

WELCOME TO MACON ROAD BAPTIST SCHOOL
Established 1973

It is a privilege to have you as one of our school families. Because Macon Road Baptist School is a private, Christian school, we uphold high standards and objectives. This may be different in many respects from schools in which you have been previously associated. This handbook has been written and presented to you to better acquaint you with the goals and policies of our school. A careful reading of this information and a willing response will make our task of teaching and learning a profitable and pleasant experience this year. We must all work together!

Macon Road Baptist School expects full cooperation from both students and parents in the education and discipline of all students. Attending Macon Road Baptist School is a privilege, not a right; therefore, all students are required and expected to abide by the standards of the school. **The administration reserves the right to dismiss any student who does not abide by the standards and policies of the school or who demonstrates a poor attitude and spirit. Students and/or parents that do not conform to the environment of the school will be asked to leave the school family.** It goes without saying that parents who enroll their children in Macon Road Baptist School are expected to support the school.

To ensure that you have been informed of the procedures and policies at Macon Road Baptist School, it is required early in the school year that you sign a form stating that you have familiarized yourself with the student handbook and that you are familiar with our policies. This form will be distributed the first week of school.

ADMISSION AND TESTING POLICIES

All students entering Macon Road Baptist School grades 1-12 will be tested for academic achievement and placement before admittance into the school.

Secondary students along with one parent will be required to attend a New/Student Parent Orientation at 5:15 p.m. on the night of regular orientation (night before school starts) before they will be considered accepted into Macon Road Baptist School.

Macon Road will consider for admission those students who are academically and morally acceptable according to the standards set by the school. **Macon Road Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to the students at the school.** It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and other school-administered programs.

How Do I Enroll In Macon Road Baptist School?

Step 1: Application and Registration

Submit a completed application and the registration fee to the school business office. Students are not considered registered until the application has been submitted and the registration fee has been paid. The registration fee is non-refundable.

Students registering for the first time in our school in K3-K5 must submit a copy of the following before the first day of school (this would also apply to any student who does not have health records and is registering for admission):

1. Copy of birth certificate.
2. Copy of shot records.
3. Copy of state physical and the Tennessee Immunization Certificate.

Effective July 1, 2010, a new Official Certificate is required for entry into school. This TDOH certificate must be filled out by medical providers for parents to deliver to schools prior to entry of their child into pre-school, pre-Kindergarten, Kindergarten, 7th grade, or as a new student.

The form is only available from a private healthcare provider or local health department.

Children entering the 7th grade, who are already enrolled, no longer are required to show proof of hepatitis B vaccine, but must show proof of two new immunizations. For 7th graders, already enrolled in Tennessee schools, only proof of the two new immunizations is required on the new immunization certificate.

If the above items are not on file in the office before September 15, the student will not be allowed to continue attending classes.

Step 2: Testing (Grades 1-12)

After you have submitted your application and registration fee to the school office, please set up a testing appointment. Testing is administered on the first Saturday of every month from April through August. If a holiday falls on one of these Saturdays, testing will take place the second Saturday of that month.

Because students develop at widely varying rates and times, the school with the parents' help will evaluate the proper placement of the child within the academic and social framework of the school if the child is academically accepted. The parents must accept the school's evaluation of the proper placement for the child before admission.

There is a \$40.00 testing fee that must be paid **before** the testing date. This fee is non-refundable.

For testing, students must come in "Special Event Dress Code" as outlined in the "Dress Code Section" of the General Section of the Handbook.

Items to be submitted before the testing date:

1. A copy of student's most recent report card.
2. A copy of student's most recent test scores (TCAP, SAT, etc.).
3. A copy of the student's transcript (students entering 11th or 12th grade only)
4. \$40.00 testing fee.

Students will not be contacted regarding test results until the above items are submitted. Students who do not come in the appropriate "Special Event Dress Code" will not be tested for admittance.

Testing Location

Students need to meet in the Timothy Building located at the Berclair campus on the day of testing. Most tests will be completed by 12:00 p.m. All students testing must come in "Special Event Dress Code" as outlined in the "Dress Code Section" of the General Section of the Handbook (Dress or skirt to the top of the knee for girls and nice shirt and cotton or dress slacks for boys. No jeans please. Boys testing for 5th grade and under may wear nice walking shorts).

Testing Results

The school will notify the parents of the testing results within 10 to 14 days after the testing date.

Step 3: New Parent/Student Orientation for Secondary Students

Secondary students along with one parent will be required to attend a New/Student Parent Orientation at 5:15 p.m. on the night of regular orientation (night before school starts) before they will be considered fully accepted into Macon Road Baptist School.

The following items to be submitted by August 1:

1. Grades 6-12 must submit three letters of reference.
2. Grades 10-12 must submit a copy of their last semester's transcript.
Students will not be considered completely registered without the above items.

Step 4: Orientation

Macon Road Baptist School hosts an orientation for all grades before the start of the new school year. Information regarding orientation will be posted on the school's website by July 15th each summer.

It is required that at least one parent attend orientation for students to be admitted to class on the first day of school. This is a time for you to see your child's classroom, meet his/her teacher, and see how things operate in the classroom. Teachers also hand out valuable information during this time.

Please note that elementary students are not to attend orientation.

Students on the secondary level are required to attend orientation with at least one parent.

Berclair and East/Lakeland Campus K3 through K5 Orientations

K3 through K5 Orientation is on the Saturday before the first day of school. The Berclair Campus K4 and K5 Orientation will meet in the Berclair Auditorium at 10:00 a.m., and the East Campus K3 through K5 Orientation will meet in the East Campus Gymnasium at 1:00 p.m. K3 through K5 students are not to attend orientation.

Berclair Campus Orientations

1st-6th Grade Orientation is the Monday before the first day of school in the Church Auditorium at 5:30 p.m. 1st-6th grade students are not to attend orientation.

7th-12th Grade Orientation is the night before the first day of school from 6:15 p.m. to 8:45 p.m. in the Church Auditorium. Secondary students must attend orientation with at least one parent.

East Campus Orientations

1st-6th Grade Orientation is the Monday before the first day of school in the East Campus gymnasium. Grades 1-3 will meet at 6:30 p.m., and grades 4-6 will meet at 7:30 p.m. 1st-6th grade students are not to attend orientation.

7th-11th Grade Orientation is the night before the first day of school from 6:15 p.m. to 8:45 p.m. in the East Campus Gymnasium. Secondary students must attend orientation with at least one parent.

CONCEPT OF THE CHRISTIAN SCHOOL

The faculty and other members of the staff at Macon Road Baptist School are concerned with mastery of the fundamentals of human knowledge. We believe that the Christian school is necessary to implement the commands to "teach diligently to thy children the words which I command thee this day." We will strive for good academic learning founded on good Christian education through the teaching of the inspired Word of God. It is our purpose at Macon Road Baptist School to make available an excellent educational system and to guide the student to a knowledge of God and the Christian way of life. We at Macon Road Baptist School will give the Bible preeminence and will stress its importance in transmitting to our students their spiritual heritage.

God's Word tells us, "The fear of the Lord is the beginning of wisdom; and the knowledge of the Holy is understanding." (Proverbs 9:10) Realizing God's place in our life, we at Macon Road Baptist School hope to fulfill three major obligations:

1. AN OBLIGATION TO GOD: To honor God and cultivate the sanctified life.
2. AN OBLIGATION TO THE STUDENTS: To train them to glorify God and mold their wills to that of the Creator as they go forth in their academic learning here at Macon Road Baptist School.
3. AN OBLIGATION TO THE PARENTS: To lead them to recognize their God-given authority over the student and faithfully share their great responsibility.

SCHOOL COLORS

Blue, Gold, and White

SCHOOL MASCOT

Kingsmen

SCHOOL VERSE

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

STATEMENT OF FAITH

Macon Road Baptist School believes:

1. The Bible in its original documents is the inspired, infallible, authoritative Word of God; the written record of His supernatural revelation of Himself to man.
2. There is one God manifest in three persons: Father, Son, and Holy Spirit.
3. Jesus Christ is fully God who took on flesh, was sinless, and gave Himself as a substitute payment for our sins (past, present, and future) by shedding His blood and dying on the cross. His body arose from the dead three days later, ascended to the right hand of the Father, and will return in power and in glory.
4. Each member of the human race is fallen, sinful, and lost. Man is saved by God’s undeserved mercy, not by works. God would have all men to be saved, but man can willfully reject God’s gift.
5. The moment a person receives Christ as Savior, the Holy Spirit indwells him, and he is sealed until the day of redemption.
6. God has ordained the church of this age, the body of believers, for the perpetuation of His truth and work.
7. Water baptism is not necessary for salvation, but is a testimony to the world that one has believed that Jesus is his Savior.
8. Once a person is saved, he cannot lose his salvation. However, through sin a Christian can lose his fellowship and incur the Father’s chastisement.

