

**Macon Road Baptist School
7th -12th Student Handbook
Berclair Campus
2011-2012**

1082 Berclair
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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Through the
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POLICIES AND PROCEDURES

ATTENDANCE

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

Students in 7th-12th grade who are absent 13 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 13 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. or any other specific time designated by the policies of their child’s campus. 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 and After School:

If a 7th through 12th grade student arrives before 7:15 a.m., he/she must report to before school care in the Samuel Building. Students who are not registered for daycare who report to before school care before 7:30 a.m. will be charged a before school care fee. 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 7:15 a.m. for grades 9-12 and 7:30 a.m. for grades 7-8, students may wait outside next to the gym building. They may also wait in the gym area after 7:30 a.m. Students may wait inside the hallway next to the athletic office during mornings with inclement weather.

Students may not be in any other building before 7:50 a.m.

Students and parents are not to go to the receptionist’s desk or classrooms before 7:50 a.m.

All 7th-12th grade students who are registered for after school care must report to after school care by 3:15 p.m.

All 7th-12th grades students who are not registered for after school care but whose ride has not arrived by 3:20 p.m. must report to after school care. After School fees will be charged starting at 3:30 p.m. and will be deducted from the student’s voucher account that day or the next day.

Absences:

Anytime a student is absent from school, please notify the school receptionist. If you know in advance your child will be absent, please send a note with your child to the receptionist’s desk for him/her to receive an absence approval slip. Anytime a student returns to school after an absence, the student must bring with him/her a note stating why he/she was absent.

Please note the following information regarding school attendance.

Students in grades 7-12 who miss 13 days of school in a semester will fail school for that semester or must serve Saturday School (a student is allowed only 12 absences in a semester).

Saturday School

Macon Road offers Saturday School for students who have 13 or more absences in a semester (please note that unexcused absences as a result of unexcused tardies will count against the 13 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. The fee will be deducted from the student’s voucher account.

Students must come to Saturday School in “Special Event Dress Code” or school uniforms.

Students who miss a scheduled Saturday School due to 13 or more absences will be required to serve an additional Saturday School. The Saturday school fee will still apply for the Saturday school that was missed.

Make-up Work

If a student is on campus anytime during the school day (school hours), he/she is responsible for any work due the next day in all classes even if he/she did not attend some of his/her classes. Exceptions will be granted in circumstances where students have checked out due to extreme illness or other unusual circumstances.

Students will be allowed three days to make up all work including tests missed on the day of their absence. A student who has an unforeseen absence the day before a quiz or test, will be given two days after his/her absence to make up the test or the quiz if the administration grants permission. A student who knew in advance he/she would be absent the day before a quiz or test will be required to take the quiz or test the day of return.

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.).

If you wish to obtain assignments for make-up work when a student is absent, please notify the school receptionist no later than 9:00 a.m. Assignments will only be collected on the second day of absence.

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

Please carefully note the following policies for students' absences:

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.
6. An **excused absence** is granted for an illness, death in the family, or a doctor's or dentist's appointment. An absence for any other reason must be pre-approved by the administration before the absence for it to be recorded as excused.
7. An **unexcused absence** is administered for the following reasons:
 - a. Being absent from school for any reason other than an illness, death in the family, or a doctor's or dentist's appointment without obtaining pre-approval from the administration. The student will receive a zero daily grade in all classes in addition to any quizzes taken and a detention will be issued.
 - b. Every 5th unexcused tardy in a grading term. The student will receive 2 demerits on the 5th unexcused tardy in a grading term, a detention on the 10th unexcused tardy in a grading term, and Saturday School from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee on the 15th unexcused tardy.
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 12 allowable absences for the semester.
 - c. Every 5th early check out in a grading term. The student will receive 2 demerits on the 5th early check out in a grading term, a detention on the 10th early check out in a grading term, and a Saturday School from 8:30 a.m. to 11:30 a.m. with a \$50.00 fee on the 15th early check out in a grading term.
Unexcused absences as a result of an accumulation of 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 12 allowable absences. The student will also be administered a detention.

