******

***Student Handbook***

***Academic Year 2023-2024***

***7864 North Illinois Street***

***Caseyville, IL 62232***

***618-365-6440***

**Websites:**

[**https://macsschool.org**](https://macsschool.org)

**Facebook:**

**Metro-east Adventist Christian School**

**Table of Contents**

[General Information 1](file:///C%3A%5C%5CUsers%5C%5Clindasnewnewdell%5C%5CDesktop%5C%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx%22%20%5Cl%20%22_TOC_250030)

Introduction 1

Policy Revision 1

[Mission Statement 2](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250029)

[Multicultural Education Policy 2](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250028)

[PHILOSOPHY 3](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250027)

[CURRICULUM GOALS 4](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250026)

[ADMISSION INFORMATION 5](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250025)

[Admission Statement 5](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250024)

[Non-Discrimination Policy 5](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250023)

[New Students or Transfer Students 5](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250022)

[Returning Students 6](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250021)

[Academic Placement 6](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250020)

[Entrance Ages 6](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250019)

 [MEDICAL INFORMATION 7](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250018)

[Medical Examination 7](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250017)

Dental Examination 7

Vision Examination 7

Hearing [Immunization 7](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250013)

Immunization 7

[Medication 8](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250011)

 Illness During School Hours – Health Information 8

 State Law Requirements 8

 [FINANCIAL INFORMATION AND POLICIES 9](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250010)

 Report Cards 9

 [Tuition 9](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250009)

 Late Enrollment 9

 Delinquent Accounts 9

 Registration Fees 9

 Financial Assistance 10

 MACS/Senior Mentor Missionary Service Program:

 Partnering for Eternity (PFE) 10

 ATTENDANCE 11

Absences from School Premises 11

[Absences and Tardies 11](file:///C%3A%5CUsers%5Clindasnewnewdell%5CDesktop%5C2015-2016%20MACS%20Handbook_DRAFT%20%20Ivera.docx#_TOC_250000)

Repeated Absences and Tardies 12

Make-up Work 12

ACADEMICS 13

Grading 13

 Grades K - 2 13

Grades 3 – 8 13

Renweb – Communications Portal. 14

Interim Progress Report 14

Parent-Teacher Conferences 14

Homework 14

Standardized Testing 14

Mandated Reporting. 14

STUDENT CONDUCT 15

DISCIPLINE POLICY 16

Disciples – Principles of Diligent Disciples 16

MACS Expected Student Behaviors 17

MACS Levels of Consequences 18

STUDENT CONDUCT AND RESPONSIBILITIES 20

 Harassment of Students 20

 Bullying/CyberBullying 20

 Insubordination and/or Rudeness to School Personnel 21

 Dishonesty 21

 Pranks/Vandalism 21

 Fighting 21

 Battery against School Personnel 22

 Tobacco/Tobacco Products 22

 Drugs and Alcohol 22

 Firearms and Weapons 22

DUE PROCESS 22

COMMUNICATIONS 23

 Parent Teacher Conferences 23

 Classroom Visits 23

 Telephone Calls 24

GENERAL GUIDELINES 24

School Board 24

Student Dress 24

Inappropriate Clothing 25

Home and School Association 25

Computers and Network Usage Policy 25

Telephone 26

Lunches 26

Recess 27

Field Trips 28

School Activities 28

School Pictures 28

Insurance 28

Facilities 28

Guests. 29

Parents’/Guardians’ Participation 29

Loading and Unloading Student 29

School Closing Due to Weather 29

**Revised November 2022 (MACS Board)**

**GENERAL INFORMATION**

**Introduction**

This handbook is designed to provide you with information about Metro-east Adventist Christian School **(MACS).** It is also a guide to school policies and procedures. The information provided therein will answer most of your questions relative to the operation of the school. If you have further questions, please contact the Principal.

MACS was established to provide Christian education for constituent church members and the community. This school is part of the worldwide system of Seventh-day Adventist elementary and secondary schools dedicated to the education of the child in the physical, mental, and spiritual realms. It is managed by a local school board under the supervision of the Superintendent of Schools of the Illinois Conference of Seventh-day Adventists.

A full course of study is offered for each grade (K-8), including instruction in the Bible. In addition to providing a strong academic program, it is our ultimate goal to help each student to develop a strong and personal relationship with Jesus.

The home, church, and school must be committed to those goals and work together to achieve them.

***It is important to note that this year’s handbook includes information for “a normal” school year and for the changes which are required by the CDC Guidelines for Health and Safety to address COVID-19 Pandemic. Additional Guidelines are included at the end of the Handbook***

**Policy Revision**

Those who decide to attend MACS do so thereby agree to accept the standards, principles, and requirements. The MACS’ School Board reserves the right to change, by vote, at any time, any or all of these policies to meet and provide solutions to unforeseen circumstances.

