

mount pisgah
CHRISTIAN SCHOOL

Student Handbook

The mission of Mount Pisgah Christian School is to provide an outstanding college-preparatory education grounded in Christian faith and values.

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Handbook Last Updated: 10/4/2019

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SCHOOL INFORMATION

Mission Statement

Mount Pisgah Christian School provides an outstanding college-preparatory Education grounded in Christian faith and values.

Vision Statement

To teach foundational truth in an ever-changing world, empowering students to think critically and creatively and to act with courage and compassion.

Guiding Principles

Faith - As a school, we value faith. We cannot imagine a life without faith. Everyone lives by faith. We live by faith in Jesus Christ.

Hebrews 11.1 Now faith is the assurance of things hoped for, the conviction of things not seen.

Relationships - We value relationships, relationships above all else. We believe that education is best delivered within the context of a positive relationship and students learn more and push further when they have a relationship with a teacher.

John 15.12-14 This is my commandment, that you love one another as I have loved you. Greater love has no one than this that someone lay down his life for his friends. You are my friends if you do what I command you.

Curiosity - We value curiosity, we seek it, we create it, we treasure it. We want students to be curious about everything, to ask questions. Questions are not a nuisance, they are essential.

1 Thessalonians 5.21 But examine everything carefully; hold fast to that which is good.

Engagement - We charge our faculty to engage students from the beginning of the day to the end of the day, no downtime, no worksheets, no boredom, no detachment. Student engagement is the leading indicator of student learning.

Colossians 3.23-24 Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Achievement - We value moving the ball down the field, gaining ground, getting things done. We want our students to progress, to reach goals, to achieve. We want them to achieve academically, athletically, artistically, personally, socially, relationally and emotionally.

Luke 12.48 From everyone who has been given much, much will be required; and to whom they entrusted much, of him they will ask all the more.

School Name

Mount Pisgah Christian School's name is derived from Deuteronomy 3:27, in which God shows Moses the future of a nation:

*Go up to the top of Pisgah and look west and north and south and east.
Look at the land with your own eyes...*

School Motto

College Prep. Life Ready.

School Mascot

The Patriots: "Honoring God and Country"

School Admission Policy

Mount Pisgah Christian School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national origin in athletic and other school-administered programs.

The school name, logo, identity marks and brand are protected. Prior authorization for use on apparel, merchandise, web and printed material must be obtained from the Office of Advancement.

CONTACT INFORMATION

Mailing Address

Mount Pisgah Christian School
9875 Nesbit Ferry Rd.
Johns Creek, GA 30022

School Phone Numbers

| | |
|---|--------------|
| Admissions | 678-336-3400 |
| Advancement | 678-336-3371 |
| Preschool Full Day | 678-893-5320 |
| Preschool Half Day | 678-336-3300 |
| Lower School (JK-4) | 678-336-3300 |
| Middle School (5-8) | 678-336-3351 |
| Upper School (9-12) | 678-336-3402 |
| Athletics Office | 678-336-3357 |
| Office of the Head of School | 678-336-3332 |
| Ruston Pierce, Head of School | |
| Jennifer Aliff, Assistant to the Head of School | |

Preschool, Administrative Team

Marcia Bettis, Head of Preschool
Calli Hixenbaugh, Assistant Head of Preschool
Charmaine Botha, Assistant Head of Preschool
Karen Barnes, Preschool Office Assistant

Lower School, Administrative Team

Sheree Du Preez, Head of Lower School
Ali Weller, Assistant Head of Lower School
Karen Barnes, Lower School Registrar and Office Assistant
Kirsten Getchell, Lower School Office Assistant

Middle School, Administrative Team

Marie Woods, Head of the Middle School
David Rogers, Assistant Head of the Middle School
Jennifer Scott, Middle School Counselor
Carly Morris and Tyler Nemec, Student Life Coordinators
Jolene Kellner, Middle School Registrar and Admin Assistant
Suzanne Halloran, Middle School Office Assistant

Upper School, Administrative Team

Mary Ann Morris, Head of the Upper School
Matt Hixenbaugh, Assistant Head of the Upper School
Susan Reilly, Director of College Counseling
Diane Nardella, Upper School Counselor
Elaine Walker, Upper School Registrar and Admin Assistant
Molly Richey, Upper School Office Assistant

David Darnell and Melanie Murphy, Student Life Coordinators

Academic Administrative Team

Megan Koch, Academic Dean, Middle and Upper School

LaTonia Anthony, Scheduling and AP Coordinator

John Whitehurst, Director of Instructional Coaching, Middle and Upper School

Shannon Heotaky, Middle School Instructional Coach

Kristin Bateson, Director of Planning, Assessment and Learning

Athletic Administrative Team

Ryan Livezey, Athletic Director

Angela Crosby, Assistant Athletic Director

Josh Merry, Middle School Athletic Director

Kristin Messinger, Athletic Administrative Assistant

SCHOOL HOURS

Lower School Hours

| | |
|--|--------------------|
| Early Arrival Available | 7:00 a.m.* |
| Monday, Tuesday, Thursday, Friday | 7:50 a.m. - 3 p.m. |
| <i>Carpool</i> | 7:45 a.m. |
| Wednesday (Student late arrival) | 8:40 a.m. - 3 p.m. |
| <i>Carpool</i> | 8:40 a.m. |
| Dismissal begins at 2:50 (JK-1) and 3:00 (2 nd -4 th) | |

Middle & Upper School Hours

| | |
|---|--------------------|
| Early Arrival Available | 7:00 a.m.* |
| Monday, Tuesday, Thursday, Friday | 8:30 a.m. - 3 p.m. |
| <i>Tutorial</i> | 7:45 - 8:15 a.m. |
| Wednesday (Student late arrival, no tutorial) | 8:50 a.m. - 3 p.m. |

*Early arrival details per division can be found in the Attendance & Absences section.

Accreditation Standards

Mount Pisgah Christian School is accredited by the Southern Association of Colleges and Schools (SACS), Southern Association of Independent Schools (SAIS) and Council on Educational Standards (CESA).

Licensing Standards

Mount Pisgah Christian School meets or exceeds all standards set by the Georgia Department of Human Resources and has faith based exemption from Bright from the Start.

ACADEMICS

Attendance and Absences

One of the most important “life ready” skills we teach is punctuality and attendance. Irregular attendance is disruptive to a student’s academic progress. Parents are asked to avoid checking students out early for appointments. While the school realizes that there will be times when extenuating circumstances warrant a student miss school, frequent or long absences from class for nonessential reasons is not conducive to an appropriate attitude toward learning. The following policies are designed to provide students with the best possible opportunities for learning and to maintain the academic integrity of the school. We expect that all students whose educational goals and work ethic are compatible with the philosophy of Mount Pisgah will evidence that compatibility by full cooperation with the attendance policies.

Early Arrival

Middle and Upper School Students may be dropped off on campus at 7 a.m. They should go to the Student Commons in Geier Hall until tutorial begins or ends.

Lower School Students can enroll in Early Bird to drop-off students for supervised care at 7 a.m. Inquire with lower school office for details.

Late Arrival & Tardies

Students are expected to arrive to school on time. Each time a student is tardy it interferes with the successful beginning of the classroom day for this student and his/her classmates. Students who arrive after the start of school will be counted as tardy.

Being tardy is defined as arriving after the starting bell and/or unprepared for the beginning of class, including homeroom, chapel and scheduled appointments with teachers. In the lower school, after five tardy arrivals, school administration will conference with parents to establish a plan for prompt arrival. **Middle and Upper School students receiving a 3rd unexcused tardy to a class will serve a detention.**

In the Lower School, parents must accompany any student arriving after 8 a.m. (9 a.m. on Wednesdays) to sign them into the lower school office and must obtain an admission slip for admittance to the classroom. Once carpool has ended parents must bring students into the building to be checked in. No student may be dropped off at carpool if a school representative is not there.

Parents of Middle or Upper School students who arrive late are asked to contact the office. Students who drive themselves to school, and arrive late, must sign in with the office.

In the Upper School, students who are tardy will serve detention **on the day** they are counted tardy. Detention will not be adjusted to accommodate a student’s schedule. If a student continues to arrive late to school, they may incur further disciplinary consequences including the loss of driving privileges.

If a student signs in late and missed a test, they must be prepared to make-up that test after school the same day.

Daily Attendance

Regularity in attendance is essential to a student's progress; therefore, it is imperative that absences be held to a minimum. Parents should make all possible efforts to avoid scheduling doctor, dental or other routine appointments during regular school hours.

