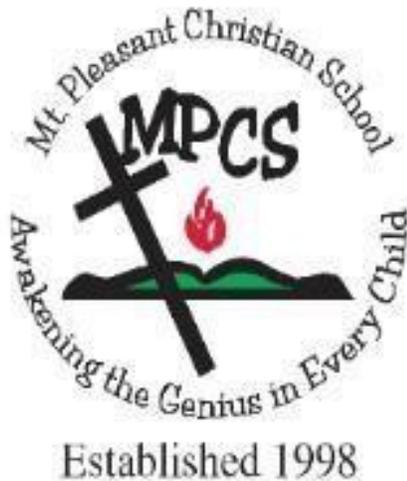


“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

MT PLEASANT CHRISTIAN SCHOOL, INC
Baltimore, Maryland 21206

HANDBOOK
OF
POLICIES AND PROCEDURES
2023-R



Ministry of the Mount Pleasant Church & Ministries
6000 Radecke Avenue * Baltimore, Maryland 21206

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VISION

We envision the Mt. Pleasant Christian School, Inc. (MPCS) as a vibrant, cohesive learning community that fulfills its mission and purpose to develop brilliant spiritually minded students who will influence those around them for the Lord Jesus Christ for a lifetime. We envision a school characterized by visionary planning, financial stability, exemplary leadership, in-depth curricula, supportive parents, and compassionate, competent faculty and staff. The MPCS is to be an excellent academy with an impeccable public image that exerts a Godly influence upon its students, its parents, its extended families and its communities.

MISSION

The unalterable mission of the Mt. Pleasant Christian School, Inc. is to educate children in truth and righteousness and, in doing so, to support the Christian family and the local Bible-believing church.

COMMITMENT TO EXCELLENCE

A commitment to excellence glorifies God and our Lord Jesus Christ. We glorify them by faithfully pursuing excellence in all we do. For this reason, the Mt. Pleasant Christian School, Inc. is committed to excellence in all things, both individually and collectively, personally and professionally.

SCRIPTURAL MANTRA

“Train up a child in the way that he should go: and when he is old, he will not depart from it”
(Proverbs 22:6).

STATEMENT OF FAITH

This **Statement of Faith** is the Biblical doctrine on which the Mount Pleasant Church and Ministries and the Mt. Pleasant Christian School, Inc. are based. The Statement represents the key elements of Christianity that are taught and modeled without apology throughout the curriculum and environment, at all grade levels.

We believe that the Bible is the inspired, inerrant, and only infallible, authoritative Word of God.
(II Timothy 3:16)

We believe that there is one God eternally existent in three persons: Father, Son and Holy Spirit. (I John 5:5-7)

We believe that our Lord Jesus Christ is both God and man in one person. In His virgin birth, in His sinless life, and His miracles, in His bodily resurrection, in His Ascension to the right hand of the Father, and in His

personal return in power and glory, He is our Redeemer. (I Corinthians 15:3, I Peter 2:21-24; John 3:16)

We believe that God created man and all things that are good, visible and invisible, by the power of His Word. (Genesis 1, 2; John 1)

We believe that man, made in the image of God, is responsible to God in all things and has a unique and valuable place in the plan of God and must be highly esteemed and respected. (Colossians 1:15)

We believe that all people are, in the unnatural state, lost and sinful and in need of regeneration by the Holy Spirit, faith in Jesus Christ and repentance toward God. (Romans 3:21-30; Galatians 4:4-7)

We believe that the Christian is enabled to live a godly life by the indwelling of the Holy Spirit. (Galatians 5:16, 18, 25)

We believe that there is a resurrection of both the saved and the lost: they that are saved, unto the resurrection of life; and they that are lost, unto the resurrection of damnation. (John 5:24, 28, 29)

We believe that there is a spiritual unity of believers in our Lord Jesus Christ. (John 17:21-23)

PEDAGOGICAL AIM

Mt. Pleasant Christian School, Inc. aims to “awaken the God-given genius in every child” through the systematic teaching of God’s Word and exemplary pedagogical practices. In addition, the school intends that its students will learn to read, write, and think critically across all curricular areas and will practice a lifestyle based upon the Word of God.

