowed 5 excused tardies per a grading term. After the 5th excused tardy in a grading term, all the excused tardies thereafter will be counted as unexcused.

Checking Out

If a student must check out early, a written note from the parent stating the reason for early dismissal is to be given to the teacher before school begins. A parent checking out a child in grades 1-6 must check him/her out at the receptionist's desk and obtain a "Dismissal Slip" (K4 and K5 students are checked out in the classroom). Parents are not to go to the classroom to check out a student. The receptionist will call the classroom teacher and have the student sent to the receptionist's desk. Students will not be dismissed to anyone other than parents, grandparents, guardians, or persons listed on the student's emergency contact list unless the student brings a written note from the parent giving permission for someone else to pick him/her up.

Check outs before 3:00 p.m. will be counted in the same way as an unexcused tardy. Every 5 check outs per a grading term will equal one unexcused absence.

Dismissal Time

The school day ends at 12:00 p.m. for K4; 12:30 p.m. for K5, and 3:00 p.m. for grades 1-6. Parents may pick up their child at this time. For safety purposes, parents are not to wait outside the classroom door. If parents arrive early, they may wait outside the buildings or in case of inclement weather may wait in the gym hall area next to the athletic office. Those students not picked up by 3:15 (12:30 for K4 and K5) will be taken by their teacher to the daycare area. No daycare fees will be charged until 30 minutes after the student's dismissal time. The daycare fee will be deducted from the student's voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

The children are the responsibility of their teacher; therefore, they will not be left alone or with older siblings if the parents have not arrived.

DAYCARE

We offer an extended care program for our students from 6:30 a.m. to 6:00 p.m. Monday through Friday. Please check with the business office regarding daycare fees. All daycare fees for students registered for daycare will be figured in with your tuition payments. Daycare fees for students who report to daycare periodically will be deducted from the student's voucher account that day or the next day.

Macon Road's daycare will be closed anytime the school is closed for a full day (during the school year) or for inclement weather. After school care will not be provided on the Berclair Campus on early dismissal days; after school care will be provided on the East and Lakeland Campuses until 4:00 p.m. on early dismissal days. Early dismissal days are the Wednesday before Thanksgiving Break, the Friday before Christmas Break, and the last day of school.

The Summer Daycare will be closed the first week after the last day of school and the two days before the first day of school. Please note that Lakeland has its own daycare schedule during Christmas Vacation, Spring Break, and the summer months.

Students who do not conduct themselves in an appropriate manner in daycare may be suspended from daycare for a certain amount of time. It is also the school's privilege to suspend a student from daycare indefinitely.

Daycare Release Form

Every parent is required to fill out a daycare release form on orientation night giving permission for the daycare staff to release students to the persons listed on the daycare release form.

Daycare Pick-up

Adults picking students up from daycare must have one of the family daycare numbers distributed the first week of school or must show I.D. and be listed on the daycare release form. The student will not be released to any individual who does not possess a daycare number or who is not on the daycare release form until one of the parents can be contacted for approval.

The person picking the student up from daycare must walk to the daycare area for the student to be dismissed. Students will not be released from daycare to individuals who are sitting in cars.

We ask that parents park in a designated parking spot when picking their child up from daycare. Please do not park to block traffic or do not park along the playground fence.

Parents should not linger in the daycare area or visit with the daycare workers when picking up their child.

Before School Care

All students who are on the school campus before 7:30 a.m. must report to daycare in the Samuel building.

Students in grades 1-6 will report to the gym area between the time of 7:30 a.m. and 7:50 p.m. and report to their classrooms after 7:50 p.m. Students and parents are not to go to the receptionist's desk or classrooms before 7:50 a.m.

K4 and K5 students will report to daycare in the Samuel building until 8:00 a.m. After 8:00 a.m., K4 and K5 students will report to their classrooms.

Students who arrive in before school care before 30 minutes before their school start time will be charged the morning daycare fee if not already registered for before school care. This fee will be deducted from the student's voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

After School Care

Students in K4 and K5 who are not picked up by 12:30 p.m. will report to daycare.

Students in grades 1-6 who are not picked up by 3:15 will report to after school care.

Students who do not normally report to after school care will not be charged for after school care until thirty minutes after their dismissal time. The fee will be deducted from the student's voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

Students who normally report to after school care will report to after school care immediately after school.

The fourth time a student is picked up from after school care after 6:00 p.m. within a semester, he/she will be suspended from after school care for two weeks. This late policy will also apply to the summer months. The summer months will be considered a semester.

Daycare Late Stay Fees Policy

The following late stay fees will apply to any student picked up after 6:00 p.m.

6:00 p.m. to 6:30 p.m. \$1.00 per minute

6:31 p.m. to 8:00 p.m. \$5.00 per minute

If a child has not been picked up by 8:00 p.m., we will notify the Protective Services that a child has been left after hours in our daycare center.

We will not call Protective Services if you as the guardian have notified us of an emergency situation; however, you will still be charged the late stay fees.

The fourth time a student is picked up from after school care after 6:00 p.m. within a semester, he/she will be suspended from after school care for two weeks. This late policy will also apply to the summer months. The summer months will be considered a semester.

The time clock in our daycare facility will be used to document the time the children are picked up from our facility.

DISCIPLINE

Discipline is a Biblical term. The Bible says to parents concerning their children, "Bring them (children) up in the nurture (discipline) and admonition of the Lord" (Eph.6:4). If we are to honor, please, and obey our Lord and Savior Jesus Christ, we must demand discipline at MRBS.

