

MARCUS POINTE CHRISTIAN SCHOOL



2018-2019 Student Handbook



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Marcus Pointe Christian School

A Word from the Administrator

It is an honor and privilege to have the opportunity to work with families who desire a Christian education for their children. To have the home, church, and school going in the same direction spiritually and academically is the best way to fulfill the command stated in Proverbs 22:6, *“Train up a child.”* The investment of a Christian education in a child’s life will yield high dividends.

We seek to train our students to have a biblical worldview that will guide them through life as they seek to know and do God’s Will. God’s Word is the hub of the educational wheel; the Source of the wisdom that is needed to properly apply all that is learned.

Thank you for entrusting your child to our care. Let us continue to pray that the Lord protect our children and guide our parents and teachers as we endeavor to make a difference for the cause of Christ.

Partnering with you,



Matthew Graff / Administrator

Mission Statement

Marcus Pointe Christian School exists to assist parents in educating their children by equipping students with an academically excellent foundation and a Biblical worldview.

Educational Philosophy

MPCS teaches all subjects from a Biblical worldview. Our worldview holds that God is the center of the universe, not man, and that premise permeates every course in every classroom. We use a blended curriculum that is designed to prepare our students for a vibrant relationship with Christ. We promote balance in regard to the spiritual, mental, social, and physical aspects of life.



Statement of Faith

The Marcus Pointe Christian School *Statement of Faith* is as follows:

- We believe there is one God, eternally existent in three persons -Father, Son, and Holy Ghost. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe the Bible to be the inspired, and the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- We believe in the deity of Christ - John 10:33; His virgin birth - Isaiah 7:14, Matthew 1:23, Luke 1:35; His sinless life - Hebrews 4:15, Hebrews 7:26; His miracles - John 2:11; His vicarious and atoning death - I Corinthians 14:3, Ephesians 1:7, Hebrews 2:9; His resurrection - John 11:25; His ascension to the right hand of the Father - Mark 16:19; His personal return in power and glory - Acts 1:11, Revelation 19:11.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that men are justified on the single ground of faith in the shed blood of Christ, and that by God's grace alone are we saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit and that by indwelling, the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16; 6:19-20, Ephesians 4:30; 5:18)



Admissions

Admission Procedures

All parents/guardians must fill out the application form with all of the emergency contact information completed and pay a non-refundable registration fee.

An original copy of the physical form (yellow) and a current immunization form must be provided for each child's file in the office.

A copy of each child's birth certificate must be submitted to the school prior to acceptance.

Each new student may be interviewed by the administrator with at least one parent or guardian present. The presence of both parents is preferred.

A copy of the previous year's report card is required if entering first grade or above.

General Requirements

Marcus Pointe Christian School admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, and activities generally afforded, or made available to, students at the school. It does not discriminate based on race, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, and athletic or other school-administered programs.

Because MPCCS does not offer English as a second language, we cannot accept students who are unable to demonstrate English speaking skills necessary for learning at their grade level as determined by the administration. Also, MPCCS is not equipped to meet the needs of students with moderate to severe learning disabilities and/or psychological challenges that require a special education approach.

A meeting can be scheduled with applicants to go over what we believe and what students will learn at MPCCS. Students will be accepted provided that there is space and that the applicant agrees to abide by the rules and policies of MPCCS.

Age Requirements and Grade Level Placement

To enter K4 a child must be 4 years old on or before September 1, to enter K5 a child must be 5 years old on or before September 1, and to enter first grade, a child must be 6 years old on or before September 1.

No student will be considered for enrollment who is two years above the chronological age for the grade level. Students must reach the chronological age required for a given grade by September 1 to be placed in that grade.

The assignment of students to classes or teachers is the sole responsibility of the administration. Request can be made but are not guaranteed. Students may not transfer from one class to another during the school year because of preference for a particular teacher or classmate.

Academic Qualifications

Students must be ready academically for the grade level for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. MPCS does not offer SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), or ADD (Attention Deficit Disorder) special needs programs.

Testing may be conducted to determine grade level placement. It is the desire of the school to place each student in a grade where he is capable of success.

All students enter MPCS on a probationary status for the first grading period of each year.

Withdrawal

To withdraw your child from school, a thirty-day advanced written notice is required. Tuition must be current through the last month attending. Tuition is still due for withdrawals that occur without a thirty-day advanced written notice.