CORE VALUES AND LEARNING GOALS

Spiritually, students will

- Accept the Lord Jesus Christ as both their Saviour and Lord.
- Learn basic Bible doctrines.
- Declare that the Bible is the only inspired and infallible, authoritative Word of God.
- Memorize Scripture and display attitudes of love and respect towards it.
- Learn their place in the Body of Christ and recognize opportunities for involvement in its worldwide mission.
- Know that they are uniquely created in the image of God and strive to achieve their maximum potential.

Morally, students will

- Demonstrate knowledge of right and wrong.
- Demonstrate personal initiative, creativity and perseverance in the execution of all tasks.
- Apply Biblical standards to make moral decisions.
- Use self-discipline and integrity in personal relationships.
- Manage success and failure appropriately.
- Develop the mind of Christ towards godliness.
- Respect and submit to authority from a Biblical perspective.

Academically, students will

- Demonstrate effective study habits, strategies and skills.
- Acquire an enthusiasm and appreciation for lifelong learning, creativity and analytical thinking.
- Learn to research and reason logically from a Biblical worldview.
- Demonstrate aptitude in mathematical and scientific principles and apply them to practical situations.
- Demonstrate proficiency in reading, language, spelling and vocabulary.

Physically, students will

- Honor and respect their bodies as a temple for the Holy Spirit.
- Practice basic principles of physical fitness and health.
- Exemplify sound nutritional, hygienic, and grooming practices and habits.

IN THE BEGINNING...

God gave His Angel, Clifford M. Johnson, Jr., a vision for Mount Pleasant Church and Ministries, then housed at 1801 E. Preston Street. This God-given vision included the plans for an affordable, yet exemplary, private Christian elementary school for the Mount Pleasant Church and her communities. For this cause, Pastor Johnson summoned a cadre of teachers and school administrators from within the congregation. At a preliminary meeting, Pastor Johnson shared the vision and a committee was formed. Roger L. Plunkett was appointed as its leader. With diligence and determination, the committee met regularly for the next 4 years to develop plans for the Mt. Pleasant Christian School, Inc.. Several subcommittees were also formed to carry out critical tasks pertaining to marketing and finance, curriculum development, and state standards and credentialing.

In 1997, Pastor Johnson informed the committee that it was time to implement the plans and actualize the vision. Mt. Pleasant Christian School, Inc. should become a reality in the fall 1998. Bro. Plunkett and his committee escalated the pace and volume of their work. Brenda P. Haynes, who was already collaborating with Mount Pleasant in a precollegiate venture known as Project PRIME, was invited to join the committee. Over the next nine months, the school theme was established, along with school colors and uniform; the Extended Day program was crafted; the budget was developed; tuition and fees were set; and the school infrastructure was conceptualized. Teachers and staff were interviewed and hired. And, a temporary school was erected, situated adjacent to the, then, newly completed sanctuary at 6000 Radecke Avenue.

On August 31, 1998, 65 beautiful, wide-eyed children, grades kindergarten through five, arrived for spiritual and intellectual instruction. The teachers who met them were Elsie M. Faconer (kindergarten), Brenda Stevenson (first grade); Angela C. Neff (second grade); Angela Parker (third grade); and Eileen T. Kamel (fourth-fifth grade). Embracing teachers and students were Pastor Clifford M. Johnson, Jr., chief executive officer; Roger L. Plunkett, director; Brenda P. Haynes, advisor; Yolanda Tillett, finance officer; Pauline Saunders, Extended Day coordinator; and Monique Cox, full-time administrative secretary.

In the following year, Mt. Pleasant Christian School, Inc. moved into its current state of the art complex, added a sixth grade class and boosted its enrollment to 110 students. In fall 2000, God gave the increase of a very special group of 4 year olds, the prekindergarten class. In fall 2003, the second MPCS director and advisor were appointed, Brenda P. Haynes, Ph. D. and Roger L. Plunkett, respectively.

In fall 2003, the computer lab was fully equipped with state-of-the-art technology and formal technology instruction was begun for all students. Spanish instruction was added to the curriculum in the fall of 2004. In summer 2005, the gymnasium was significantly

upgraded; a Gerflor-Taraflex Sport floor was installed. In fall 2006, a rendering of the school logo was added to the floor.

