

Table of Contents

Introduction	2
Core Beliefs	2
Mission Statement	2
Statement of Faith	3
Communication	4
Admissions	4
Admission Policies	4
Admission Steps	4
Health Requirements	5
Financials	5
Tuition	5
Scholarships	6
Insufficient-Funds Payment	6
Student Attendance	6
Calendar	6
School Closings	6
Arrival	7
Early Pick-Up	7
Dismissal	7
Absences and Attendance	7
Attendance and Events/Extracurriculars	8
Illness-Related Absence	8
Planned Absence	8
Student Life	8
Lunch	8
Chapel	8
Parties and Celebrations	8
Extra-Curricular Activities	9
Eligibility	9
Family Involvement	10
Fundraising	10
Visitors	10
Directory Information	10
School Communication Avenues	10
Student Safety	11
Student Health and Wellness	11
Food Allergy Aware School-adopted spring 2026	11
First Aid	12
Emergency Contacts	12
Drills	13
Academics	13

Grades	13
Conferences	14
Benchmark Testing and Progress Monitoring	15
Homework Policy	15
Honor Roll	
Standardized Testing	16
Student Behavior and Discipline	16
Expectations	16
Phones	17
Detention Policy & Guidelines-adopted Spring 2026	17
Suspension Policy & Guidelines-adopted Spring 2026	18
Expulsion Policy & Guidelines-adopted Spring 2026	19
Banned & Dangerous Items	20
Possession of a Weapon	20
Nuisance Items	20
Technology Policy	20
Dress Code-updated and revised spring 2026	21

Introduction

Core Beliefs

Monroe County Christian School Core Beliefs

- We believe in the triune God, God the Father, God the Son, and God the Spirit as He reveals Himself in the Scriptures, three persons in one Godhead, the same in substance and equal in power and glory.
- We believe that the Scriptures of the Old and New Testament are inspired, inerrant, and infallible in the original manuscripts, and are our only rule of faith and life.
- We believe that we are saved by grace through faith in the perfect life and complete obedient righteousness of Jesus Christ in his life, death, resurrection, and intercession.
- We believe that God through the Holy Spirit has called and equipped all His people to serve in His world and kingdom.



Mission Statement

We exist to provide a Christ-centered education that teaches children to love God, serve their communities, and to advance God's Kingdom.

Statement of Faith

This Statement of Faith is not meant to be exhaustive of all that we believe. Because the Bible is the inspired, inerrant, and infallible Word of God, it speaks with complete authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Spiritual Advisory Team of Monroe County Christian School retains all final explanatory authority for the Biblical meaning and application with regard to faith, doctrine, purity, principle, practice, and correction.

1. We believe the Bible is the only inspired, infallible, inerrant and authoritative Word of God and is relevant for today. (John 17:17, 2 Timothy 3:16, 2 Peter 1:21).
2. We believe in the one triune God, God the Father, God the Son, and God the Spirit as He reveals Himself in the Scriptures, three persons in one Godhead, the same in substance and equal in power and glory. (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the full humanity and deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that only by the regenerating work of the Holy Spirit can men be saved because of the great sinfulness of human nature, and that men are justified only by faith in the redeeming and cleansing blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:1–10; Titus 3:5, 1 Peter 1:18, 19).
5. We believe in the resurrection of both the saved and the lost; that the saved attain to the resurrection of life, and the lost enter into the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ who are all connected to the same vine (John 15:5, Romans 8:9, 11:17–21, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling believers are enabled and empowered to live in godliness and also in service to God and fellow man (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as seen and commanded in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God prohibits sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Communication

Good communication is vital in any Christian school and MCCS is no exception. The potential for miscommunication is huge so we have developed a simple communications policy that follows the steps provided by our Lord in Matthew 18:15-17.

If at any time you have an issue, concern, misunderstanding, or conflict with another person connected to MCCS, you agree to go directly to that person to discuss the situation in order that the misunderstanding may be resolved and the relationship restored. Indirect communication is viewed as unhealthy and as intentional discord. If the concern cannot be rectified after a direct meeting, then the next step is to take a second person with you to make another attempt at reconciliation. If that is not successful, then you are to address the School Board to help reach a solution.

You are also asked to agree that you will not post or share anything on social media that reflects poorly on the staff or the school. When you become a part of the MCCS family, you agree to follow this communication policy.

Admissions

Admission Policies

Monroe County Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Monroe County Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic or other school-administered programs.

The principal and/or the school board may deny admission or continued enrollment to individuals because of behavior, academic progress, physical or academic needs, failure to meet financial obligations as well as those whose personal or family lifestyle is not in keeping with the school's core beliefs and statement of faith.

Monroe County Christian School reserves the right NOT to accept a student they feel would not be in the best interest of the school due to previous attendance, grades, and/or behavior records. Monroe County Christian School is not equipped to accommodate students with severe learning or physical disabilities.