Students who are transferred out for disciplinary reasons will not be considered for re-enrollment during the current school year. Furthermore, parents must meet with the administrator before readmission will be considered.

Re-enrollment

Re-enrollment will begin on February 1 of each year on a first-come, first-served basis to families and students already attending MPCS, provided the family has no outstanding indebtedness to the school. Any family that is not current with tuition will go to the bottom of the list until such debt is cleared. A registration discount is given when a child re-enrolls during the early registration period. Enrollment is a yearly decision; the school administration reserves the right to deny re-enrollment to a current student.



Finances

Tuition Payments

Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. Parents are responsible for meeting all tuition and/or financial obligations to MPCS. There are two payment plans to choose from:

- Annual payment for the school year is due on or before August 1st. Parents that choose this plan will benefit from a 5% discount if paid by cash, check, money order, or credit card.
- Annual tuition can be paid in ten equal payments with the first payment due on the first of August of that school year.

Tuition Prices (based on ten months):

K4-5th Grade..... \$450

Extended Care.....\$175

Annual Fees (non-refundable)

Registration Fee (K4-5th)\$300

Technology Fee (K4-5th).....\$100

Testing Fee (K5-5th).....\$30

K5 Graduation Fee..... \$25

Payments can be made as follows:

Tuition may be paid in cash to the receptionist who may provide a written receipt. Please do not drop cash in the drop box. Please make checks payable to MPCS, note the student's first and last name, and place in the drop box located at each reception area. Online payments may be made at MarcusPointeChristian.org. Online payments must be made in time for the payment to reach our office by the first of the month. Credit card payments can be made at any reception desk.

If tuition is not paid prior to the close of business on the fifteenth day of the month, the account will be considered past due. A late fee of \$50 will be added to all past due accounts.

*Returned check fee is \$25.

*MPCS has the option of refusing any further checks.

If tuition cannot be paid on time, it is expected that the parents will notify MPCS to give a reason and a written plan for repayment. If payments become thirty-days or more past due with no

repayment plan, or if the parents do not adhere to the payment plan, the child may be removed from school.

Overdue Accounts

MPCS will consider all unpaid tuition accounts from past years still due and payable to Marcus Pointe Christian School. Overdue accounts will be turned over to a collection agency. A \$10 processing fee will be added when an account is turned over to the agency. No records will be released for students with past due accounts.

Note: If there is any outstanding balance by the last day of school, the student's report card will not be released, and the student's records will not be forwarded to another school.



Academics

Curriculum

Students at MPCS enjoy a blended curriculum that has been carefully selected to provide students with meaningful learning activities. Each component of our curriculum is scrutinized to make certain that it fits the philosophies, goals, and objectives of the school.

Textbooks and Supplies

Reading books, work texts and other textbooks in the classroom are provided for students. Other supplies will be furnished by the students. A supply list for the year will be available to parents, in the weeks prior to the beginning of school.

Homework

A minimal amount of homework will be given to students beginning in K5 and will increase for 1st - 5th grades. Homework will consist mainly of reading, math, spelling, studying for tests, and project preparation. Homework will be assigned for Monday, Tuesday, and Thursday evenings. Homework should not take more than thirty to forty minutes to complete, depending upon the student's grade level.

Make-up Work

Upon returning to school, a student who has an excused absence should ask his teacher for all work missed. A student will have as many calendar days as he was absent day to make up classwork, homework and quizzes. Work not completed within that length of time will result in a zero. All work missed for approved family trips is due upon the students return.

Work from an unexcused absence also needs to be made up, however, the student will receive no grade for the work.

Progress Reports/Report Cards

Report cards are issued four times a year, reflecting the four quarters (two semesters) of student work in K5 through 5th grade. The first report card is given at the Parent/Teacher Fellowship in October. Progress reports and report cards are sent home in an envelope that needs to be signed and returned to the teacher. You may keep the progress report or report card that is enclosed. If the signature envelope is lost, the parent should send a note or contact the school office for a replacement. Signature envelopes will be replaced for a charge of \$5.00.

Report cards are withheld each grading period if the student account balance is not up-to-date. End-of-the-year report cards will be withheld if the family account is not paid in full.