A student who is absent more than three (3) consecutive days may be requested to bring a note from his/her doctor verifying his/her illness before re-admittance.

Student attendance will be tracked for each period of the academic day in the Middle and Upper School. If a student misses more than 25 minutes of class, they will be recorded as absent for the class period.

A student must be at school for a minimum of four hours in order to be eligible to participate in extracurricular activities or athletics. If a student is checked out for illness, he/she is ineligible to participate in extracurricular activities or athletics that day.

In order to be considered present for the day, a student must be present for at least 4 hours of the day.*

*LS: In order to be eligible for the perfect attendance award a student must be counted as present for the day by attending school for a total of 4 hours.

If a student becomes ill during the regular school day, the office or nurse will call the parent. The student may remain in the clinic for no more than one hour. At that time, the student must be picked up, return to class, or drive themselves home.

Students who become ill or need to see a counselor or administrator during class time should **first** report to class and obtain written permission to be excused. If a student is too ill to report to the office, he/she should have another person notify the office at once.

Students should not check out during the day unless they are ill and do not plan to return. Students checking out with the intention of returning after an appointment must provide a note from the appointment for re-admittance.

Cutting class or "skipping" school occurs when a student is absent from class, school or other scheduled events without permission from either a parent or school official. Students who cut class or skip school will be subject to disciplinary consequences including detention, Saturday School, or suspension as well as loss of driving privileges.

Students will not be dismissed to the care of persons not authorized on their Student Emergency Forms unless a written, verifiable note accompanies the student prior to the pick-up time. It is the parent's responsibility to inform the alternate caregivers about essential security procedures. Unfamiliar persons picking up students will be asked to display a driver's license that will be copied and filed.

The school requires divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information helps the school in determining when, if ever, the student can be released to the non-custodial parent.

JK-1st grade students not picked up by 3:15 and/or 2nd -4th students not picked up by 3:20 will be placed in Mount Pisgah's after school program for the afternoon. Parents will pay the fee of \$30 for

supervision and snack regardless of their pick-up time after they have been placed in after school for the day.

Middle School children not picked up by 3:30 will be placed in Mount Pisgah's after school program for the afternoon.

Communicating Absences & Attendance Irregularities

Parents are requested to inform the school office by 9:30 a.m. for MS/US students, and 9:00 for LS students each morning to advise the faculty of anticipated late arrivals and/or absences due to illness or injury. In the event that a parent/guardian does not contact the school office, the school will contact the parent/guardian to confirm the student's absence.

Presentation of a written excuse may be required by the appropriate school office upon the student's return to school.

In the event a parent/caregiver knows a student is going to be absent for a full school day or longer, the parent/caregiver must fill out a School Request for Leave Form located in their division office.

Early Dismissal (Including Athletics)

Parents or guardians must first report to the front office to sign out their child. If a student needs to leave school before normal dismissal time, a note or phone call from the parent or guardian requesting early dismissal must be communicated to the office on the morning of the requested early dismissal. Your cooperation with this procedure is required to minimize interruptions to instruction. Of course, in an emergency, a parent may come directly to the office to request that a student be dismissed early; however early dismissal may jeopardize participation in extracurricular activities on that day.

If a student leaves campus without signing out in the appropriate front office or without the permission of the administration, that student will be subject to disciplinary action. As a reminder, Upper School students are not to return to their vehicle until their scheduled departure time, unless administrative permission is granted.

Appointments

An absence whether for an appointment, illness, etc., will simply be considered an absence and will count as part of the eight (8) possible absences per semester. Exceptions to this include field trips, school sponsored extracurricular events (sports, arts) and pre-approved college visits. These will not be included in the eight (8) absences limit.

Family Trips/Travel

A spirit of respect and cooperation is essential between school and families and administration in regard to days absent due to family travel. Parents are encouraged to plan travel during school holidays and breaks and avoid any absence the day before or after scheduled school holidays.

Any days missed will be included in the eight (8) day limit for the semester. Any work missed while on a family trip outside of a school break must be completed and turned in on the day the student returns from the trip.

In the event a parent/caregiver knows a student is going to be absent for a full school day or longer for travel the parent/caregiver must fill out a School Request for Leave Form located in their division office

College Visitations for Upper School Students

Each student is allowed three (3) days per school year to visit prospective colleges. While students are encouraged to use teacher workdays, spring break and other long weekends for college visits, there may be occasions when a student must miss a regular school day, especially when travel time is a major factor. Students should schedule an appointment with the Director of College Counseling to discuss the proposed visit. If the Director of College Counseling deems the visit and time away from school are appropriate, the student will be given a request for leave form. Parents must submit the *Upper School Request for Leave Form* to the Director of College Counseling at least ten (10) days **prior** to the absence.

1. Assignments missed during college visitation days should be turned in to the teacher **prior** to the absence unless other arrangements are made with the teacher.
2. College visitation days will not be granted during final exams or other critical days such as Sharp Top, etc., or any other day at the Administration's discretion.
3. Students who do not plan college visits in advance and do not fill out the request for leave form before their departure may be asked to subtract the days absent from the total eight 8 for the semester.

Excessive Absences/Course Credit

Mount Pisgah feels that class attendance is essential for academic growth and therefore will refuse credit to any student who misses more than **eight (8)** classes in any course during the semester unless the administration determines that extenuating circumstances exist.

Each student will be allowed a total of **eight (8) absences per semester** as dictated by Georgia truancy laws, before the school will take action. The administration reserves the right to address each case individually and act appropriately. Parents will be notified when a student reaches his/her fifth absence within a semester at which time the Division Head and/or Assistant Head of Upper School will meet with the student and parent to review the absences.

Make-up Work

A student has the same number of days as he/she was absent due to illness or college visit to make up any daily assignments. A student who does not make up the schoolwork within the time prescribed within this policy receives no credit (0) for the schoolwork missed. If a student misses a ½ day or less, the student and teacher(s) should plan to coordinate the make-up and completion of this work on the same day.

With regard to tests, if a test occurs on the first day the student is absent, the student should plan to make up the test on the first day of return. For all other missed tests, the student must arrange a time with the teacher before or after school.

Students will receive the appropriate grade earned on make-up work if the make-up work has been completed satisfactorily within the time specified by the teacher.

With regard to projects, if a student misses the day the project is due, the project should be submitted on the day the student returns to school.

An Upper School student who will miss a quiz or test due to an excused early checkout will need to arrange a make-up quiz/test with the teacher as defined in “Make-Up Work”.

It is the students’ responsibility to follow up on missed work.

An absence on a review day before a test does not excuse a student from taking the test upon return since no new material was introduced.

Late Work for Middle & Upper Schools

Homework may be turned in the next day for a maximum grade of 70.

MS Late Work for Major Assignments

Major assignments (tests, projects, and essays) submitted late will receive a ten percent deduction per calendar day that the assignment is late.

MAP Testing - Lower & Middle Schools

The MAP Growth assessment is utilized in the lower and middle school divisions to monitor student growth throughout the year. Students will take the computer or tablet based assessment three times during the school year to provide teachers with valuable data that will help guide individualized classroom instruction.

Lower School Report Cards

At the end of each nine week grading period conferences will take place for K – 4th grade students. During this conference progress will be discussed and anecdotal comments will be given. Report Cards will be sent home at the end of each semester. These reports will indicate student progress. The final report card for the year will be mailed. Report cards will not be given out if student financial accounts are not current.

Lower School Grading Scale

These ratings will indicate a student’s progress towards year end standards achievement

- 4 – **Distinguished Learner**: Exceeds Expectations
- 3 – **Proficient Learner**: Meet Expectations
- 2 – **Progressing Learner**: Approaching Expectations
- 1 – **Beginning Learner**: Does not meet Expectations
- N – Not Applicable/Not assessed

Effort and Behavioral marks - These rate students’ effort and behavior:

A – Always U – Usually S – Seldom N – Never

Middle & Upper Schools Grading Scale

The School operates on the semester system. The regular academic year is divided into two (2) semesters of approximately equal length. Course credit is based on the semester numeric grade average.

To receive a passing grade and earn a credit in a year-long class a student must earn a two semester average of 70 or above. For all Upper School students, if a student fails second semester, but passes first semester, that student will need to make up second semester in an accredited summer school.

The individual teacher grading criteria are published in individual course syllabi at the beginning of the course.

Numeric grades will be used. The final grade will be based on a number of different methods of assessments.

Grade Reporting Policy for Honors and AP Courses

At the end of first semester, 3 points will be added to student's grades in Honors classes and 6 points will be added to student's grades in AP classes. These points will not be reflected on their report cards. These points will be added into their grades through the registrar's office and calculated into their Honor roll qualifications when placed on their final transcript.