STATEMENT OF PHILOSOPHY

Macon Road Baptist School believes:

1. Each student is a distinct individual creation of an omnipotent God.
2. Each individual being a creation of God is also the property of God.
3. Each man should be a careful and faithful steward of his conscience.
4. Each individual student is directly responsible to God for the direction of his life.
5. Individuals who allow the Lord to govern their life will demonstrate proper Christian character.
6. We must establish and provide models of Christian character for our students to emulate.
7. Parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home.
8. Parents and those to whom they give charge should utilize Biblical methods of correction for training young people.

9. The center of our curriculum ought to be Christ, and His Word demonstrates that He is the center of all truth, knowledge, and wisdom.
10. The great unifying factor in the early history of our country was the Lord Jesus Christ.
11. Our country was founded upon Christian principles, and our nation must be led by men and women of Christian principle for it to remain a Christian nation.
12. A Christian school is Christian teachers training Christian students with a Christ-centered philosophy.
13. All Christians should be equipped with the best academics and the best Bible training to effectively serve the Lord in all walks of life.
14. The highest calling for any individual is to serve the Lord by doing His will.

CLASSROOM OBJECTIVES

Spiritual Objectives

1. To teach that the Bible is the only written Word of God.
2. To teach that God is the Sovereign Creator and Sustainer of all that is (Col.1:15-17).
3. To teach that man is born a sinner, and in this natural condition is unable to please God (Rom. 3:10, 23).
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners (John 3:16).
5. To lead each pupil into a personal relationship with Christ (John 3:36).
6. To stress the responsibility of Christian world missions (Matt.28:19-20; Acts 1:8).
7. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects (II Tim. 3:16 & 17).
8. To teach the proper importance of fellowship with God through daily Bible study, prayer, worship, and service.
9. To teach that this area is the most important area in life (I Tim. 4:8).

Physical Objectives

1. To emphasize that the body is the temple of the Holy Spirit (I Cor. 3:17).
2. To stress purity (I Cor. 6:13, 20).
3. To stress the importance of maintaining a healthy body.
4. To teach cooperation and good sportsmanship through athletics. (Eph. 4:29-32).

Social Objectives

1. To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents (Rom. 12:4-6).
2. To stress that the body is a temple of God and is to be maintained as such (I Cor.6:19 & 20).
3. To teach social progress and encourage the social graces expected of a Christian (I Cor.10:31).
4. To prepare a student to properly relate to non-Christians and to Christians who differ in doctrine or practice (Rom. 12:14-21).
5. To develop logical thinking and strong conviction (Rom.12:1&2).

Academic Objectives

1. To maintain excellence as the only academic standard (Col.3:23).
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills.
4. To develop creative skills.

5. To develop appreciation of the fine arts.
6. To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
7. To teach and develop an appreciation of our American Heritage.
8. To present current affairs in all areas and to relate them to God's plan for man.
9. To teach all subjects in the correct perspective in relation to God's Word.

Statement of Purpose

The purpose of Macon Road Baptist School is to bring every student to a saving knowledge of Jesus Christ and to equip him/her with knowledge, attitudes, and skills for effective service to God. Macon Road Baptist School desires to train every student in a way that he/she will live to bring glory to the Lord in every aspect of life through excellence in academic, emotional, mental, moral, physical, spiritual, and social training.

Curriculum

The curriculum of Macon Road Baptist School has been developing over decades of academic life. All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the students. Each class is designed to equip each student with a firm foundation in academic fundamentals.

The academic program includes time spent in Bible, language arts, mathematics, reading, social studies, science, health, art, music, computer, and physical education. This foundation is valuable in developing the student's concepts about themselves, other people, God, the world, and the Christian life.

The main goal of our curriculum is to train our students to a standard of excellence in academics and to develop in them a true Biblical worldview.

ACADEMIC STANDARDS AND GRADING

We strive for high academic quality in a Christian atmosphere at Macon Road Baptist School. The grading scale is as follows:

Academic Subjects		Penmanship and Conduct	
A	94-100	E	Excellent
B	85-93	S+	
C	75-84	S	Satisfactory
D	70-74	S-	
F	69 or below	N	Needs Improvement
		U	Unsatisfactory

At the academic awards assembly at the end of the year, Macon Road recognizes all students who have achieved one of the following semester and year honor rolls (based on semester averages and year averages only).

Honor Rolls (based on semester averages and year averages only)

A Honor Roll	All A's
A/B Honor Roll	All A's and B's

Grade Percentages (Elementary)

Elementary teachers will hand out information in their orientation packet explaining the grading scales and grading percentages for each subject for their grade level.

Grade Percentages (Secondary)

All courses except Bible
 Middle School – Test – 55%; Quizzes = 30%; and Homework = 15%
 9th-12th Grade - Tests = 65%; Quizzes = 25 %; and Homework = 10%

Bible

Content Test/Verse Tests = 25%; Verse Quizzes = 65%; and Homework = 10%
80% of the Bible exam will consist of verse memorization.

Final Exams for each semester count 14% of each semester's grade.

Most courses will have 3-4 tests, 8-10 quizzes, and 15-18 dailies each grading term.

Daily Grades (Secondary)

Assigned homework will be graded on the average of two times per week. These homework grades will count as daily grades. Homework that is not completed may be recorded as a zero daily grade. Teachers may also give daily grades for participation in class. Students will have about 15-18 daily grades each grading term.

Quizzes (Secondary)

Teachers will give an average of one quiz per week to measure the student's learning before testing. Quizzes are normally announced 2 to 3 days in advance. Some quizzes such as Bible verse quizzes and spelling quizzes will be administered on a weekly basis. Students will have about 8-10 quizzes each grading term.

Tests (Secondary)

Tests will be administered over segments of material covered. Each teacher will administer 3-4 tests each grading term. Parents who are concerned about their child's test grade may make an appointment through the receptionist to meet with the teacher and administration to discuss and view the test. **Tests are not sent home for parents to view.**

Macon Road encourages students to prepare adequately for tests as tests are a proven means of assessment of a student's learning and understanding of new material. The reason many students do not do well on tests is not because they lack the ability to understand the material, but rather because they do not prepare adequately for the tests.

Exams (Secondary)

End of semester exams covering material for only that semester will be given for all subjects for all secondary grades. Each teacher will review four full days before the exam is administered. An exam schedule will be posted on the school's website for the student and the parents to view for each semester. Exams may not be taken early. A student will be allowed two weeks to make up any missed exams.

Exams count 14% of the semester grade; therefore, we encourage parents and students to work together to ensure success on all exams.

There will be no spring semester final exams for seniors. However, regular tests will be administered during the seniors' last three days of school. Seniors will not be allowed to leave campus early during these senior testing days.

Please see the "Grade Promotion" section of the handbook regarding requirements for promotion to the next grade level.

ASBESTOS COMPLIANCE

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), we are providing notification that our school's Asbestos Management Plan is on file in the school office and is available for your review anytime during normal school hours (M-F, 8:00 a.m. – 3:30 p.m.).

Any questions you might have regarding our Management Plan or the Asbestos in our buildings should be directed to Mr. John Raiteri at 682-5420.

ATHLETICS AND ATHLETIC DRESS CODE

Please refer to the athletic section of this manual for specific details regarding MRBS athletics, and conduct and dress code for those attending MRBS athletic functions home or away.

Please also refer to the “Dress Code” section for proper “Casual Dress Code” for student spectators at home and away athletic functions.

BIBLE

Macon Road views Bible study as fundamentally important; therefore, Bible is a required subject in all grades. Studying the Bible enhances the work of all academic subjects. Without the Bible, a student cannot be considered fully educated. The Bible will be taught as the Word of God, the basis for this life, and the only hope for the life to come. Our curriculum is Christ-centered.

The definition of Christian education is education that is Christ-centered, Holy Spirit controlled, pupil related, and socially applied with a Bible-based foundation.

Secondary students who fail their Bible course for the year will not be promoted to the next grade level until they have completed Bible summer school offered through Macon Road.

BOOK BAGS/BOOK COVERS/FOLDERS/LUNCH BOXES

Student may not have rolling back packs; they must have the traditional back pack that is carried on the back and can easily be hung on a hook.

Writing on books, book bags, book covers, folders, and lunch boxes is not allowed (this includes names of rock bands, symbols, names of famous people, etc.). Only the student’s name and subject may be written on the above items. Book bags, book covers, folders, and lunch boxes may not have cartoon or movie characters (Examples – Spider Man, Star Wars, Barbie, Brats, X-Men Incredibles, Etc.) All of these items must be generic.