Admission Steps

1. Complete and submit the new student application link found on our website. A copy of the most recent report card and standardized test results should be uploaded to the application.
2. Include a non-refundable registration fee as part of your application.

3. The principal will review the application and call to set up an interview. At the interview, You will be asked questions about your child, your expectations, your Christian beliefs, and so on. Prospective students in grades 5 and up are required to be a part of that meeting.
4. Once accepted, you will be given a family packet that includes the school calendar, dress code, supply list, and etc.
5. Tuition and Fees: After your child (ren) is/are accepted, all first payments (as determined by your chosen payment plan) must be paid before school begins.

Health Requirements

Health Requirements Illinois State Law requires that students have a health examination (physical), within one year prior to entering kindergarten and the sixth grade, and any grade if the prior school was not in the State of Illinois. The State requires that parents use the Certificate of Child Health Examination, which is available from your child's doctor. All immunizations must be up to date and the form filled in completely including the full date, physician, and parent signatures.

Kindergarten students may need to have a lead screening within one year prior to the first day of school.

If a child does not submit proof of the required health examinations and immunizations by October 15th of the school year, the state mandates that the child be excluded from the school, as of October 15th, until all requirements are fulfilled.

Students in grades K, 2, and 6 must show proof of a dental exam by May 15 of the enrolling school year. Students enrolling in kindergarten and any student enrolling in an Illinois school for the first time are required to have an eye examination. Students who have not met the dental and/or eye exam state requirements by the end of the current school year will not be allowed to begin school the following school year until proof of compliance is presented to the school office.

Students participating in extracurricular sporting activities are required to pass an annual health physical administered by a licensed physician. The physical must be on file with the school office before the student can attend or participate.

Financials

Tuition

Tuition may change from year to year. See website for updated tuition amounts. Tuition payments can be made online through the Quick Schools portal or directly through the school office.

All charges and tuition must be paid in full before a student may begin the next academic year. A new payment plan may not be finalized until the previous balances are paid in full.

Tuition refunds must be requested in writing and will be decided by the Board. Withdrawal from school does not automatically warrant a refund. An emergency, a change in family circumstances or location, serious health issues, or circumstances beyond control may be grounds for a refund. Any refund is on a per diem basis and takes into consideration the formal withdrawal date and the amount of paid tuition to date.

Scholarships

Scholarships may vary and are dependent on the availability of funds and documented family financial needs. Parents should check with the principal for more information.

- A scholarship link is available on our website or from the office.
- Applications should be submitted directly to the school office either in-person or by email.
- Re-enrollment submissions and/or new student applications and any registration fees must be paid before the committee will review your financial aid application.
- Requests are reviewed following these application deadline cycles: by July 1, by Aug 1
- All previous year tuition must be paid in full before a new determination will be considered.

Insufficient-Funds Payment

We understand that sometimes life can become hectic and that accidents in your personal accounting can occur. If your check should happen to bounce, we will have to charge you a fee equal to whatever the bank charges us for a returned check and you will have to reimburse the school in cash for the amount of that fee. After 3 such mistakes, we will require you to pay the remaining charges with a cashier's check, money order, or cash for the remainder of the school year.

Student Attendance

Calendar

When creating the annual calendar, MCCC will consider both Waterloo and Columbia public school calendars. Although our calendar will often follow many of the same dates, they will not exactly mirror each other. A digital copy of the calendar can be found on our website.

School Closings

We will cancel for snow/ice days when Columbia cancels. Cancellations for wind-chill only will be an MCCC decision. Parents are notified of cancellations and emergency

dismissals by a text message. These messages originate in the QuickSchools platform. Be sure that your phone numbers stay current in the system.

Arrival

School doors open at 7:45. Students enter and sit in assigned areas until teachers pick them up for class at 8:00. Once the students leave those areas, newly entering students are considered tardy. Tardy students, arriving after 8:00 am, should be brought to the parent entrance. Due to safety measures, please do not drop your child off at the outside door alone. Arrival time period is 7:45-8:00 am.

Early Pick-Up

If possible, it is best to alert your child's teacher or the office the day before, or the morning of, a day you intend to arrive early to pick your child up from school. You will need to ring the doorbell at the parent entrance. A teacher or the administrator will call for the student, once you arrive. You will be asked to sign the In/Out form.

Dismissal

Parents are asked to remain in the single file car line for pick-up. As your car approaches the front of the line, the teacher on duty will call for your child to come out of the building. If you would like to speak with a teacher or come inside for any reason, please park your car so that the line can continue moving. School dismisses at high school and 2:45 for all other grades. Occasionally, a half day 11:30 dismissal is scheduled. Parents are asked to pick up within the 15 minutes following dismissal times.

Absences and Attendance

Regular attendance is important and plays a big part in the success of your child's education. If your child misses school due to illness, family emergency, or other reasons, please notify the school as soon as possible. Chronic absenteeism or tardiness may result in a required family meeting with the principal. It may also be a determining factor in grade promotion and enrollment decisions. The administration will take into consideration exceptional circumstances when considering absence numbers.