A student must be passing an AP or Honors class to qualify for the AP or Honors points.

AP Tests: To receive the six points added to their grade, all AP students are required to complete the AP exam offered at the end of each AP course to the best of their ability.

Middle and Upper School Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 - below

Class Promotion to Next Grade

Lower School

Promotion to each grade level is based upon academic performance and achievement of performance standards and at the discretion of the administration.

Parent requests for specific classroom teachers cannot be honored. If parents have specific educational needs regarding their children these should be discussed with the classroom teacher and the guidance counselor on an ongoing basis throughout the year. Great attention is given by the administration to place all students in the best educational setting.

Occasionally, further evaluation is requested by the school administration so that an appropriate placement/promotion decision can be made. The administration can assist with the recommendation of outside professionals to assist with the evaluation.

Middle & Upper School

Students who fail two or more subjects for the year may need to attend another institution the following school year. This determination will be made by the division head.

Middle & Upper School Honor Roll Requirements

A student with a 90 or above average in core subjects and no failures or C's in all subjects. This award is given at the end of each semester. The GPA "bump" for Honors and AP courses is included in this calculation.

Core subjects for 5th and 6th: Math, Reading, Writing, Social Studies, Science

Core subjects for 7th - 12th: Math, English Language Arts, Science, Social Studies, Foreign Language

Honor Roll with Distinction Requirements

A student who earned a 90 or above in all core subjects and no failures or C's in all subjects or one semester in the school year. This award is given at the end of each semester. The GPA "bump" for Honors and AP courses is included in this calculation.

Core subjects for 5th and 6th: Math, Reading, Writing, Social Studies, Science

Core subjects for 7th - 12th: Math, English Language Arts, Science, Social Studies, Foreign Language

Honor Roll with Great Distinction Requirements

A student who earned a 90 or above in all core subjects and no failures or C's in all subjects for both semesters in the school year. This award is given at the end of the school year. The GPA "bump" for Honors and AP courses is included in this calculation.

Core subjects for 5th and 6th: Math, Reading, Writing, Social Studies, Science

Core subjects for 7th - 12th: Math, English Language Arts, Science, Social Studies, Foreign Language

Calculation of GPA/HOPE Scholarship

A cumulative GPA is calculated annually on the basis of grades earned in classes completed at Mount Pisgah during a student's Upper School career. AP courses are given a 6-point weight and Honors courses are given a 3-point weight on the transcript.

The GPA qualification for the HOPE Scholarship is a 3.0 as calculated by the Georgia Student Finance Commission.

High School Graduation Requirements

The following represent the minimum standard requirements for graduation. Student progress and interests are considered each year so that modifications can be made to the individualized four-year-plans. The graduation requirements allow for the maximum flexibility in course options while maintaining a standard that meets the requirements for admission to the Georgia university system. It will be the expectation of Mount Pisgah that students will generally exceed these requirements in the pursuit of the most academically challenging curriculum available to them each year.

| | |
|----------------------------------|----------------------------|
| English | 4 units |
| Mathematics | 4 units |
| Science | 4 units |
| Social Studies | 4 units |
| World Language | 3 (4 recommended) units |
| Christian Education/Bible | 2 units |
| Physical Education | 1 (including Health) units |
| Fine Arts | 1 unit |
| Electives | 1 unit |

Total Carnegie Units required for graduation

24 units

Class Schedule Changes

In the Upper School every effort is made to place students in courses that are appropriate. In some circumstances, a student may not be properly placed and will need to change his/her academic schedule. Juniors and seniors who wish to drop or add a course must consult with their Guidance Counselor. A class change may not occur, without penalty, any later than the 3rd full academic day of the semester. A student may not drop any year-long class mid-year.

Honors and Advanced Placement Courses

Students must receive the permission of instructors in advance to enroll in Honors and/or AP courses. AP course approval closes on May 31 due to summer reading requirements and teacher access.

Sophomores may take a maximum of one AP course/exam; juniors and seniors, a maximum of three AP courses/exams (no more than seven AP courses total).

A prerequisite of an Honors or AP class is a 90 or above (weighted) in that subject's class the previous year.

Ninth grade Honors eligibility is a 90 or above in that subject in the eighth-grade year.

Honors and AP classes have a no-drop policy once classes begin for the year.

All students enrolled in an AP course are required to sit for the AP exam.

Upper School Class Rankings

Class rankings are calculated to determine Valedictorian and Salutatorian awards only. Valedictorian and Salutatorian will be awarded only to students who have attended Mount Pisgah for a minimum of the three full years prior to graduation. Calculation of rank is based upon all eligible Upper School credits earned at MPCCS. The numeric grade point average (1-100) is calculated to 2 decimal points. Grades earned in the second semester of the senior year are not included in this calculation.

Middle School End-of-Semester Exams (7th & 8th)

Exams will be held at the end of each semester. The length of the exams is 75 minutes. In 8th grade semester exams will count for 15% of the cumulative grade; in 7th grade exams will count as a regular test. Dismissal for those grade levels taking exams is 12 p.m. (noon) or earlier.

The Middle School discourages absences during exams unless there is an illness or unavoidable emergency. Such situations should be addressed with the Administration. Exams cannot be taken early.

Upper School End-of-Semester Exams

Exams will be held at the end of each semester. The length of the exams is 90 minutes. Semester exams will count for no more than 20% and no less than 15% of the cumulative grade. On exam days dismissal for those grade levels taking exams is 12 p.m. (noon) or earlier.

Mount Pisgah Christian School cannot approve absences during exams unless there is an illness or unavoidable emergency. Such situations should be addressed with the applicable Division Head. Under no circumstances may exams be taken early.

Final exam dates are published on the school calendar. Exact periods are published as they are determined. In the event an exam is missed due to a school function (i.e. State Championship), exams must be taken immediately upon return.

Senior Exemption Policy

Exemptions from exams are for 2nd semester seniors enrolled in year-long courses or semester only courses. Seniors may exempt if they meet the following criteria:

- No more than six (6) absences in the class for the semester (excludes school related activities such as college visits, athletic events, and field trips).
- No more than five (5) tardies in the class for the semester.
- An average of 90 or above (without Honors or AP points added)
- If all of the criteria are met, there is no limit on the number of exams that can be exempted.

Middle & Upper School Semester Exam Re-Take Policy

Middle (7th & 8th) and Upper School students who have a failure the Spring Semester as the result of a final exam, may be eligible for a re-exam if all of the following conditions are met:

- The student must have had a pre-exam passing grade.
- The student must take the re-exam at a specified date and time.
- In a yearlong course, the student must have had a passing average for the Fall Semester.
- The maximum passing grade that will be reported on the report card and transcript, with a re-exam, will be a 70.

No re-exams will be available for the Fall Semester.

Summer School and On-Line Credit

All credits not taken at Mount Pisgah Christian School must be pre-approved through the guidance office prior to beginning the course. Students may not take summer school for forward credit.

Student Success Services

Student Success Services at Mount Pisgah Christian School consists of a team of specialists - learning strategists, counselors and teachers - who are committed to empowering students academically, emotionally and socially. This team has a holistic approach to equipping students to achieve their potential. This work is done collaboratively to meet students where they are, then multiply their talents.

Student Support at MPCS is based on developmental student needs across divisions.

While the goal in the lower school is early identification and remediation, the emphasis in the middle and upper schools is on executive functioning support and study skills development.

Lower School Student Support Services

The Lower School offers student support services in phases of increasing levels of support.

Phase 1 support is periodic intervention that is offered to all students through differentiated classroom instruction.

Phase 2 support is targeted intervention that addresses specific areas of weakness. Students are placed into Phase 2 intervention by a referral process. These services are offered after school at an additional cost.

Phase 3 support is ongoing accommodations determined by an expert (Psychologist, Speech-Language Pathologist, Occupational Therapist or Audiologist). The school requires an official copy of the evaluation. Students receive a formal written instructional plan (FWIP) to communicate accommodations to all members of your child's instructional team. Therapists such as Reading Specialists, Speech Language Pathologists, Occupational Therapists, etc. are invited to collaborate with our instructional team to provide additional support on campus as space allows.

For additional information please contact the Lower School Learning Intervention Specialist(s).

Middle & Upper School Student Support Services

The Middle and Upper School offer Student Support Services throughout the curriculum and on varied levels. All students have access to teacher support between (7:45-8:15) Monday thru Friday (except Wednesday). In addition, fee-based services are available for a limited number of students who need daily academic assistance and reinforcement with a Learning Strategist in the Middle and Upper School. For more information, please contact the division counselor or learning strategist.