The goal of discipline is the achievement of self-discipline. It is our goal to teach our students to submit their wills to proper authority without breaking their spirit. One who has learned to

submit his will and has still retained his spirit has the ability to discern right from wrong and to make decisions based on Biblical principles and not personal desires. A person with self-discipline rules his personal desires with an eye to the future rather than to the present.

The purpose of discipline at Macon Road Baptist School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students can find personal security, true happiness, and a body of friends which can influence them to do right. Where there is this type of atmosphere, students can achieve academic excellence. It is Macon Road Baptist School's desire to help each student develop his God-given abilities to be used for His glory. All discipline outlined in the handbook is a framework by which the staff and administration work to control the learning environment. Macon Road staff and administration have the right to administer any type of punishment they deem necessary for infractions of the rules at Macon Road.

Macon Road believes that communication between the parent, staff, administration, and the student is vital in maintaining a good working relationship and in maintaining good discipline. Therefore, Macon Road has given the following detailed information regarding rules and infractions.

The Bible teaches respect for authority (Colossians 3:20; Romans 13:1; Hebrews 13:17) and it requires discipline for children (Proverbs 6:23, 13:24, 29:25-17). An important phase of education is to develop character. We believe that discipline is necessary for the welfare of the student as well as for the entire school. The ultimate goal for external discipline is internal or self-discipline and a personal commitment to Jesus Christ as Savior and Lord of one's life. Obviously not all students have attained this level and need certain external forces to guide them at times.

The teacher and administration will grant a student trust and freedom as long as the student demonstrates the ability to conduct his activities in a purposeful manner.

When the administration makes a decision based on discipline issues, the decision has been made within the framework of the school's philosophy or previewed by a discipline committee, the Head Master, or Pastor. There will be no appeals to any discipline decisions that are made.

Students who commit offenses that are not addressed in the handbook but know that the administration would not give permission for the action will be disciplined.

Macon Road Baptist School expects our students to be different and to maintain the highest standards of behavior at all times. **It is a privilege, not a right, to attend Macon Road Baptist School.**

Forms of Discipline

The faculty and/or principal may administer discipline in the following ways:

1. Written assignments (sentences, reports, spelling words, written apologies, etc.)
2. Tallies, Color Card Changes, Check Marks
3. Loss of privileges (recess, music, etc.)
4. Demerits or Detention (grades 5 and 6)
5. Parent Conferences
6. Corporal punishment
7. Saturday School with a \$50.00 fee.
8. Out-of-school suspension
9. Probation
10. Expulsion

The classroom teacher will handle consequences for inappropriate classroom behavior with consultation from the elementary administrator if deemed necessary.

The administration of Macon Road Baptist School places much confidence in the judgment and ability of a godly, spirit-filled teacher. Our parents and students should understand that the administration will trust and support the teacher in the matter of discipline. Discipline by our staff will be administered according to the offense and will be done in love.

Minor Classroom Offenses

The classroom teacher will handle consequences for inappropriate classroom behavior with consultation from the elementary administrator if deemed necessary.

Many of the discipline issues will be in accordance to the teacher's judgment and discretion in accordance with the guidelines of the school.

Please note the following classroom procedures for handling discipline:

K4 and K5

The K4 and K5 teachers will use color card changes regarding student's behavior. The different color of cards indicate the progression of the student's inappropriate behavior. Students will lose a progression of privileges as the color cards are changed for inappropriate behavior. Students whose cards are changed excessively in a day will be taken to the principal's office for further discipline to be administered.

All students will begin each day with their cards on the "happy" color.

Please note the following daily conduct scale.

1 st offense	E to S+
2 nd offense	S+ to S
3 rd offense	S to S-
4 th offense	S- to N (weekly conduct grade becomes a "U")
5 th offense and above	N to U

Please note the following weekly conduct scale for K4 and K5:

Card pulled 1 or 2 times during the week to "S" = "S" in conduct for the week

Card pulled 3 or 4 times during the week to "S" = "N" in conduct for the week

Card pulled 5 times during the week to "S" = "U" in conduct for the week

Card pulled 1 or 2 times during the week to "N" = "N" in conduct for the week

Card pulled 3 to 5 times during the week to "N" = "U" in conduct for the week

Card pulled to "U" anytime during the week = "U" in conduct for the week.

Weekly conduct grades will be determined based on an average of the daily conduct grades. However, please note that if a student receives 4 check marks or 4 color card changes in one day (a "U" for the day) his/her Daily Conduct Grade for the week will be an "N". If he/she receives one more check during the week, his/her weekly conduct grade for the week will be a "U."

If a student is sent to the office for any discipline reasons and discipline is issued through the office, he/she will receive a "U" in conduct for the week.

1st -2nd Grade (Weekly Conduct Grades):

The 1st-2nd grades may use tallies, color card changes, or check marks each time a discipline problem occurs (talking without permission, touching/hitting other students, disobeying the teacher's instructions, etc.).

Grades 1 and 2 will lose 5 minutes of recess or activity time for that day or the following day each time they receive a check mark. If a student receives 4 check marks or 4 color card changes in one day, he/she will receive a "U" in conduct for the week, and he/she will be sent to the office and the parents will be called. If the student receives 10 or more checks in a week (U in conduct) he/she will be sent to the principal's office, the parents will be called, and the student may receive a paddle.

If a student is sent to the office for any discipline reasons and discipline is issued through the office, he/she will receive a "U" in conduct for the week.

Each offense will be handled in the following way on a daily basis:

1 st offense	Lose 5 minutes of recess or activity time for that day or the following day.
2 nd offense	Lose an additional 5 minutes of recess or activity time.