Grading Scale

98 - 100	A+	94 - 97	A	90 - 93	A-		
88 - 89	B+	84 - 87	B	80 - 83	B-		
78 - 79	C+	74 - 77	C	70 - 73	C-		
68 - 69	D+	64 - 67	D	60 - 63	D-	0 - 59	F

Performance Grades

E	Excellent	G	Good	S	Satisfactory
N	Needs Improvement	U	Unsatisfactory	I	Incomplete

National Elementary Honor Society

Students in 4th and 5th grades may be considered for membership to the MPCS chapter of the National Elementary Honor Society. Nominations are based on student Scholarship, Responsibility, Service, and Leadership. Member students will participate in additional meeting and service projects throughout the year.

Principal's List / Honor Roll

Students who earn straight A's in all academic subjects and in Conduct and Penmanship will be placed on the Principal's List. A student must earn all A's and B's in their academic subjects to be eligible for the Honor Roll. These are awarded at the end of each quarter.

Promotion and Retention

In K5-5th grade, students receiving an F in three academic subjects are automatically held back in order to give them an additional year to prepare for the next grade. Students receiving an F in both English (to include Phonics and Spelling) and Math are also automatically retained. Students failing any one of the four core subjects (Math, English, Social Studies, or Science) are required to pass the class in a summer program in order to be promoted. These policies ultimately prevent unnecessary academic frustration and discouragement and ensure that all students are prepared for the challenges presented to them as they advance to the next grade level.

Achievement Testing

Marcus Pointe Christian School gives a Standardized Achievement Test each Spring. Results from this test are available to parents for their review, upon request. There will be a \$30 testing fee posted to the account in January.

Field Trips

During the school year, to enhance the education experience, students may leave the classroom to go on a field trip. A field trip permission slip must be filled out and signed for each trip.

Parents are encouraged to attend field trips as their schedules allow. If a parent does not wish for their child to attend a field trip, the school will issue an excused absence for that student. No on-campus care will be provided for students not attending a field trip with their class. If a parent chooses to take a sibling in another grade with them on a field trip, it will be counted as an unexcused absence for the sibling.

K5 Graduation

One of the highlights of the year is the K5 graduation ceremony. The children will have a program showing what they have learned during the year, followed by a cap and gown ceremony complete with graduation diplomas. A \$25.00 graduation fee will be posted to the account in April.



Health and Safety

Required Immunizations

Every child must be current in his/her immunizations as required by Florida state law. The record of these immunizations must appear on the DH 680 Form from the Florida Department of Health. An original copy of this record must be provided for each child.

The following list indicates the requirements to be met in order to enroll in kindergarten:

DTP	Mumps	Polio	Rubella
Measles	Hepatitis B	Hib	Varicella (K4 and K5)

The County Health Department can provide additional information to parents regarding immunizations.

Physical Examination

Every child entering school in the state of Florida must submit proof of a medical examination performed by a Florida physician. This information must be submitted to the school on the yellow form (DH 3040) from the Florida Department of Health. For new Florida residents, out of state immunizations and physical forms will be accepted for thirty days.

Illness Policy

Parents/Guardians will be notified to pick up any sick child with symptoms such as, but not limited to: a fever of 100 degrees or higher, diarrhea, vomiting, sore throat, runny nose, and any eye drainage. Sick children must be picked up within thirty minutes of their parent being called.

Children with these types of symptoms will not be able to return to class until they have been symptom free for a twenty-four-hour period, antibiotics have been given for twenty-four hours, or a doctor has given a written note stating that the child is not contagious.

We suggest that you provide the front desk with over-the-counter medications that your child takes for headaches, allergies, and/or stomach issues. This will prevent disruption to the school day when these situations occur. A *Medication Dispersion* form will be required for each medication.

Medication

Parents/Guardians are to bring all medications to the office. Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, cubbies, or back-packs. Cough drops do not require a *Medication Dispersion* form but must be held for the day by either the student's teacher or the front desk and will be given to the student as requested. Designated school staff must administer all medicine. Prescription drugs must be in the original pharmacy labeled container. Written instructions must correspond with an authorization for administration of medicine supplied and must be signed by the parent. Non-prescription medication must be submitted in the original container and must have an authorization form signed by the parent (available in the office). Parents/Guardians must fill out a *Medication Dispersion* form (located at the front desk) for each of the medications to be given.