8. **Pre-Approved Absence** - If a student needs to be absent from school for any reason other than those listed in #6, he/she must have it approved by the administration in advance. The student needs to make a request for the "Absence Approval Slip" at least two school days before the day of the absence to allow time for the administration to approve the absence and return the slip to the student. After the slip is approved by the administration, the student must have all his classroom teachers sign the slip. The slip must be signed and returned to the school office **before** the day of the absence or a detention will be issued and the absence will be considered unexcused.
9. **If an unforeseen circumstance occurs too late for the student to get approval from the administration, please call the school's receptionist's desk by 9:00 a.m. the day of the absence.**
10. **Return Note** - A student must bring a note signed by his/her parents on the day he/she returns from any absence even if the absence was pre-approved by the administration to be able to receive an "Absence Return Slip." If a student does not bring a note signed by his/her parents, he/she will have to wait in the school office until the office contacts the parents. **All students must receive an "Absence Return Slip" from the school receptionist after any absence to be able to return to class.** If a student does not have a note regarding his absence on file within two days after his absence, his absence will be considered unexcused. The student will receive a zero daily grade in all classes in addition to any quizzes taken and a detention will be issued.
11. Once a student has received an "Absence Return Slip," he/she must have it signed by all the teachers whose classes he/she missed and return it to the receptionist's desk by 3:15 p.m. the day of the return. Students who do not have their slip signed and returned by the designated time will receive 3 demerits.
12. **Students may not miss 13 days of school in a semester. Missing 13 days or more will result in failure for the semester (an average of 69 will be recorded for that class for the semester unless the student earned a lower grade). Unexcused absences resulting from unexcused tardies will count against a student's 12 allowable absences for the semester. Students may serve Saturday School in place of failing (please see the "Saturday School" section).**
13. Every five early check-outs in a grading term will be counted as an unexcused absence in the same way every five unexcused tardies are counted as an unexcused absence. The same penalties for an unexcused absence resulting from tardies will apply to unexcused absences resulting from checking out early. Unexcused absences from early check-outs will be recorded on the student's report card, will hinder the student from perfect attendance, and will count against the student's 12 allowable absences for a semester.
14. If you wish to obtain assignments for make-up work, please notify the school receptionist no later than 9:00 a.m. Assignments will only be collected for an absent student on the second day of absence. Parents are welcome to email teachers regarding assignments anytime.
15. Students who are truant from school for no legitimate reason will be given a one day suspension. The day of truancy will be treated as an unexcused absence with the appropriate penalties.
16. **Students who are absent from school for any reason or check out early due to illness may not attend extra-curricular activities scheduled for that day (special exceptions may be granted in rare circumstances).**

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.

CHECKING IN AND CHECKING OUT

Any student checking in late to school (after 8:30 a.m.) or checking out early must sign in or sign out at the receptionist's desk. **Parents must sign in and sign out students in grades 7-9.**

Any student who will be absent from school for less than 3 ½ hours needs to abide by the following procedures for checking in and out of school.

If a student is on campus anytime during the school day (school hours), he is responsible for any work due the next day in all classes even if he did not attend some of those classes. Exceptions may be granted in circumstances where students have checked out due to extreme illness or other unusual circumstances.

Checking In

Students who are late to school but arrive before 8:30 a.m. will be given a Tardy Slip to be admitted to class.

Students who are tardy after 8:30 a.m. must obtain a Checking In Slip from the school receptionist and have the teachers whose classes were missed sign the slip. The student will be counted tardy for the day (excused or unexcused) if he/she checks in before 11:30 a.m. but will be counted present for the whole day. If he/she checks in after 11:30 a.m. he/she will not be considered tardy but will be considered absent for the whole day. The Checking In Slip must be returned to the school office with the appropriate teachers' signatures by 3:15 p.m. on the day the classes were missed. Slips that are not signed and returned will result in the student receiving 3 demerits.

Checking Out

Early check-outs in a grading term will be counted towards an unexcused absence in the same way unexcused tardies are counted towards an unexcused absence. The same penalties for an unexcused absence resulting from unexcused tardies will apply to unexcused absences resulting from checking out early. The student is administered 2 demerits for the 5th early check out in a grading term, a detention for the 10th early check out in a grading term, and a suspension for the 15th early check out in a grading term.

Unexcused absences from early check outs will be recorded on the student's report card, will hinder the student from perfect attendance, and will count against the student's 12 allowable absences for a semester.