Middle & Upper School Formal Written Instructional Plans (FWIP)

In the event a written evaluation is produced and provided to Mount Pisgah, parents may request that a Formal Written Instructional Plan (FWIP) be developed. A FWIP is a document that formally outlines the diagnosed disabilities or disorders of a student and prescribes for the teachers any accommodations that may be utilized to help the student succeed. It is important to note that FWIPs are only valid for the school year in which they were produced, and a new FWIP must be generated annually.

FWIPs must be supported by a current, valid evaluation. For disabilities that may require documentation sent to other organizations for approval of accommodations (e.g. The College Board, ACT), MPCS must follow the outside organization's written guidelines which are subject to change.

Not all recommendations from evaluations will be employed on the FWIP. Our guidance counselors will assess the applicability of any accommodation to Mount Pisgah's academic environment prior to its inclusion on the FWIP. For example, "shortened assignments" might be a recommendation that appears on a psycho-educational report. However, Mount Pisgah does not modify its workload for students. We maintain a common level of rigor for all students, but will provide some accommodations that help students demonstrate their academic mastery.

Parent Grievance Protocol

Parents are encouraged to discuss individual academic issues with the teacher first, the Academic Dean, Division Head and if necessary, with the Head of School.

The Board of Trustees and the Head of School are responsible for establishing the policies that operate the school. After discussion with the Division Head, grievances about a particular policy should be addressed to the Head of School.

While both the teaching and administrative staff are sensitive to parental concerns, they only implement the operating policies established by the Head of School and the Board and are not at liberty to change them.

Records and Transcripts

The school abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act. If a parent wishes to view the child's records, the school must receive a written request with a 24-hour notice. This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In addition, the mere payment of tuition or child support payments does not, in and of itself, allow access to educational information concerning the child. The school requires divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child's records can be released to the non-custodial parent.

Requests for copies of transcripts must be accomplished in writing or email, signed by the parent/guardian, and sent directly to the appropriate divisional Registrar. Student records will not be released if there are any outstanding fees, book replacement charges, or past- due tuition credits/debits. Please allow up to two weeks to process.

Re-Enrollment (Student Schedule Requests)

Students are automatically re-enrolled on an annual basis subject to an evaluation of their academic progress and conduct. Students who have been suspended may not, at the discretion of the Administration, be offered re-enrollment materials until the school year has been satisfactorily completed.

Digital Learning Days

In the event of inclement weather or other unforeseen circumstances, Mount Pisgah Middle and Upper Schools will have Digital Learning Days. Even though school is closed, learning remains open and accessible through our online learning platform, Schoology. If access and internet permits, students are expected to participate in online learning.

By 9 a.m. on Digital Learning Days, teachers will provide varied formats of online instruction for students that keeps with the pacing and relevance of each specific class. Teachers will provide class specific resources and assignments through Schoology to cover material that would be missed due to the snow day. Students are expected to complete the assignments for each class and submit digital evidence of completion. Teachers in AP or Honors level classes may expect students to participate in a real-time online conference for their daily class lesson. These online conferences will be accessible on Schoology for a limited time if students are unable to participate in the live conference. Due to the rotating schedule, students will have assignments only for their regularly scheduled classes on the Digital Learning day.

Attendance will be tracked through the submission of online assignments or online participation. All Digital Learning Day assignments will be due before the next class meets on campus or virtual class is held; teachers will provide specific directions about submission requirements.

If a student is unable to complete Digital Learning Day assignments during the Digital Learning Day due to power outage loss of internet access, students will need to communicate with teachers to make-up the assignment, just as if the student was absent from school.

CONDUCT EXPECTATIONS AND DISCIPLINE

Mount Pisgah seeks to maintain a secure, moral, and nurturing environment, one where virtues such as integrity and the concern for others are the highest possible value. The school believes that systematic rules of discipline will enhance the growth and well-being of each student and provide an atmosphere conducive to education. When students fail to live by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility.

Lower School Behavioral Expectations

Mount Pisgah Christian School subscribes to the belief that children are most successful in an environment that is stimulating, well organized and developmentally appropriate. Teachers are trained to implement healthy choices and appropriate consequences while maintaining a respectful relationship between teacher and student based on biblical foundational truths.

In the lower school we utilize the portrait of a lower school student to guide our students' actions towards academic curiosity, classroom cooperation, integrity and compassion. Our portrait of a lower school student guides our students to pursue knowledge and strive to exhibit Christ-like characteristics.

Given this environment, discipline problems are typically kept to a minimum. Classroom teachers may use reward based or corrective classroom management plans to help maintain the most successful learning environment. In the event intervention becomes necessary our faculty and administration may: offer opportunities for the child to correct their behavior; suggest alternative activities; give warnings of the consequences for continued misbehavior; implement positive isolation or conference with child or parent if needed. At the discretion of the administration further intervention or parent conferencing may be necessary to collaborate towards a positive solution should undesirable behaviors persist.

Middle & Upper Schools Behavioral Expectations

Mount Pisgah Christian School strives to provide an atmosphere in which students develop intellectually, socially, and spiritually. In an effort to create this atmosphere, values are taught, learned, and practiced every day. Students are expected to behave with honor at all times. We encourage and foster honorable behavior by making clear that there will be no lying, stealing, cheating, plagiarizing, or condoning the behavior of those who do.

Honor Code

Students will not lie, cheat, steal, or copy the work of others or tolerate those who do.

Lying is the intentional falsification or denial of fact, the intentional creating of a false impression or the breaking of a pledge.

Stealing is the taking of anything without the consent of the owner.

Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is also the representation of another's work as one's own.

Plagiarism is defined as either intentionally or unintentionally borrowing someone else's words, ideas or facts or passing them off as one's own. In either case, failure to credit the source of those words, ideas or facts properly constitutes an act of plagiarism.

It is the responsibility of each and every student to report an infraction of the Honor Code to a teacher, an administrator, or division head.

Honor Pledge

In the Middle and Upper schools, on all quizzes, tests and projects, students will be required to write the following Honor Pledge at the top of their paper: **On my Honor, I have neither given nor received unauthorized help on this assignment.** By writing and/or signing this pledge, students give their word that the work is their own product.

Projects and assignments completed outside the classroom fall under this policy. On some occasions, students will collaborate (work in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly announced as such by the teacher.

Repercussions for Violation of the Honor Code

Honor offenses are treated differently from normal disciplinary offenses. They will be brought immediately to the attention of the Administration for proper evaluation and determination of disciplinary action.

Upper School Honor Council

In an effort to instill a sense of student investment in the concept of the Honor Code, the Upper School has incorporated an Honor Council composed of students and faculty. This body is not a court, but rather it is an advisory board that considers violations of the Honor Code and makes recommendations to the Head of Upper School.

Middle & Upper Schools Referral System

A referral system is the primary tool for regulating student behavior and discipline. If a student violates the code of conduct, a referral will be submitted to the Administration for review. If the student is found to be in violation, the student will receive a consequence in accordance to the discipline policy outlined in the handbook. Mount Pisgah seeks consistent application of its discipline policies. Although each situation is judged on its own merits, every effort will be made to ensure that decisions are not made arbitrarily. Policies are clearly stated in this handbook so that students are able to anticipate the disciplinary consequence of violating the school's code of conduct.

Referrals are given for infractions in the following categories:

- Honor Code (Please refer to "Repercussions for Violation of the Honor Code")
- Behavior
- Uniform
- Technology

Middle & Upper School Consequences for Violations of Expectations

Dress Uniform

A student may be assigned dress uniform up to a week for general dress code violations as well as minor behavioral infractions. If dress uniform is assigned, a student is required to wear dress uniform throughout the assigned school day. If a student does not remain in dress uniform throughout the assigned school day, it will be reassigned for the following day.

Lunch Detention – Middle School

Students may be assigned lunch detention for a minor rule violation. Lunch detention must be served on the day it is assigned. Students should report to the office at the beginning of first lunch and plan on serving through the end of second lunch. Students reporting late to lunch detention will be assigned an additional lunch detention the following school day.

After School Detention – Middle and Upper School

Students may be assigned after school detention for violations of school policies or after repeated lunch detentions or dress uniforms.

Saturday Detention – Middle and Upper School

Saturday detentions may be issued for standard rule violations, attendance problems, behavioral problems, failure to serve detention, etc.