First Aid

Students who become ill at school will be temporarily housed at the front desk until transportation home can be arranged. Under no condition will a child be released without the specific authorization of a parent or a legal guardian.

Designated faculty with proper training will render first aid treatment.

In the event of a medical emergency with a student, MPCS will administer first aid/CPR or obtain emergency medical treatment that is in the student's best interest.

Head Lice

Students may be checked randomly for head lice. If lice or nits are found, the students will be isolated and their parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

Security/Fire Drills

Students at MPCS participate in monthly fire drills and random security lock down drills. During security drills, they practice safety lock down procedures for their classroom. For fire drills, they are required to exit the building quickly through designated exits without running, talking, or pushing to the designated area, where they will wait for a signal to return to class. Any student found responsible for pulling a fire alarm without cause, will be disciplined appropriately. If the school incurs any charges as a result, the family's account will be charged.

School Security, Cameras, and Visitors

All main entrances are locked during certain school hours. The parent/guardian may enter by pressing the call button and identifying themselves to the receptionist. Cameras are placed at

the main desk, throughout the pre-school, elementary school, and gym for extra security measures.

All visitors must check in at the front desk, receive a visitor badge, and wait for staff assistance.

A DCF and VECHS screening procedure is carried out on all school staff before their employment at MPCS.

Child Abuse

MPCS and all of its employees are required by Florida State Law to report any suspicion of child abuse or neglect.

Accidents and Incidents

Incident Report forms are filled out on each incident that occurs while in school. Incidents may include, but are not limited to: hitting, biting, throwing, spitting, scratching, misuse/abuse of school property, verbal misbehavior, or continual refusal to follow directions. Incident Report forms are to be signed and copies may be given upon request. If an accident should occur, an Accident Report will be filled out including a description of the accident and treatment. This report will also require a parent signature.

Severe Weather

Severe Weather and Fire Emergency Plans are posted in all classrooms. In the event of an emergency (fire or severe weather), please note that the MPCS staff is instructed to keep all children together.

Severe weather and fire drills will be conducted throughout the year. MPCS, in most cases, will follow the Escambia County School closings as announced on the radio or TV due to weather conditions. If we are able to re-open before other schools, we will post it on WEAR TV3.



Discipline / Conduct

Discipline Philosophy

The goal of MPC is to provide the best possible learning experience in a Christian atmosphere. A disciplined environment is needed in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love. Discipline (that is, training for instruction) should always help children to consistently become more self-controlled and require less supervision.

The Bible clearly indicates that parents are responsible for the discipline of their children. MPC seeks to assist parents in their God-given responsibilities. We serve as the parent's appointed and authorized representatives in the child's training process.

We expect our students, during school hours, to respond to school faculty and staff members with the same obedience in action and respectfulness that should be present under Biblical standards when they respond to their parents or guardians. In the classroom, guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct. However, improper behavior in action or attitude will result in corrective disciplinary action.

Discipline Process

Students are instructed carefully by their teachers concerning rules and regulations that they are expected to obey. These rules are reviewed regularly so each child fully understands what is required of him/her.

When a child chooses to disobey the rules, he/she will be spoken to privately and given a warning. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and their parents may be contacted if deemed necessary by the teacher.

The following disciplinary measures may be used by teachers and staff:

1. Verbal correction - instructing students as to what is expected and offering suggestions for correction.
2. Removal of privileges - loss of recess, free time, or other fun times.
3. Parental contact - a note from the teacher, a phone call or a personal conference.

4. Demerits - demerits or a demerit referral (warning) may be issued to students and sent home for a parent's signature.
5. Suspension - MPCS reserves the right to suspend or expel a student for excessive behavior problems that cannot be resolved by normal disciplinary measures.