In spring 2007, Pastor Johnson expanded the vision. Mt. Pleasant Christian School, Inc. to become a K4 – 8 school. The seventh class was established. In fall 2008, the K4 – 8 academy was fully realized. Fifteen brilliant students registered for the eighth grade program that flourish successfully and significantly for several years.

Today, Mt. Pleasant Christian School, Inc. represents as an exemplary K3 – 5 academic community with wide-ranging spiritual, cultural, curricular and academic experiences designed to “awaken the genius in every child” through biblical teaching and stellar pedagogical practices. To God be the glory!

CURRICULA

MPCS uses scripturally based curricula which are continually assessed for biblical accuracy, developmental appropriateness, and cultural relevance. Curricula include reading, literature, language arts, mathematics, arithmetic, science, history, geography and Bible. Art, music, physical education, library, Spanish and technology are offered alternately as enrichment classes for all grades, K3 – 5.

ADMINISTRATION

Sponsoring Church

Mt. Pleasant Christian School, Inc. is sponsored by Mount Pleasant Church and Ministries. MPCS is under the direct stewardship of the chief financial officer (CFO) and spiritual purview of its visionary, Bishop Clifford M. Johnson, Jr.

Administration

MPCS is administered by the school director and advisor, along with the administrative secretary. As necessary, the director will designate a teacher-in-charge to assist with disciplinary and/or administrative exigencies.

Faculty and staff are responsible to God and to the administration for executing their roles and responsibilities within the MPCS learning community. Faculty and staff are collaborators with parents and families in rearing students in the fear and admonition of the Lord.

VISITOR GUIDELINES

All visitors to the Mt. Pleasant Christian School, Inc., including parents, guardians and grandparents, must check in through the School Office immediately upon entering the building to obtain permission to visit classrooms and/or to travel within the school. Visitors may enter MPCS classrooms only with administrative approval.

Parents and legal guardians are encouraged to actively participate in all aspects of children's schooling. To maintain instructional integrity, however, all classroom observations must be prearranged. Parents should call the school the day before they wish to observe to schedule the visit. If tests or other sensitive instructional activities are planned for the desired day, parents will be informed and asked to select another time and/or date. In order to meet the needs of all students and to maximize instructional time, teachers will not conference during visitations.

Parents should not attempt to engage teachers in detail about any matter at any time during the school day without an appointment.

Parents should also refrain from conversing with students in a less than constructive manner. Adults should speak only with teachers and/or administration about any matter or event of concern that occurs within the MPCS.

PURPOSE OF POLICIES

In order to function in *a more excellent way*, as God desires, the Mt. Pleasant Christian School, Inc. seeks to operate through consistent, coherent guidelines communicated to the total learning community. The MPCS Parent-Student Handbook is the document designed to facilitate the promulgation of these policies and procedures. Adherence to these regulations and guidelines foster a unified spirit that pleases God and maximizes students' learning environment, opportunities, and relationships.

ADMISSION

Mt. Pleasant Christian School, Inc. is designed and managed to offer quality education in a safe, Christian environment. In order to maintain a student body of stellar academic and behavioral caliber, students are prayerfully screened and admitted. Acceptance is based on results of achievement tests, student and parental interviews, recommendations concerning character and attitude, school records and evidence of promise. In order to be admitted, students must be in good standing with their previous schools.

By choice, the applicant and his/her parents obligate themselves to the standards of the Mt. Pleasant Christian School, Inc. Admittance reflects the school's faith in the student and his/her family. Enrollment is granted on a year-by-year basis.

K3 through Fifth Grades

Consideration for enrollment in the Mt. Pleasant Christian School, Inc. is predicated upon the following:

- A. Applicant/student must exhibit age appropriate developmental maturity.