- Notification is sent home.
- These detentions must be served from 7–9 a.m. on the date assigned. If students are late, the detention does not count.
- Failure to serve a Saturday detention will result in a day of in-school suspension to be served the following week.
- Students should report to the Upper School Office, dressed in their dress uniform.

In School Suspension (ISS)

- Students who are in school suspended will work in the division office for the day(s).
- Students are subject to additional penalties at the discretion of the Administration, including academic and extracurricular forfeiture.

Out of School Suspension (OSS)

- Students who are out of school suspended should not come to campus that day(s).
- Academic work missed as a result of OSS will be forfeited. OSS students are automatically ineligible for any extracurricular activity, including athletic events and art performances until they have met with Administration and have been re-admitted to school.
- Any student who serves Out of School Suspension will have that infraction detailed permanently on their Upper School behavioral record.
- Upper school students may be asked to explain the OSS by prospective college during the application process.

Grounds for Suspension or Expulsion

- Use, possession or distribution of illegal drugs, alcohol, tobacco, incendiary/explosive devices, weapons or their look-alike at any time or place, including off school campus.
- Vaping and e-cigarettes: The hazards associated with e-cigarettes and vaping devices are significant. Students who use these delivery systems are exposed to chemicals that may have short and long-term health hazards. Additionally, as a nicotine delivery system that is not regulated, adolescents can be exposed to high levels of the addictive chemical. Vaping devices can also be used to deliver alcohol and marijuana in substantial concentrations. Aside from the aforementioned health risks, the explosion of e-cigarettes has led to severe burns and disfigurement. For all of the reasons noted above, it is our position that our students should not use e-cigarettes or vaping devices. Should any of our students be found to have used these devices at any time or place, including off campus, they will be subject to disciplinary action.
- Students will not display acts of violence, whether on school property or at any school function.
- Students will not use inappropriate language with the intent to upset peers, faculty members, administrators, or members of the Mount Pisgah school community.
- Students will not go into an administrator's, staff members or faculty member's personal belongings, including but not limited to purse, briefcase, grade book or computer files.

- Vandalism, including graffiti.
- Students will not treat peers, faculty members, or administrators with a lack of respect nor verbally or physically threaten their health or well-being including harassment.
- Inappropriate behavior of a sexual nature.
- Wagering or gambling in any form.
- Students will not defame the good name of the school and/or members of the school community verbally or on social networks either at school or off campus.
- Inflammatory Language: A Mount Pisgah student will not engage in actions or possess items that dishonor or show disrespect for the race, gender, sexual orientation, ethnic origin, or religion of others, or incite discord among races, genders, socioeconomic statuses, orientations, ethnic groups, or religions, either intentionally or unintentionally

***Please note that the above list is not exhaustive.**

Anti-Alcohol Policy

Mount Pisgah Christian School prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol on or off school property or during any school sponsored activities including practices, camps, or any other activities during the school year or summer months. Such actions will be subject to disciplinary action.

First Offense

- A student must complete a risk assessment by a licensed professional at the expense of the parent/caregiver.
- Under the guidance of the assessment professional, a student may be asked to complete or take part in an alcohol education or rehabilitation program approved by school.
- A student will be suspended from school for three days.
- A student will be subject to suspension from extracurricular activities.

Second Offense

- Under the guidance of the assessment professional, a student will be required to complete or take part in an alcohol education or rehabilitation program approved by school.
- A student will be suspended for seven days.
- A student will be suspended from extracurricular activities for a minimum of two weeks.

Third Offense

- A student will be suspended for a minimum of ten days and subject to expulsion.
- A student will be removed from all extra-curricular activities for the remainder of the school year.

Random Drug Testing Disciplinary Protocol

General Testing Protocol

- A random sample of Upper School students will be selected and tested periodically throughout the 2019-2020 school year.
- Being selected for random testing once does not exclude the opportunity of a student from being selected and tested again, even multiple times throughout the school year
- Students will be tested individually and in gender separated groups by the Strategic Prevention Education Compliance (SPEC) Group.
- An email from the school will be sent to notify parents on the day their son/daughter is selected for testing, which will take place on the same day as the parental notification.

- All students will have the opportunity to disclose any substance use prior to the urine sample being administered.

Students will be asked two yes or no questions:

1. *Are you taking or have you taken within the last sixty days any prescription drugs that you are not prescribed for?*
 2. *Are you taking or have you taken within the last sixty days any illegal drugs?*
- If a student answers “yes” to these questions, he/she will be provided a “safe haven” and will not be subject to disciplinary action. This is a one-time offer of grace and not a lifetime guarantee of amnesty.
 - Students who answer “no” and yet test positive will be subject to disciplinary action.
 - If a student gives a pre-test admission (answering yes to either question) but does not test positive, he/she will be given “safe haven” and will not be subject to disciplinary action.

Disciplinary Protocol Once School Receives Test Results

First Positive Test Result

- A student who tests positive must complete a risk assessment by a licensed professional at the expense of the parent/caregiver.
- Under the guidance of the assessment professional, a student may be asked to complete or take part in a drug education or rehabilitation program approved by school.
- A student who tests positive and does not give a pre-test admission (answering yes) is subject to suspension from school for violating the Honor Code.
- A student who tests positive will be subject to suspension from extracurricular activities.
- A student who tests positive will be required to undergo mandatory drug testing for one year from the date of the violation.

Second Positive Test Result

- A student who tests positive must complete a risk assessment by a licensed professional at the expense of the parent/caregiver.
- Under the guidance of the assessment professional, a student will be required to complete or take part in a drug education or rehabilitation program approved by school.
- A student who tests positive for a second time will be suspended from school.
- A student who tests positive for the second time will be suspended from extracurricular activities for a minimum of two weeks.
- A student who tests positive a second time will be required to undergo mandatory drug testing for one year from the date of the second violation.

Third Positive Test Result

- A student who tests positive for a third time will be suspended and subject to expulsion.
- A student who tests positive for a third time will be removed from all extra-curricular activities for the remainder of the school year.

Student Behavior beyond the School Campus

While Mount Pisgah Christian School does not attempt to supervise the private lives of students during non-school hours, it is concerned with any conduct that may bring discredit or harm to the individual, the student body, or the school. Consequently, the school reserves the right to discipline such behavior, including possible suspension or expulsion, if the behavior is judged to be in violation of the Handbook or is in opposition to the mission and moral standards of Mount Pisgah Christian

School regardless of when or where it took place. Students subject to arrest or other police action, should the school be informed of such, will be asked to give an account of the incident and may receive a corresponding penalty, including possible suspension or expulsion. In all situations, the Head of School is ultimately the court of final appeal and possesses the responsibility and right to render a decision that is in the best interest of Mount Pisgah Christian School.

Social Media Policy

- The purpose of the Social Media policy at Mount Pisgah Christian is to set the school's guidelines and expectations for appropriate social media behavior.
- Students may not misrepresent the school, students, faculty, administration or staff on blogs, Twitter, Instagram, Snapchat, or other social networks.
- Students may not photograph, film or make audio recordings of students, staff, faculty, or administration without their consent.
- Students may not post threatening or inappropriate material about the school, students, faculty, administration or staff on blogs, Twitter, Instagram, Snapchat, or other social networks.
- Students may not post explicit or inappropriate photographs, videos or inappropriate material concerning the school, students, faculty, administration or staff on blogs, Twitter, Instagram, Snapchat, or other social networks.
- Students may not use social media to share homework, quiz, or test answers.

Students who do not abide by the guidelines and expectations of Social Media Policy are subject to disciplinary consequences including detention, suspension, or expulsion for their actions, even for the first offense. The severity of the punishment will be determined by the administration.

DRESS CODE

Lower, Middle & Upper School Dress Code Requirements

Violation of any of the following dress code requirements will warrant a uniform infraction or other disciplinary action. Age appropriate consequences will be issued for repeated infractions.

The school administration reserves the right to prohibit any clothing item even if it is not specifically prohibited by the dress code.

All students must wear the appropriate uniform (see uniform pages for specific guidelines for the school year).

Approved Logos

Students may wear the approved uniform items with the crest (alone) or crest and wordmark logo for the 2019-2020 school year. Either logo is a part of the approved uniform for the school year.

Uniform Vendors

Mount Pisgah Christian School has two official uniform providers. Approved school uniforms, outerwear, and accessories are available for purchase both in-store and online. In order to meet our uniform requirements please order your child's uniform items from one of these two vendors.

- Land's End - Preferred School Number: 900156720
- Mills Uniforms

Key Cards and Lanyards

All Middle and Upper School students are required to wear key card and lanyards. Key card and lanyards must be worn upon arrival to campus and up until the student leaves campus every school day.