School Discipline Plan

<u>Offenses</u>	<u>Demerits</u>	<u>Consequences</u>
Un-Christ-like Behavior	1-2	3 demerits in a 9-week period - parent phone call
Deliberate Disobedience	1-2	5 demerits in a 9-week period - suspension
Defiant Attitude	1-2	
Disrespect	1-2	
Physical Altercation	1-2	
Homework	1	
Dress Code Violation	1	
Damage to school property	1-2	

- The number of demerits may vary according to the severity of the offense. Serious offenses may result in suspension or being sent home for the day.
- Demerits will be accumulated weekly and dropped at the end of the 9-week grading period.
- A school suspension will result in a 0 on all work missed during the day of the suspension
- Damage to school property may result in additional charges to the student's account

The following suspension fees will be posted to your account on the day of the assigned suspension:

1st suspension - \$20.00	3rd suspension - \$60.00
2nd suspension - \$40.00	4th suspension - \$80.00

Kindergarten Behavior Guidelines

As your child begins school, these guidelines need to be understood regarding behavior. In order for all students to learn, it is necessary to maintain an atmosphere of calmness and control in the classroom. These guidelines will help parents understand what is expected from a child in our K4 and K5 classrooms:

- A child should not speak or yell at their teacher in defiance
- A child should not run away from their teacher
- A child should not kick or shove a chair, table, or wall in anger
- A child should not hit or bite their teacher, school staff, or any other student
- A child should not refuse to walk with their teacher when asked
- A child entering K4 must be fully potty-trained.

If your child behaves in any of these ways (or another disruptive action), they may be removed from the classroom. This is done for the well-being and safety of your child as well as the other

children in the class. Academic instruction for the whole class cannot be disrupted due to one child. MPCS does not have a detention room on the premises, therefore the parent will be called and your child may have to be picked up. Please know it is the school's prayer and goal that a parent will never have to be called regarding extreme behavior, but should an occasion arise, the parent's full support and cooperation is both needed and expected.

Statement of Dismissal

MPCS reserves the right to dismiss any student when discerned that continued enrollment in the School Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or guardians to adhere to school terms and policies, misrepresentations or omissions by the parent or guardian on enrollment forms or in other interactions with the school personnel, failure to pay tuition completely or timely and the school's inability to meet the special needs of the student.



Attendance

Attendance

The school day begins at 8:00 a.m. and ends at 2:30 p.m. Monday through Friday. Students are asked to observe the following attendance requirements:

- In order to be counted present at school for the day, a student must remain at school for four (4) hours to be counted full-day and two (2) hours or more to be counted half-day present.
- Students may not miss more than fifteen (15) days during any semester. Students who exceed this limit may not be promoted to the next grade. Exceptions may be made in the case of an extended illness.

Regular attendance is required by Florida state law and is necessary for the success of a student's school experience. All school days on the calendar are considered full days unless otherwise specified. All attendance at school becomes a permanent part of a student's records. Excused absences include: illness, death in the family, or doctor's appointment. Vacation time is only excused if all work missed during the vacation is made up and turned in the day the student returns to school. All absences must have a note on file.

Regular attendance and prompt arrival at school and activities are essential for satisfactory achievement and progress in school. Parents are responsible for the regular attendance of their children.

Absences for family trips (five school days per year) are excusable, **provided they are known and approved of in writing by the administration at least one week in advance of the absence.** The student also should not be behind or currently failing in any subject. Family vacations are not approved the last week of school or during Achievement Testing week.

Each absence must be explained. Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence.

Students who check in or out of school for a medical appointment must provide documentation from the medical professional upon returning to school for the absence to be excused.

Absences related to illness or injury of the student that exceed five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days may require a physician's statement and be reported to the Escambia County School Board.

Tardiness

It is important for all students to arrive to school on time each day. On time arrival will establish good habits for the future and ensures that students do not miss any school work.

Tardiness disrupts the classroom and causes unnecessary interruptions during valuable academic time. Classroom instruction begins at 8:00 a.m. Therefore, we ask that all children arrive at school by 7:50 a.m. This provides ample time to get ready for class. Hallways should be clear by 8:00 a.m. **Any child arriving at school after 8:00 a.m. will be considered tardy and must get a tardy slip from the front desk.** Three tardies are allowed each semester; after three tardies, each additional tardy will be considered unexcused. A charge of \$5.00 will be incurred for every unexcused tardy over three (3) in a quarter. Students with excessive tardiness or unexcused absences during the school year may be reported to the Escambia County School Board for truancy.

Arrival and Departure

Students may be dropped off in the gym from 7:30 - 7:45 a.m. A teacher in charge of before-school care will be ready to receive your child. Students arriving on campus after 7:45 a.m. should go directly to their classrooms. School doors open at 7:45 a.m. All school classrooms and hallways will be locked at 8:00 a.m.