If a student is checking out of school, he/she must obtain a Checking Out Slip from the school receptionist and have it signed by the teachers for whose classes he/she will miss before he/she can check out. He/she must then return the signed slip to the receptionist's desk before he/she may check out. Slips not returned will result in the student receiving 3 demerits. The student also needs to sign out at the receptionist's desk and sign in if he/she returns before school is dismissed.

Students who check out early for an illness are not allowed to attend any extra-curricular activities scheduled for that day (exceptions may be made in rare circumstances).

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 (some daycare fees may be deducted once a week for the entire week).

Macon Road's daycare will be closed anytime the school is closed for a full day 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

If a 7th through 12th grade student arrives before 7:15 a.m., he/she must report to daycare in the Samuel Building. Students who are not registered for daycare who report to before school care before 7:30 a.m. will be charged a before school care fee. 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 7:15 a.m. for grades 9-12 and 7:30 a.m. for grades 7-8, students may wait outside next to the gym building. They may also wait in the gym area after 7:30 a.m. Students may wait inside the hallway next to the athletic office during mornings with inclement weather.

Students may not be in any other building before 7:50 a.m.

Students and parents are not to go to the receptionist's desk or classrooms before 7:50 a.m.

After School Care

All 7th-12th grade students who are registered for after school care must report to after school care by 3:15 p.m.

All 7th-12th grades students who are not registered for after school care but whose ride has not arrived by 3:20 p.m. must report to after school care. After School fees will be charged starting at 3:30 p.m. and will be deducted from the student's voucher account that day or the next day.

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.

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

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

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.

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.

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 hold positions of leadership (Athletic Teams, Honor Society, Homecoming Court, and Student Body) will be held to a higher standard of conduct.

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.**

The two main avenues of discipline for grades 7-12 are the demerit system and the detention system explained below. [All discipline infractions \(demerits and detentions\) can be viewed online.](#)

Following is a list of the infractions that merit either a demerit or a detention:

Infraction List

Code	Infraction Description	Consequence
1. 10 CK OUT	10 Checkouts in a grading term	Detention/1 Unexcused Absence
2. DEM DET	15 Demerits in a grading term	Detention
3. 5 CK OUT	5 Checkouts in a grading term	2 Demerits/1 Unexcused Absence
4. ABS RET NOTE	Absence return note not on file 2 nd day	Detention
5. 3 CHECKS	Checks (3 checks in a week-elementary)	1 Demerit
6. 4 CHECKS	Checks (4 checks in a week-elementary)	2 Demerits
7. 5 CHECKS	Checks (5 checks in a week-elementary)	3 Demerits
8. 6 CHECKS	Checks (6 checks in a week-elementary)	Detention
9. CELL PH	Cell phone on during school hours	Detention
10. COPYHW	Copying another student's homework	2 detentions
11. DROUT3	Failure to dress out for P.E. 3 times	3 demerits
12. DROUT4	Failure to dress out for P.E. 4 times	Detention
13. EX CHECK	Checks (8 checks & each after in a week-elementary)	Detention
14. GUM	Chewing gum	Detention
15. COMM1	Communication in class – 1 st offense	3 Demerits
16. COMM2	Communication in class – 2 nd offense	Detention
17. LOT	Corner parking lot without permission	Detention
18. DET ABS3	Detention absence (3 in a grading term)	Detention
19. DET ABS	Detention absence (failure to serve)	Detention
20. DISOBED	Disobedience	Detention
21. DISRESP	Disrespect	Detention
22. DISRCH	Disrupting chapel	5 Demerits
23. DISRCL	Disrupting class (2 nd offense)	3 Demerits
24. DRESS	Dress code violation	5 Demerits
25. PROC	Failure to follow classroom procedures	3 Demerits
26. EATING	Eating or drinking outside the cafeteria	3 Demerits
27. EXPUL	Expulsion	Expulsion
28. DIRECT	Failure to follow directions	3 Demerits
29. DISREP	Failure to pick up discipline report	3 Demerits
30. RETNOTE	Failure to return a note home (2 nd day)	Detention
31. RETDISC	Failure to return discipline report (2 nd day)	Detention
32. RETFORM	Failure to return forms for classes missed	3 Demerits
33. RETGRD	Failure to return grade notification (2 nd day)	Detention
34. RETPROG	Failure to return progress report (2 nd day)	Detention
35. RETREP	Failure to return report card (2 nd day)	Detention
36. RETWRI	Failure to return write-offs	Detention
37. HWOFF2E	Homework offense (Ele.) (2 in a row same subject)	5 demerits
38. HW OFF2	Homework offense (H.S.) (2 in a row same subject)	3 Demerits
39. HW OFF3	Homework offense (3 rd same subject)	1 Demerit
40. HW EXC	Homework offense (6 th , 8 th , 10 th , & each after)	Detention