Any child who has symptoms of illness should not be in attendance at school. Symptoms may include a fever of 100.0° or higher, vomiting, diarrhea, nausea, and body aches. Students must be symptom free, without the aid of a fever reducing medication, for 24 hours before he/she may return to school. Additionally, cases of body rash, eye infections, head lice, etc. will also require a child to stay home from school. If your child is absent due to an illness that is highly contagious, please notify the office immediately, so we can contact other parents. Your child's name will be kept confidential.

If a child is being treated with an antibiotic for a bacterial infection, he/she may return to school 24 hours after the medication began.

Make up work, if there is any, can be requested and picked up from the school office by the parent. If the work is not picked up, a student will be allowed the same number of

days to make up the work that he/she was away. Previously scheduled test(s) and project due dates remain unchanged and students should assume tests can be administered upon return and projects requested upon return.

Attendance and Events/Extracurriculars-approved May, 2025

A student must be in attendance a half day or more to participate in school sponsored activities (athletics, programs, dances, concerts, practices, etc) without special permission from the administrator. A half day will be considered either from school beginning until lunch or lunch until end of the day.

Illness-Related Absence

If your child is ill and needs to stay home, please call or email the office as soon as possible, preferably before 8:00 am. If your child gets sick at school, you will receive a call ,as soon as possible, to pick your child up. Any adult, other than the parent, picking up your child needs to be on the QuickSchools pick-up list or the office must be notified of the name and relationship of the adult before the student is picked up. The office reserves the right to request a picture ID from anyone picking up a student.

Planned Absence

If a parent plans on pulling a student from school for two or more days, a Planned Absence Form is required. This should be done at least a week in advance. Request this form from your homeroom teacher or the school office.

Student Life

Lunch

MCCS does not provide lunch. Lunch is to be brought from home. Microwaves are available to heat lunches, if necessary. Parents are welcome to occasionally join their child for lunch. We ask that no restaurant food be brought to school.

Chapel

Our students join together on Wednesday mornings to hear God's word, pray and sing. Offerings collected at chapel are designated for different mission projects on a quarterly basis. Parents and families are welcome to join us for chapel. Occasionally, the times are adjusted for special events, which will be noted in the weekly Principal Notes.

Parties and Celebrations

Students may bring in birthday party snacks and treats for their class. Parties are generally held sometime during the last 45 minutes of school. Parents are welcome to

come. If you are planning on sending treats or joining the class for a short party, please let the teacher know several days in advance.

At times, classes or a whole school holiday celebration may be scheduled. Parents are welcome to volunteer. Sign-up forms may go out the week before the holiday party asking for donations of various foods and items and/or help for the day of the event.

Extra-Curricular Activities

Depending on enrollment, interest, and available volunteers, MCCS may offer after-school enrichment activities and/or athletics. If you are interested in volunteering your time or special talents, please contact the principal. We love parent involvement.

Eligibility

Students in grades five and above who are participating in any extracurricular activity (sport, club, team) must maintain their academic grades and behavioral standards in order to continue such participation. Eligibility checks will be made every two weeks. The following process is used to determine eligibility. The seven core subjects listed below will be averaged together to determine the grade point average on a sliding scale with an "A" 4.00, "A-" 3.67, "B+" 3.33, "B" 3.00, "B-" 2.67, "C+" 2.33, "C" 2.00, "C-" 1.67, "D+" 1.33, "D" 1.00, "D-" 0.67, "F" below 0.67.

Students will be ineligible for a period of two weeks under the following situations:

Academic

1. An F in any subject.
2. Students not maintaining a C average for the seven (7) major subjects. These subjects are: scripture, math, reading (literature), science, social studies (history), spelling and English.
3. A student-athlete must be academically eligible to practice.

Behavioral

1. The principal may determine that a student not be allowed to participate at a practice or event because of a disciplinary action. The coach will carry out the discipline given by the school.
2. A coach may bench any student-athlete whose conduct does not exemplify Christian sportsmanship and fellowship (unsportsmanlike conduct before, during, or after a game or practice, constant complaining about referees, putting down teammates, etc.).
3. Student-athletes will always use a title when communicating or referring to a coach. Mr., Mrs., or Miss with a name or initial or "Coach" is acceptable.

Ineligibility Follow-Up

1. Student-athletes who are ineligible may not attend a practice or participate in any games for a period of two weeks.
2. The ineligibility period will start on Monday afternoon (3:00 p.m.) and end two weeks later on Monday at the end of the school day.
3. Grades will be evaluated every two weeks to see if sufficient progress has been made to allow further participation. The cycle will continue until the grades reach a C average.

4. Students who are ineligible at the beginning of any break cannot practice or participate over break.

The principal will handle any exceptions to the above. Parents will have the final say as to whether their child is eligible for participation on a team if the student is academically eligible. Coaches will support all parental decisions.