**(1)**

**Mission Statement**

**The Metro-east Adventist Christian School Family exists to:**

* **Show children Jesus**
* **Nurture their love for Him and others**
* **Teach them to think**
* **Empower them to serve**

**Multicultural Education Policy**

**MACS utilizes available resources of curriculum, instruction, in-service, counseling, and guidance, to reflect the racial, ethnic, linguistic, and cultural heritage of both historical and modern-day America by observing the following objectives:**

1. **Selecting materials and methods that will eliminate bias and**

**stereotype.**

1. **Encouraging staff to participate in in-service programs that will**

**help them to understand a multicultural approach and reflect it**

**in their teaching and administrative duties.**

1. **Encouraging all students to grow in self-esteem and to**

**understand their academic human potential.**

1. **Guarding against the grouping of students that reflect racial,**

**ethnic, linguistic, and cultural bias.**

**(2)**

**PHILOSOPHY**

**The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.**

**MACS seeks to develop our educational program to attract not only Seventh-day Adventist young people to our school, but to be an attraction to the community.**

**It is our studied aim to develop in our students the desire and ability to serve others and to become leaders wherever they are; to create a desire for higher education that will prepare the students to enrich the world with their abilities, clear thinking, and reasoning ability. Our greatest efforts will be aimed at leading our young people to a personal relationship with Jesus Christ. We know that this fellowship will prepare them for a rich life of service in this world and for the world to come.**

**It is our purpose to send the students of MACS forth to continue their education, reflecting the love of Christ to the world and desiring to take their places to serve humanity and their Lord.**

**An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.**

**(3)**

**CURRICULUM GOALS**

**The following goal statements have been established to assist each student with:**

1. ***Acceptance of God and His Word*** *–* Surrender one’s whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.
2. ***Commitment to the Church*** *–* Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
3. ***Family and Interpersonal Relationships*** *–* Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.
4. ***Responsible Citizenship*** *–* Develop an understanding of multi- cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility of one’s local, national, and global environments.
5. ***Healthy Balanced Living*** *–* Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. ***Intellectual Development*** *–* Adopt a systematic, logical approach to decision -making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a Biblical perspective.
7. ***Communication Skills*** *–* Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one’s faith.
8. ***Life Skills*** *–* Function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
9. ***Aesthetic Appreciation*** *–* Develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.
10. ***Career and Service*** *–* Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one’s personal involvement in the mission of the church.
11. **Outreach –** Develop a heart for **C**hristian service. As part of this mission, students/staff may participate in monthly outreach activities in the community and in cooperation with other service organizations.

**(4)**

**ADMISSION INFORMATION**

**Admission Statement**

**MACS is open to all who desire a Christian education and are willing to follow the school’s regulations. Parents/guardians and students are expected to support school standards and programs.**

**Non-Discrimination Policy**

MACS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, including educational policies, admission policies, and scholarships.

**New Students or Transfer Students**

Applications for the upcoming school year will be accepted from new students from April 10 of the current school year.

A completed application form must be submitted to the Principal who will present it to the school board. Students may be admitted, on a conditional basis, for a period of one month from the date of acceptance while the school awaits receipt and/or completion of the following:

1. Receipt of verification of placement from former school
2. Receipt of current health and immunization records
3. Receipt of all ***completed*** registration documents
4. Receipt of a c op y of birth certificate
5. Receipt all school fees from former schools paid in full
6. Receipt of school registration fees
7. Evidence of willingness to follow school standards
8. A review of the application by the school board
9. An interview of student and parent/guardian(s) by Principal

 **(5)**

**Returning Students**

Applications for the upcoming school year will be accepted from current students and Constituency church members in February of the current school year.

**Admission is based on the following:**

1. Satisfactory completion of prior school year

2. Previous yea r’s school bill paid in full

3. U p - t o - d a t e health records

4. A completed registration form for the upcoming school year

5. Payment of the registration fee (must be paid by June 30th)

6. A review of the application b y t h e S c ho o l Board

**Academic Placement**

T h e school reserves the right to give entrance and qualifying tests as deemed advisable. The test results will be used to determine placement where the student may be most successful.

**Entrance Ages**

Kindergarten – Children should be 5 years old on or before September 1 of the current school year.

First Grade – Children who are six years old on or before September 1 of the current school year are eligible for entrance into the first grade.

**(6)**

**MEDICAL INFORMATION**

**Medical Examination **

Students entering grades kindergarten, one, five, and/or entering the school system for the first time must present at registration time, or not later than fifteen (15) days after the date of entry, (1) a physical examination and (2) a certificate of immunization from the county health department or a local physician.