41. BEHAVIO	Inappropriate behavior	Detention
42. LANG	Inappropriate name-calling, language, or gossip	Detention
43. LT SLPS4	Late slips (4 th in a grading term)	2 Demerits
44. LT SLPSE	Late slips (8 th , 10 th , 12 th , & each after)	Detention
45. SLEEP	Sleeping in class	3 Demerits
46. LT SLP10	More than 10 minutes late to class	Detention
47. MISBEH	Misbehavior (elementary)	2 demerits
48. OBTARDY	Failure to obtain a tardy slip	3 demerits
49. OBARS	Failure to obtain an absence return slip	3 demerits
50. OUT SEAT	Out of seat without permission	3 Demerits
51. PHYS CON	Physical contact-detention(s) or suspension	Detention
52. FIGHTING	Physical fighting- 3 detentions or suspension	Detention
53. SUSP1	Suspension (1day)	Suspension
54. SUSP2	Suspension (2day)	Suspension
55. SUSP3	Suspension (3 day)	Suspension
56. U TRDY15	Tardy (15 th unexcused in a grading term)	Saturday School
57. U TRDY10	Tardy (10 th unexcused in a grading term)	Detention
58. U TRDY5	Tardy (5 th unexcused in a grading term)	2 Demerits
59. UOLOCK	Unorganized locker	3 Demerits
60. THROW	Throwing items in the classroom or cafeteria	3 Demerits
61. UE ABSEN	Unexcused absence without administrative approval	Detention
62. UNPREP	Unprepared for class (book, pen, paper, etc.)	2 Demerits
63. NOTES	Writing or passing notes	3 Demerits

Demerits

All discipline infractions (demerits and detentions) will be emailed to the parent's email account by 5:00 p.m. on the day of the infraction. Students do not bring slips home to be signed for demerits.

A detention will be administered for every 15 demerits a student receives in a grading term. Demerits start over every grading term.

Detentions

If a student is assigned a detention, the teacher or office will notify the student. The day the student receives a detention, he/she must pick his/her 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 \$2.00 fee to serve detention will be deducted from the students 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.

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. 10 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. 13 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. 16 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 18 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.

Expulsions

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 a 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.

Cheating/Lying/Forging Signatures

Macon Road takes cheating, lying, and forging of signatures of any kind very seriously. The following discipline measures will be administered for all cheating (projects, quizzes, and tests), lying, and forging of signatures.

The following will constitute cheating on behalf of a student:

1. No cover sheet during a quiz or a test.
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. Not signing the Pledge Statement on quizzes, tests, and special projects.

Yearly policies for the same offenses:

1. 1st offense – 1 day out of school suspension.
2. 2nd offense same semester - expulsion for one year to date.
3. 2nd offense same year – 2 day out of school suspension.

Enrollment policies for the same offense:

1. 3rd offense in grades 7-8 or grades 9-12 (or two consecutive years) – 3 day out of school suspension.
2. 4th offense in grades 7-8 or grades 9-12 (or two consecutive years) – expulsion for one year to date.

Inappropriate Language, Gestures, Gossip, or Writing

The Macon Road staff and administration will not tolerate inappropriate language/gossip, gestures, or writing. Such offenses will result in several detentions or a suspension depending on the severity of the offense.

Inappropriate Physical Contact:

Inappropriate physical contact such as holding hands, hugging, and kissing on campus or during any school event will result in multiple detentions or a one or more day suspension depending upon the severity of the offense.

Maintenance Repair Fee 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.

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 and a detention may be issued. If a student is referred to the office repeatedly, he/she may be placed on probation. Serious offenses may result in suspension or expulsion.

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.

Pornography

Students involved with pornography in any way will be suspended from the school for three days or possibly expelled depending upon the severity of the involvement.

Saturday School

Macon Road requires Saturday School for students receiving an excessive number of detentions (13 and 16) in a grading term and offers Saturday school for students who have an excessive number of absences (13 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 uniforms.

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. The Saturday school fee will still apply.