3 rd offense	Lose an additional 5 minutes of recess or activity time. Write a 10 – 15 minute take home assignment designated by the teacher to be returned the following day.
4 th offense	The student will be sent to the administrator's office and the administrator will call the parents . The student will receive a "U" in conduct for the week.
5 th offense	After the 4 th offense, if a student receives his 5 th offense, a paddling will occur by the administration or parents.
6 th offense	After the 5 th offense, if the student receives his 6 th offense, the parents will be called to pick the student up for the day and the following day .

Weekly Conduct Grades:

1 st offense	E
2 nd and 3 rd offense	S+
4 th and 5 th offense	S (sent to the office if received in one day and the weekly conduct grades will be recorded as a "U")
6 th and 7 th offense	S-
8 th and 9 th offense	N
10 or more offenses	U (sent to office and parent called)

3rd-4th Grade (Weekly Conduct Grades):

Grades 3 and 4 will lose 5 minutes of recess or activity time for that day or the following day each time they receive a check mark. If a student receives 4 check marks or 4 color card changes in one day, he/she will receive a "U" in conduct for the week, and he/she will be sent to the office and the parents will be called. If the student receives 10 or more checks in a week (U in conduct) he/she will be sent to the principal's office, the parents will be called, and the student may receive a paddle.

If a student is sent to the office for any discipline reasons and discipline is issued through the office, he/she will receive a "U" in conduct for the week.

Each offense will be handled in the following way on a daily basis:

1 st offense	Lose 5 minutes of recess or activity time for that day or the following day.
2 nd offense	Lose an additional 5 minutes of recess or activity time.
3 rd offense	Lose an additional 5 minutes of recess or activity time. Write a 10 – 15 minute take home assignment designated by the teacher to be returned the following day.
4 th offense	The student will be sent to the administrator's office to call the parents. The student will receive a "U" in conduct for the week.
5 th offense	After the 4 th offense, if a student receives his 5 th offense, a paddling will occur by the administration or parents.
6 th offense	After the 5 th offense, if the student receives his 6 th offense, the parents will be called to pick the student up for the day.

Weekly Conduct Grades:

1 st offense	E
2 nd and 3 rd offense	S+
4 th and 5 th offense	S (sent to the office if received in one day and the weekly conduct grades will be recorded as a "U")
6 th and 7 th offense	S-
8 th and 9 th offense	N

10 or more offenses U (sent to office and parent called)

5th and 6th Grade

The 5th and 6th grade discipline uses a check, demerit, and detention system explained within the next few pages.

If a student is sent to the office for any discipline reasons and discipline is issued through the office, he/she will receive a “U” in conduct for the week.

The following Specific Guidelines are in place for Cheating, Lying, Forging Signatures, Fighting, and Stealing for grades 1-6.

1st–3rd Grade:

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|-------------------------|---|
| 1 st offense | A zero will be recorded for the assignment in the case of cheating, and the classroom teacher will call the parent. The student will also lose recess privilege for that day or the following day and receive a “U” in conduct for the week. The student will be brought to the office for a conference with the principal. |
| 2 nd offense | The student is brought to the office, a zero daily grade is recorded on the assignment in the case of cheating, the student will lose recess privilege for that day and the following day, and the parent will be called for a conference with the teacher and the administrator. The student will receive a “U” in conduct for the week. |
| 3 rd offense | The student will receive a one day suspension along with a zero grade recorded for the assignment in the case of cheating. The student will receive a “U” in conduct for the week. |

4th–6th Grade:

- | | |
|-------------------------|--|
| 1 st offense | A zero will be recorded for the assignment in the case of cheating, the student will be brought to the office, and the student will be issued a writing assignment on cheating. The student will lose recess privilege for that day or the next day and will also receive a “U” in conduct for the week. Grades 5 and 6 will receive two detentions. |
| 2 nd offense | A zero will be recorded for the assignment in the case of cheating and the student will be suspended for one day. The student will also receive a “U” in conduct for the week. |
| 3 rd offense | A zero will be recorded for the assignment in the case of cheating and the student will be suspended for two days. The student will also receive a “U” in conduct for the week.” The administration will have a conference with the parents to discuss the further enrollment of the student at the school. |

Cheating

The following will constitute cheating on behalf of a student:

1. No cover sheet during a quiz or test if instructed by the teacher (Grades 4-6 only).
2. Looking on another student’s quiz or test.
3. Having a textbook or folder with notes for that subject open during the quiz or test.
4. Communicating during a quiz or a test (verbal or nonverbal).
5. Possession of any type of curriculum material with answer keys for any course offered at Macon Road without approval from the school administration.

6. Sharing or copying answers for homework.
7. Claiming anyone else's work to be his/her own work (internet information included).
8. Not signing the Pledge Statement on quizzes, tests, and special projects (Grades 4-6 only).

Stealing

Stealing will be handled on an individual basis. The age of the child and the momentary value of the object stolen will be determining factors. A student who steals may receive a phone call home and a loss of a privilege at school, a writing assignment, and a conference with the parents, or a one-day suspension. Multiple offenses may result in expulsion.

Discipline for stealing among 4th-6th grade students will be dealt with more severely than those students in grades 1st-3rd.

Office Referrals for Discipline

A student is referred to the office (administration) for discipline when he/she has repeatedly disrupted or disobeyed and has not responded to classroom discipline or has committed a serious offense such as fighting, lying, cheating, stealing, use of profanity, etc.

When a student has been referred to the office for discipline, a note will be sent home or the parent will be called. The student will receive a "U" in conduct for the week. If a student is referred to the office repeatedly, he/she may be placed on probation. Serious offenses may result in suspension or expulsion.