Dismissal is at 2:30 p.m. for K4 - 5th grades. Students will not be dismissed between 2:00 and 2:30 p.m. unless they have a doctor's note. If you need to check your student out early, please do so before 2:00 p.m., however, we encourage all students to complete the school day. Any student not picked up by 2:45 p.m. will be taken to Extended Care and the parent charged accordingly.

Extended Care is available for students before and after school from 6:30 a.m.- 6:00 p.m. The cost for Extended Care is an additional \$175 per month (see page 7 for pricing information.) This includes homework assistance, Bible lessons, arts and crafts, recess, and an afternoon snack. A late pick-up fee of \$15 will be charged for children picked up between 6:01 p.m. and 6:15 p.m., and \$1.00 per minute thereafter. Excessive late pick-ups may result in the student being withdrawn from the program.

Early Dismissal

Checking your child out early disrupts the classroom and causes unnecessary interruptions during valuable academic time. Classroom instruction begins at 8:00 a.m. and ends at 2:25 p.m. Please do not check your child out early if at all possible. Parents wishing to pick up a student any time during the school day should call or send a note to the school office explaining the reason for the early dismissal. Parents must first sign the student out through the school office and further instructions will be given at that time. Please do not go to the classroom before stopping at the office. Protecting our students means knowing who is on our property at all times.

Out of interest for student safety, a student is not allowed to wait for a ride in the foyer or another entrance to the building. A student must be under teacher supervision at all times. A student returning to school should check in with the school office before returning to class.

Make-up Work

Upon returning to school, a student who has an excused absence should ask his teacher for all work missed. A student will have as many calendar days as he was absent day to make up classwork, homework and quizzes. Work not completed within that length of time will result in a zero. All work missed for approved family trips is due upon the students return.

Work from an unexcused absence also needs to be made up, however, the student will receive no grade for the work.



General Information

Religious Practices

The following could take place during your child's time at MPCS: prayer with the classes; blessings before meals and snacks, Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, teaching on, and visits from, missionaries supported by MPBC, curriculum work based on Bible stories or principles, recognition of Christ's birth at Christmas and Christ's resurrection at Easter and recognition of Thanksgiving as a time to thank God for His blessings. Practices and traditions from other religions not in accordance with MPBC or that are disruptive to the programs, schedules, and expectations of the teachers, as well as the other students, are not permissible.

Forms

There will be a \$5.00 charge per form for any forms that need to be filled out by teachers or administration. This includes assessment forms and any other request that requires the time and resources of our staff. All forms will require one week to be filled out and returned.

Cell Phones/ Electronic Devices

Cell phones and any other electronic devices are not allowed in classrooms during school hours. MPCS is not responsible for any lost items.

Dress Regulations

Cleanliness, neatness, appropriateness, and modesty are the guiding factors in school dress. The school uniform consists of a burgundy polo (available from the school office) with khaki pants, shorts, skirts, or capris. Casual Friday dress consists of MPCS/MPBC t-shirts and jeans.

- Skirts and shorts should be knee length (no shorter than 3" above the knee)
- No rips, tears, or holes in any clothing
- Solid colored long-sleeved shirts may be worn under polos
- Solid colored leggings may be worn under skirts or shorts of appropriate length
- No Heelys
- No oversized, baggy shirts or pants
- No "spaghetti" straps
- No clothing (or backpacks) with inappropriate messages or pictures
- Only MPCS jackets are allowed in the classroom as this is part of the uniform

Boy's hair length cannot be excessively long or extreme in style; and must be neatly groomed. Girl's hair accessories should match the uniform colors. Extreme hairstyles (colored or shaved hair designs) are not acceptable.

Lost and Found

All student's belongings (including lunch boxes, bags, sweaters, and coats, etc.) must be clearly labeled with the child's name and teacher's name. The school cannot assume responsibility for items that are lost. Students are cautioned not to bring large amounts of money or valuables to school. If the student brings electronic devices, and/or other valuables to school it is their responsibility to keep track of them and not leave them in places where they could easily be damaged or stolen.

Students, not the school are responsible for their personal property. A lost and found area is provided for misplaced articles. The parent/guardian may check the lost and found for missing possessions when students are dropped off or picked up. Any article not claimed will be given to charity.