Students are not allowed to bring book bags to the classroom or cafeteria. All book bags must be left on the students’ hooks in the hallway.

All hard back books which belong to the school must have a book cover at all times. Acceptable covers are cloth and paper (not notebook paper). Adhesive covers should not be used. Tape should not be applied to the inside of the book to secure a cover.

BOOKS AND SUPPLIES

There is a separate book fee which is figured into your monthly tuition for consumable books.

Books lost during the school year must be replaced to ensure proper learning will occur. Any books belonging to the school that have been damaged or lost will also need to be replaced. All hard back books which belong to the school must have a book cover at all times. Only the student’s name and subject area may be written on the book or book cover. Students are to take proper care of all their books throughout the school year.

The book replacement fee is \$20.00 for soft back books and \$55.00 for hardback books. Elementary Reading Books are \$10.00.

A supply list along with additional school information for the elementary grades will be posted on the school’s website by June 15th of each summer.

Additional book fees may be required in elective courses and additional books may have to be purchased during the school year.

CELL PHONES

Students may not use cell phones during the school day or in before and after school care. All cell phones must be turned off during regular school hours. Any student using his/her cell phone during the school day will have their cell phone confiscated by the office and will receive discipline (check mark for elementary and detention for secondary). The parent must come to the school to obtain the cell phone.

CHAPEL

A weekly chapel will be conducted for the students. Students are required to bring their Bibles to chapel and to conduct themselves in a proper manner.

Parents are welcome to join us for any chapel service.

COMMUNICABLE DISEASE POLICY

It is the policy of Macon Road Baptist School that children with communicable diseases, such as HIV and Tuberculosis, will not be admitted to Macon Road Baptist School.

COMPUTERS

Students in grades K5- 12 will have computer instruction. K5-4th grade will have computer instruction once a week. 5th through 8th grade students will have computer instruction approximately twice a week. 9th Grade Students will have a required daily computer course. Students in grades 10-12 will have the option for a computer elective course.

Students who damage the 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.

Students who are on inappropriate web-sites or who use the computer for inappropriate communication will be disciplined appropriately.

Students must turn in an "Internet Permission Form" signed by their parents before they will be given internet access through the school (Grades 5-12 only).

CONFERENCES

Macon Road desires to have open communication with its school parents. If you have a desire to meet with one of the school administrators or one of the teachers, please call the school receptionist or email the administration or teacher to set up a conference time. Administrators may not be able to meet with you if an appointment is not scheduled.

The education of the student will benefit more if the staff, administration, and parents will all have a good working relationship. We feel this can only be accomplished through conferences that are characterized by a good Christian spirit. Parents who do not approach the administration and staff with a good spirit may be refused a conference.

Many times Macon Road will have conferences with the student, parents, teachers, and administration to discuss any academic or discipline behaviors. These conferences are held before school any day of the week from 7:30 a.m. to 7:45 a.m.

Please note that if a student is a severe discipline problem in school, the student may be suspended from school until the parents are able to meet for a conference.

Due to the responsibilities of the teachers to the students, teachers have been instructed by the administration not to converse with parents during the school hours regarding issues that cannot be promptly and immediately solved. Parents need to call the school receptionist to set up a conference with the teacher and administration regarding any areas of concern.

DAYCARE (Before and After School Care)

Macon road offers summer daycare and before and after school care during the school year. Please refer to the "Daycare" section in the individual handbook sections.

DISCIPLINE

Please refer to the "Discipline" section in the individual handbook sections.

DRESS CODE/HAIR CODE

All students are to be in the appropriate dress code while on campus anytime during the school day from 6:30 a.m. to 6:00 p.m. unless notified otherwise by the school administration (this includes when students are leaving campus for the day). If a student is not in the appropriate dress

code, he/she may not be allowed to attend class; and the parents may be called to bring the appropriate dress.

All students should be neat in appearance at all times. Uniforms should be clean, stain free, and wrinkle free.

Students' hair should be clean, styled conservatively, and natural in appearance and color.

Students of Macon Road may not have any type of body piercing except earrings for girls.

Macon Road has the right to deny enrollment to any student who has a tattoo. Students with a tattoo who are admitted must keep the tattoo covered at all times.

Due to their inappropriate advertising and promotion tactics that are the topic of much debate, Abercrombie and Fitch clothing is not permitted.

All students need to have access to "Sunday" dress clothes for special events at Macon Road (choir and band performances, Thanksgiving and Christmas programs, etc.).

All students have a school uniform they must purchase through Parker Uniforms at 1685 Appling Rd., Suite 105, Cordova, TN. Phone number is (901) 386-6278.

All students grades 5-12 out of dress code will receive 5 demerits. The violation may have to be corrected immediately for the student to stay at school.

Athletic Dress Code

At times designated by the administration for field trips and special school functions, the students may wear "Athletic Dress Code" which would include P.E. uniforms, Practice Uniforms, or athletic shorts/wind pants with any type of Macon Road t-shirt. All other dress school policies apply (Ex. – nail polish, earrings, hair, jewelry, etc.)

Casual Dress

Please note the below information for "Casual Dress" for student spectators at athletic events and for special school field trips and functions. The following dress code applies to home and away athletic events.

"Casual Dress" Code for the Girls is as follows

1. Dress or skirt to the top of the knee cap.
2. Nice non-athletic shorts to the top of the knee cap.
3. Loose fitting slacks or capris (no jeans).
4. Shirts without writing; shirts that do not resemble a t-shirt; shirts with logos are acceptable (Ex. – American Eagle, Aeropostale, Hollister).
5. All clothing must be loose fitting and modest.
6. All other school dress code policies apply (Ex. – nail polish, earrings, and hair).
7. Macon Road t-shirts at athletic events.

"Casual Dress Code" for the Boys is as follows:

1. Jeans that are regular, loose fitting, or relaxed cut – no excessively baggy jeans.
2. Cotton dress slacks (Ex. – Dockers).
3. Non-athletic shorts.
4. Shirts without writing; shirts that do not resemble a t-shirt; shirts with logos are acceptable (Ex. – American Eagle, Aeropostale, Hollister).
5. No hats or caps at any indoor activities.
6. All clothing must be appropriate and modest.
7. All other school dress code policies apply (Ex.–necklaces, bracelets, etc.).
8. Macon road t-shirts at athletic events.

Special Event Dress Code:

Please note the below information for "Special Event Dress Code" for when students are allowed to wear clothing other than their school uniform to school for special events such as field trips, special assemblies, pictures, etc. Due to appropriate modest dress standards, the times students

will be allowed to wear Special Event Dress Code other than the required Parker Uniform will be very limited.

“Special Event Dress Code” for the Girls is as follows:

1. Required Parker white blouse and green sweater vest or plaid tie (only when required by the administration).
2. Dress or Skirt to the top of the knee while sitting or standing.
3. Shirts without writing; shirts that do not resemble a t-shirt; shirt logos must be able to be covered by a credit card.
4. All clothing must be loose fitting and modest.
5. All other school dress code policies apply (Ex. – nail polish, earrings, and hair).
6. Appropriate non-athletic shoes.

“Special Event Dress Code” for the Boys is as follows:

1. Cotton dress pants or nice dress slacks.
2. Shirts without writing; shirts that do not resemble a t-shirt; shirt logos must be able to be covered by a credit card.
3. No hats or caps.
4. All clothing must be appropriate and modest.
5. All other school dress code policies apply (Ex.–necklaces, bracelets, etc.).
6. Appropriate non-athletic shoes.

“Sunday Dress Code”

“Sunday Dress Code” is the same as “Special Event Dress Code” except guys must wear a shirt and tie and girls may not wear jean or khaki skirts. This dress code is considered more formal and will be required at times for athletes on game days, special concerts, assemblies, fine arts competitions, special field trips, etc.

Please note the following guidelines for girls’ dress on non-school uniform days (Athletic Dress, Casual Dress, Special Event Dress, Sunday Dress).

Shirts

1. The straps on all clothing must be three finger widths wide across the top of the shoulder.
2. Girls’ tops **must** fall loosely from the bust line.
3. Shirts with writing may only have brand names and logo. The writing or logo must be able to be covered by a credit card for Special Event Dress Code and Sunday Dress Code.
4. If a girl is wearing a short-length shirt, another top of some type must be worn underneath so that the stomach and lower back will not be exposed when moving.
5. Girls’ tops may not be low cut – girls should not show any cleavage while they are standing, sitting, or bending over.
6. Girls may not wear t-shirts unless it is a Macon Road t-shirt with Casual Dress Code for athletic events or Athletic Dress Code.