General Conduct Rules

1. Students should follow directions the first time.
2. Students should keep hands, feet, body, objects, and negative comments to themselves.
3. Students should always address and reply to teachers with the utmost respect.
Students should always address all staff as Mr., Mrs., or Miss respectively. A student's reply to a teacher or authority should be "Yes, Sir"; "No, Sir"; "Yes, Ma'am"; or "No, Ma'am."
4. Disrespect such as mocking, mimicking, sassing, talking back, publicly confronting, or arguing with a teacher will not be tolerated.
5. Students should not run or make noise in the hallways or commons area at any time. Horseplay of any sort is considered out of order and will not be tolerated.
6. Students should stay away from walls at all times in order to keep the walls clean.
7. Willful damage to or the destruction of school property or another student's property will not be tolerated. Sitting on desks, carving or defacing desks, eating in restricted areas, throwing items, littering, etc. are not permitted. A minimum \$25.00 fee will be charged to all persons involved in the defacing or damaging of school property or another student's property whether accidental or intentional. If any damage to school property occurs, students should immediately report such to a staff member. Appropriate discipline measures deemed necessary by the administration will be administered.
8. Cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, radios, tape recorders, walkmans, magazines, inappropriate videos, "Gameboys", CD's, or inappropriate literature are not permitted on school property. Excessive amounts of currency are strongly discouraged. The school will not reimburse loss of any personal property.
9. Gum chewing is not allowed on the school campus or on any school sponsored events.
10. Stealing, cheating, lying, cursing, name-calling, using vulgar language or body gestures will not be tolerated under any circumstances and will result in punishment by the administration.
11. Inappropriate conversations at school are unacceptable. These may include, but are not limited to discussions about certain cartoons, movies, music, or discussions about sex.
12. Inappropriate language or gestures will not be tolerated.
13. Talking in class without permission or passing notes is not permitted.

14. Students should not be out of their seat without permission.
15. Use of the school's phones is not permitted without written permission from the teacher. Calls will be permitted for illness and changes or cancellation by the school of extracurricular activities.
16. Students who have cell phones on campus must have the cell phones turned off during regular school hours. Students are not allowed to use cell phones in before or after school care.

Specific Classroom Conduct and Rules

In addition to the rules previously stated, there are some other specific classroom rules and directions that are required at MRBS. Each teacher will establish specific directions and rules for his/her classroom that include, but are not limited to the following:

1. Students should not wear outer clothing including jackets, coats, galoshes, boots, hats, gloves, or scarves in the classroom. Students may wear the Parker uniform coat in class.
2. Students are expected to keep their personal work area and the classroom neat.
3. Students are to be in their seats unless given permission to do otherwise.
4. Students are not to communicate in class without permission.
5. Students are to keep their hands and feet to themselves at all times.
6. Students must come to class on time and be properly prepared with books and additional materials.

Each classroom will operate under these rules and policies as established by the teacher. Many teachers have also developed a classroom management plan that may be obtained from them during orientation night that explains the rules as well as positive and negative consequences incurred in their classroom.

5th and 6th Grade Discipline Policies:

Check System

The 5th and 6th grade students have a weekly check system for discipline. The following consequences occur for each check they receive during the week.

1 st check	Warning
2 nd check	Lose 5 minutes of recess.
3 rd check	Lose 5 minutes of recess and 2 demerits are issued.
4 th check	Lose 5 minutes of recess and 3 demerits are issued.
5 th check	Sent to the office for a meeting with the administration and the parents will be called. 5 demerits are issued.
6 th check	Detention is issued.
7 th check	Lose 10 minutes of recess and write weekly Bible verse five times.
8 th check and each one after the 8 th	Detention is issued.

If a student receives more than 10 checks in a week, the administration will contact the parents regarding a possible Saturday School from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee.

Conduct Grade Scale for each quarter for Grades 5 and 6:

1 to 4 checks	E
5 to 8 checks	S+
9 to 12 checks	S
13 to 17 checks	S-
18 to 23 checks	N
24+ checks	U

Demerits are issued for the 3rd, 4th, and 5th checks and also for no homework two days in a row (5 demerits). A detention will be administered for every 15 demerits in a grading term.

[All discipline infractions \(demerits and detentions\) can be viewed online.](#)

Demerits start over every grading term.

Check Infractions (5th and 6th Grade):

1. Communicating without permission.
2. Out of seat without permission.
3. Disrupting the class or chapel with inappropriate behavior.
4. Sleeping in class or chapel.
5. Throwing items in the lunchroom or classroom.
6. Passing or writing notes.
7. Touching/pushing/pulling/grabbing another student.
8. Not prepared for class (book, pencils, etc).
9. Not working on material assigned during class time.
10. Homework offense.
11. Extra work assigned for discipline not turned in the next school day.
12. Failing to return the next school day items that have been sent home to be signed (test papers, notes, discipline reports, progress reports, report cards, etc.).
13. Chewing gum or eating candy.
14. Eating food or drink without permission.
15. Dress code violation.
16. Cell Phone on during the school day (2 checks).

Detention System (5th and 6th Grade):

5th and 6th grade students will be administered detentions for the offenses listed below. If a student is assigned a detention, the teacher or office will notify the student. The day the student receives a detention, he must pick his detention slip up at the receptionist's desk after school. Students who fail to pick up their detention slip after school will be issued demerits.