- B. Applicant/student must exhibit a level of emotional stability that enables him/her to function in the MPCS's learning climate.
- C. Kindergarten-3 applicant must reach the age of three years by September 1 of the current calendar year. Applicant must exhibit age appropriate developmental skills.
- D. Kindergarten-4 applicant must reach the age of four years by September 1 of the current calendar year. Similarly, K5 applicants must be five years of age on or before September 1 of the current calendar year.
- E. Applicant/student demonstrates age-appropriate achievement on language, literacy/numeracy tests or reading and math screening tests and behavioral measures.
- F. Applicant's standardized test scores must fall at or above the 50th percentile in reading, math and language.
- G. To determine admission eligibility, as well as the most appropriate grade level placement, the results of any MPCS testing are considered along with applicant's report cards, teacher recommendations, and previous standardized test scores.
- H. Applicant/student recognizes that his/her parents have delegated authority to the MPCS during the school day. Therefore, the applicant is subject to the instruction and discipline of the staff, teachers, and administration of the School.

MPCS administration may withdraw acceptance at any step during the admission process where it becomes apparent that the Mt. Pleasant Christian School, Inc. is not a compatible intellectual and spiritual environment for the child or his/her family.

The parents of each applicant should demonstrate a clear understanding of the MPCS Biblical foundation and administration. This understanding must include a desire (1) to have their child learn and live the school's *Statement of Faith* and (2) to have their child trained according to the full counsel of God's Word.

Parents must also express a willingness to adhere to and support all written and implicit policies of the Mt. Pleasant Christian School, Inc.

REENROLLMENT

Re-enrollment for all students begins in the month of February. Students not re-enrolled by April 15 lose their priority for enrollment. A student is officially re-enrolled when the administration accepts the completed application and re-enrollment fee, MPCS administration reserves the right to decline re-enrollment if it determines that the school

cannot adequately serve the student and/or its parents or if it is determined by MPCS administration that re-enrollment is not in the best interest of the MPCS Learning Community.

MPCS does not offer refunds. All tuition and fees are nonrefundable. Re-enrollment and book fees are nonrefundable.

Re-enrollment is also dependent upon continued parental support of the school, its faculty/staff and financial policies.

EXTENDED DAY PROGRAM

The Extended Day Program includes BeforeCare and AfterCare. BeforeCare is available from 7:00 a.m. – 8:00 a.m.; AfterCare is available from 3:00– 6:00 p.m. The Extended Day Program observes the MPCS calendar and emergency closings. When the school is closed, Extended Day services are closed. When the school day ends early, there will be no AfterCare service. When school opening is delayed, there will be no BeforeCare services.

The Extended Day Program maintains the MPCS standard of excellence. Extended Day students will adhere to the standard of behavior set forth in the MPCS Biblical Code of Behavior and Discipline. The Extended Day Program staff may share minor behavioral concerns with parents, but chronic concerns are communicated through an administrative conference.

The Extended Day Program is a service available to those students who will submit to the authority of those in charge. Persistent difficulty and disobedience from a student may result in that student’s dismissal from the Extended Day Program.

Sign In/Out Procedures. Students must be “signed in” for BeforeCare and “signed out” from AfterCare. Further, **students must always be picked up from the Extended Day Program rooms.** No student will be permitted to meet parents at the front of the building. If a student must be picked up by someone other than persons indicated in the SchoolCues System, a **written authorization** must be submitted to the office. The authorized person must present a photo ID. No exceptions, please.

Late Pick-Up. The AfterCare daily sign-out sheet is removed at 6:00 p.m. Parents of students picked-up after 6:00 p.m. will be charged a late fee that is to be paid on the day that the late pick-up occurs. Chronic lateness may result in suspension of AfterCare services.

PARENT RELATIONS

Mt. Pleasant Christian School, Inc. shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the evaluation of student and teacher performance.

Mt. Pleasant Christian School, Inc. reserves the right to decline enrollment or reenrollment of any students or to suspend or dismiss any student at its discretion and for any reason deemed sufficient by the school.

MPCS parents are exhorted to exercise their rights, responsibilities, and privileges as set forth and agreed upon in *MPCS Parent Covenant*.

WITHDRAWAL

To withdraw a student during the school year, parents should obtain and complete the *Request for Withdrawal* and submit it to the school office 3 – 4 days in advance of the student’s projected last day of school. Advance notification allows teachers time to assign grades and the finance officer to prepare an updated financial record.

All fees must be paid in full through the month of the withdrawal date. Student records will not be released until all financial obligations are met.

NOTICE OF NONDISCRIMINATION POLICY

Mt. Pleasant Christian School, Inc. admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, or administered programs.