Skirts/Dresses

1. Girls’ skirts/dresses must come to the top of the knee cap while standing and sitting.
2. No tight, clinging skirts/dresses are to be worn.
3. No see through material counts for length – the lining will count for length in these situations.
4. The slits in all skirts/dresses may not come above the knee – girls may not pin their slits.

Shoes

1. Girls may wear nice sandals; however, they may not wear socks with their sandals.
2. Girls may not wear flip-flops that resemble beach shoes.
3. Girls' shoes should be appropriate for the clothing they are wearing.
4. Girls may not wear spiked heels.
5. All shoes must have a wedge or a heel.
6. Shoe laces must be solid colors that do not attract undue attention.

Please note the following guidelines for boys' dress on non-school uniform days (Athletic Dress, Casual Dress, Special Event Dress, Sunday Dress).

Shirts

1. Boys' shirts must be neat and appropriate for school.
2. Boys may not wear t-shirts unless it is a Macon Road t-shirt with Casual Dress Code for athletic events or Athletic Dress Code.
3. Boys' shirts must be tucked in at all times.
4. Boys may wear non-collared shirts as long as they do not resemble a t-shirt unless it is a Macon Road t-shirt with Casual Dress Code for athletic events or Athletic Dress Code.
5. Shirts with writing may only have brand names and logos. The writing or logo must be able to be covered by a credit card for Special Event Dress Code and Sunday Dress Code.

Pants/Belts

1. Boys must wear dress slacks or pants comparable to Dockers. Boys may wear cargo pants that have only one pocket on each pant leg.
2. All pants must be hemmed.
3. Excessive baggy pants are not permitted.
4. All belts must be solid dark colors and may not draw undue attention (no unusual or large buckles).

Shoes

1. Boys may not wear sandals.
2. Boys may wear athletic shoes or appropriate casual/dress shoes that are closed toe (note athletic shoes are only for athletic dress code or for casual dress code while attending an athletic function)
3. Boys' shoes should be appropriate for the clothing they are wearing and may not draw undue attention.
5. Shoe laces must be solid colors that do not attract undue attention.

Nail Polish, Make-up, Jewelry

1. All nail polish must be light shades of red, pink, or purple.
2. Girls may wear only two earrings in each ear. Earrings may be worn in the earlobes only.
3. Excessively large and/or dangling earrings are not permitted.
4. Girls may not wear toe rings or any other type of body ring.
5. Girls may wear only three necklaces around the neck and only three bracelets on each wrist.
6. Boys may not wear any jewelry except for rings and watches.

Hair and Facial Hair

Girls' hair should be neatly kept and styled to not cause a distraction or to interfere with vision. Girls' hair should be styled away from the face. Girls' hair may be highlighted and colored to

enhance the natural hair colors. Highlighted and colored hair must look natural in appearance. Highlighted or colored hair that is unnatural looking and draws undue attention will not be permitted.

Boys' haircuts should be masculine, traditional, off the collar, off the ears, and should not come below the eyebrows when styled. Traditional means that hair should not be excessively full and shaggy, long, or un-kept. Hair that is shaven around the sides and back with the top full or long is not acceptable. Acceptable haircuts must meet the following criteria:

1. Hair properly trimmed around the ears and back of the neck.
2. Hair is to be tapered in keeping with the natural hairline.
3. Nothing unusual in height or shape of the hair is permitted.
4. No unnatural hair color may be worn - boys may not color, bleach, or highlight their hair.
5. Boys are not allowed to wear haircuts resembling a faddish bowl cut.
6. Beards and mustaches are not allowed.
7. Sideburns are not to extend further down than the bottom of the earlobe and are to be neatly trimmed.
8. Boys' hair may not be more than two inches in height from the scalp.

Outer Clothing

Students should not wear outer clothing including galoshes, boots, hats, gloves, or scarves in the classroom.

Students are not allowed to wear jackets, coats, or sweatshirts in class. However, students may wear the Parker uniform coat in class.

Discipline (demerits for grades 5-12) will be issued for students wearing any of the above outer clothing and for wearing a coat in class, the cafeteria, or the auditorium that is not a Parker Uniform coat.

Parker School Uniform Dress Codes

The school uniform code is as follows:

Girls K3 through 5th grade (All uniform attire must be purchased from Parker Uniforms)

Green, navy, and black plaid culottes with dark green short sleeve or long sleeve golf shirt with school logo purchased from Parker Uniforms. Shirts may be untucked. White or navy socks are to be worn with Parker shoes or shoes that look just like (exactly resemble) Parker uniform shoes. White or navy tights may replace the socks during the cooler months (October to March). A navy cardigan sweater is optional. Please note that girls' culottes must come to the top of the knee – please allow for growth throughout the school year. If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white. A Parker uniform coat may be purchased to wear in class (two nylon options and one fleece option).

. Students are not allowed to wear any other type of coat in the classroom.

Boys K3 through 2nd grade (All uniform attire must be purchased from Parker Uniforms)

Navy blue pants or shorts (shorts may be worn only March through October) and short or long sleeve dark green golf shirt with school logo purchased from Parker Uniforms. Shirts must be tucked in at all times. Boys are to wear solid socks that match the uniform (white, navy, hunter green, or khaki) with Parker uniform shoes or shoes that look just like (exactly resemble) Parker uniform shoes. All boys' belts (not required for K3 through 2nd grade) must be brown or black dress belts with a regular size buckle (no excessive decoration on the belt). A navy cardigan sweater is optional. Please note that the shorts for boys may be worn only during August, September, October, March, April and May. If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be

white. All t-shirts worn underneath the uniform shirt must be white. A Parker uniform coat may be purchased to wear in class (two nylon options and one fleece option). Students are not allowed to wear any other type of coat in the classroom.

Boys 3rd - 5th grade (All uniform attire must be purchased from Parker Uniforms)

Khaki pants or shorts (shorts may be worn only March through October) and short or long sleeve dark green golf shirt with school logo purchased from Parker Uniforms. Shirts must be tucked in at all times. Boys are to wear solid socks that match the uniform (white, navy, hunter green, or khaki) with Parker shoes or shoes that look just like (exactly resemble) Parker shoes. All boys' belts (required for grades 3-12) must be brown or black dress belts with a regular size buckle (no excessive decoration on the belt). A navy cardigan sweater is optional. If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white. All t-shirts worn underneath the uniform shirt must be white. A Parker uniform coat may be purchased to wear in class (two nylon options and one fleece option). Students are not allowed to wear any other type of coat in the classroom.

Girls 6th-8th Grade (All uniform attire must be purchased from Parker Uniforms)

Girls have the option of a short or long sleeve navy or white Parker polo along with the required Parker $\frac{3}{4}$ sleeve white blouse and green sweater vest (please note the $\frac{3}{4}$ sleeve white blouse and green sweater vest and or plaid tie are required for special events). Girls' shirts may be untucked. Girls also have the option of the khaki skirt or the green, navy, black plaid skirt. All girls' socks or tights must be black, navy, or white. We recommend the Parker navy or white ankle or knee high socks or the Parker navy or white tights (October to March) with Parker shoes or shoes that look just like (exactly resemble) Parker shoes. **Please note that girls' skirts must come to the top of the knee cap—please allow for growth throughout the school year.** If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white. A Parker uniform coat may be purchased to wear in class (two nylon options and one fleece option). Students are not allowed to wear any other type of coat in the classroom.

Boys 6th-8th Grade (All uniform attire must be purchased from Parker Uniforms)

Boys have the option of a short or long sleeve navy or white Parker polo along with the short or long sleeve oxford. Boys are required to wear the khaki pants purchased from Parker Uniforms. A sweater vest and a long-sleeve sweater are optional. All shirts must be tucked in at all times. Boys are to wear solid socks that match the uniform (white, navy, hunter green, or khaki) with Parker shoes or shoes that look just like (exactly resemble) Parker shoes. Boys' belts (required for grades 3-12) must be brown or black dress belts with a regular size buckle (no excessive decoration on the belt). If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white. All t-shirts worn underneath the uniform shirt must be white with the exception that a navy t-shirt may be worn under the navy uniform shirt. A Parker uniform coat may be purchased to wear in class (two nylon options and one fleece option). Students are not allowed to wear any other type of coat in the classroom.

Girls 9th -12th grade

Girls have a pleated plaid skirt that must come to the top of the knee cap while standing and sitting. Please realize that this standard of length will be strictly enforced. There is a two inch hem in the skirt that may have to be let out to meet the length standard.