Student's Response to Discipline

A student should never argue an issue with the teacher in front of other students. If the student feels a misunderstanding exists, he/she should obey the teacher without protest; the student is free to set up an appointment with the teacher to discuss the matter after class or after school.

When a student discusses a discipline issue with a teacher, it is imperative that the student maintain a respectful demeanor at all times while conversing with the teacher. Students who are not respectful or do not present their argument in a good spirit will not be heard on the matter.

Suspensions

At times the administration and staff may suspend a student for extreme inappropriate behavior. 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.

Please see the “Suspension” section of the handbook for additional information regarding suspensions.

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 any school 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 and after school care.
17. Students will be expelled for an accumulation of detentions or for any type of inappropriate sexual conduct (including pregnancy), sexual harassment, involvement with pornography, consumption or possession of alcohol, tobacco, illegal drug, or any type of criminal offense. Students who are at a location where tobacco, alcohol, and drugs are available to minors should leave the location immediately to avoid suspension or expulsion.

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 Parker Uniform coats 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. Demerits will be issued for students who are not properly prepared for class.
7. Students who have cell phones on campus must have the cell phones turned off during school hours. Students are not allowed to use cell phones during regular school hours.

Each classroom will operate under these rules and policies as established by the teacher and administration.

DISMISSAL TIMES

The school day ends each day at 2:55 p.m. for grades 7-12. 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 by 3:20 p.m. are required to report to after school care. After school care fees for students not enrolled in after school care will not be charged until 30 minutes after dismissal time. The after school care 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).

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.

DROP/ADD

Students in grades 9-12 may drop or add a course within the first two weeks of each semester. Students will not be allowed to drop or add a course after the first two weeks of the semester. Grades obtained from all courses will be official after the drop/add period and will affect the student’s GPA.

FALL OUT AND WINTER IN

Fall Out and Winter In are required events for all students. Fall Out is normally held at the end of August and is a charge of \$20.00. Winter In is normally held in January and is a charge of \$30.00 for 7th and 8th graders and \$55.00 for 9th-12th graders.

GRADUATION - SENIORS

Senior Graduation is always at 7:30 p.m. the Friday before the last day of school.

Seniors will have a Senior/Parent Appreciation Luncheon at 11:30 a.m. on the Thursday before graduation followed by a graduation rehearsal from 1:30 p.m. to 3:00 p.m. Graduation rehearsal is required for students to participate in the graduation ceremony.

Male seniors will be required to wear a shirt and tie with dark dress pants, dark dress socks, and dark dress shoes. Female seniors will be required to wear a Sunday dress with nice dress shoes. Girls’ dresses must be checked by a designated staff member. Royal blue caps and gowns need to be ordered by the Seniors through Jostens.

A senior detention is scheduled for the Saturday morning following graduation at 8:30 a.m. for any Senior who does not conduct himself in a respectful and appropriate manner during the Senior activities during the last week of school.

Diplomas will not be issued the night of graduation but will be mailed to the student by June 30.

Cap and Gown

Seniors will be required to purchase a cap and gown from Jostens. Jostens is scheduled every year to meet with the seniors during a school day to discuss invitations, caps, and gowns.

Graduation Requirements

Macon Road Baptist School is accredited by the TACS (Tennessee Association of Christian Schools) and is recognized by the Tennessee Department of Education as an agency approved school.

Upon passing the ACT college entrance examination or any equal examination, our students may enter any college (entrance scores vary from state to state).

Macon Road Baptist School awards two diplomas. A “General Diploma” and a “College Preparatory Diploma.” Two additional Diplomas are available for the academically challenged and are administered on an individual basis.

Seniors who have not completed all their courses for graduation may still participate in the graduation ceremony as long as they do not have more than one incomplete credit for graduation.

Following are the credits required for a General and a College Preparatory Diploma:

General Diploma

Bible*	4 units
Language*	4 units
Science**	2 units
Math***	3 units
American History	1 unit
World History or World Geography	1 unit
Economics	½ unit
Government	½ unit
Health Education****	½ unit
Physical Education****	1 unit
Additional Math, Science, or History	1 unit
Computer Education	1 unit
Required units	18 ½ units
Elective units*****	3 ½ units
Total units	22 units

* Represents one year of Bible and English for each year enrolled in Macon Road.