Key card and lanyards must be worn around the neck on the front of the body.

Key cards and lanyards are school property – they must remain in good condition and not be altered.

In the classroom, there may be situations, at the teacher's discretion, where students may remove their lanyards to complete a classroom activity (i.e. P.E., science lab, etc.).

Mount Pisgah Christian School provides every student a school lanyard and key card free of charge at the beginning of the school year. If a student does not have their key card or is not wearing their lanyard, they will be issued a detention (lunch or after school).

If a student loses their key card or lanyard, they will be charged \$10 for a replacement. It is the responsibility of the student to obtain a new key card and/or lanyard by requesting it from the division office

Daily Uniform

Lower School

Students may wear their regular uniform each day of the week in the lower school, other than chapel days and/or special days when students are instructed to wear their dress uniform for a field trip or assembly, and Fridays when spirit wear may be worn (*See spirit wear guidelines below*).

The regular daily uniform for Lower school students is as follows:

JK - no uniform

K-4 Boys: khaki pants or shorts, uniform polo shirt or button up oxford shirt, solid white, navy, or black socks.

K-2 Girls: polo dress or skort/jumper, peter pan blouse (with jumper only) or uniform polo, and solid white, navy or black knee high socks or solid black or navy tights.

K-4 Girls: polo dress, skort uniform polo and solid white, navy or black knee high socks or solid black or navy tights.

Lower School Chapel/Dress Uniform

Students must wear dress uniform for special events such as field trips and assemblies, and every Chapel Day (Tuesday). Students begin the year wearing their Warm Weather Chapel Uniforms. Cold Weather Chapel uniforms will be worn beginning on Thankful Friday. Warm Weather Chapel Uniforms will be worn again beginning the first Tuesday after Spring Break.

The lower school dress/chapel uniform is as follows:

Warm Weather Chapel

Begin wearing the first Tuesday of the school year and resume wearing the first Tuesday after Spring Break

JK: no uniform

K-4 Boys: white short sleeved polo with logo, khaki pants or shorts, solid white crew socks, tennis shoes or other approved school shoe, and belt (1st - 4th)

Girls K-2: jumper, white short sleeved peter pan button blouse, solid white knee high socks or solid black tights and tennis shoes or other school approved shoe.

Girls 3 – 4: white short sleeved polo with logo, plaid skort, and solid white knee high socks or solid black tights and tennis shoes or other school approved shoe.

Cold Weather Chapel Uniform

Begin wearing on Thankful Friday and continue the following Tuesday Chapel Day until Spring Break

JK: no uniform

K-4 Boys: white button up oxford with logo, khaki pants or shorts, solid white crew socks (with shorts), tennis shoes or other approved school shoe, and sweater vest. Belt and tie required for 1st - 4th.

Girls K-2: jumper, white long sleeve peter pan blouse, solid white knee high socks or solid black tights and tennis shoes or other school approved shoe.

Girls 3 – 4: white button up oxford with logo, plaid skort, sweater vest, solid white knee high socks or solid black tights and tennis shoes or other school approved shoe.

Middle and Upper School Daily Uniform

Students may wear their regular uniform each day of the week in the Middle and Upper School except Mondays and days when students are instructed to wear their dress uniform for a field trip or assembly.

Middle and Upper School Dress Uniform

Middle and Upper School students are required to wear Dress Uniform on Monday. Students may also be asked to wear Dress Uniform for special events throughout the school year.

Uniform Requirements and Guidelines

- Shirts must be tucked in.
- Leather brown or black belts must be worn when clothing has belt loops (1st – 12th). No belt buckles are allowed.
- Oversized clothes are not considered regulation; shorts or pants should not sag.
- Students must wear a uniform shirt under school sweaters, jackets and sweatshirts.
- Boys' pants and shorts must be worn at the top of the hips. Pants must be hemmed, not rolled up. Shorts are to be no shorter than 4" above the knee and no longer than the knee.
- Girls' shorts must be no shorter than 4" above the knee. Upper School skirts should be no shorter than 4" from the middle of the back of the knee. Lower & Middle School skorts should be finger-tip length when arms are hung straight down by side.
- It is strongly suggested that that girls wear black or navy bike shorts or any Softe-style shorts under skirts each day (**required for K-6**, when wearing polo dresses.)
- Simple chain necklaces or crosses may be worn. Distracting jewelry may be asked to be removed at the discretion of the administration.
- Upper and Middle School Boys are required to wear solid navy, black or white crew-length socks. Upper and Middle School girls are required to wear solid crew or knee-length white socks.
- Lower School Boys are required to wear solid navy, black or white crew-length socks. Lower School girls are required to wear solid navy, black or white knee-length socks.
- Distracting body piercings may be asked to be removed at the discretion of the administration.
- Visible permanent tattoos may be asked to be covered at the discretion of the administration.
- Hair must be neatly groomed (above ears and collar, and off eyebrows) and the cut for boys and girls should not be distracting at the discretion of the administration. Hair cannot be bleached or colored in an unnatural fashion. Boys facial hair must be clean shaven.
- No hats are permitted in buildings on campus, unless otherwise advised.
- Plain, short-sleeve white T-shirts are the only acceptable shirts to wear under the uniform shirts.
- Girls' hair accessories must be red, navy blue, white or school plaid and not distracting at the discretion of the administration.

Outerwear and Additional Clothing

Additional clothing articles including but not limited to: winter coats, bandanas, scarves, winter hats, gloves or mittens or any other apparel not purchased from an approved uniform vendor, etc. are not part of the indoor uniform and may only be worn as outerwear when outdoors.

While inside the building students may wear fleeces, sweaters and outerwear with the school crest.

While inside the building students may wear the following school sweatshirts:

- LS students may wear the navy sweatshirt with the crest on it.
- MS students may wear any extra-curricular **non-hooded** sweatshirt with a MP logo on it.
- US students may wear any extra-curricular three quarter or full length zip jacket or **non-hooded** sweatshirt with a MP logo on it.

When outside students may wear non-logoed coats or jackets.

Girls are permitted to wear solid navy or black tights. No leggings will be permitted.

Shoes

Lower School: Students may wear basic white, black, gray or navy tennis shoes; solid black, brown or indigo (Merrill style shoes, solid black, brown, or navy dress shoe every day. Any of the approved style of shoe may be worn on any day. No sequins, neon colored shoes or laces.

Middle School: Students may wear Solid Black or Brown Bucs, Black or Brown Sperry's, Black or Brown Loafers, or Black or Brown Mary Janes or Wallabees are acceptable. (Soles must be dark, no contrast stitching, no heels higher than 2 ½", no waffle or boot-style sole, must cover entire foot; no moccasins, athletic shoes, canvas shoes -- Toms, Keds, or Vans). Students may wear all-white leather athletic shoes or all-white leather tennis shoes with white laces pre-approved by the Assistant Head of Middle School. No high-top athletic shoes will be allowed.

Upper School: Students may wear Solid Black or Brown Bucs, Black or Brown Sperry's, Black or Brown Loafers, or Black or Brown Mary Janes or Wallabees are acceptable. (Soles must be dark, no contrast stitching, no heels higher than 2 ½", no waffle or boot-style sole, must cover entire foot; no moccasins, athletic shoes, canvas shoes -- Toms, Keds, or Vans). Students may wear all-white leather athletic shoes or all-white leather tennis shoes with white laces pre-approved by the Assistant Head of Upper School on non-formal uniform days. No high-top athletic shoes will be allowed.

In the event a student needs to wear non-uniform shoes for medical reasons, a doctor's note must be provided and turned in to the school office. The doctor's note must be updated every 30 days for a student to continue wearing non-uniform shoes. The non-uniform shoes must be all white leather and approved by the Assistant Head of MS/US.

Failure to Adhere to Uniform Requirements

Students will not be admitted to classes if they are not wearing all parts of the proper uniform. Students who arrive at school not wearing the appropriate uniform as described above will be sent to the school office to call home for appropriate attire. With specific regard to footwear, the school reserves the right to deem what meets the acceptable uniform standard.

Spirit Day Guidelines

Spirit wear is permitted every Friday in the Lower School. Additional costume or dress up days are scheduled throughout the year in the lower school and communicated by teachers and administration.

Spirit wear is permitted every Friday in the Middle and Upper School at the discretion of administration. Additional spirit days for homecoming or other events will be communicated at that time and dress expectations will be shared.