**Dental Examination**

Students entering kindergarten, second, sixth grades, and all new students must provide evidence of having had a dental examination within the past 12 months. Proof of examination will be maintained in student’s records. Forms may be obtained during registration.

**Vision Examination **

Students entering kindergarten, first, second, third grades, and all new students must provide evidence of having had a vision examination within the past 12 months. Proof of examination will be maintained in student’s records. Forms may be obtained during registration.

**Hearing Examination **

Students entering kindergarten, first, second, third, and eighth grades, and all new students must provide evidence of having had a hearing examination within the past 12 months. Proof of examination will be maintained in student’s records.

**Immunization**

Every child, prior to enrolling shall present proof of immunity against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella, Mumps, HIB, Hepatitis B, and Varicella in accordance with current state immunization requirements.

**(7)**

**Medication**

All medications, prescription and non-prescription, must be kept locked. Parents or guardians of students taking medication of any kind must inform the teacher, in person and in writing. The note should include:

1. Name of Student
2. Date of Note
3. Name and Phone Number of Prescribing Doctor
4. Name of Medication
5. Dosage
6. Time the Medication Should Be Given
7. Duration of Medication (e.g., 3 days, 1 week, etc.)
8. Parent’s or Guardian’s Signature

**Illness During School Hours – Health Information**

If a child is too ill to remain in the classroom, parents or guardians will be notified to take the child home immediately. The school does not have facilities to keep an ill child. For this reason, it is important that the school have the

correct home, office, and cell telephone numbers of parents/guardians.

**State Law Requirements**

**State law** **requires** that aspirin and other drugs are not to be given to any school-age children by a school employee.If you send medicine to school with your child, *it is to be given to the teacher along with a note* stating **the name of the medicine, the necessity, dosage, the time it is to be taken and the name and phone number of the prescribing physician.** It is the parent’s or guardian’s responsibility to instruct your child how to take the medicine and the time it is to be taken. Medicine that comes to school without this note will be confiscated.

Students with infectious colds, vomiting, diarrhea, red throat, reddened eyes and / or those with fevers (100.5 and above) and chills should be kept home to prevent further spread of infection. See Illinois Conference/CDC. Guidelines, directions for returning to school. In the event that major first aid is required, the school will try to contact family or registered contacts in this order: If none of these can be reached, the school administration will seek the emergency care needed; parents/guardians are liable for any expense incurred.

(**8)**

**FINANCIAL INFORMATION AND POLICIES**

Every school must operate on a sound financial basis. Prompt care of your financial responsibility is not only appreciated but is also necessary if we are to maintain a quality educational program at Metro-east Adventist School.



**Report Cards**

Formal report cards will be issued following the close of each grading period except when there is a balance due at the end of the second and fourth quarters.

Before a student is enrolled in MACS, a parent or guardian accepts financial responsibility and signs a tuition commitment form.

**Tuition**

The tuition is based on the current school year fees. The tuition is payable in ten equal monthly installments. The first installment to be made in August.

**Late Enrollment**

The tuition will not be prorated for late enrollment for students entering school during the first quarter. Any student entering school after the quarter has ended will be given credit for those quarters not attended. A parent/guardian who thinks special circumstances warrant the prorating of the tuition for all or some of the days missed before enrollment may petition the school board by letter for a credit to their account.

 **Delinquent Accounts**

A payment will be considered delinquent if it is not received by the 15th of the month. At that time a late fee of 5% may be assessed to the account. Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.

**Registration Fees**

The registration fees for the upcoming school year may be paid on the day of registration or no later than June 30 of the current school year. The registration fee covers the cost of books, workbooks, student insurance and library materials. The registration fee is not refundable. The first installment being due in August and consecutive payments made through May 1st.

A 5% discount will be credited to the student’s tuition account when the full amount for the year is paid prior to the first day of school.

**(9)**

**Financial Assistance**

To receive financial assistance, the student’s account must be kept current and must be paid in full at the end of the school year. The agreed-upon financial assistance will be applied to the student’s account at the end of the school year if the parent’s or guardian’s portion of the student’s account is paid in full.

**MACS/Senior Mentor Missionary Service Program:**

**Partnering for Eternity (PFE)**

Though PFE Guidelines only allow for 50% of the students to participate in this grant-funded program, MACS’ Board voted unanimously to be a part of the PFE missionary opportunity. Students may perform light housecleaning and/or yard work, visit, read, play games along with many other responsibilities***.*** These activities benefit the older adults while also providing students an excellent opportunity to appreciate the value of service, foster positive mutual relationships with the elderly, *and help with financing their Christian education.* Detailed information is provided to all participating students. ***(Nursing Homes and Assisted Living Facilities are not a participating option)***

**(10)**

**ATTENDANCE**

8:00 A.M. School begins

3:00 P.M. School is dismissed (2:00 pm on Friday)

Students should arrive at school not more than 15 minutes before the start of school (7:45 am). At the end of the school day students should be picked up promptly unless other arrangements have been made in advance. Ensure students are picked up no later than 3:30 p.m.