** Represents either a general physical science or a laboratory science.

*** Represents inclusion of pre-Algebra and Algebra I, Algebra II and

**** Indicates that the health education and physical education satisfies the state requirement for a wellness unit.

***** Indicates that Macon Road will require speech as a fulfillment of one of the electives.

College Prep Diploma

Bible*	4 units
Language*	4 units
General Physical Science	1 unit
Biology	1 unit
Chemistry or Physics	1 unit
Algebra I	1 unit
Algebra II	1 unit
Geometry or Advanced Math	1 unit
Foreign Language**	2 units
American History	1 unit
World History or World Geography	1 unit

Economics	½ unit
Government	½ unit
Health Education***	½ unit
Physical Education***	1 unit
Fine Arts	1 unit
Computer Education	1 unit
Required units	22 ½ units
Electives units****	1 ½ units
Total units	24 units

- * Represents one year of Bible and Language for each year enrolled in Macon Road.
- ** Represents that it must be in the same language.
- *** Indicates that the health education and physical education satisfies the state requirements for a wellness unit.
- **** Indicates that Macon Road will require speech as a fulfillment of one of the electives.

Salutatorian and Valedictorian Honors

The student who receives the second highest grade point average for the senior class will receive the honor of class salutatorian. The student who receives the highest grade point average for the senior class will receive the honor of class valedictorian.

For a student to receive either of the above honors, he/she must attend Macon Road for the last three semesters of his/her high school career. A student who has repeated a grade or has missed more than the allotted days within any one semester during his/her 9th through 12th grade years will be ineligible for the above honors.

HOMEWORK/MAKE-UP WORK/PROJECTS

Homework

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 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.

The student is required to thoroughly complete homework every day. Homework needs to be on the student's desk at the designated time to be checked. A homework offense will be recorded for messy or 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 incomplete homework will count as a homework offense.

Each teacher will assign about twenty to thirty minutes of homework a night. Students are to record their assignments on a daily basis in their student planner provided by the school. The assignments for each day will be dictated twice by the teacher (the assignments may also be written on the board). It is the student's responsibility to write down the assignments.

Please note the following policies regarding homework:

1. Because teachers periodically grade homework, a student may receive a zero daily grade for incomplete homework.
3. Each time a student has incomplete homework, it will count as a homework offense.

4. Students will receive 1 demerit on the 3rd homework offense in a grading term and a detention on the 6th, 8th, and 10th homework offense and each recurring homework offense after the 10th in the same subject in a grading term.
5. Students will receive 3 demerits for incomplete homework two days in a row.
6. Students will fail the course if certain course work or projects are not completed during the duration of the course.
7. Students who have checked in late or checked out early will still be responsible for homework in any classes missed.
8. **If a student is on campus anytime during the school day (school hours), he/she is responsible for any work due the next day in all classes even if he did not attend some of those classes.** Exceptions will be granted in circumstances where students have checked out due to extreme illness or other unusual circumstances.

Make-up Work

If a student is on campus anytime during the school day (school hours), he/she is responsible for any work due the next day in all classes even if he/she did not attend some of his/her classes. Exceptions will be granted in circumstances where students have checked out due to extreme illness or other unusual circumstances.

Students will be allowed three days to make up all work including tests missed on the day of their absence. A student who has an unforeseen absence the day before a quiz or test, will be given two days after his/her absence to make up the test or the quiz if the administration grants permission. A student who knew in advance he/she would be absent the day before a quiz or test will be required to take the quiz or test the day of return.

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.).

If you wish to obtain assignments for make-up work when a student is absent, please notify the school receptionist no later than 9:00 a.m. Assignments will only be collected on the second day of absence.

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

Projects/Book Reports/Speeches

Throughout the year, projects may be assigned in addition to the daily homework to aid in the learning process. Projects (including book reports and speeches) turned in late will have a deduction of 10 points per day. Students who have not finished reading their book report by the assigned due date will be deducted ten points a day until the book has been completely read. A zero will be recorded on the 4th day the book has not been completed.

Students who do not complete a project by the end of the semester will not receive semester credit for that course. A maximum failing grade of 69 will be issued for the course in which the project was not completed.

Please note that at times, the administration will not allow a student to return to class until the overdue project has been completed.