Lunch/Snack Policy

Hot lunches are available through SLA Management. This is an online lunch system you can manage from home. Menus are posted in the classroom and at the front desk. You may visit www.slamgmt.com for more information. SLA accounts must be current to receive final report cards and/or records.

The front office cannot accept money for SLA. SLA fees must be paid online or by the student at lunchtime. It is not the front office or the teacher's responsibility to make sure these fees are paid.

Each class has a designated morning snack time. As a general practice parents are asked to provide their child with a healthy snack. Please provide all utensils needed for snacks: spoons, bowls, napkins, etc.

Snacks are for sale each morning between 9:30 a.m. and 10:30 a.m. We request that students bring coins, ones, or five dollar bills to pay for their snack. No ten or twenty-dollar bills will be accepted as we keep a very small amount of cash at the front office.

Office Communication

School office hours are 7:45 a.m.- 2:45 p.m., Monday through Friday. Parents/Guardians are encouraged to see any member of the teaching staff any time that they have a question concerning their child's progress. Teachers and administrators welcome these opportunities and are eager to help with the student's needs.

Teachers are not available during the school day but are available after school. Parents are asked to make an appointment with the teacher or call the office to check the availability of the teacher. If a telephone conference is desired, please leave a message with the office, and the teacher will return the call at his/her earliest possible convenience. All parents are welcome in

the school; however, please check in at the office first. Do not go directly to the classroom as it can cause unnecessary interruptions to the student and the teacher.

Student Pictures

Each Fall an approved photographer will take individual pictures of the students. Parents will be sent information concerning prices and packages that they can purchase. In the Spring, individual and group classroom pictures will be taken, as well as cap and gown pictures for K5.

Library Fees

Fees for overdue books, as well as lost or damaged books, are charged to your account. Amounts may vary.

Transportation

A licensed vehicle, driven by a properly licensed driver, is provided by MPCS for transporting children five years or older for afterschool care, approved field trips, and activities throughout the year.

Media Release

Students may be in class or part of a school trip/event that involves photography and/or video. Photos may also be published and/or released to the church/school web site, local/social media, and/or advertisements.

Student Bullying, Harassment or Intimidation

A person is bullied when he is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A person is harassed when he perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and whose ability to participate or benefit from the school's educational programs or activities is adversely affected.

Bullying, harassment, or intimidation is strictly prohibited by federal law and will not be tolerated at Marcus Pointe Christian School. Students who engage in behaviors that constitute bullying, harassment or intimidation will be disciplined according to the procedures set forth in this handbook.

Students who believe that they are victims of bullying, harassment or intimidation should report any such incidences promptly. Students may report bullying, harassment or intimidation without fear or harmful consequences. Students, parents or guardians, close adult relatives, and/or teachers may complete a Bullying, Harassment or Intimidation reporting form in the school office, or download one from the school website at www.marcuspointechristian.org. Completed forms should be submitted to the school office.

CONTACT INFORMATION

Marcus Pointe Christian School and Pre-school

Office: 850-479-1605

Fax: 850-479-0743

6205 North "W" Street

Pensacola, FL 32505

www.MarcusPointeChristian.org

www.Facebook.com/MarcusPointeChristianSchool

Matthew Graff - School Principal: mgraff@marcuspointechristian.org

Lorna Foster - Preschool Director: lfoster@marcuspointechristian.org

Karen Amos - Admin. Asst./ Business Office: kamos@marcuspointebaptist.org

Elementary School Office: elementary@marcuspointechristian.org

Marcus Pointe Baptist Church

Office: 850-479-8337

6205 North "W" Street

Pensacola, FL 32505

www.pensacolachurch.org

Gordon Godfrey, Jr. - Pastor: pastor@marcuspointebaptist.org

Worship Times

Sunday Mornings: 9:15 a.m. and 10:45 a.m. | Wednesday nights: 6:30 p.m.

Adult Life Groups

Sunday Mornings: 9:15 a.m. | Off-campus: Everyday

Recharge Classes

Wednesday Nights: 6:30 p.m.

Revolution Students

Life Groups: 9:15 a.m. | Worship: 10:45 a.m. | Wednesday nights: 6:30 p.m.

MP Kidz

Life Groups: 9:15 a.m. | Worship: 10:45 a.m. | Kidz Praize: Wednesday at 6:30 p.m.

NEW! Starting October 2018 – MPBC Beulah Campus meeting at Beulah Middle School