Detention meets every **Tuesday and Thursday morning from 7:30 a.m. to 7:50 a.m. or Tuesday and Thursday afternoon from 3:05 p.m. to 3:25 p.m.** Students must serve their detention in the morning or afternoon on the next detention day after they receive their detention. Late slips are issued if a student is late for detention, and he/she will not be allowed to serve detention if he/she does not arrive at detention within the first five minutes (see Policies for Serving Detentions #8). **Students must bring their white detention slip signed by their parents to be able to serve detention.**

The \$1.00 fee to serve detention will be deducted from the student's voucher account the day of the detention. All money collected from detention is deposited in the general school fund and used to aid in expenses for student activities.

Detention Infractions:

1. Failing to return the second school day items that have been sent home to be signed (test papers, notes, discipline reports, progress reports, report cards, etc.).
2. Excessive homework offenses in the same subject in a grading term (8th and 10th offense and each offense after the 10th).
3. Disrespect.
4. Direct disobedience.
5. Inappropriate name-calling or language.
6. Physical fighting – 3 detentions or suspension.
7. Possession of inappropriate music, magazines, etc. at the administration's discretion.
8. Every 5th unexcused tardy or check out in a grading term.

9. 6th, 8th, and every check mark after the 8th in a week.

Excessive Detention Policies:

The following discipline procedures will be administered for an excessive amount of detentions in a grading term:

1. 6 detentions in a grading term merits a parent conference by phone or in person.
2. 12 detentions in a grading term merits an early morning detention starting at 6:50 a.m. with a \$25.00 fee. The early morning detention will always be scheduled for one of the next two following Thursdays.
3. 15 detentions in a grading term merits a Saturday school from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee to be scheduled by the administration.
4. 18 detentions in a grading term merits two Saturday schools from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee for each Saturday school to be scheduled by the administration.
5. Students receiving 20 detentions in a quarter will be asked to withdraw from Macon Road for a minimum of one year to date.

Policies for Serving Detentions

1. Students must serve their detention in the morning or afternoon on the next detention day after they receive their detention. A second detention will be issued if a student misses detention. If a student cannot attend detention due to certain circumstances, he/she must give a note from his parents explaining the circumstance to the receptionist by 8:00 a.m. (or when he arrives at school if arriving late) the day of his/her detention to avoid receiving another detention.
2. A student is allowed to bring a note for missing detention three times in a grading term. The fourth time in a grading term a student misses detention even with a note another detention will be issued.
3. Students are not allowed to serve detention without the signed detention slip. Failure to bring the signed slip will result in the student having to serve his/her detention on another day.
4. If a student loses his/her detention slip, he/she must get another slip from the office to be signed by his/her parents before the day to serve. Notes from parents stating they know about the detention will not be accepted in place of the detention slip.
5. Students need to bring paper and pen to detention.
6. Regular classroom rules apply while serving detention.
7. Students who are late to detention will be issued two demerits.
8. Students who do not arrive within five minutes of the start of detention will need to serve detention on another day. However, they must stay in the detention room so they will not receive another detention for missing detention. They must serve the full time on another detention day.

Homework Offenses (5th and 6th Grade):

Students are required to have their homework finished neatly and completely at the time the homework is ready to be checked. Students will not be allowed to hand homework in later in the day or at the end of the day to avoid a homework offense. Homework not complete at the time to be checked, will result in a homework offense and a check mark. Detentions will be issued for the 8th, 10th, and each offense after the 10th in the same subject in a grading term

Zeros may be recorded for any homework that is incomplete or 10 points may be deducted for the homework being a day late. If the homework is not completed by the following day, a zero is recorded and 5 demerits are issued. The assignment must still be completed. Five demerits will be issued for each day the homework is not completed.

If a student's homework is incomplete due to lack of understanding, he/she needs to talk with the teacher before school or before class. The teacher will then decide if the incomplete homework will count as a homework offense.

The above policies are for 5th and 6th grade students only.

Daily Planners (4th-6th Grade):

Each 4th-6th grade student is required to write their assignments in the daily planner provided by the school. The assignments for each subject each day will be dictated twice by the teacher (the assignments may also be written on the board). Students are required to write the assignments down in their planners at the time homework is given.

A weekly quiz and test schedule will be sent home for 4th grade students instead of a homework sheet.

5th and 6th grade students are required to write their quizzes and tests in their student planners.

Saturday School

Macon Road requires Saturday School for students (5th/6th Grade) receiving an excessive number of detentions (15 and 18) in a grading term and offers Saturday school for students who have an excessive number of absences (16 or more in a semester) and/or an excessive number of tardies (15) in a grading term.

Saturday School will be scheduled periodically throughout the school year. Saturday school meets from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee.

Students must come to Saturday School in "Special Event Dress Code" or school uniform.

Students who miss a scheduled Saturday School due to excessive detentions will not be rescheduled for Saturday School. They will be suspended the following Tuesday.

Suspensions

Suspension is used when other penalties have failed to correct unsatisfactory behavior or if an offense is extremely serious. The student may be suspended for one to three days depending upon the offense committed.

Please see the "Suspension" section of the student handbook for more information regarding suspensions.

Probation

When discipline offenses have reached the point where other procedures have failed to bring about necessary changes in behavior, a student may be placed on probation. A student is placed on probation after his/her first Saturday School or suspension, continued bad attitude, negative influence upon other students, or a continual pattern of misbehavior. One single event, if serious enough, can result in probation. A violation beyond this point will generally result in expulsion or the student being asked to withdraw.

A returning student may be placed on academic or behavioral probation for the next school semester if academic grades or past behavioral problems merit probation as deemed necessary by the administration.