HONOR SOCIETY (GRADES 10-12)

The Honor Society is an achievement-service organization for high school students. Its purpose is to promote a life of outstanding Christian character; to promote the ideas of service and leadership; to reward meritorious achievement; and to encourage and assist students to continue education at Christian colleges and universities across America. Membership is limited to students who are nominated by the Administration and to students who have maintained a GPA of 3.25 for three consecutive semesters at Macon Road Baptist School.

To be a member the student must participate in the two to three service project days, compete in at least two categories in the TACS academic competition, attend the Honor Society retreat in Gatlinburg, TN, and be present to help and assist with Senior Graduation the Friday night before the last day of school.

Membership dues are \$145.00 and include the cost of the Honor Society retreat in Gatlinburg. The Honor Society Dues will be deducted the week before the Honor Society Retreat in early March.

Honor Society Members will be held to a higher standard of conduct. Honor Society members who receive any type of suspension or Saturday school will be removed from the Honor Society.

LATE SLIPS

1. Late slips are issued if a student is not in his/her seat prepared to begin class when the bell rings. This does not include homeroom or first hour.
2. If a student is late to another teacher's class due to talking to another teacher or staff member, the student needs a pass from that teacher to be admitted to class.
3. On the 4th late slip in a grading term, a student will receive two demerits. On the 8th, 10th, and 12th and each recurring late slip after the 12th late slip in a grading term, a detention will be issued.
4. Late slips are issued for periods 2-8 only. Tardies are issued for homeroom and first hour.
5. If a student is more than ten minutes late to class without an excused pass, he/she will receive a detention.

LUNCH

Students are given 27 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 prices of lunch items.

Students are not allowed to order take out to be delivered to the school without administration approval.

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. 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.

Please note that the school cannot be responsible for food that friends who are visiting bring in for other students.

MAKE-UP WORK

If a student is on campus anytime during the school day (school hours), he/she is responsible for any work due the next day in all classes even if he/she did not attend some of his/her classes. Exceptions will be granted in circumstances where students have checked out due to extreme illness or other unusual circumstances.

Students will be allowed three days to make up all work including tests missed on the day of their absence. A student who has an unforeseen absence the day before a quiz or test, will be given two days after his/her absence to make up the test or the quiz if the administration grants permission. A student who knew in advance he/she would be absent the day before a quiz or test will be required to take the quiz or test the day of return.

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.).

If you wish to obtain assignments for make-up work when a student is absent, please notify the school receptionist no later than 9:00 a.m. Assignments will only be collected on the second day of absence.

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

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.

Students Who Drive to School

Students who drive to school may park in an assigned parking space on the upper parking lot or may park on the lower parking lot.

Students are not allowed to go to their cars during the school day without permission from the administration. Students are not allowed to loiter in or around their cars after they have arrived at school.

Students who are parking on the upper lot must arrive before 7:30 a.m. before the cones are down. Students may drive on to the lot to park between 7:45 a.m. and 7:55 a.m. only if the crossing guard is present to move the cones. **Students are not allowed to move any cones at any time.** Students parking on the upper lot may not move their cars until 3:15 p.m. each day. Students parking on the upper lot must use extreme caution and must obey the 5 miles per an hour speed limit while driving on the lot. Students who are reported to be driving in an unsafe manner will immediately lose their privilege for parking on the upper lot. Please realize that the lower lot was intended for student parking. In recent years the school has allowed students to park on the upper lot. However, there may be certain days due to special functions or activities where students are not allowed to park on the upper lot.

Students who park on the corner lot are permitted on the corner lot only when arriving or departing from school. There is to be no loitering on the corner lot, and students should conduct themselves in an appropriate manner.

Students should refrain from loud music, disorderly conduct, and improper use of automobiles any time while driving on or in the nearby vicinity of the campus. Those who do not conduct themselves in an appropriate manner while driving and parking on the school lot may lose their privilege to park on school campus.

Macon Road Baptist School will not be liable for any damage to cars parked on Macon Road Campus.

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 have had an excessive number of demerits, detentions, or disciplinary problems the previous semester will be put on discipline probation for the next school semester.

Discipline probation policy states that if a student receives 6 detentions during a grading term for the semester for which he/she is on probation, a parent conference will be scheduled. If the student receives 10 or more detentions in that same grading term, the student will be asked to withdraw.

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.