**Absence from School Premises**

No student will be permitted to leave the school premises at any time during the regular school day without a request from the parent or guardian, in person or in writing. One-days’ notice requested.

**Absences and Tardies**

Regular and prompt attendance at school is necessary for satisfactory schoolwork and developing self-discipline. Whenever a student is absent or is excused for a portion of the day, a signed written note from the parent or guardian is required. In the case of highly contagious diseases, a medical release from a physician is necessary.



**(11)**

***During the Covid-19 Health Concern, Students who are not able to attend school because of a positive Covid-19 test or a positive test from a close contact will be able to attend online. No online classes will be provided unless there is a positive COVID 19 test. School Attendance Rules are required to have their textbooks picked up by 8:00 a.m. on the morning of their first day of absence, so they will be able to continue with their learning from home. While students are waiting for test results packets and some online resources will be provided so they can do work from home. After COVID 19 case is confirmed, online classes will be provided for the quarantine duration.***

**Repeated Absences and Tardies**

A conference with the parents/guardians, student, and teacher/Principal will be requested for those who are absent more than **7** times in a school quarter.

Tardies will be viewed with a sliding scale. The first 5 tardies will equal a 1-day absence. Each of the next 3 tardies will equal another day’s absence. These absences will be added to the total number of absences that a child receives.

If the problem persists, the principal will report to the school board and to the public-school authorities, as required by law in the area.

A student who misses 7 or more days in one quarter (15%) may not be able to receive academic credit.

**Make-up Work**

Schoolwork missed during an excused absence, which is completed and received on the second day after the absence, will be accepted without a penalty. However, it is the responsibility of the student to obtain assignments from the teacher and to see that they are completed.

Assignments that are received after Day 2, will be given a grade which is one grade-level lower for each additional day that the assignment is turned-in. Example: An “A” assignment turned-in on day 3 will be given a “B” grade due to the lateness of that assignment.

****

**(12)**

**ACADEMICS**

**Grading (Note: Subject to change based on teacher’s/Principal’s preference)**

Students in first through second grade are not assigned letter grades on the A-F scale. The following symbols or scales are used to evaluate their academic performance:

**Grades K - 2**

**I** = Achieves independently

**P** = Progressing toward achievement

**NT** = Needs time to develop

*A blank means not evaluated at this time*

**Grades 3 – 8**

|  |  |  |
| --- | --- | --- |
| **A A-** **B**+**B** | 96.00 - 100.00%91.00 – 95.99%89.00 – 90.99%85.00 – 88.99% | Excellent Excellent Above Average Above Average |
| **B- C+ C C- D+** | 81.00 – 84.99%79.00 – 80.99%75.00 – 78.99%71.00 – 74.99%69.00 – 70.00% | Above Average Satisfactory Satisfactory Satisfactory Below Average |
| **D D- F I M** | 65.00 – 68.99%61.00 – 64.99%60.00%0.00% | Below Average Below Average Unsatisfactory Incomplete Missing |

**(13)**

**Renweb - Communication Portal**

Renweb is a way to communicate daily with parents/guardians. Parents/guardians will have access to the school calendar, homework, grades, and more. Class assignments will be posted daily. Homework is based on assignments that students do not complete. Grades will be posted weekly. Parents/guardians are able to see all grades, and if an assignment was not completed.

**Interim Progress Report**

A mid-quarter report may be issued to help parents/guardians and students track academic progress.

**Parent/Guardian-Teacher Conferences**

Parent/guardian-teacher conferences are scheduled at the beginning of the second and fourth grading periods. Additional conferences may be scheduled if considered needed by either parent/guardian or teacher/Principal.

**Homework**

Students can expect to have homework, and, occasionally, special projects that will need to be done at home. In grades 5-8 we strongly recommend that students spend at least 30 minutes per school night reading trade books, magazines, newspapers, etc. Also, at least 30 additional minutes a day should be set aside at home to do homework. If a child does not have any homework on a given day, we recommend that he/she uses this additional time to read a book or to write in a journal. Having a set time every evening will form positive study habits that will help your child throughout his/her entire educational experience.

**Standardized Testing**

Each fall, the school administers national achievement tests. The test being given in the 2022/2023 school year is the MAP Test – Measure of Academic Progress Test. The test is given three times a year to all students. The test results are discussed at the parent/guardian-teacher conferences at the end of the second marking period.

**Mandated Reporting**

By state law, all teachers are mandated to report all cases of *suspected* child abuse or neglect.