STEWARDSHIP

Tuition

Tuition may be paid annually or monthly. To receive the annual payment discount, the payment must be received in a lump sum on or before August 15.

Monthly tuition payments are due, in full, on the first school day of each month, September through May. There is a two-day grace period for tuition payments. Payments received beyond the grace period will incur a late fee. Late fees are due at the time that the tuition is remitted.

Extended Care

Extended Care fees are remitted monthly, on the first school day of the month, along with tuition. AfterCare is available from 3 p.m. until 6 p.m. There is a late fee when students remain after 6 p.m.

Fifth Grade Promotion Fee

To cover the ceremony and related expenses, fifth graders are assessed a promotion fee. The set fee will be announced at the end of each year along with tuition and other fees.

“The righteous man will handle his affairs with discretion.”

FINANCIAL POLICIES

Tuition and fee payments are nonrefundable and nontransferable and must be paid in the form of cash, money order or certified check.

When tuition is not paid, in full, by the tenth school day of the month, the student is ineligible to attend school and/or Extended Care. When the tuition and/or fee (including the late fee) are paid, the student’s eligibility will be restored. MPCS does not accept partial payments. Monthly tuition and Extended Care fees must be paid on time, in full.

Mt. Pleasant Christian School, Inc. has financial and contractual arrangements with faculty, staff and vendors which are made in the spring in preparation for the ensuing school year. These financial obligations make it mandatory that we have a financial commitment from parents and guardians for the entire school year.

Tuition is neither refundable nor transferable except in the case where parents or guardians have prepaid the annual tuition. In this instance, MPCS will refund 75% of an annual tuition payment PRIOR TO OCTOBER 1.

As fees are paid, books are ordered. Thus, book fees are nonrefundable. If a parent withdraws after the Book Fee is paid, the books will be given to the parents. No portion of the tuition will be refunded for students who are either dismissed or withdrawn for disciplinary reasons. If a student is withdrawn or expelled after the first day of the month, parents or guardians are responsible for the entire month’s tuition.

CHAPEL

Chapel occurs each Wednesday at 9 a.m. The purpose of the 30-minute chapel experience is praise, worship, and spiritual development through songs, psalms, child evangelism and the preached Word of God. Parents are invited to attend without prior notice.

HOMEWORK

Homework is important! It is a vehicle for practice and reinforcement of new and developing skills. However, it should be pleasurable and completed within a reasonable amount of time. MPCS expects its parents to consistently participate in their children’s homework experiences. Students receive daily and/or weekly homework sheets. All students have daily homework assignments.

Parents frequently pose the question, “How much time should be spent on homework each night?” Regrettably, there is no hard and fast rule. Much depends on the intellectual temperament and study habits of your child. Most assuredly, all students should have a specific time to study and to do homework. During this period, students should complete their homework, review new concepts, review any returned quizzes or tests, study spelling words, review math and geography facts, and prepare for upcoming tests and/or projects.

Time guidelines for homework:

K4 – K5	10 – 15 minutes
First Grade	20 – 25 minutes
Second and Third Grades	30 – 40 minutes
Fourth and Fifth Grades	45 – 75 minutes

TEXTBOOKS

Student textbooks are based upon the Abeka Curricula and purchased directly from *Abeka* Book. Student kits include grade level readers as well as a textbook for each subject taught.

ASSESSMENT OF STUDENT LEARNING

Grading Scales

Grades K4

1 = Exceeds Expectations 2 = Meets Expectations 3 = Below Expectations

Grades K5 – 5

A (93 – 100) = Outstanding Achievement

B (85 – 92) = Above Average Achievement

C (75 - 84) = Average Achievement

D (65 - 74) = Below Average Achievement

U (64 and Below) = Unsatisfactory Achievement

Specials (Art, Music, Physical Education, Spanish, Technology)

O = Outstanding Achievement and Behavior

S = Satisfactory Achievement and Behavior

U = Unsatisfactory Achievement and Behavior

Report Cards

Report cards are distributed four times across the school year. At the end of the first and third marking periods, classroom teachers hold individual parent conferences and report cards are distributed. The second and fourth quarter marking period report cards are distributed through the Friday Folder.