The girls have a choice of a short or long sleeve navy or white Parker polo along with the required Parker $\frac{3}{4}$ sleeve white blouse and green sweater vest and or plaid tie (please note the $\frac{3}{4}$ sleeve white blouse and green sweater vest and or plaid tie are required for special events). Shirts may be untucked. If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white.

We recommend the saddle oxford, Mary Jane, or any non-athletic Parker shoe; however, girls have a choice of shoes as long as the shoe is a closed toe non-athletic shoe (note that shoes cannot resemble an athletic shoe).

We recommend the navy or white ankle or knee high socks from Parker.

Boys 9th-12th

Boys will have the option of a short or long sleeve navy or white Parker polo shirt. A long-sleeve sweater from Parker is optional. Shirts must be tucked in at all times. If a student wears a long sleeve shirt under a short sleeve uniform shirt, the long sleeve shirt underneath must be white. All t-shirts worn underneath the uniform shirt must be white with the exception that a navy t-shirt may be worn under the navy uniform shirt. Boys must wear khaki pants that closely resemble a Parker pant (pants must be hemmed at the bottom; no cargo pants).

Boys must wear a closed toe and closed heel non-athletic shoe (brown, tan, black, navy, or similar colored shoes). Note that shoes cannot resemble an athletic shoe. Boys are required to wear appropriate socks.

Dress Code Violations

Parents will be notified of dress code violations and will be asked to bring appropriate dress. If a student must be out of dress code, a note must be sent by the parent stating the reason for the violation (notes for students being out of dress code due to unwashed uniforms are unacceptable). Five demerits will be issued for students out of dress code.

Physical Education Dress

At the beginning of the school year, Macon Road will issue a PE uniform to every student for P.E. class (grades K3-10). This uniform will be a Macon Road t-shirt and knee length shorts. Proper uniform dress will contribute to a portion of the student's physical education grade (grades 6-10).

Macon Road is offering a P.E. warm-up with the MR logo to all students through Parker Uniforms. These warm-ups are in stock and can be purchased during the entire school year. Students who wish to wear a warm-up suite during P.E. or to school when allowed to wear the P.E. uniform must wear the P.E. warm-up purchased this past school year or the new P.E. warm-up from Parker.

Please note that the Parker warm-up may not fit the K3 – K5 students. They may wear a predominantly black warm-up pant/top in place of the Parker warm-up.

The warm-up may be worn anytime the P.E. uniform is allowed to be worn.

Please see the "Physical Education" section of the handbook for more information regarding P.E. uniforms.

DRUG TESTING

Macon Road Baptist School reserves the right to require a blood or urine test for any student for any foreign legal or illegal substances. Macon Road also reserves the right to administer a drug test to any student at school without the parents being notified before the drug test.

EMAIL ADDRESSES

If you wish to contact any staff member via email, please note that each staff members email is their first initial and last name @ maconroadbaptist.org.

Contacting the teachers via email is an easy and convenient way for the teachers to communicate with you as a parent.

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.

Please note the following Secondary 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 6-8 (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 6-8 (or in two consecutive years) will result in expulsion for a minimum of one year to date.

FEES

Macon Road has fees for certain courses such as P.E., computer, and some science courses for the upper grades. These separate fees have been figured into your tuition payments.

Graduation fees for seniors are included in the tuition.

There is a small fee for most field trips. Fees are due on a designated day before the day of the field trip.

Please note the following additional fees.

Court Fee

There will be a \$100.00 fee per a day assessed to the parent for any staff member who is called to court to testify for court proceedings.

Fire Alarm Fee

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.

Graduation Fee – K5

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.

Graduation Fee - Seniors

Seniors will be required to pay a \$150.00 graduation fee which is figured into the tuition. In addition to the fee, 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 and cap and gowns.

Maintenance Repair Fee

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.

FIELD TRIPS

Macon Road believes field trips are an added learning tool for the classroom teacher and for the students. All elementary grades will have 1 to 2 field trips a year.

The administration and staff will randomly schedule class field trips and student body field trips for grades 7-12. Macon Road feels it is very important for our students to be diversified and cultured. Therefore, many of our secondary student body field trips are to events which will be beneficial in our endeavors to help cultivate a well-rounded student.

All students going on field trips must turn in a signed waiver form that will be given to all students from the sponsoring teacher. Students will not be allowed to go on the field trip if the waiver form is not signed and returned to the school.

There is a fee for all field trips. The field trip fee will be deducted from each student's voucher account three days before the field trip. Students who have insufficient funds in their voucher account will not be allowed to attend the field trip.

Students who do not attend school-sponsored field trips will be assigned a project in relation to the theme of the field trip. The project is not for discipline, but to aid in the purpose for which the field trip was planned.

Special care should be taken to look attractive and well-groomed at all times while on field trips. Student's appearance should be a good representation of the school standards. For most field trips, students will wear their school uniforms.

At times the administration may specify specific attire such as "Athletic Dress Code," "Casual Dress Code," or "Special Event Dress Code" for special field trips. Please refer to the dress code section of the handbook for specifics regarding these dress codes.

All parents should be in "Casual Dress Code" or "Special Event Dress Code" as stated in the dress code section of the handbook when accompanying the school on all field trips.

Please realize that field trips are designed for the students as part of the school day and curriculum enrichment. Therefore, we ask parents to abide by our school dress code standards when attending.

GRADE PROMOTION REQUIREMENTS

The teacher and the administration in consultation with the parents will determine the passing or failing of a student. The following factors will be considered: attitude, maturity, work ethic, parental support with work throughout the school year, achievement level, SAT scores, degree of improvement, and test scores. The final decision regarding grade promotion will be decided by the teacher and the school administrator.

Grades K5 through 6

Students failing language arts or math and scoring low in any other subjects may be retained.

Students failing two core subjects (history, language, math, science) will be retained for the year.

Grades 7th-8th

1. A student may not fail English or Bible for the year. A student failing English or Bible for the year will not be promoted to the next grade level until he/she has completed English or Bible summer school.
2. A student may not fail more than one of the following subjects for the year: English, math, science, history, and Bible.
2. A student may not fail any three subjects for the year.
3. If a student fails any one subject in a semester, he will be put on academic probation for the following school semester.
4. If a student has no failing grades but has three “D’s” in a semester, he will be put on academic probation for the following school semester.
5. If a student misses 13 days of participation in P.E. in a semester, he will fail P.E. for that semester. This does not apply to medically exempt students.
6. A student will fail for the semester if he misses 13 days of school in that semester. Tardy absences and absences acquired from checking out will count against the 12 allotted days of absence. Macon Road does offer Saturday School in place of failure. Please see the “Saturday School” section.

Note: MRBS will accept only one summer school credit per school year. The minimum passing grade of 70 will be recorded on the student’s transcripts if the student passes summer school regardless of the summer school grade.

Grades 9th-12th

1. A student may not fail English or Bible for the year. A student failing English or Bible for the year will not be promoted to the next grade level until he/she has completed English or Bible summer school.
2. A student may not fail for the year two of the following subjects: math, history and science.
3. A student may not fail for the year three or more subjects not pertaining to the conditions stated in #1 or #2 (Ex. – computer, speech, and P.E.).
4. If a student has one failing grade for the semester, he/she will be put on academic probation for the following school semester.
5. If a student has no failing grades but has three “D’s” for the semester, he/she will be put on academic probation for the following school semester.
6. If a student misses 13 days of participation in P.E. in a semester, he/she will fail P.E. for that semester (this does not apply to medically exempt students).
7. A student will fail for the semester if he/she misses 13 days of school in that semester. Unexcused absences from unexcused tardies and absences from checking out will count against these 12 allotted days of absence. Please see the “Saturday School” section.

8. Students in grades 9-12 must earn a minimum of 4 credits to be promoted to the next grade level.

Credits (Grades 9-12)

Students earn credits for each semester course they pass. A 1/2 credit is earned for each semester course that is successfully complete. A class that is a full credit will meet every day for the entire school year. A class that is a 1/2 credit may meet every day for a semester or every other day for the entire school year.

Students who repeat a course or semester at Macon Road that they have already passed will receive credit for that course as an elective; however, the credit will not count toward total credits for graduation.

Students must earn at least 4 full credits for the school year to be able to advance to the next grade. Some exceptions may be granted in special cases where the student has already earned enough credits to allow him/her to stay on schedule for graduation. Some exceptions may also be made when a student who has earned 4 credits is not promoted since he/she does not have enough credits earned from previous years to stay on schedule for graduation. Students must complete a semester credit for English and Bible for each semester they are enrolled in Macon Road. Therefore, a student will be retained in the same grade if he/she fails to pass both semesters of English or Bible and does not attend summer school.