**(14)**

**STUDENT CONDUCT**

The staff and the School Board of MACS wish to create an environment where all students are happy, safe, successful, self-controlled, and responsible. All school rules and regulations are intended to realize this. And, in accordance with Illinois Conference of Seventh-day Adventists, student discipline is designed to be “redemptive, remedial, and corrective” rather than punitive in nature. Your supportive attitude will help the teachers implement the standards listed below that the School Board and the parents or guardians have agreed are important in defining our school’s unique mission.

1. **Respect** is shown at all times to God, teachers, and fellow students.
2. The **laws** of the state and local government are to be respected.
3. **Dishonesty, theft, and cheating** on examinations or on any schoolwork are not acceptable behavior.
4. **Foul or vulgar language** is not tolerated.
5. Possession of **weapons**, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted.
6. The use, possession, or distribution of **tobacco, alcoholic beverages**, non-prescribed **drugs, narcotics,** and controlled **dangerous substances** are prohibited and are causes for immediate suspension and possible expulsion.
7. **Hand-held electronic games, radios, iPods, mp3/CD players, cell phones, and iPhones** are not permitted during school hours. These items will be taken from students and, only on the first offense, be returned to their parents/guardians. Second offense requires a parent/guardian meeting.
8. **Questionable reading material, playing cards**, and any other items not in harmony with Seventh-day Adventist Christian standards will be taken from students.
9. **Bullying, fighting, running in the halls, shouting, and throwing** **objects** are always considered improper conduct.
10. Chewing gum is not allowed at school except on special occasions such as

planned parties.

1. Students are held accountable for any additional classroom rules as outlined by the teacher.

Violation of these regulations will result in disciplinary measures. A positive attitude and the cooperation of a student will help to determine the decisions of the teacher/Principal. Discipline ranges from verbal warnings to suspension or expulsion from school. Most offenses may be dealt with by the teacher/Principal. Offenses of a more serious nature will be handled by the School Board’s Discipline Committee in concert with the Principal/Teacher, School Board Chair and the Pastor. Members that comprise the Discipline Committee are selected and approved by the Board.

**(15)**

**DISCIPLINE POLICY**

Young students are learning proper behavior both at school and at home and are beginning to understand how their actions can affect and hurt or help others. Children are most effectively taught when school and home partner together to train children to follow godly principles. We desire to partner with parents in training students to make wise decisions and helping them understand that their decisions –wise or unwise –have consequences. We teach them to admit and learn from their mistakes; and that regret is a good thing, because it turns us to repentance and restoration. As God forgives us all, we forgive others and allow Him to do His work in our lives, making us more like Him.

**DISCIPLES – Principles of Diligent Disciples**

The following principles are taught throughout MACS. They are in use throughout the school as identified goals for all our students. Students are encouraged to memorize the principles, put them into practice, and consider them as they make choices in behavior and attitude.

**D** o your best-and learn from your mistakes.

**I** ntegrity-do what is right, even when no one is looking.

**S** tewardship–make good use of all God has given you.

**C** ourtesy –good manners show your respect for others.

**I** gnore distractions–keep little things little.

**P** lan your time, your goals, and make things happen.

**L** earn all you can–be curious and ask good questions.

**E** ncourage one another–you’re part of a team.

**S** hare what you have, what you know, and who you are –you are unique

**MACS Expected Student Behaviors**

To please God in my interaction with others, **I will:**

Respect and obey the adults in charge.

Follow school rules.

Behave so that others can learn.

Treat others the way I would like to be treated.

(16)

Use appropriate language in speaking and writing.

Take turns and give others a chance to participate.

Work to solve problems with others, asking an adult for help if necessary.

Keep my hands and feet to myself, being careful not to hurt anyone.

Include them in my play.

Speak with kindness and not make fun of someone.

Never make threats about injuring or killing someone.

Admit when I have done something wrong.

Accept the consequences when I have broken a rule.

To please God in my learning, **I will:**

Attend school faithfully and be on time.

Do my schoolwork to the best of my ability.

Work without disturbing others.

Listen attentively in class.

Do my own work without copying from someone else.

Ask questions when I don’t understand something.

To please God in my care of property, **I will:**

Take care of the school building and grounds, keeping them clean.

Take care of books and materials that don’t belong to me.

Never taking something that isn’t mine.

Use computers and technology responsibly.

Never pull a fire alarm unless there is an emergency.

Leave dangerous items, including matches, drugs, weapons and toy weapons at home.

Leave toys at home unless I have a teacher’s permission to bring them to school.

Follow the uniform code, keeping my appearance neat and clean.