All new students enter MRBS on academic and behavioral probation for the first grading term. This allows the student to become accustomed to the standards of MRBS and assures the willingness of the student to conform to these standards.

A parent conference will be scheduled to discuss the further enrollment of any student on probation who is not meeting the standards of Macon Road. If problems continue with the student after the parent conference, the student will be expelled.

Expulsion

Our desire is to see each student grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring.

Intermediate steps will be taken to lead a student to an upright and proper attitude. If these steps are unsuccessful in producing the proper behavior spiritually, morally, or scholastically, the student will lose his/her privilege of being a student at MRBS.

Students who do not conform to the standards and regulations of Macon Road Baptist School will be asked to withdraw for a minimum of one year to date. If the parents choose not to withdraw the student, the student will be expelled. Macon Road Baptist School reserves the right to expel a student for any reason the administration and the staff through consultation of a discipline committee deem necessary. Students and/or parents that do not conform to the environment of the school will be asked to leave the school family.

When the administration makes a decision based on discipline issues, the decision has been made within the framework of the school's philosophy or previewed by a discipline committee, the Head Master or Pastor. There will be no appeals to any discipline decisions that are made.

Students will be expelled for an accumulation of discipline infractions (checks, demerits, or detentions) and any type of inappropriate behavior that is not fitting to an elementary student in a Christian School (continual disrespect, continual poor attitude and work habits, immorality, substance abuse, etc.) Major infractions of school policy will result in expulsion for at least one year to date.

Students who are expelled from school or asked to withdraw may not visit the Macon Road Campus during school hours for one year to date.

Proper restitution and evidence of a genuine repentance to the administration is required before the student is readmitted.

Fire Alarm Discipline

A student who pulls the fire alarm or tampers with any fire suppression equipment for any reason other than emergency purposes will be assessed an \$85.00 fine from the school and turned over to the authorities since such action is a felony in the state of Tennessee.

Maintenance Repair Discipline

Students involved in vandalism will be charged a minimum \$25.00 repair fee along with appropriate discipline deemed necessary by the administration. If a student damages another student's property, he/she will be expected to pay for the repairs or replacement of the damaged property.

A student who vandalizes school property or another student's property will receive a detention or suspension depending on the malice and severity of the act.

Students who damage school computers physically or damage the system in any way by loading software without permission or by downloading items from the internet without permission will be charged for the repair fees.

DISMISSAL TIMES

The school day ends at 12:00 p.m. for K4, 12:30 p.m. for K5, and 3:00 p.m. for grades 1-6 each day. Parents may pick up their child at this time. For safety purposes, parents are not to wait outside the classroom door. If parents arrive early, they may wait outside the buildings or in case of inclement weather they may wait in the gym hall area next to the athletic office.

Students who are not picked up within 15 minutes after their dismissal time will be taken by their teacher to the after school care area. After school care fees for students not enrolled in after school care will not be charged until 30 minutes after dismissal time. The fee will be deducted from the student's voucher account that day or the next day (some daycare fees may be deducted once a week for the entire week).

The children are the responsibility of their teacher; therefore, they will not be left alone or with older siblings if the parents have not arrived.

Please note the revised schedule for early dismissals (Thanksgiving, Christmas, and the Last Day of School).

K4	dismisses at 11:00 a.m.
K5	dismisses at 11:30 a.m.
1st – 6th	dismiss at 11:45 a.m.
7th – 12th	dismiss at 12:00 p.m.

GRADUATIONS

K5 graduation is always at 7:00 p.m. on the Monday or Tuesday of the last week of school. Students need to wear Sunday dress clothes. White caps and gowns will be ordered through the school (graduation fees).

Graduation Fees

There is a \$75.00 graduation fee for all kindergarten graduates. This fee covers the cost of the cap and gown and other graduation costs. The fee is figured in with your tuition payments.

GRANDPARENT DAYS

Every late October or Early November, Macon Road sponsors Grandparent Days. This is a special time when grandparents can visit the classroom for a mini school day presentation. Grandparent Days are always on a designated day of the week for certain grade levels from 8:30 a.m. to 9:30 a.m. The official days are listed on the school calendar. A reminder memo will be sent home a few weeks before the special day.

HOMEWORK/MAKE-UP WORK/PROJECTS

We believe that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and repetition. The classroom teacher will assign homework for the following four reasons:

1. To reinforce the concepts which have been taught in the class.
2. To practice skills that have been learned in class (math and English especially).
3. To evaluate the student's progress before quizzes and tests.
4. To aid the student in learning through special assignments and projects.

Students who do not complete seatwork or class work will have the work sent home to be completed for the next school day. Students who do not complete the previous night's homework may receive zeros or lose activity privileges during the day to complete the work. Students will also receive a check mark at the teacher's discretion for incomplete homework.

If a student's homework is incomplete due to lack of understanding, he/she needs to talk with the teacher before school or before class. The teacher will then decide if the homework will be considered incomplete.

K4/K5

Homework sheets will be sent home on Monday with the week's assignments and the previous week's conduct grade.

Papers will be sent home once a week and may need to be signed and returned to the teacher the following school day

Grades 1-6

Teachers will assign an appropriate amount of homework needed to aid the student's learning. Some students may have an additional amount of homework if they do not complete their class work/homework for the day. All work assigned is due at the time designated by the teacher. Students who do not have their homework completed on time may have additional work assigned or may lose privileges to participate in non-academic activities to allow the students to finish their assignments.

Homework offenses will be recorded for students who do not have their homework complete.

Homework sheets will be sent home for grades 1-3. Grades 4-6 will write their assignments in their daily planners provided by the school.