- On spirit wear days, student dress must follow the spirit day dress code, which is limited to: Jeans, uniform skirt/skort, or khaki pants/shorts; Mount Pisgah spirit wear (must be clothing issued by the school, including the athletic department and other clubs and organizations).
- Shoes that cover the entire foot.
- Grooming requirements are the same as regular uniform days.

The following clothing articles are not permitted:

- Soiled clothing, clothing with holes or tattered clothing of any kind.
- Shorts shorter than 4 inches above the knee.
- Improperly sized waist, seat, in-seam, without hems or cuffs.
- Skirts, sweatpants, warm-ups, pajama pants, jeggings, yoga pants or leggings.
- Tank-tops, halter tops or spaghetti straps.
- Tattered shoes or shoes not covering the entire foot.
- Warm-ups, sweat suits or athletic pants/shorts.
- No exposure of undergarments.
- Hats, sunglasses, or wigs. (Costume or Theme Dress-up days may permit these items)
- Clothing deemed to be excessively tight, low cut, revealing or costume in nature.

The school administration reserves the right to prohibit any clothing item even if it is not specifically prohibited by the dress code and/or send the student home to change.

After-school and evening school activities are considered an extension of the school day.

GENERAL EXTRACURRICULAR REGULATIONS

General Extracurricular Regulations

- Students arriving at an activity are expected to remain at that activity until their parents/guardians pick them up.
- Parents/guardians are advised to check the school website to confirm dates/times of after school events.
- Parents/guardians are requested to confirm that advising personnel are present before leaving the students at any scheduled function.
- Students must be picked up on time from extracurricular activities.
- In keeping with the attendance policy, a student who is classified as absent for the day will **not** be permitted to participate in extracurricular activities on that day. (See “Late Arrival and Daily Attendance Policy”)
- Students are not eligible to participate in extracurricular activities on the day they are serving ISS or OSS.
- Students are not allowed to remain on campus if they are not either participating in or viewing an extracurricular activity.

Clubs and Organizations

Students are encouraged to become involved in clubs and organizations, which are open to all. Some clubs or organizations involve elections or try-outs. Each organization has its own rules and regulations. Consult with the club sponsor for clarification of the specific details.

Eligibility for Athletics and Other Extracurriculars

In order to be eligible to participate in athletics, students must satisfy the requirements of the *Georgia High School Association* and the specific requirements of Mount Pisgah Christian School. Upper School students must have passed six academic classes and maintained a minimum average of 70 for the preceding semester. Students failing one course may, at the discretion of the Administration, have limitations or restrictions placed on their athletic participation.

Middle School students who are failing two classes at the quarter or semester mark will be ineligible for the following quarter. Admission to a team at the quarter mark will be at the discretion of the coach and Administration.

Upper School students failing two or more courses at the quarter or semester are automatically placed upon academic probation for the period of one quarter and will be ineligible to participate in

any athletic events or practices until grades are issued for the next quarter and it is determined that the student is now meeting eligibility requirements.

Academic grades received at the conclusion of the spring semester, will determine athletic eligibility for the following fall, unless the course is made up in its entirety during summer school with a passing grade.

GENERAL POLICIES AND PROCEDURES

Cellphone and Smart Watch Policy

From the time a student (JK- 12) arrives on the campus at Mount Pisgah until the end of the academic school day at 3:00, students are prohibited from using any cell phone except when used for a valid instructional or school related purpose as determined by a teacher or administrator.

If there is a need for a student to have a cell phone available to him/her for use after the academic school hours, the student may keep the cell phone in his/her locker, purse, book bag and the cell phone must remain turned off and not visible. A cell phone that is in sight or produces an alarm, ring, or any other sound that causes a disruption is in violation. Phones will be confiscated and students will be subject to disciplinary action.

Students who need to communicate with parents because of sickness or other valid needs will be allowed to make phone calls at the front office.

Students may also be asked to refrain from wearing smart watches when connected to an active phone. If used inappropriately during the academic day the watch may be confiscated at the discretion of the administration.

Child Abuse/Neglect

All staff at Mount Pisgah are required by law (Georgia Code Section 19-7-5) to provide protection of children whose health and welfare are adversely affected or threatened by the conduct of those responsible for their care and protection. In order to provide that protection, all suspect situations will be reported to the Division Head and then to the Head of School, and then such situations are reported to the Department of Family and Children's Services (DFACS).

Elevator Use

Students are not permitted to use the elevator in the gym, other school buildings or the church during school hours. Violations will be treated as a discipline matter.

Foods and Drinks

Delivery of outside food is against school policy and will result in a referral for any students, INCLUDING SENIORS, accepting food.

Food should only be consumed in the Geier Hall Student Commons. No food is allowed on the upper floors.

Students are not allowed to take food or drinks into a classroom exclusive of water in a clear, twist-top container. No drinks, including coffee, will be allowed in the carpeted areas of the building but are allowed in the Student Commons.

Lower and Middle School students are permitted to eat food in class at the discretion of their classroom teacher or administration.

Headphone Policy

Headphones (earbuds, AirPods, etc.) may only be used before or after school. Use will not be permitted in the LEC, classrooms, or hallways during the instructional day unless specified by a teacher or administrator. Failure to comply with this policy will result in a discipline referral.

Health, Wellness, and Medical

Fitness to Participate in Physical Education or Weight Lifting

If a student is unable to participate in Physical Education (P.E.) or Weight lifting, he/she must have a doctor's note stating the reason(s). A copy of the note should be given to the P.E. teacher, who will make note of receipt and forward the note on to the school office.

Immunization Records

All students are required to have a Certificate of Immunization, and a Vision, Hearing and Dental Screening on file prior to or concurrent with the start of school. These forms may be obtained from your child's doctor or the health department. Periodic updates for immunization are required, and it is the responsibility of the parent to see that the school has the most recent form. Students must have immunization records on file in the school office in order to remain in school.

Medical Emergency Plan

Teachers will assess the situation and, if treatable, will do so following health and safety guidelines. Teachers will immediately notify an administrator to contact parents for instruction if a situation cannot be handled, or injury treated appropriately. Parents will be notified of all injuries to the head or mouth, or involving teeth. If the situation or injury warrants further medical attention, and parents cannot be reached, an administrator will make the decision to call 911. Parents of students with chronic health or medical needs that might warrant emergency treatment should have a current cell phone on record for emergency contact.

Medications (Prescription and Non-Prescription)

- If possible, medication time schedules should be set so that all medicines are taken at home rather than at school. However, when students must take a prescription medicine during the school day, parents must give the school office personnel the medicine in its original container for storage as well as a doctor's authorization (forms available on RenWeb) stating that it is necessary for the student to take the medicine. Medications for treatment of short-term illnesses such as bronchitis, influenza, etc. also require the same permission form.
- The parents or legal guardians must provide the following before medication can be administered: *Student Health Record (current school year)*.
- At the designated time, the student will go to the office/clinic to take the medication. Assistance or supervision will be in accordance with the instructions on the authorization

form. Since medication is a parental responsibility, school employees cannot assume any liability for supervising or assisting in the administration of medication.

- Unused medication may be retrieved from the school office within one week of the date that taking of the medicine is discontinued; otherwise, the school staff will dispose of the medication.
- Mount Pisgah Christian School cannot be responsible for administering emergency treatment such as Epi-pens and inhalers unless a parent liability waiver is on file in the school office. Students will be allowed to carry these items with them during the school day. It is suggested that a second Epi-pen/inhaler be stored in the school office. The office has a copy of the specific guidelines for this procedure.

Wellness

Please do not bring your child to school if he/she shows any symptoms of illness unless you provide the school office with a doctor's signed verification that your child is not contagious to others.

At the discretion of administration and/or school nurse children may be sent home with the following symptoms: fever (100.5), diarrhea, vomiting, nausea, unexplained rashes, runny noses, excessive coughing, sore throat, headache, chills, ear ache or red eyes for 24 hours before coming to school. Students must be counted as present for the day, free of illness, in order to participate in extracurricular activities, athletic events, assemblies, field trips, parties, plays, etc. that are sponsored by the school.

Report to the School Office for any of the Following:

All communicable diseases or serious illness or health problem concerning your child.

Any event that might cause your child physical or emotional stress.

In the event your child's allergies display symptoms of contagion you will need to submit a physician's verification of such allergies along with documentation of medications in order for your child to remain in class. We reserve the right to refuse admission to any child with the above symptoms and appreciate your cooperation in this matter.

Sick Child at School

If a child becomes ill during the school day, one or both parents will be notified. In the event that parents are not able to be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately. For this reason, it is imperative that emergency numbers are current and up-to-date. Please inform all persons designated to pick up your sick child that they will be expected to pick up children immediately when notified of a child's illness.