**(17)**

**MACS Levels of Consequences**

At all times, students will be counseled and disciplined in a Godly manner to bring about repentance, forgiveness, and reconciliation. Intervention for misbehavior is at the lowest level possible initially. Repeated infractions of a similar nature will require moving to a higher level or a single infraction of greater seriousness will require an initial response at a higher level of intervention. A variety of interventions are used to bring about good behavior, with examples in the following chart.

**Level 1 Classroom Level Interventions**

Teachers and aides may use the following interventions or something similar to help the student change behavior at the classroom or recess level.

Warning

In-class time-out

Letter of apology

Loss of recess time

Verbal apology

Positive reinforcement for improvement

Loss of privileges

Behavior plan documented

Use of problem-solving worksheet

Written reflections about incident

Seat change

Parent contact documented

Teacher conference with student

Prayer and scripture application

**Level 2**

When Level 1 consequence/intervention has been ineffective Teachers use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be helpful.

Parent involvement documented

Teacher and/or administrator counseling documented

(18)

Phone call or letter to parents documented

Behavior contract documented

Parent contract documented

Inclusion of one or more Level 1 items

Parent to accompany child to class

Parent conference documented

**Level 3**

When Level 2 consequence/intervention has been ineffective:

Office referral

In-school suspension documented

Parent notification documented

Suspension (1-2 days) documented

Extended loss of privileges

MACS Detention

Referral for counseling

Behavioral probation documented

School Board Discipline Committee may be notified

**Level 4**

When Level 3 consequence/intervention has been ineffective:

Office referral

Restricted activity

Referral for counseling documented

Reenrollment in question

Parent notification documented

Suspension (1-5 days) documented

Behavioral Probation documented

Discipline Committee notified (required)

(19)

**Level 5**

When Level 4 consequence/intervention has been ineffective:

Office referral

Suspension (1-10 days) documented

Expulsion documented

Superintendent notified (required) documented

Discipline Committee notified (required)

**The following behaviors are immediate Level 3, 4 or 5 infractions and may result in a serious consequence.**

**STUDENT CONDUCT AND RESPONSIBILITIES**

**Harassment of Students**

No person, including a school employee, agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

MACS will not tolerate harassing or intimidating conduct, whether verbal, electronic, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Bullying/CyberBullying**

The term "bullying/cyber bullying" encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, electronic, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Using any form or type of aggressive behavior towards someone else and/or urging other students to engage in such conduct is prohibited.

**(20)**

**Insubordination and/or Rudeness to School Personnel**

All members of the school community should always treat each other with respect. It is an expectation of faculty and staff not to provoke insubordination or rudeness in any way. Students are not permitted to defy legitimate requests or to create scenes regarding such requests in front of their peers. Insubordination is the refusal to obey directions or instructions of school personnel or refusal to obey established and well-defined school rules and regulations. Failure to comply with this rule will lead to disciplinary action.

**Dishonesty**

Students will be expected to deal honestly with all staff members. Examples of dishonesty that may result in disciplinary consequences to include, but are not limited to: Lying to school officials; inappropriate possession of school forms/exams

**Pranks/Vandalism**

MACS does not tolerate pranks and/or vandalism of any kind at any time since they interfere with the learning environment and may present a danger to people and property. This includes, but is not limited to, writing on desks, damaging school or personal property, drawing graffiti, and other destructive acts. Severe penalties will be applied to students involved in prank activities. Penalties may include suspension, exclusion from the graduation ceremony, and/or recommendation for expulsion.

**Fighting**

Students who are involved in fights and/or other acts of violence on school property or in any school approved transportation/vehicle will be taken to the Principal’s Office. The Principal will communicate with the parents and/or guardians. Students will receive out-of-school suspensions and will automatically be suspended for a minimum of five days for the first offense and ten days, with recommendation for expulsion, for the second offense. Students who aide or incite violent acts with provocative remarks and/or students who refuse to move aside when adults are attempting to break up a fight will receive a three-day out of school suspension for the first offense, seven-day school suspension for the second offense and a ten -day school suspension for the third offense with a recommendation for expulsion. Violations of policy concerning fighting shall be cumulative over the student's school years.

(21)

**Battery Against School Personnel**

Instances of battery committed against school personnel is a serious matter. Written complaints will be referred to the Caseyville Police Department and the Illinois State Police. This information will also be filed with the Illinois State Board of Education by the school administrator within three days after the incident.

**Tobacco/Tobacco Products**

MACS recognizes the impediment to education posed by tobacco and pledges to provide a tobacco-free environment for our students by taking whatever lawful steps may be available toward achieving this goal.

**Drugs and Alcohol**

MACS recognizes that the use of alcohol and illicit drugs and the associated problem is becoming increasingly commonplace in our society. The misuse or abuse of alcohol and other drugs often precedes severe dependencies. The use and/or possession of alcohol and illicit drugs will lead to suspension. The school administrator or designee will immediately notify local law enforcement of an incidence involving drugs on school grounds. Possession of tobacco and recreational marijuana in any form on school property are prohibited by Illinois Statue and will lead to suspension.