Students failing for the year in one of the following subjects will be required to take that subject over: English, Bible, Math, Science, or History. The only exception would be if the student was taking a Science, History, or Math course as an elective that would not be required to earn his/her diploma. Students who have not already completed other course requirements for graduation such as Computers, P.E., or Health would also be required to repeat any semester of the course they failed.

Note: MRBS will accept only one summer school credit per school year. The minimum passing grade of 70 will be recorded on the student's transcript if the student passes summer school regardless of the summer school grade.

HEALTH RECORDS AND BIRTH CERTIFICATES

All students **MUST** have a copy of their birth certificate and shot records on file in the school office.

HELP CLASSES

Help classes will be available throughout the year for math and English. They will be held from 3:15 p.m. until 4:00 p.m. on the days designated by the teacher. Students making a "D" or an "F" in a course are encouraged to attend help class for that course.

Students who are maintaining a "C" average or above in that course, are not allowed to attend help class unless the teacher recommends the student attends. Please note that this policy is in place so more individualized attention can be given to those students who need the additional help.

Teachers who do not offer help classes for subjects other than math and English are available to meet with students every day after school until 3:45 p.m.

Please note that teachers are also available for appointments for additional help every morning from 7:30 a.m. to 7:50 a.m.

We strongly encourage all students who are struggling in a course to set up help appointments with teachers before or after school.

HOLIDAYS

A school calendar of events will be included in your school information and posted on the school's website. Please refer to this calendar throughout the school year. A notice of other events will be sent to you in advance. Macon Road will acknowledge the major calendar holidays:

Thanksgiving, Christmas, New Years, and Good Friday (when the school calendar allows). All other holidays will be announced in advance.

Please note that daycare will be closed any days school is closed during the school year. After school care will not be provided on the Berclair Campus on early dismissal days and will close early at 4:00 p.m. at the East and Lakeland Campuses on early dismissal days. The Lakeland Campus has its own daycare schedule during Christmas Vacation, Spring Break, and the summer months.

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

K3/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.

HONOR CODE

Macon Road Baptist School is a Christian School dedicated to the principles of God's Word. As a Christian School, there are Biblical standards that have been adopted for this institution. Students who attend Macon Road Baptist School have a responsibility to help maintain these standards.

The Honor Code of Macon Road Baptist School is a Biblical and institutional way of dealing with school problems. The Biblical criteria for the honor code is found in Matthew 18, Romans 12:5, and Galatians 6:1.

“We the students, faculty, and staff of Macon Road Baptist School will strive to uphold the moral and ethical standards of this institution and will not tolerate those who do not support the moral and ethical standards of the school.”

If a student witnesses what he/she considers to be a major infraction of school policy, it is his/her responsibility to do the following:

1. Confront the student and request that he/she report himself/herself to the administration within 24 hours.
2. Report the alleged infraction and those involved to the administration within 5 days if those involved will not report themselves.

The confidentiality of the student reporting the infraction will be upheld if the student so desires.

A student who fails to uphold the Honor Code by ignoring major infractions of school policy by not giving full disclosure will receive discipline based on the severity of the offense. In most cases, violation of the Honor Code will result in a one to two day suspension. A violation of school policy is a betrayal of the whole student body and is regarded as such.

Our Honor Code should deal mostly with issues related to immorality and criminal offenses (Ex. – unacceptable sexual relations, pornography, alcohol, drugs, smoking, stealing, cheating, etc).

Attendance at Macon Road Baptist School is a privilege, and any student who does not conform to its traditions, regulations, environment, and is not willing to adjust himself/herself to meet the standards and policies of the school may forfeit this privilege.

HONOR ROLLS

At the end of every 9 weeks, Macon Road Baptist School recognizes all students who have achieved one of the honor rolls. At the end of the year, there is an academic assembly to recognize academic achievements, outstanding conduct, and attendance for each semester and for the year.

Honor Roll is based on all grades that appear on the report card except for penmanship and conduct. The grades will be based on the final semester and final year average only (note that this allows a student to make semester or year honor roll without having all A's and B's for the semester or year).

A Honor Roll – All A’s for the final semester/year average
A/B Honor Roll – All A’s and B’s for the final semester/year average

ILLNESS

Illness is considered an excused absence. Students will have three days to make up any work due to an illness. In the case of an extended illness, a student will be given extra days to complete make-up work. Please see the “Make-up Work” section of the handbook for more details.

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 by the school for pick up on the second day of absence. Parents may pick the work up at the office after 3:15 p.m. Parents may also email teachers regarding any make-up work on a daily basis.

Students who are not feeling well will be sent to the office or receptionist’s desk to have their temperature taken and to call their parents.

If a student has a fever of at least 100 degrees, one of the parents will be called to pick the student up within the hour.

If a student has a fever of at least 103 degrees, one of the parents will be called to pick the student up within the hour. If the student is not picked up within 2 hours, an ambulance will be called to transport the student to an emergency room.

INCLEMENT WEATHER

For inclement weather, Macon Road Baptist School will announce school closing with a post on the school’s website. Please check the school’s website periodically the morning of inclement weather since a late decision to close the school may have to be made. We will also post school closings on News Channel 3 and News Channel 5. If the school is closed, the offices and daycare will also be closed.

Macon Road will not close early due to inclement weather once we have opened. Parents are welcome to check their children out from school anytime on inclement weather days with no attendance penalty.

Please note the following distinctions between the three campuses for school closings.

Macon Road Baptist School - Berclair
Macon Road Baptist School - East
Macon Road Baptist School – Lakeland

INFO-DIRECT

InfoDirect is part of our School Dynamics School Management System. This program allows students and parents to access homework, grades, discipline, voucher accounts, and the school calendar online.

Every Friday by 5:00 p.m. teachers will have entered all the homework, dates for quizzes, and dates for tests for the following week. Every evening at 6:00 p.m. all grades and homework changes are updated in order for parents to view late in the evening the information they desire.

Teachers will enter all daily grades and quiz grades within 24 hours from 5:00 p.m. on the day of the daily work or quiz and within 48 hours from 5:00 p.m. on the day of the test for all test grades.

Please note that official grades given by Macon Road Baptist School may differ by one to two percentage points than the grades displayed on InfoDirect. The grades on the progress reports and report cards are the official grades.

Accessing InfoDirect Online

InfoDirect is available through two websites. They are the following: www.infodirect.us/mac01 or www.maconroadbaptist.org.

To gain access from www.infodirect.us/mac01

1. Go to www.infodirect.us/mac01

2. Enter your username and password (the password must be entered exactly as it appears in the email containing your username and password). All usernames and passwords are emailed at the time of subscription.
3. When your username and password are entered, you should have access to your child's grades, homework, and the school calendar.
4. Use the navigation buttons on the screen to select the child, subject, etc.

To gain access from www.maconroadbaptist.org

1. Go to www.maconroadbaptist.org
2. Enter your username and password (the password must be entered exactly as it appears in the email containing your username and password). All usernames and passwords were emailed at the time of subscription.
3. When your username and password are entered, you should have access to your child's grades, homework, and the school calendar.
4. Use the navigation buttons on the screen to select the child, subject, etc.

INSURANCE

Student insurance is a mandatory fee for all students and is part of your school fees. Macon Road Baptist School will not be responsible for payment, partial payment, or insurance deductibles incurred from any accident resulting from sports activities or any other accident that occurs at any school event on or away from school property.

LOCKERS

A locker will be assigned to each secondary student. The lockers are considered school property and subject to inspection anytime the administration feels there is just reason to do so.

Items hanging in students' lockers must be appropriate. If a student is going to hang pictures, only pictures of friends and family are allowed. Items referring to rock bands, secular music, or popular "pop" social figures are not allowed.

Each student will have a locker checkout on the last day of school. Lockers must be clean with all items removed from the locker.

LOST AND FOUND

Lost and Found is located in a designated area. A key may be obtained from the receptionist's desk between 7:50 a.m. and 8:00 a.m. and 3:00 p.m. and 3:30 p.m.

Once a semester the school will have a lost and found sale. The school will send home a notice a few days before the sale. Please realize that at the time of the sale all items are considered property of the school and may be purchased by anyone attending the sale.

Students who claim an item from Lost and Found will have \$.50 deducted from their voucher account.

MEDIA DEVICES

Students are not allowed to have any type of media device in the classroom nor are they allowed to take pictures or video of any other students or teachers during regular class time and regular school day events. Student who post to the website or YouTube any pictures or videos taken during school events without the administration approval will be disciplined. Please realize this policy is to protect the privacy of our students and our teachers.

MEDICATIONS

All student medications (including cough drops, pain relievers, or any other over the counter medications) must be checked in at the receptionist's desk or with the school nurse. All medications will be administered in accordance to the MRBS Student Medication Policies and Procedures Form sent home during orientation or the first week of school.