PROJECTS/BOOK REPORTS/SPEECHES

Throughout the year, projects may be assigned in addition to the daily homework to aid in the learning process. Projects (including book reports and speeches) turned in late will have a deduction of 10 points per day. A zero grade will be given the fourth day the project is late; however, the student will still be required to complete the project.

Students who have not finished reading their book report by the assigned due date will be deducted ten points a day until the book has been completely read. A zero will be recorded on the 4th day the book has not been complete.

Students who do not complete a project by the end of the semester will not receive semester credit for that course. A maximum failing grade of 69 will be issued for the course in which the project was not completed.

Please note that at times, the administration will not allow a student to return to class until the overdue project has been completed.

SCHOOL DAY

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 - 6th	Begin at 8:00 a.m. and dismiss at 3:00 p.m.
7th - 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 p.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 administrators' offices. 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.

SENIOR TRIP

Each year Macon Road Baptist School sponsors a senior trip to Atlanta and the Wild's Christian Camp in Brevard, N.C. for a week in April. The students leave on a Saturday and return on a Saturday. The cost of the trip is figured in the Senior fee.

Since Macon Road believes the trip to be a valuable experience for spiritual growth, all seniors are required to attend in order to be able to participate in Senior Graduation. Detailed information regarding the trip will be distributed in March.

STUDENT COUNCIL/GOVERNMENT

Macon Road has a student council for grades 7-12. Class meetings, class projects, and class parties are divided into the following categories: 7th and 8th; 9th and 10th; 11th and 12th.

Each class group will have a class party, a class field trip, a class project for a Christian organization, and scheduled class meetings during the school day throughout the year.

Each category will elect a president, vice-president, chaplain, secretary, and treasurer to serve as their officers and student council representatives.

The Junior and Senior class officers will serve as the student body officers.

Class officers will be held to a higher standard of conduct. Class officers who receive any type of suspension will be removed from office.

SUSPENSIONS

At times the administration and staff may suspend a student for extreme inappropriate behavior. 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, quizzes, and tests administered the days 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.

Honor Society Members and Class Officers who receive any type of suspension will be removed.

Suspensions are administered for but not limited to the following infractions:

1. Cheating of any sort (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. Dishonoring the Honor Code.

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

Please note the following policies regarding suspensions/expulsions:

Yearly policies:

1. Two regular suspensions in a semester will result in expulsion for a minimum of one year to date.
2. Two “Discipline Saturday Schools” (term given for Saturday School resulting from an accumulation of detentions) plus one regular suspension in a school year will result in expulsion for a minimum of one year to date.
3. Three Discipline Saturday Schools in a semester will result in expulsion for a minimum of one year to date.

Enrollment policies:

1. Three regular suspensions in grades 7-8 or grades 9-12 (or in two consecutive years) will result in expulsion for a minimum of one year to date.
2. Two “Discipline Saturday Schools” (term given for Saturday School resulting from an accumulation of detentions) plus two regular suspensions in grades 7-8 or grades 9-12 (or in two consecutive years) will result in expulsion for a minimum of one year to date.

TARDIES

Any student who arrives after 7:55 a.m. but before 11:30 a.m. will be administered an excused or unexcused tardy. Students who arrive after 11:30 a.m. will be considered absent for the entire day.

An unexcused absence is recorded for every five unexcused tardies or early check outs in a grading term. Two demerits will be administered on the 5th unexcused tardy or early check out in a grading term; a detention will be administered on the 10th unexcused tardy or early check out in a grading term, and 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 or early check out in a grading term. A student is allowed five excused tardies per a grading term. After the fifth excused tardy in a grading term, all the excused tardies thereafter will be counted as unexcused.

The unexcused absence due to tardies or early check outs will be recorded as an absence on the report card, and it will hinder a student from perfect attendance. Absences resulting from tardies or early check outs will count against a student’s 12 allotted absences for the semester.

Students who are tardy to school before 8:30 a.m. will be given a tardy slip to be admitted to class. Students who are tardy after 8:30 a.m. will need to obtain a checking in slip and have it signed by any teachers for whose classes they missed. The signed slip must then be returned to the receptionist’s desk by 3:15 p.m. Students in grades 7-9 who arrive after 8:30 a.m. must be signed in by a parent.

St. George’s- Grading Scales- middle and upper school

- A = 95-100
- A- = 90-94
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D = 65-69

F = Below 65

ECS- Grading Scale

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	Below 69