**Firearms and Weapons**

MACS seeks to provide a safe environment for our students. The school administrator will immediately notify local law enforcement of a firearm incident on school grounds. If a student is in possession of a weapon, the administrator will also immediately notify the students’ parent or guardian as well as the Illinois State Board of Education/Illinois State Police.

**DUE PROCESS**

A parent or guardian may request a conference with the School Board Chair if there is no resolution of a problem where a teacher/Principal is involved. If there is no resolution of the problem at that level, a parent or guardian may request a meeting with the School Board. If the matter is not resolved, the parent/guardian may request a meeting with the Illinois Conference Superintendent of Schools.

(22)

Standards of dress, speech, and behavior voted by the School Board will be upheld by the staff. Parents and guardians have a role in supporting the school’s efforts to provide a safe and welcoming environment. Their supportive attitude will help the teachers implement the standards that the board and the parents/guardians have agreed are important in defining the school’s unique mission.

**COMMUNICATIONS**

**Parent Teacher Conferences**

Parent/Teacher conferences are scheduled in October and April for all students. At this time, you will be able to go over your child’s report card with the teacher. The students grades and report cards tell a part of the story, but meeting with your child’s teacher is the best way to get a window into how your child is developing in all areas. At any time, should you have a need to meet with your child’s teacher, please do not hesitate to ask for an appointment.

**Classroom Visits**

Parents are always welcomed to visit the classroom to observe, participate, and assist. To provide uninterrupted instruction, we ask that such classroom visits be scheduled at least 24 hours in advance through the school Principal.

**TELEPHONE CALLS**

Phone calls for students will be made/received through the school office. Therefore, it is vital that we have current contact information for parent(s) or guardian(s). Students may not carry or use cell phones during school hours.

**(23)**

**GENERAL GUIDELINES**

**School Board**

The MACS Board is composed of the Chair, Principal, Pastor, Treasurer, Home and School leader, Secretary, members at large from constituent churches, and the Illinois Conference Superintendent of Schools. The School Board chairman is elected from among its constituent membership.

The School Board will meet monthly and/or as needed during the school year. Board members have authority to conduct school business only during officially called board meetings.

**Student Dress**

MACS is a uniform school. Opportunity to order Polo shirts with the school logo will be available during the first two weeks of school. Once the shirts have been ordered and supplied, Students ***must arrive*** in the required uniform or they will not be allowed to attend class that day **(no exceptions** **allowed).** Parents/guardians will receive a phone call to pick-up their student or to bring the required uniform for him/her to change into if a student arrives in inappropriate clothes. ***As recommended by the CDC during the COVID-19 Health and Safety Concern, face mask-wearing is optional based on local positivity rates.***

Appropriate clothing for students at MACS is based on simplicity, modesty, cleanliness, neatness, safety, and that which is consistent with a wholesome Christian environment. These guidelines have been developed to reduce competition between students in what they wear. Different school activities will, at times, require different types of dress. School staff will have the authority to decide whether a student is appropriately dressed and may require the student to make the necessary changes.

**The School Uniform dress code for this academic school year is:**

1. Khaki, blue, or black pants or skirts

2. Polo’s shirts **with MACS logo** (choices are green, purple, or white)

3. A long sleeve shirt may be worn under Polo shirts during cooler temperatures

4. Tennis shoes or covered toed shoes

5. Skirts and dresses to the knee

6. Shorts or leggings to be worn under skirts during activities

7. Uniform shorts (not sport shorts) may be worn for outside activities

**(24)**

**Inappropriate Clothing**

1. Tight-fitting clothing
2. See through clothing
3. Sleeveless shirts and blouses; tank tops
4. Skirts or dresses not of a modest length
5. Clothing with slogans/pictures contrary to school principles, including rock bands, alcohol or tobacco products, or anything associated with illegal drugs
6. Clothing which reveals midriff or back
7. Grubby, ragged, or torn clothing that are distracting
8. Baggy or sagging jeans/pants
9. Flip-flops

Students are expected to maintain a natural personal appearance, no jewelry of any kind or colored nail polish is permitted to be worn at school or school functions. Clear polish is acceptable.

**Home and School Association**

When parents/guardians and teachers work together, the school program is greatly enhanced. The church selects a Home and School Leader to give leadership to the Home and School Association. All parents/guardians are part of this association. The association may plan and support monthly meetings, financial projects, and any other activities to enrich the school program. Parents/guardians are strongly encouraged to work with the leader and to support the activities.



**Computers and Network Usage Policy**

Computers, Chrome Books, and network access are available to students and teachers at MACS. Our objective is to create a safe educational environment by facilitating innovation and communication.