All medication must be properly labeled in accordance to the policies and procedures form.

No medication will be administered to any student at any time without the written permission from the parents.

All medications will be administered in accordance to the instructions indicated on the form and the instructions written on the medication.

MUSIC DEPARTMENT PERFORMANCES

All students are required to participate in the music department performances. The performance counts as a test grade for the student. If a student does not participate, he or she will be given a project to complete by the Music/Speech Department. However, the student will only be able to attain the lowest C grade (75%) on the project.

The dress code for students participating in the performance is “Sunday dress code” or band/choir uniforms. A memo regarding details (including dress for the programs) will be sent home 3 to 4 weeks before the program.

ORIENTATIONS

Macon Road Baptist School hosts an orientation for all grades before the start of the new school year. Information regarding orientation will be posted on the school’s website by July 15th of each summer.

It is required that at least one parent attend orientation for students to be admitted to class on the first day of school. This is a time for you to see your child’s classroom, meet his/her teacher, and see how things operate in the classroom. Teachers also hand out valuable information during this time.

Please note that elementary students are not to attend Orientation.

Students on the secondary level are required to attend orientation with at least one parent.

Berclair and East/Lakeland Campus K3 through K5 Orientations

K3 through K5 Orientation is on the Saturday before the first day of school. The Berclair Campus K4 and K5 Orientation will meet in the Berclair Auditorium at 10:00 a.m., and the East Campus K3 through K5 Orientation will meet in the East Campus Gymnasium at 1:00 p.m. K3 through K5 students are not to attend orientation.

Berclair Campus Orientations

1st-6th Grade Orientation is the Monday before the first day of school in the Church Auditorium at 5:30 p.m. 1st-6th grade students are not to attend orientation.

7th-12th Grade Orientation is the night before the first day of school from 6:15 p.m. to 8:45 p.m. in the Church Auditorium. Secondary students must attend orientation with at least one parent.

East Campus Orientations

1st-6th Grade Orientation is the Monday before the first day of school in the East Campus gymnasium. Grades 1-3 will meet at 6:30 p.m., and grades 4-6 will meet at 7:30 p.m. 1st-6th grade students are not to attend orientation.

7th-11th Grade Orientation is the night before the first day of school from 6:15 p.m. To 8:45 p.m. in the East Campus Gymnasium. Secondary students must attend orientation with at least one parent.

PARTY INVITATIONS

Students are welcome to hand out party invitations in the classroom as long as every student in the class receives an invitation. Exceptions would be if a boy is inviting just boys or a girl is inviting just girls. Before the invitations are distributed, the invitation must be approved by the classroom teacher and given to the teacher for distribution.

The party information must be on paper or invitations with no characters (Barbie, Spider Man, The Hulk, The Incredibles, X-Men, Star Wars, etc.) but that are generic (balloons, flowers, etc.).

The school cannot accept any responsibility for party invitations handed out on the school parking lot before or after school.

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.

PHONE USE

Students may be dismissed from class to use the phone only for illness purposes or to notify parents about extra-curricular activities that have been changed or cancelled. Students using the phone for any other purposes must use it during a study hall or during their lunch hour. 5th-12th grade students will be charged \$.75 (deducted from voucher account) to use the phone for any other reason than stated above.

Students may not use cell phones during the school day or in before and after school care. All cell phones must be turned off during regular school hours. Any student using his/her cell phone during the school day will have their cell phone confiscated by the office and will receive discipline (check mark for elementary and detention for secondary). The parent must come to the school to obtain the cell phone.

PHYSICAL EDUCATION

There is a \$35.00 P.E. fee that is figured into your monthly tuition payments. This fee includes the cost of the P.E. uniform that will be issued to your student at orientation or the first week of school. Students who do not have their uniform on P.E. days will not be allowed to participate in P.E. Elementary Students also need a pair of shoes designated for P.E. to be left at the school.

Macon Road is offering a P.E. warm-up with the MR logo to all students through Parker Uniforms. These warm-ups are in stock and can be purchased during the entire school year. Students who wish to wear a warm-up suite during P.E. or to school when allowed to wear the P.E. uniform must wear the P.E. warm-up purchased this past school year or the new P.E. warm-up from Parker.

Please note that the Parker warm-up may not fit the K3 – K5 students. They may wear a predominantly black warm-up pant/top in place of the Parker warm-up.

The warm-up may be worn anytime the P.E. uniform is allowed to be worn.

Elementary

All students in grades K5 and up are required by the state to participate in physical education. Macon Road does offer Physical Education for grades K3 and K4.

Students who need to be exempt from P.E. due to illness or injury need a note from their parents. Students in grades 5 and 6 are allowed to miss P.E. due to illness or injury only 6 times throughout the year without a note from a doctor. If a student in grades 5 and 6 misses P.E. due to illness or injury more than 6 times throughout the year without a note from a doctor, the student will have to make up the P.E. time during Saturday School.

Students in 5th and 6th grade who miss P.E. 13 or more times in a school year will be required to make up their lost time during Saturday School. Absences on P.E. days and forgetting uniforms will count against these 13 days.

Students in 5th and 6th grade may do a written assignment during P.E. in the case of illness or injury in order to not be counted absent for the day. The written assignment will count as their participation.

Students in the 6th grade will receive a P.E. grade. The grade will be based on uniform, participation, fitness tests, and written tests. Students who do not have their uniform or do not behave properly in P.E. will have their grade lowered. Students will be docked 8 points from their uniform grade (1/3 of their P.E. grade) each time they forget their uniform. The third time in a grading term a 6th grade student does not have his/her P.E. uniform, three demerits will be issued. A detention will be

issued for the fourth P.E. uniform offense and each P.E. uniform offense after the fourth within a grading term.

Secondary

All students in grades 7-10 have Physical Education two to three times a week. 9th-12th grade students have to complete 1.5 credits of Wellness (Physical Education and Health). Juniors or seniors who have not completed the P.E. credit for graduation will be required to take P.E.

Students who do not participate in P.E. will be counted absent. Thirteen absences in P.E. in a semester will result in the student failing P.E. for that semester.

Students who do not bring their complete uniform will not be allowed to participate; therefore, they will be counted absent. These students will have to do a written assignment during the class period. The third time in a grading term a student does not have his/her P.E. uniform, three demerits will be issued. A detention will be issued for the fourth P.E. uniform offense and each P.E. uniform offense after the fourth within a grading term.

Students who are unable to participate in P.E. due to illness will still be counted absent. The only exception will be for students who are medically exempt. Students who have a note excusing them from participation in P.E. due to illness must do a written assignment during the class period in order to maintain their participation for that day; therefore, they will not be counted absent.

It has been our experience from the past that even students who have had an illness and return to school can still dress out and go through stretches and participate in light activity.

Students who do not have a note will be expected to participate in all activities. Students are allowed to miss P.E. due to illness or injury only 6 times throughout the year without a note from a doctor. If a student misses more than 6 times throughout the year due to illness or injury without a note from a doctor, the student will have to make up the P.E. time during Saturday School.

Students will be graded in the following areas: uniform, participation, written tests, and fitness tests.

PHYSICAL ACTIVITY RELEASE NOTE

If a student is to be excused from a daily physical activity (ex. recess, P.E. etc.), a note from the parent requesting this privilege and explaining the reason is to be sent to the classroom teacher for elementary students and to the receptionist for secondary students.

PLAYGROUND SAFETY

Students are expected to play on the playground in an appropriate manner. Students are not to kick or throw objects. Physical contact is not allowed on the playground.

Students may bring their own sports equipment to play games during recess.

Students must use the playground equipment correctly (slide down the slide sitting down and facing forward, no pushing or shoving, etc.).

Students who do not follow the specific playground rules instructed to them by their classroom teacher will lose a portion of their recess time.

PLEDGE STATEMENT

Elementary Students 4th and Up

Students who turn in special projects must turn in the following statement with their project: "The work on this project is all my first time work and has not been used for any other type of project. I have neither given nor received any extra help or assistance to or from any person that would in any way be considered or perceived as cheating."

Elementary Students 5th and Up

When taking a quiz or a test, students must write "Pledge: _____" at the bottom of the quiz or test and write their signature on the line stating that they have neither given nor received any information regarding the quiz or test.

Secondary Students

Students who turn in special projects must turn in the following statement with their project:
“The work on this project is all my first time work and has not been used for any other type of project. I have neither given nor received any extra help or assistance to or from any person that would in any way be considered or perceived as cheating.”

When taking a quiz or a test, students must write “Pledge: _____” at the bottom of the quiz or test and write their signature on the line stating that they have neither given nor received any information regarding the quiz or test.