Family Involvement

Fundraising

It currently costs much more per student per year over tuition fees to pay for each child's education. These funds come from fundraisers and the generous tax-deductible donations of parents and friends of MCCS. Participation of every family in fundraising activities is needed and appreciated to bridge the deficit.

MCCS will host several fundraisers each year. Fundraisers may include golf tournaments, trivia nights, dinner auctions, book fairs, etc. It is especially important to the success of these events that parents are willing to volunteer to help plan, set-up, work the day of the event, clean-up, and/or respond to donation requests prior to the event. Please plan to participate and help.

Visitors

We welcome parents and friends to visit MCCS during the school day. We do ask that you check in at the office and pick up a visitor's pass before entering the classroom. All doors are locked at all times and access will not be allowed unless a pass is shown.

All visitors to the building are asked to dress appropriately and conservatively for a Christian School. All adults coming in to teach as guests or volunteer regularly should follow the basic dress code guidelines.

Directory Information

MCCS may make available to MCCS parents a directory of all family names, addresses, and phone numbers within the QuickSchools portal. Parent to parent and parent to teacher messaging may also be enabled in the portal. Families that do not wish to share contact information with other families may opt out of the open directory.

School Communication Avenues

QuickSchools, our Student Information System, provides up to date information on the calendar, student emergency information, medical forms on file, announcements, grades, attendance, access to all billing and payment processing, and a built in messaging system for all parent/school email communication. In addition, teacher newsletters and parent text alerts are utilized. School communications are also shared via student handouts that go home and through weekly Email notes from the principal.

Student Safety

Student Health and Wellness

We ask you as parents to be the ones administering medications to your children. However, we recognize that there are instances when students may need to take medication while at school for an emergency or for their well-being to remain at school and the parent is not able to be present.

The following guidelines will be followed:

- MCCS and personnel incur no liability for injuries occurring when administering asthma medication (inhaler), an epinephrine auto-injector (epi-pen).
- Diabetic injections will not be administered by staff.
- Any inhaler or epi pen usage must have a doctor signed medical plan on file in the school office.
- A Medication Form must be filled out and signed by the parent/guardian.
- OTC medication must be in the original container.
- Prescription medication must be in the original container with the pharmacy's label listing the student and doctor's names, medication name and dosage.
- Medications to be administered will be kept in the school office. Medications may be kept with the teacher if it is deemed to be medically necessary.
- MCCS retains the discretion to reject requests for the administration of medications or medical procedures. If the request is denied, the principal will notify the parent.

Food Allergy Aware School-adopted spring 2026

In a given year, we may have students at our school who have severe food allergies. The most common of these allergens are tree nuts and peanuts. Serious risks can cause life threatening anaphylactic reactions. For some students with these allergies, eating these foods (even in trace amounts) may cause serious reactions that can result in death. Sometimes, touching contaminated surfaces or breathing in air-borne dust may cause a fatal anaphylactic reaction.

School staff is made aware of known allergies by parents and particularly, those teachers who have that child in their classroom. In these instances, homeroom teachers will discuss and alert students in the classroom to a known allergy. Teachers may notify parents in various formats: classroom newsletters, written classroom guidelines, and family letters.

Parents and Caregivers of students can support the school and/or the affected classroom in being food allergy aware by:

*Ensuring that students do not bring in snacks containing items that the teacher has relayed as a risk.

*Reminding students not to buy snacks on the way to school or bring in snacks that contain allergy items.

*Encourage your child to be allergy aware by:

- Educating children to be responsible when eating and handling food both inside and outside of the school.
- Helping them to understand that foods they enjoy freely can be very dangerous to others.
- Encouraging children to support their classmates with allergies by eating and handling food responsibly.
- Loving each other and caring for each other as commanded. "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another" (John 13:34-35).

**Special Note-If deemed necessary, the school has the right to move to a school-wide nut free environment.

First Aid

Basic first aid will be administered to your child in the event that it is deemed necessary. First aid may consist of anti-itch or antibiotic creams including, but not limited to: hydrocortisone creams and triple antibiotic ointment; antiseptic or flushing liquids including, but not limited to: optical eye wash, hydrogen peroxide, or pain relief spray. It is very important that a student's allergy/medical information be kept up-to-date. Parents should notify the school office of changes immediately and submit any requested documentation. Should care beyond basic first aid be deemed required by the staff, MCCS will contact the parent/guardian as soon as possible.

Emergency Contacts

While filling out a student application please make sure to fill out the emergency contact list for your child. If your family has re-enrolled, previous emergency contacts roll over into the next year. It is important to double-check this information for accuracy every fall and update, when necessary. Make sure the person(s) who might pick up your child knows he/she is listed on the form. You are responsible to either give the office updates and changes or update family emergency information yourself in QuickSchools. Notify the people you put on the list that they will need to provide proof of identity, such as a driver's license or other ID with a photo.

Drills

Each of the following drills and teacher training will be conducted on a regular basis: fire, tornado, active shooter.