If a child is sent home with signs of contagion or sickness, they must be symptom free for 24 hours before returning to school.

Lunch

Lower School

All students will eat the lunch provided in the cafeteria unless there is a specific dietary need.

Parents are welcome to visit the lower school cafeteria during lunch period to eat or volunteer after the first full week of school. All visitors will pay for their lunch when they check into receive a name tag in the lower school office.

Students may bring a healthy, individual serving snack to be eaten during the school day. No snacks that require refrigeration are permitted.

Lower School Special Dietary Needs

Students with specific diagnosed dietary needs and/or allergies must annually submit the physician's recommendation to the school clinic. Students diagnosed with diabetes or hypoglycemia, which requires a daily food supplement, must come to the clinic or school office to eat the snack. Students with specific diagnosed dietary needs that prohibit participation in the school lunch program should meet with the Flik nutritionist and must annually submit a doctor's recommendation to the school office and must bring an appropriate lunch.

Middle & Upper School Lunch Expectations

Students are not allowed to be in the H-Building, Drum, or upper floors of Geier Hall during lunch without permission from administration. A student will receive detention if these guidelines are not followed.

Students are not allowed to order any type of food and have it delivered to the school during school hours without authorization from the Upper School Administration.

Senior Lunch

Seniors will be given the privilege to go off-campus for lunch Monday-Friday. The lunch period occurs Monday-Friday (12:20-1:10). The lunch times may adjust during the course of the semester if we are following a modified schedule.

Parental permission is required for a student to leave the Mount Pisgah campus unsupervised. The administration will maintain a list of seniors who have parental permission to leave campus for lunch.

Only seniors may leave the campus, and they are **not** permitted to bring food or drinks back for anyone.

Senior students may drive their own vehicles and/or ride in the vehicles of other students, if permissible. Mount Pisgah is not providing a list of allowed restaurants; however, students must remain within a distance of school that assures they will return to campus on time for the period following lunch. If a student returns late to the period after lunch on two occasions during a semester, he or she will lose off-campus lunch privileges for the remainder of the semester. Students are responsible for accounting for traffic conditions to make sure that they return to school on time.

Parking Procedures

Parents

Parking is limited at Mount Pisgah. Parents should carpool to reduce the amount of traffic flow during drop-off and pick-up. The use of handicap parking spaces is for those persons with a handicap-parking sticker. When parking, please, use only one parking space. Students or younger siblings should never be left unattended for any reason in parked cars.

Students

The privilege of driving to school and parking on campus is afforded to eligible Mount Pisgah Christian School sophomore, junior, and senior students. Eligible students are defined as Mount Pisgah sophomores, juniors, and seniors who hold a valid Georgia or out of state license.

Students and parents/caregivers must read and sign the Student Parking Policy and Procedures Policy before they are issued a parking decal. It is the school's expectation that students will operate motor vehicles in a safe manner and in accordance with the laws of the State of Georgia.

Senior Study Hall

- All seniors have the privilege of a Senior Study Hall if their schedule permits. Seniors should abide by the following expectations to remain in Senior Study Hall:
- Seniors are allowed to check in late if their study hall is first period or leave early if their study hall falls the last period of the day.
- Seniors **must** sign-in at the front office when arriving late or leaving early.
- Seniors must be passing ALL classes to check out early or arrive late.
- Seniors must leave campus (including the PAC) when leaving Study Hall early.
- Study halls should remain quiet and students should be working-no sleeping allowed.
- No cell-phones allowed.
- No food or drinks allowed.

School Closings and Emergency Communications

In the event of inclement weather, which warrants Mount Pisgah Christian School closing, information regarding school closing can be obtained by checking the Mount Pisgah Christian School website, www.mountpisgahschool.org. Notifications (text or email) will also be sent via the school's emergency Parent Alert service.

The School maintains and regularly updates a crisis plan. In the event of severe weather, close monitoring of the situation throughout the school will remain in effect. Staff members are trained in appropriate emergency and evacuation procedures, CPR and first aid. Evacuation and emergency plans are reviewed and updated periodically. Fire and tornado drills are held regularly throughout the year.

Should a warning occur during drop off or pickup time, parents will be allowed to enter the building and stay with their child. Parents may remove their child only when the warning has expired.

Student Lockers

- Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep belongings organized.
- Books and other belongings should only be left in designated areas.
- The decoration of lockers is restricted to its interior and must be removed at the end of the school year. Since lockers are the property of the school, they may be subject to search at any time.
- Lockers that are damaged or defaced may incur additional fees/charges.
- Students should only use lockers assigned to them. Students should not go into another student's locker period. Students found going into or using lockers not assigned to them are subject to disciplinary action.

Lower School Playground Use

- The early childhood playground (between A and D buildings) is **ONLY** for use of children 5 years and younger. School families may use the playground facilities when they are not in use by school programs. During school hours, students are under direct supervision of school staff personnel.
- After school hours, students are not permitted to play on the playground, blacktop, kickball field or any outdoor play area without a parent or supervising adult present. Siblings of students are not permitted to play on playground during school hours. Pets are not permitted on the playground or outdoor play areas.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy is provided so that students and parents are aware of the responsibilities students accept when they use personal or school-owned computer hardware, application software, data files, electronic mail, digitized information, communication technologies, and network access on the campus of Mount Pisgah Christian School (MPCS). In general, this requires efficient, ethical, and legal utilization of all technology resources.

Expectations

Bring Your Own Device (BYOD) Responsibilities

- Grade 9-12 students are expected to bring their own laptops that meet the device specifications provided to parents.
- The primary use of laptops is for learning and instruction, so laptops should not include software that will be a distraction from learning. Anything that reduces the laptop's use in the classroom should be removed (this includes games, applications, filters, settings to connect to your home gaming system, etc.) and any software required for class must be accessible on the laptop.
- The laptop must conform to the needs of the class; it is the student's responsibility to become compliant with those requirements. If software is missing, then it is the student's responsibility to ensure that software is available and accessible from their laptop in such a way that it does not hinder the class's ability to progress forward.
- It is the student's responsibility to ensure the laptop is in working condition. Mechanical or physical problems with the laptop will not be maintained or addressed by the school's IT department.
- Any device utilizing the school network or wireless is subject to inspection by the school.
- MPCS is not responsible for laptops left unattended or unsecured anywhere on campus at any time including before and after school hours.

Chromebook Responsibilities

- Students in Grades 3-4 will have access to a Chromebook for school use.
- Students in grades 5-8 are provided a Chromebook by the school for home and school use.
- Daily care of the Chromebook and accidental damage is the responsibility of the student according to the Chromebook contract signed by students and parents.
- Chromebooks should not be left unattended and students will be responsible for stolen or broken devices.
- Gaming on Chromebooks is prohibited in the H-Building.

Student Accounts

- Students will be assigned a unique username and password that will allow them to access all MPCS resources.
- Student accounts will provide access to Google Apps for Education accounts, Schoology, RenWeb, and wireless internet access.
- It is imperative that this account information not be shared as the assigned student will be responsible at all times for its appropriate use.

Internet Usage Policy

- Internet usage on the Mount Pisgah campus is only allowed via the student wireless network which is filtered by the school. Any other unmoderated internet usage is strictly forbidden.
- Students may not use proxy servers or any other avenue to circumvent the internet filtering in place by MPCS.
- Any network resources, internet sites, or other network usage traced back to a student account will be the responsibility of the assigned user.
- Students should not access inappropriate games and software, instant messaging and obscene material.
- Students are expected to notify a faculty/staff member whenever they come across information or other materials that are inappropriate, dangerous or threatening to themselves or others.

Email Policy

- Students are provided a Google Apps for Education (GAFE) email account and Google Drive storage through the school. All communication sent through PisgahPats GAFE accounts or Google Drive storage is subject to monitoring and inspection at any time.
- Students should maintain high integrity with regard to email, communications, social networks and shared storage content, including Google Drive.
- Students are expected to use appropriate language via email and in shared files and to not transmit language/material that is profane, obscene, abusive or offensive to others.

Copyright and Plagiarism

Copyright infringement including plagiarism using the internet are violations of the MPCS Handbook and honor code. Consequences for plagiarism will be handled through the Honor Council. Students are expected to comply with trademark, copyright law and all licensing requirements and agreements.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking, proxy-avoidance, and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, software settings, security settings, or other components of the network. Use or possession of hacking software is strictly prohibited.

- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Gaining unauthorized access anywhere on the network including signing on as another user even when given permission to do so.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another person's account, password, or ID card or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining in to any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer network.