Marking Periods

The MPCS school year consists of 180 student days divided into four *terms* or *marking periods*. At the end of each term, grades are tabulated and averaged for each subject. At the end of the school year, term grades are averaged for final subject grades and for an overall final average.

Friday Folder

Students receive a folder on designated Fridays that contain informational items, papers/tests and a weekly progress report. Parents should read and sign the Progress Report and return it to Friday Folder to be given to the teacher on the following Monday. The folder is a critical component of parent-teacher-school communication; parents must carefully read and respond appropriately.

Academic Warning/Probation

MPCS students are expected to maintain passing grades in every subject. Any student who receives a failing grade in a core subject will be placed on Academic Warning. Students who fail to improve will be placed on Academic Probation. Conditions of probation will be individualized to meet the needs of the student in the particular subject area. If student and parents fail to maintain conditions of the probation, students may be dismissed from MPCS.

Extra Credit

Extra credit is offered at the discretion of the teacher. Check with your child's teacher for specific policies. Whenever offered, extra credit work should be offered equally to all students in a class and be both academic in nature and applicable to the subject for which it is given. No more than 10% of the semester's total grade may be comprised of extra credit work.

PROMOTION AND RETENTION POLICY

To be promoted, students must earn a "C" or higher in all subjects. Any student who fails to indicate mastery of skills and content covered in his/her grade level is retained in that grade. When there is a possibility that a student will be retained, parents are notified well in advance of the end of the school year, and the teacher and administration will assist the parents in arranging supplementary instruction. With effective and consistent parent-teacher communication, there should be no instance where the parent is unaware of the student's academic difficulties.

AWARDS AND HONORS

Pursuant to educational best practices, school wide recognitions and awards will occur on annual basis. Annual recognition of student achievement trains students to delay gratification and to develop an awareness of the intrinsic value of achievement. Students are applauded for sustained academic, artistic, and spiritual performance and achievements.

The award categories are: (1) Outstanding Academic Achievement; (2) Fruit of the Spirit; (3) Perfect Attendance; and (4) Most Improved.

Award	Criterion
Outstanding Achievement	Honor roll and Biblical conduct for 4 terms.
*Fruit of the Spirit	Galatians 5:22-23
Perfect Attendance	Zero absences and fewer than 4 late occurrences.
*Most Improved	10 points or more in an academic content area average or significant increase in adherence to the Word of God (as judged by the teacher).

*One award per class.

STANDARDIZED TESTING

Annual standardized testing occurs the first full week of May for grades K5 – 5. Testing occurs in conjunction with the Association of Christian Schools International (ACSI) testing program.

FINANCIAL LITERACY AND BANKING

Financial Literacy Banking is a voluntary program open to all students. Parents may open a Harbor Bank of Maryland student savings account through MPCS. On a monthly basis, students will engage in financial literacy lessons that include making a deposit with a Harbor Bank representative. Annually, students may visit the bank to make deposits.

AFTERSCHOOL CLUBS

Afterschool Clubs are designed (1) to promote school connectedness and spirit; (2) to enhance and advance psychosocial skills; (3) to provide opportunities for students to discover their natural bent and to develop their genius through participation in artistic, scientific and linguistic activities; (4) to create contexts that encourage practice, refinement, and integration of reading, thinking, listening and writing skills; and (5) to satisfy and reinforce students' need for industry.

General Guidelines

Club membership is a privilege afforded to students who consistently conduct themselves according to the MPCS Biblical Code of Conduct.

Eligible students may join a Club by submitting a completed application form along with the specified Club Fee to the Office.

Most clubs meet on a weekly or biweekly basis for a one-hour period.

Each club has a sponsoring teacher who develops the Club's eligibility requirements, program and schedule.

On club meeting days, students meet in sponsor's classroom and then, with the sponsor, proceed to the club meeting area. At the end of the club meeting, the club sponsor escorts club members to the School Lobby for dismissal. Students who are registered for AfterCare are escorted to the Extended Day Program.

Clubs begin the first week in October and run through the last week in May.

STUDENT CODE OF CONDUCT

To fulfill its mission to develop and nurture the genius in every child, the Mt. Pleasant Christian School, Inc. has developed a **BIBLICAL CODE OF BEHAVIOR AND DISCIPLINE POLICY**. This **Biblical Code of Conduct** is learned and practiced by all members of the Mt. Pleasant Christian School, Inc. Learning Community.