Academics

Grades

Report cards are issued every quarter. Midterm progress reports are also provided at mid-point of every quarter. Both documents are required to be returned with a parent signature to show proof of family receipt.

Frequently Asked Questions about the Elementary Report Card

The elementary report card reflects your child's performance on specific standards and skills that students are expected to learn following instruction and reinforcement activities. The following responses may be helpful as you review the report card with your child/ren. Thank you for all you do to support your child's learning!

Kindergarten Standards-Based Grading

The addition of standards-based grading (in kindergarten) helps to better illustrate how the student is progressing through the fundamentals of learning as they move towards the primary grades. The report card marks reflect how your child is performing at designated times throughout the year, based on what has been taught to date.

At the kindergarten level, a 4-1 scale is used instead of letter grades in certain areas. The teacher considers the multiple pieces of evidence collected throughout the grading period that show what skills a student has learned. Using that information, it is determined if the student is working at an: excellent (4), proficient (3), basic (2), limited (1).

What do the marking codes 4-1 mean for academic grades?

4 - Work is excellent, exceptional, or extended. A student working at a 4 level displays excellent quality, performs with high accuracy, applies the learning in complex ways, and/or extends the expectations for meeting the grade level standard.

3 - Work is proficient, consistent, and accurate. A student working at a 3 level displays high quality, performs with accuracy, applies the learning accurately, and/or meets expectations for the grade level standard.

2 - Work is basic or simple, and may be inconsistent. A student working at a 2 level displays basic quality, performs with inconsistent accuracy, applies the learning at a basic level, and/or meets the grade level standard at only the simplest level of content, task, or skill.

1 - Work at this level is limited or there is insufficient evidence of learning. A student working at a 1 level displays limited quality, performs with little evidence of understanding or limited accuracy, and/or applies learning at a minimal level. Work at this level typically does not meet expectations for the grade level standard.

My child achieved a 3 in the first and/or second marking period. Does this mean he or she has met grade level expectations for the end of the year already?

Reporting Standards are marked based on what has been taught and assessed so far. When a student achieves a 3 on the first semester report card, it does not mean that the student has learned all he or she needs to learn for the entire year. It means that based on what has been taught and assessed so far, the student has demonstrated grade-level skills. Many areas build upon skills throughout the year; as a result, your child's mark will reflect the progression of skills. We would expect the student to master end-of-year grade-level standards if his or her skills continue to progress.

For non-core areas in all grades, teachers will mark using an O, S, N, or U. A (+) and (-) may be used. Music, PE, and Art are considered non-core classes.

O (outstanding): The student participates and cooperates well with both the teacher and classmates. He/she uses excellent collaboration, problem-solving, and/or sportsmanship skills.

S: (satisfactory) The student needs very little redirection or encouragement during class. He/she participates well nearly every day.

N (needs improvement): The student inconsistently meets expectations. He/She has had an occasional discipline and/or participation problem.

U (unsatisfactory): The student had to be removed from the activity/class more than once. He/She tends to argue with classmates or teachers.

Do the numbers 1-4 or O,S,N,U markings translate into letter grades?

No. The marking codes do not directly translate into a percentage or a traditional letter grade such as A, B, C, or D.

What is Considered a Core Class?

The core classes are Scripture, Math, Reading, English/Phonics, History, Science, and Spelling.

Please keep in mind that report cards are just one way that teachers share information with you about your child's progress. Parent-Teacher conferences, notes, email, and phone calls are other ways for you to learn how your child is progressing in school. Consistent communication from home to school and positive parent/teacher relationships are often the keys to academic success. If you have any questions about the report card or your child's performance, please contact your child's teacher.

Conferences

MCCS has two parent/teacher conference times each school year. One conference will be in October. This is a required conference for families to discuss how the child has settled in to the year, their progress, and any concerns from the teacher and/or parent perspective. Quarter 3 conferences, in March, are by teacher request. These generally occur if there are academic concerns to discuss. If a teacher does not request a conference, a parent is still welcome to request a meeting. Conference forms are sent home asking parents for convenient meeting times. Please return your conference form to your teacher as soon as possible. If you cannot make a conference, please let the

teacher know as soon as possible, so he/she may schedule a phone/video conference, if necessary. Other conferences with the teacher are welcome, so please do not hesitate to ask to meet with your child's teacher if you have a concern. In addition, beginning of the year family meetings or family orientation nights may be scheduled.

Benchmark Testing and Progress Monitoring

Three times during the academic year there will be benchmark assessments of the entire class to gauge progress. Classroom teachers will administer these at the appropriate times and determine if any students need extra support and reinforcement in certain areas. If determined, these individual students will also begin a series of progress monitoring tests. The frequency of these tests is related to the benchmark results. If the student improves in the area of deficit at the next benchmark, the progress monitoring frequency and/or extra support is adjusted accordingly.