A weekly quiz and test schedule will be sent home for 4th grade students instead of a homework sheet.

5th and 6th grade students are required to write their quizzes and tests in their student planners.

All graded papers will be sent home weekly in a folder for the parents to view, sign, and return the next school day. Please set aside a time to work with your child in any areas where he/she may be having difficulty.

Consequences for Not Having Homework or an Assignment Completed

1. A note may be sent home for the parents to sign.
2. The student may forfeit his/her free time during the school day to complete the assignment at school.
3. 10 points will be deducted the first day the homework is late. The second day the homework is late, a zero will be recorded; however, the homework must still be completed.
4. If the homework is not completed the 3rd day, the student will be sent to the office to complete the homework and the parents will be called.
5. Each time a student has incomplete homework, a homework offense will be recorded. Once a student has ten homework offenses in a grading term, they will receive zeros on all daily work/homework that is late.
6. Projects (book reports will be considered projects) that are late will have 10 points deducted for each day they are late. The student will receive a zero for the project on the fourth late day. For example...if a project is due on Tuesday, it is a zero if not handed in on Friday. Friday would be the fourth day late. The project must still be completed.
7. Each grading term, the process of recording homework offenses will start over.
8. Homework missed for legitimate reasons must be explained in a signed note by the parent.
9. Students leaving school early are responsible for all assignments given for the next school day.

Make-up Work

Students who are absent due to a pre-approved absence must have their make-up work completed when they return from the absence. Students who are absent due to an excused absence have three school days to complete their work.

A student who has missed three or more consecutive days will be given an extra day from the time he/she returns to school on top of the three days allotted for make up work for each day of consecutive absence after two consecutive days of absence. Assignments not completed within the time frame will result in zeroes (Example – if a student missed three consecutive days, he/she will be given four days to make-up his/her work; if he/she missed four consecutive days, he/she will be given five days to make up his/her work, etc.).

Parents may request make-up work from the office on the student's second day of absence. Parents requesting homework for students who are absent due to illness must call the school by 9:00 a.m. on the day the work will be picked up. Parents may pick the work up at the receptionist's desk after 3:00 p.m.

Any questions concerning homework should be addressed to the teacher responsible for the assignments.

Parents are welcome to email teachers regarding any make-up work.

Projects/Book Reports

At times, teachers will assign projects to aid in the learning process. Book Reports will be considered projects. Detailed information explaining the project with due dates will be sent home to the parents.

All projects (including book reports) will have a 10 point grade deduction for each day they are late. The student will receive a zero for the project on the fourth late day. For example...if a project is due on Tuesday, it is a zero if not handed in on Friday. Friday would be the fourth day late. The project must still be completed. Books for book reports must be completely read for the book report project to be considered complete.

A homework offense will be recorded for each day the project is late.

LUNCH

Students are given 20 to 25 minutes for lunch. Students may bring their own lunches or may purchase lunch from the school (pre-packaged food such as corn dogs, sandwiches, chips, etc). Please refer to the lunchroom price list handed out at orientation night for the price of lunch items.

Elementary students are not allowed to talk during the first few minutes of lunch. This helps them to focus on eating and not socializing.

Students are to be in the cafeteria during lunch time unless a parent has checked them out of school.

Parents, relatives, and friends are welcome to eat lunch with the students. Please sign in and out at the receptionist's desk and receive a visitor's pass. Students whose parents are visiting for lunch may have one friend sit with them at the visitor's table.

Parents are not allowed to bring food for any students except for their own children – please note that this is for safety reasons for children who may have food allergies. Parents who wish to bring food in for a special occasion such as a birthday should bring food for every child in the class. In this case, permission should be obtained from the administration in advance so a note can be sent home informing the parents of all the students about lunch being provided by another parent.

MAKE-UP WORK

Students who are absent due to a pre-approved absence must have their make-up work completed when they return from the absence. Students who are absent due to an excused absence have three school days to complete their work.

A student who has missed three or more consecutive days will be given an extra day from the time he/she returns to school on top of the three days allotted for make up work for each day of consecutive absence after two consecutive days of absence. Assignments not completed within the time frame will result in zeroes (Example – if a student missed three consecutive days, he/she will be given four days to make-up his/her work; if he/she missed four consecutive days, he/she will be given five days to make up his/her work, etc.).

Parents may request make-up work from the office on the student's second day of absence. Parents requesting homework for students who are absent due to illness must call the school by 9:00 a.m. on the day the work will be picked up. Parents may pick the work up at the receptionist's desk after 3:00 p.m.

Any questions concerning homework should be addressed to the teacher responsible for the assignments.

Parents are welcome to email teachers regarding any make-up work.

MUSIC

Music theory and appreciation are taught in grades K4 through 2nd under the direction of our music teacher.

Grade 3 will be instructed in flute-a-phones and grades 4 and up will be required to take band or choir.

Private music lessons are available through Macon Road Staff Members. Please call the school office regarding information for private piano and band instrumental lessons.

PARENT DAYS

Every mid-September, Macon Road sponsors Parent Days. This is a special time when parents can visit the classroom for a mini school day presentation. Parent Days are always on a designated day of the week for certain grade levels from 8:30 a.m. to 9:30 a.m. The official days are listed on the school calendar. A reminder memo will be sent home a few weeks before the special day.

PARKING/CAMPUS TRAFFIC

Parking or driving on school campus is not allowed between 7:30 a.m. and 8:00 a.m. and 2:30 p.m. and 3:15 p.m. The school will have cones blocking the drives during these times; however, if the cones are not in place, please do not drive on the lot during these times.