To maintain a safe and functional computing environment, it is mandatory that each staff and student sign a Terms and Conditions of Use Policy Form if he or she wishes to use these resources. These terms and conditions shall be governed by the policies set forth by the School Board and in accordance with the laws of the State of Illinois, and the United States of America. Any individual who intentionally misuses these resources will be subjected to disciplinary actions of the school as well as the laws of the land.

**(25)**

**Telephone**

The school telephone number is 618-365-6440. Students may use the phone to call their parents/guardians only with the permission of the teacher/Principal and only in an emergency. If it is necessary for a parent/guardian to speak with the teacher, please call during the half-hour before or after school. Parents/guardians are requested not to contact the teacher when classes are in session, except in an emergency.

**Lunches**



Parents/guardians are expected to provide their children with a wholesome, nutritious lunch. It is recommended that lunches not contain meats, sodas—caffeinated or non-caffeinated --- or foods containing sugar. **\***Pork products and drinks with caffeine should not be brought to school at any time. These guidelines also apply to field trips or any function of the school involving food. ***Lunches should be brought with the students at the beginning of the school day.***

Students are able to keep their lunches in a refrigerator and heat their lunches in a microwave oven, which enables them to bring wholesome foods for lunch in microwaveable containers. ***Students will eat lunches at their desks or outside (weather permitting).***

 Apples, pears, or other fresh fruits are excellent examples of lunch desserts. They provide needed vitamins and minerals and will not spike their blood sugar levels as does sugar-laden candies. Of course, sandwiches and soups are also examples of nutritious lunches.

**(26)**

**Recess**

Recesses are spent outdoors except on days when the teacher judges the weather to be unsatisfactory. Students need to have the appropriate items of clothing depending on the weather. If you would like your child to stay indoors as a result of illness or other factors, please send a written note with the student ***at the beginning of the school day.*** This privilege should not be abused by requesting excessive indoor recesses. When alternative supervision is not available for the student remaining inside, the entire class may have to spend recess indoors to accommodate the special request.



**(27)**

**Field Trips**

Parents/guardians are asked to sign a permission slip for students to participate in all off-campus activities. A student without a signed permission slip will not be allowed to leave the campus. For field trips that are repeated, such as to the public library or nursing home visits, a blanket field trip form will be given to cover all of these occurrences. ***Field Trips will be limited during the 2023-2024 school year due to the continuing presence of Covid-19.***

**School Activities**

When the school presents programs during the school year, such as a Christmas program, singing for the worship service at church, Education Sabbath, the Annual School Picnic, Science Fair (or alternative Fine Arts/Bible/Social Studies Fairs), eighth grade graduation, and other activities designated by the school board, students are expected to attend and to participate.

**School Pictures**

Student School Pictures may be taken during the school year. Parents/guardians will be responsible for the purchasing cost of the pictures.

**Insurance**

Each child is covered by a limited insurance policy. The policy provides *secondary* accident coverage to your child while he/she is participating in official school activities. The insurance is provided as a service.

**Facilities**

MACS has been tested for lead and for asbestos as required by the State of Illinois. The results are: MACS is lead free - zero lead is in its drinking water. MACS is asbestos-free.

**(28)**

***Please note that during the COVID-19 Pandemic, the CDC Guidelines for Health and Safety prohibit nonessential entrance into the building. Therefore, we are not allowed to have guests, who are nonessential to the school’s function, from entering the building. Also, we are asking all drivers to remain in their cars and allow students to exit on their own and enter the school building on their own. This will speed up the process and promote social distancing.***

**Guests**

**In *“normal circumstances,”*** All board and interested church members and prospective parents/guardians are encouraged to visit the school after making prior arrangements with either the Principal or teacher, as a courtesy.

**Parents’/Guardians’ Participation**

In ***“normal circumstances,”*** Parents/guardians of our students are welcome to be at school at any time and are expected to participate in, and assist, with school activities both in and out of the classroom. Any parent/guardian who chooses to volunteer to assist with field trips or have any contact with students will be required to have a background check and complete a Verified Volunteer Test per guidance of the Illinois Conference of Seventh-day Adventists. The same rules will apply to any volunteer who wishes to assist in the advancement of MACS students’ success.

**Loading and Unloading Students**

Please follow the driveway around so that the passenger side of your car is adjacent to the sidewalk for loading and unloading students. If you find it necessary to park your car, please do so in the parking lot rather than in front of the sidewalk.

**School Closing Due to Weather**

When the Principal deems the weather and driving conditions to be questionable for holding school, she will notify the Emergency Closings Center, which will publish a school closing or late opening announcement on television and radio stations in the area. Any days canceled due to bad weather will be made up at the end of the school year as necessary.

**(29)**