Homework Policy-*approved spring 2022*

Each teacher will develop a classroom management plan for dealing with homework not turned in. This will be discussed thoroughly with the students at the beginning of the year. In addition, grades 5-8 have a one day late homework policy. A 20% reduction in the student's earned grade (after being checked) will be taken for the one day late papers. Homework is due at the beginning of each day. Work not handed in complete, at that time, is noted as one day late. Assignments, which are reviewed in class with the answers given out, will not be eligible for late credit. Work turned in later than one day late will be assigned the grade of F (or 63%). However, if after grading, the student earned less than a standard 63%, they receive the lower grade. Homework not turned in before each midterm end and quarter end will be given a ZERO.

Those participating in any extra-curricular activity, including practice, must maintain academic and behavioral standards in order to begin/continue participation. Eligibility checks will be made every two weeks on Friday, using the standard GPA calculations.

Honor Roll-*Approved spring 2022*

The following information outlines requirements for Honor Roll in grades 5-8. Please encourage your child to set high standards when it comes to their school work.

The Honor Roll is based on quarter-end grades received in the following subjects: Scripture, math, English, history, spelling, science, and reading/literature.

Parameters:

1. An "F" in any subject, at time of grade reports, will eliminate a student from the Honor Roll.
2. The seven subjects listed above will be averaged together to determine the grade point average based on this scale:

“A” 4.00, “A-” 3.67, “B+” 3.33, “B” 3.00, “B-” 2.67, “C+” 2.33, “C” 2.00, “C-” 1.67, “D+” 1.33, “D” 1.00, “D-” 0.67, “F” below 0.67.

3. Quarterly High Honors – 3.67 and above grade point average.

4. Quarterly Regular Honors – 3.00 to 3.67 grade point average.

5 End of year Honor Roll Award status is as follows:

Regular Honors three out of four quarters: Regular Honor Award

High Honors three out of four quarters: High Honor Award

High Honors two quarters and Regular Honors two quarters: Regular Honor Award

Students cannot earn end of year Honor Roll Award status without either equal quarters met

or a $\frac{3}{4}$ majority of quarters at one level.

Standardized Testing

MCCS administers the Stanford achievement test to all students in the spring. It is very important that your child attend school during testing days. If your child is absent, special arrangements must be made with the teacher to finish the test. Results are generally available in late spring.

The office may request a copy of recent standardized tests during the application process to aid in determining enrollment decisions.

Student Behavior and Discipline

Expectations

All students are to be respectful and truthful to other students and teachers. Students are to model Christian attitudes and behaviors that glorify God.

MCCS teachers will have their own set of classroom rules and expectations. These will be approved by the principal. After all approved measures have been taken, the teacher will have the right to phone a parent to talk to his/her child, set up an appointment to see the parent and child together, or to have a parent come to take the child home.

In an effort to establish the means to work together to create the most God-pleasing learning environment, the following school-wide behavior expectations are held:

- Respect God and His Word.
- Be an example to others by following the example of Jesus.
- Use words and language that encourage others and build them up.
- Respect the teacher and others in authority.
- Respond appropriately to directions given by your teacher or other school staff, whether in the classroom, on the playground, or during an off-premise field trip.
- Obey the laws of the community while at school and while out in the community as a representative of the school.

- Respect the teaching & learning process. Students are expected to be in regular daily attendance and be on time to school.
- Do your best with the gifts that God has given you. Complete assigned work and turn in assignments when due, follow classroom rules and help classmates do the same.
- Respect the rights of others. Recognize and give value to the gifts and talents of others and refrain from actions or language that hurt others or that make them feel threatened.
- Respect the property of others. Take pride in our school and our materials. Protect personal and school property.
- Follow all rules regarding the use of school computers and other technology.

Phones

Personal cell phones must be kept in the student book bag and turned off or silenced during the school day. Cell phones that are not silenced, that are emitting distracting notifications, and/or are being used without the teacher's permission will be confiscated and will be available to a parent for pick up from the teacher or office.

Detention Policy & Guidelines^{-adopted Spring 2026}

Depending on the seriousness of the incident or infraction and its implications or repeated misconduct, decisions regarding detention as the disciplinary response may be made by the child's classroom teacher, the teacher or staff member most directly involved in the incident, or the school Principal.

Detentions will be served before school on Fridays. Upon arrival, students will be signed in. Those late to detention will be required to serve another detention. Parents will be notified in advance, so that transportation arrangements can be made.

1. Staff person will discuss with the student the seriousness of the incident and review the policy with the student so that it is understood why a detention has been given and the steps to be followed.

2. The student will serve a behavior detention. The parents/guardians will be made aware of the situation.

* Detentions are issued to students who repeatedly break school rules.

* Detentions may also be given for specific more serious offenses as deemed necessary by the principal or classroom teacher.

* Detentions are served on Friday mornings for 30 minutes prior to school. This is not a study hall. No work may be completed. It is either a silent period or students may be asked to write.

