



# Metro-east Adventist Christian School

*Educating for Now and for Eternity*

## ***Student Handbook Academic Year 2022-2023***

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Caseyville, IL 62232  
618-365-6440***

### **Websites:**

**<https://macsschool.org>**

### **Facebook:**

**Metro-east Adventist Christian School**

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**Revised March 2022**

## **GENERAL INFORMATION**

### **Introduction**

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

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

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

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

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

### **Policy Revision**

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

## Mission Statement

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

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

### Multicultural Education Policy

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

- 1. Selecting materials and methods that will eliminate bias and stereotype.**
- 2. Encouraging staff to participate in in-service programs that will help them to understand a multicultural approach and reflect it in their teaching and administrative duties.**
- 3. Encouraging all students to grow in self-esteem and to understand their academic human potential.**
- 4. Guarding against the grouping of students that reflect racial, ethnic, linguistic, and cultural bias.**



## PHILOSOPHY

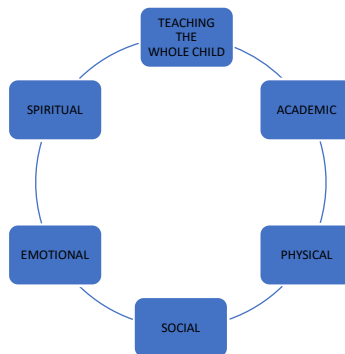
The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He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

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

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

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

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



## CURRICULUM GOALS

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

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

# **ADMISSION INFORMATION**

## **Admission Statement**

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

## **Non-Discrimination Policy**

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

## **New Students or Transfer Students**

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

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

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



## **Returning Students**

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

### **Admission is based on the following:**

1. Satisfactory completion of prior school year
2. Previous year's school bill paid in full
3. Up-to-date health records
4. A completed registration form for the upcoming school year
5. Payment of the registration fee (must be paid by June 30th)
6. A review of the application by the School Board

## **Academic Placement**

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

## **Entrance Ages**

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

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



## MEDICAL INFORMATION

### Medical Examination



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



### Dental Examination

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

### Vision Examination



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

### Hearing Examination



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



### Immunization

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

## Medication

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

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

## Illness During School Hours – Health Information

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

## State Law Requirements

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

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

## **FINANCIAL INFORMATION AND POLICIES**

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

### **Report Cards**



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

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

### **Tuition**

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

### **Late Enrollment**

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

### **Delinquent Accounts (Effective 2022-2023 School year)**

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

### **Registration Fees**

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

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

## **Financial Assistance**

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

### **MACS/Senior Mentor Missionary Service Program: Partnering for Eternity (PFE)**

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

## ATTENDANCE

8:00 A.M. School begins  
3:00 P.M. School is dismissed (2:00 pm on Friday)

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



### Absence from School Premises

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

### Absences and Tardies

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



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

### **Repeated Absences and Tardies**

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

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

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

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

### **Make-up Work**

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

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



## ACADEMICS

### Grading (Note: Subject to change based on teacher's/Principal's preference)

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

#### Grade K

#### Grades 1 - 2

- I** = Achieves independently
- P** = Progressing toward achievement
- NT** = Needs time to develop

*A blank means not evaluated at this time*



#### Grades 3 – 8

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



## **Interim Progress Report**

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

## **Parent/Guardian-Teacher Conferences**

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

## **Homework – Renweb?**

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

## **Standardized Testing**

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

## **Mandated Reporting**

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

## STUDENT CONDUCT

The student benefits most when parents/guardians and teachers work together to uphold the standards of dress, speech, and behavior voted by the School Board. In addition to a positive attitude toward the school's rules, parents/guardians can support the staff by checking:

1. What the child is wearing to school,
2. That he/she has a nourishing breakfast, lunch, and/or snack,
3. That he/she is not bringing items that are not allowed in school.

The Teacher/Principal will not grant permission to bring a banned item for any reason, even for Show and Tell. If an item is taken away, it may be reclaimed only by the parent or guardian, who will be advised that it will not be returned a second time if the student brings it in again.

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

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

## **Student Conduct, Cont'd**

9. **Bullying, fighting, running in the halls, shouting, and throwing objects** are always considered improper conduct.
10. Chewing gum is not allowed at school except on special occasions such as planned parties.
11. Students are held accountable for any additional classroom rules as outlined by the teacher.

Violation of these regulations will result in disciplinary measures. A positive attitude and the cooperation of a student will help to determine the decisions of the teacher/Principal. Discipline ranges from verbal warnings to suspension or expulsion from school. Most offenses may be dealt with by the teacher/Principal. Offenses of a more serious nature will be handled by the School Board.

### **Disciplinary Measures**

Based on the recommendations of the Illinois Conference of Seventh-day Adventists, the following discipline measures may be taken when corrective discipline is needed (in no order). The Principal/teacher will notify the parent/guardian by phone of any disciplinary measures which needed to be taken during the school day.

1. Conference between student and teacher
2. Conference of teacher, student, and parent(s)/guardian(s)
3. Conference of teacher, student, parent(s), guardian(s) and Board member
4. Conference of teacher, student, parent(s), guardian(s) and advisory committee
5. Conference of teacher, student, parent(s), guardian(s), Principal, and school board

At the discretion of the teacher, a student may need to be immediately removed from campus. In these cases, Illinois Conference of Seventh-day Adventist's policy requires the parent/guardian to be notified first and given a *reasonable* time to pick up their child. If the parent or guardian fails to respond within the time allotted and the child becomes or is a threat to himself or others then the local authorities are to be called to resolve the issue.

The Principal has the authority to enact an immediate suspension in any situation where, in his or her judgment, suspension is warranted.

## Due Process

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



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

## GENERAL GUIDELINES

### School Board

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

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

### Student Dress

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

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

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

1. Khaki, blue, or black pants or skirts
2. Polo's shirts **with MACS logo** (choices are green, purple, or white)
3. A long sleeve shirt may be worn under Polo shirts during cooler temperatures
4. Tennis shoes or covered toed shoes
5. Skirts and dresses to the knee
6. Shorts or leggings to be worn under skirts during activities
7. Uniform shorts (not sport shorts) may be worn for outside activities

## **Inappropriate Clothing**

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

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

## **Home and School Association**

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

## **Computers and Network Usage Policy**



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

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

## Telephone

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

## Lunches



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

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

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

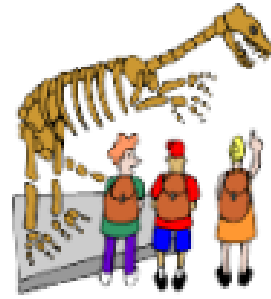
## Recess

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





## Field Trips



Parents/guardians are asked to sign a permission slip for students to participate in all off-campus activities. A student without a signed permission slip will not be allowed to leave the campus. For field trips that are repeated, such as to the public library or nursing home visits, a blanket field trip form will be given to cover all of these occurrences. ***Field Trips will be limited during the 2022-2023 school year due to the continuing presence of Covid-19.***

## School Activities

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

## School Pictures

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

## Insurance

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

## Facilities

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

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

### **Guests**

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

### **Parents'/Guardians' Participation**

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

### **Loading and Unloading Students**

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

### **School Closing Due to Weather**

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