PROGRAMS

Macon Road has special programs through the year for all grade levels. Grades 1-3 have a fall program usually around the first week in November. Grades 4-6 have a Christmas program usually around the first week in December along with a spring program in May.

Grades 7-12 have a fall and spring program in November and May.

The programs scheduled may include band, music, and speech performances along with the school’s spring play.

Macon Road charges a \$1.00 admission fee for special programs such as elementary fall programs, Christmas programs, and any special band/music/speech programs. This \$1.00 fee helps to cover the cost of the programs.

A memo regarding details (including dress code requirements) will be sent home 3 to 4 weeks before the program.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be posted on the School’s InfoDirect system every three weeks, and report cards will be sent home every nine weeks. The school year has a total of four grading terms. The report card needs to be signed and returned the next school day. Students who do not return their report card within two school days will receive discipline (check mark for elementary students and detention for secondary students).

An “I” on the report card represents incomplete work. This incomplete work is probably a result of an absence(s) toward the end of the grading term. The student will be given a few days into the next grading term to complete the work. After the work is made up, the “I” on the report card will be replaced with the correct grade.

If you have any questions regarding your child’s progress report or report card, please call the school receptionist and leave a message for the administration or the respective teacher.

SATURDAY SCHOOL

Macon Road requires Saturday School for students receiving an excessive number of detentions (15 and 18 for elementary and 13 and 16 for secondary) in a grading term and offers Saturday school for students who have an excessive number of absences (16 or more in a semester for elementary and 13 or more in a semester for secondary) 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. The Saturday school fee will still apply.

SCHOOL YEAR

Macon Road’s school year runs from the middle of August to the end of May. There are 180 days in the school year. Macon Road gives the following vacation days:

Labor Day

Monday of Labor Day Weekend

Teachers' Clinic Thanksgiving	Two days at the end of September or first of October Thursday and Friday before Thanksgiving with early dismissal on Wednesday
Christmas	Two full weeks at Christmas with early dismissal on the last day before vacation.
January	Fourth Monday in January for teachers' clinic.
Easter	Good Friday and the Monday after Easter if Easter does not fall within spring break.
Spring Break	One full week is given for spring break usually at the middle or end of March.
In-service Days	Macon Road usually has two to three in-service days scheduled throughout the year. One of these in-service days periodically falls on Martin Luther King Day and Presidents' Day.

TESTING

The Stanford Achievement Test is given annually to all our students. It is a comprehensive battery of tests designed to measure achievement at each grade level in the educational sequence.

The Otis-Lennon School Ability Test will be given to all students. This test is used to assess the student's ability to cope with school learning tasks, to suggest their possible placement for school learning functions, and to evaluate their achievement in relation to the talents they bring to school learning situations.

Results regarding these tests will be mailed to the parents during the summer months.

TUITION

All registration, tuition, and financial aspects of the school are handled through the Business Office. Tuition is paid directly to Macon Road Baptist School. Payments may be made online at www.maconroadbaptist.org, by bank draft, mailed to the business office, or brought to the office. We accept cash, check, money order, Visa, Mastercard, American Express, and Discover.

Daycare Tuition

All daycare fees for students enrolled in before and/or after school care will be included with your tuition charges. Students requiring periodic before and/or after school care will have the daycare fee deducted from their voucher account (some daycare fees may be deducted once a week for the entire week).

School Tuition

Tuition may be paid by the year, semester, or month. Monthly payments can be paid with no interest; however, an administrative fee will apply to all payment plans. Any balance remaining unpaid on the 10th of the month is subject to a \$40 late fee. All payments will be considered late after the 10th regardless of the day of the week. The school reserves the right to revoke any discounts if you are late three or more months. If your student is removed from school for lack of payment and/or if your account goes to collection, all discounts, including early registration discounts, will be forfeited and any cost incurred in collection will be added to your account.

Payment is expected each month on the date due. In the event your account becomes delinquent for any reason please be aware that **all tuition and fees are required to be paid in full by April 1, of each school year.** The only recourse we have for those who will not pay their tuition according to terms is to refuse the student entrance to class.

Paper statements will be mailed in May, June, July, and August. The remaining statements will be sent to your InfoDirect Message Center. InfoDirect passwords will be emailed during the first week of school (usernames and passwords remain the same each year).

A \$20 fee will be incurred for all returned checks. Any person whose check is returned due to insufficient funds may be required to make all future payments with cash, money order, certified check, or credit card.

UNEXCUSED ABSENECES

Unexcused absences are administered for the following reasons:

1. 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.
2. Every 5th unexcused tardy in a grading term.
3. Every 5th early check out in a grading term.

VANDALISM

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.

VISITORS/PARENTS ON CAMPUS

For the safety of the children, visitors on campus must check in at the main office or the receptionist's desk (Timothy Building for the Berclair Campus, Building #1 for the East Campus, Cafeteria area for Lakeland Campus). All visitors on campus must have a visitor's pass from the receptionist's desk.

Permission must be obtained in advance for any student wanting to bring a visitor to school for the school day or for a portion of the school day outside of lunch time. A Visitor's Request Form must be filled out and the area administrator must secure permission at least two days before the intended visit.

Students may not bring friends to school during the first two weeks of the school year or the last two weeks of the school year.

Any students who are school age or college age visiting the campus must meet Macon Road's dress code standards.

Students who wish to visit other students during lunch must check in at the receptionist's desk and must abide by school dress code. Students visiting for lunch must limit their visit to lunch time only.

Any visitors who do not conduct themselves in an appropriate manner and within the standards of the school will be asked to leave.

Former Macon Road students who have been expelled or asked to withdraw from Macon Road may not visit the campus during school hours for one year to date from the time of the expulsion.

All parents must sign in at the receptionist's desk and receive a visitor's pass when in the school buildings during school hours or visiting for lunch. Parents are not to go to their child's classroom during the school day without a visitor's pass. Parents are not allowed to drop items off at the classrooms or the lockers for students. All items must be dropped off at the receptionist's desk.

Please be aware that our teachers are preparing for class before the start of the school day. Parents should not use the morning time before school to visit with or to discuss issues with the teachers. If you have a concern, please set up a time to visit with the teacher or administrator after school. Morning conferences will be by appointment only.

Because of the disturbance to the classroom, we ask parents to limit their visits in the classroom to the scheduled "Parent Days." Parents wanting to observe in a classroom must obtain permission from the area administrator in advance.

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.

VOUCHER ACCOUNTS

Macon Road maintains a voucher account for each student. Voucher accounts are used for all events during the school year. Examples of charges that may be debited to the student's voucher accounts include: lunch (Berclair), field trips, sports playing fees, carnivals, detentions, library fines, concession stand items, etc. Each student's voucher account must be funded prior to the first day of school. A minimum of \$25 should be deposited to begin the school year.

You may deposit money, as needed, to your student's voucher account in the following ways:

1. Online – Go to www.maconroadbaptist.org. Click on “Online Payments.” Type in your information; choose voucher; choose amount; enter credit card information; submit. (You do not need a password).
2. Black Drop Box in the office.
3. Mail (Please do not send cash in the mail).

All money deposited to your student's voucher account, whether online or in the office, will be posted to the voucher within 36 hours.

Please monitor your student's voucher account periodically and deposit funds as necessary. Should your student's voucher account fall below \$0.00, you will receive notification of a negative voucher balance. Students with a negative voucher balance or insufficient funds to cover the expense required for an activity may be excluded from participation in that activity. You may view your student's voucher balance and activity on InfoDirect. You may access InfoDirect through the school's website. InfoDirect passwords will be distributed during the first week of school. (Usernames and passwords remain the same each year.)

WEBSITE

Macon Road's website is www.maconroadbaptist.org.

Parents are strongly encouraged to check the website periodically for important information.

The school posts the school calendar and detailed information regarding many of the school events along with waivers for field trips, semester exam schedules, beginning of the year supply lists, etc. on the website.

Please check the website on inclement weather days for school closings. We advise that you check it periodically on mornings of inclement weather due to a possible late decision for school closing.

WITHDRAWALS

Withdrawals must be made through the main school office (business office).

A student who does not abide by the standards and regulations of the school will be asked to withdraw. If the parents do not withdraw the student upon the administration's request, the student will be expelled.

Students who are asked to withdraw or who are expelled will not be allowed to re-enroll in Macon Road Baptist School for a minimum of one year to date. These students will also not be allowed to visit the school campus during school hours for one year to date.

If a student withdraws after July 15, a \$200 Withdrawal Processing Fee must be paid. If a student withdraws after the school year begins, pro-rated tuition, all fees, and the \$200 Withdrawal Processing Fee must be paid before records will be released.