Suspension Policy & Guidelines^{-adopted Spring 2026}

Suspension is the exclusion from school or classes for a specified length of time. Suspension will be served at home under parental supervision. In some cases, the suspension may be served at school (In-School Suspension) under proper supervision. Suspension terms can be one to three days in length.

Students who are suspended are also excluded from all extra-curricular activities and events during the course of the suspension. The suspension of extra-curricular activities would include holiday, weekend, and vacation activities should suspension be imposed during such a time.

In-School Suspension (approved by the principal): the student will spend the suspension day in an isolated but supervised area.

1. The student will be given a list of assignments that are due for each day. All work completed during school suspension will have a 50% reduction in the student's earned scores for each assignment. No late work will be accepted.
2. All days that a student is on school suspension are counted as unexcused absences.
3. The student will not be allowed to participate in any extracurricular activities or attend any school events on the days of suspension.
4. Parents will be notified of in-school suspension by personal notification and a written letter that must be signed and returned.

Out-of-School Suspension (regular suspension): the student will spend a designated period at home with the loss of all school privileges. Add high school

1. The student will not be allowed to participate in any extracurricular activities or attend any school events beginning on the day the out-of-school detention decision was made and lasting through the end of the day in which the suspension is to be served.
2. The student is not to be on property until the suspension is complete.
3. All days that a student is on out-of-school suspension are counted as unexcused absences.
4. Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This is to be picked up by the parent at the beginning of the suspension. All assignments are to be handed in the morning (homeroom period) the student returns to class
5. All work completed during the out of school suspension and handed in the morning of return will have a 50% reduction in the student's earned scores for each assignment. No late work will be accepted.
6. Parents will be notified of the out of school suspension by personal notification and a written letter that must be signed and returned. A student may be suspended and/or expelled in a given case for a single offense, depending upon the seriousness of the offense and attending circumstances. In other cases, students may be suspended and/or expelled for cumulative acts, or habitual failure to serve consequences and deteriorated attitude or behavior.

Expulsion Policy & Guidelines—adopted Spring 2026

Extreme, habitual, or inappropriate behavior may result in a student being expelled. Expulsion from school will be upon the recommendation of the principal and approval of the Board of Education. The parents/guardians will be offered the opportunity to make a presentation of their perspective and concerns to the Board of Education.

Due Process: A student who is suspended and/or expelled from MCCS will have the right to a due process hearing with his/her parents/guardians. It is not mandatory for the parent/guardians to request.

The due process procedure will include, but not be limited to the following:

1. A thorough investigation of the student's misconduct by needed staff members.
2. Notice in writing or by telephone to the student and the parents/guardians regarding the situation and pending suspension.
3. An offering of the opportunity for parents to meet with the board within a reasonable time for a hearing process. Parents may accept or decline this offer.
4. A hearing process that allows for:
 - a. A detailed recitation of the situation by key staff members.
 - b. An opportunity for the student and parents/guardians to tell their side of the story, present new evidence and to ask questions.
 - c. An opportunity for assessment of the student's total academic, social, disciplinary history/progress at school.
 - e. Another school board vote on the final expulsion determination (executive session).
 - f. Written notification to the student and parents/guardians detailing the findings of the hearing and the final determination.

After hearing all evidence and studying any documentation of the evidence the School Board will render a decision to:

1. Expel the student.
2. Restore the student to a position of good standing.
3. Restore the student but on a probationary basis.

**** All decisions rendered by the School Board are final and will be communicated to the parents in writing.**

Banned & Dangerous Items

MCCS will not allow knives, matches, lighters, fireworks, laser pointers or any other dangerous items to be brought to school by students. Should a child bring any such items to school, the item will be immediately confiscated, and the child may be sent home, suspended, or expelled depending on the severity of the infraction. Parents are responsible to check and monitor what their children bring to school each day.

Possession of a Weapon

Possession of a Weapon It is the policy of MCCS that no person may possess, go armed with, use, or store a “dangerous weapon” on any school property, on any school bus, or at any school related activity. Further, no person may knowingly, or with reckless disregard for the safety of another, discharge or attempt to discharge a firearm on any school property, on any school bus, or at any school related activity.

For purposes of this policy, “dangerous weapon” means any firearm, including, but not limited to and all types of handguns, rifles, shotguns, air guns and any other gun whatsoever that is powered by any sort of a black powder/explosive charge; knives, razors, karate sticks; any electric weapon; metallic knuckles or knuckles of any substance that could be put to the same use with the same or similar effect as metallic knuckles; nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire, leather or other material; a cestus or similar material weighted with metal or some other substance and worn on the hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari (combat chain) or similar length of chain having weighted ends.

Any student caught possessing a “dangerous weapon” will be suspended up to 10 days with possible expulsion. In the event of possession of a firearm, parents or guardians will be notified immediately. The principal will also immediately notify the local law enforcement agency of the incident. The school board will meet within the suspension period to determine whether the student will be expelled. The principal also notifies the Illinois State Police of the incident through the School Incident Reporting System (SIRS).