The curb zone in front of the entire campus is designated as a loading and unloading zone during the hours of 7:30 a.m. to 3:15 p.m. Please do not park in this zone during these times. Cars should be in this zone for no more than one minute during drop off and pick up times. This zone is strictly for drop off and pick up only. Those who wish to park their vehicles may do so along the curb across the street or along the curb south of the school property.

When you are parking on campus during the times between 8:00 a.m. and 2:30 p.m., please park in a designated parking space. Please do not drop off or pick up students in the middle of the parking lot or street due to safety for the children and courtesy to other drivers.

PROBATION

Academic Probation

All new students and those students returning to Macon Road who have failed one or more subjects for the semester will be put on academic probation for the next school semester. Students who have no failing grades but three “D’s” will also be put on academic probation.

Macon Road’s 1st-12th grade academic probation policy states that if a student on academic probation has a failing grade or three or more D’s on his six weeks progress report, a parent conference will be scheduled to discuss the student’s academic achievement and further enrollment at Macon Road.

It may be the decision of the administration for a student on probation to withdraw if he/she is not meeting the probation requirements.

Discipline Probation

All new students and those students returning to Macon Road who had an excessive amount of disciplinary problems the previous semester will be put on discipline probation for the next school semester.

Discipline policy states that if a student who is on discipline probation continues to have discipline issues, the student will be expelled.

Macon Road believes that if a student truly wants to attend Macon Road, he/she will accomplish what is expected of him/her when he/she is put on probation.

SCHOOL DAY

Once students arrive on campus, they are to remain on campus unless they have gone through the correct checking out procedures to be dismissed from campus.

Please note the following beginning and ending times for the following grades:

K4 Begins at 8:15 a.m. and dismisses at 12:00 p.m.

K5 Begins at 8:15 a.m. and dismisses at 12:30 p.m.

1st through 6th Begin at 8:00 a.m. and dismiss at 3:00 p.m.

7th through 12th Begin at 7:55 a.m. and dismiss at 2:55 p.m.

Please note the revised schedule for early dismissals (Thanksgiving, Christmas, Last Day of School).

K4	Dismisses at 11:00 a.m.
K5	Dismisses at 11:30 a.m.
1st – 6th	Dismiss at 11:45 a.m.
7th – 12th	Dismiss at 12:00 a.m.

Before and After School Care:

We offer an extended care program for our students from 6:30 a.m. to 6:00 p.m. Monday through Friday. Please see the “Daycare” section of the handbook regarding before and after school care information.

SCHOOL OFFICE/SCHOOL RECEPTIONIST

The main school office (business office), which handles all the registration, tuition, and financial aspects of the school, is located in the main building in the middle of the school campus. Office hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday.

The Timothy building houses the school receptionist’s desk and the elementary and high school administrator’s office. All standard school business besides registration, tuition, and financial aspects of the school is conducted through the receptionist’s desk. Office hours for the receptionist’s desks are from 7:50 a.m. to 3:30 p.m. Students and Parents are not to come to the receptionist’s desk before 7:50 a.m.

SUSPENSIONS

At times the administration and staff may suspend a student for extreme inappropriate or criminal behavior on or off the school campus. Continual inappropriate behavior may also result in a suspension by the administration and staff as an indication that continual inappropriate behavior will not be tolerated at Macon Road.

When a student is suspended he/she will be required to have all missed work completed when he/she returns to school. Assignments may be obtained by calling the receptionist’s desk.

Students who are suspended will receive zeroes on all work and quizzes administered the day of the suspension.

Parents of a suspended student will be required to sign a suspension form stating the date and the reason for the suspension before the student will be admitted back to class.

Suspensions may be administered for but not limited to the following infractions:

1. Cheating (projects, quizzes, and tests).
2. Forging signatures on any paperwork sent home for the parent to sign.
3. Extreme inappropriate language, gestures, or writing.
4. Physical fighting.
5. Inappropriate physical contact such as kissing on school campus or at school events.
6. Involvement with pornography.
7. Stealing (due to severity, the student may be expelled).
8. School vandalism.
9. Any criminal activity on or off the school campus.
10. Dishonoring the Honor Code.

Macon Road reserves the right to administer suspensions for any disciplinary action the administration and staff deems necessary.

TARDIES

A student is tardy if he/she arrives in the classroom after 8:00 a.m. (8:15 a.m. for K4 and K5 students). Students may enter the classroom after 7:50 a.m. (8:00 a.m. for K4 and K5) in order to prepare for the day. Realizing that academics are very important, parents are asked not to linger around the classroom past 8:00 a.m. (8:15 a.m. for K4 and K5).

Tardiness disrupts the entire class in addition to affecting the late student’s school routine and academic progress. If a student arrives after 8:00 a.m., he/she must obtain a tardy slip from the office.

Students who arrive after 8:15 a.m. must be signed in by an adult. K4 and K5 students who arrive late sign in with their teacher.

Every 5 unexcused tardies in a grading term will result in an unexcused absence. A Saturday school from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee will be administered on the 15th unexcused tardy in a grading term. Unexcused absences as a result of an accumulation of unexcused tardies will be recorded as an absence on the report card, will hinder a student from perfect attendance, and will count against a student's 15 allowable absences for the semester.

A student is allowed 5 excused tardies per a grading term. After the 5th excused tardy in a grading term, all the excused tardies thereafter will be counted as unexcused.

A student will be issued a Saturday school from 8:30 a.m. to 11:30 a.m. for \$50.00 if he/she has 25 unexcused tardies in a semester or 40 unexcused tardies in a year.