Nuisance Items

Unless explicitly requested by the teacher or the school for students to bring these types of items for Show and Tell, busy boxes, and etc, digital music, gaming devices, fidget spinners, toy masks, toys, trading cards, and other items that may be considered a nuisance and a distraction are not to be brought to school. Students will be asked to place items in their book bag or, in some cases, the teacher may take and ask the parent to retrieve them.

Technology Policy

Students will not be allowed to use devices if the Acceptable Use of Technology Policy form is not signed and returned to the office. Devices are to be used for school work only, and only with a teacher’s direction and/or supervision. This applies even if the

device is sent home for access. Although the school has a very good filtering/security platform for all school accounts, there are no guarantees that every negative site/image will be blocked. If a student is on or has viewed a site that is inappropriate, has conducted inappropriate searches, has created/stored inappropriate images, or has posted/sent bullying or inappropriate messages, the procedures outlined in the AOTP form will be followed. At all times, the use of a school device is to be considered a privilege and not a right.

Dress Code—updated and revised spring 2026

Early Elementary (K-2)

There is no “uniform” for the younger students. However, the following dress code should be followed:

Shoes: Tennis shoes are best. Remember, tennis shoes offer the best support and protection for little feet during both indoor and outdoor play. Fashion boots and dress shoes with a very low heel may be worn. Flip-flops, Crocs, slides of any kind, or shoes with wheels, lights, or sound should not be worn. *Snow and rain boots are not classroom shoes. These should be changed upon arriving. Any sandal that is worn must have a strap around the ankle. If your child cannot yet tie their own shoes, please send them with a velcro option.

Clothing: Comfortable clothing that is easy for children to move around in and take last minute bathroom breaks is best. Dresses/skirts may be worn with shorts or tights underneath. Tights or leggings are always required under dresses and skirts when shorts are not allowed. Torn clothing and clothing that reflects unchristian or anti-social values is NOT allowed.

*No makeup allowed. This includes lip gloss.

General-For Every Student:

- No makeup allowed until Grade 6
- No gauging or large dangling earrings, only one earring per ear
- No body or facial piercings
- No visible tattoos (including temporary)
- No bandanas
- No clothing or jewelry that reflects unchristian or anti-social values
- Hats and jackets to be worn outside only
- No torn/ripped clothing

Every Friday is MCCS T-shirt/hoodie and Jeans Day. Students may wear jeans, if they wear a school spirit shirt.

Grades 3 and up-Modified Uniform Dress

Dresses: Girls may wear dresses or skirts with a hemline no shorter than 3 inches from the top of the knee. Dresses must have sleeves. Shorts/Tights must always be worn under dresses and skirts thru grade 5. Tights or leggings must be worn under all dresses/skirts during the months that shorts are not allowed (all grades). **Colors for**

Dresses: Any solid color or small print. No pictures (images) or words. **Colors for skirts:** Any neutral solid color or a plaid—gray, black, navy, brown, beige, or white

Shirt Styles: Turtlenecks, short and long-sleeved polo's, button-up dress Shirts, sweaters, and cardigans allowed. Solid color fleece (full zip, quarter-zip or crew) allowed. Hoodies are only allowed indoors if they are MCCS spirit wear. School t-shirts only allowed on Fridays or for select field trips or events. **Colors for Shirts:** ANY solid color. Button-up dress shirts and fleece may be patterned.

Styles of pants: Casual dress pants, khakis, corduroys, cargo pants, capris, dress shorts, or khaki shorts allowed (no athletic shorts). Short length must fall within an adult's hand width from the top of the knee. No jeans of any color, yoga pants, or leggings (unless under skirts or dresses). **Colors for Pants:** Solid Color Neutrals--gray, black, navy, brown, beige, or white.

Shoes: Tennis shoes, dress shoes, loafers, docksiders, oxfords, saddle shoes, and fashion boots under 1" heel are allowed. Flat, soft-soled boots are best. *Tennis shoes for P.E. are required* No heels over 1" (including wedges). No boots can go over the knee. No snow or rain boots in the classroom. No sandals, Crocs, slide in shoes of any kind, flip-flops, shoes with rollers, or shoes of wood or wooden construction. **Socks:** Socks of any color may be worn.

Hair: Only natural hair colors allowed. Hair should not hang over the eyes. Hair styles may not have stripes, razor cut images, patterns, or words, tails, mullets, or mohawks.

AFTER SCHOOL AND EVENING EVENTS: For after school events (without going home) students are normally required to remain in school dress. For an evening or weekend event, students may usually wear non-dress code clothing. However, the principal and teachers are authorized to require a dress code for a certain event and may ask a student to remove or change out of clothing that reflects an unchristian message. **Note:** The teacher and/or principal have the final authority concerning dress code. We ask that parents cooperate in these decisions. Unless the violation needs immediate attention, teachers normally give a verbal warning, followed by written warnings. Students in grades 5-8 that choose to disregard the dress code repeatedly (more than three instances) will face additional discipline measures.