Code 1: Students will respect and obey the Word of God. [Ps. 19:7-11; II Tim. 3:16-17]

Code 2: Students will speak only kind and Godly words and thoughts to all classmates, teachers and adults. [Eph. 4:29-32]

Code 3: Students will pay attention during instructional activities and respond immediately to the teacher's directions. [Prov. 12:1; Heb. 13:1]

Code 4: Students will ask and receive permission to move from assigned seats or tasks. [Heb. 13:17]

Code 5: Students will speak only when given permission to do so during formal instructional settings. [Eccl. 3:1]

Code 6: Students will keep their hands and feet to themselves; students will keep hands and feet from the person of all classmates and schoolmates and refrain from touching, tapping, and fighting at all times. [Cor. 13:8a; Zech. 8:16-17]

- Code 7: Students will come to school in uniform, on time and in readiness to work all day. [Heb. 13:17]
- Code 8: Students will follow the instructions and leadership of the Extended Day Program, cafeteria, recess, and volunteer staffs. [Heb. 13:17; Prov. 22:6]
- Code 9: Students will walk and speak in a quiet voice when moving from place to place around the school and church. [Thess. 4:11]
- Code 10: Students will bring to school only those educational and curricular materials items required or requested by the teachers. Therefore, toys, guns, compact discs, compact disc players, and pornographic literature are prohibited. [Heb. 13:17]

DISCIPLINE POLICY

Classroom teachers manage most day-to-day discipline. Discipline is administered in light of the student’s problem and attitude. Moreover, all discipline is based upon biblical principles and is designed to bring about restoration, healing and spiritual growth. Any behavior or act that violates the MPCS Code of Behavior is considered inappropriate and results in immediate and consistent consequences.

These consequences may include:

1. Prayer and Verbal Warning and Restitution
2. Loss of Full Recess Period
3. Parental/Guardian Notification
4. Lunch/Recess Detention
5. Loss of Special Events and Field Trip Privileges
6. Permanent Loss of Forbidden Items (e.g. guns, CD Players, toys)

Major Infractions/Suspensions/Expulsions

Certain major infractions and behaviors are handled by the Administration and will result in immediate parental notification and/or suspension. There are six such categories of behaviors.

1. Stealing, cheating and lying.
2. Fighting and other physically, aggressive behavior.
3. Using foul language or gestures.
4. Possessing guns, pornographic materials, “PG” rated rap or adult CDs.
5. Dishonoring the Word of God.
6. Rebellion, i.e. outright disobedience in response to instructions, including repeated failure to follow teacher directions or to complete assigned tasks.

Mt. Pleasant Christian School, Inc. values obedience and expects its students to obey the Word of God and the school's faculty and staff. Students who do not respond to the teacher's voice at all times may be suspended from school. MPCS fully expects its students to be exceptionally well-behaved and well-spoken, at school and at home.

Suspension

When expectations are not met, the Administration follows the guidelines indicated below when handling suspensions.

First Offense – Warning, restitution, apologies, and/or in-school suspension for one school day and a parent-teacher conference. In all instances, students must fulfill all academic responsibilities.

Second Offense – Warning, restitution, apologies, two-day suspension and parent-administrator conference. Missed work must be turned in when student returns to school.

Third Offense – Restitution, apologies, five day suspension, and required external student-parent counseling/consultation. Missed work must be turned in when student returns to school. Repeated offenses result in expulsion from the MPCS.

Moreover, where there is evidence that the student is repentant, exceptions are possible. These exceptions are made by the Administration.

Uniform and Grooming Requirements

The MPCS official uniform vendor is: **Dennis Uniform, 1110C North Rolling Road Plaza, Catonsville, MD, 21228, (410) 869-4682; (800) 854-6951; www.dennisuniform.com. Our school code is BT00MP. Online ordering is available. All uniform elements must be purchased from Dennis Uniform.**

Students are required to arrive at school each day in full dress uniform. All components of the uniform should be worn each day. On physical education day, students should wear their physical education uniforms to school.

Required Uniform for K3

Girls

Dark Green Jersey Polo Dress with School Logo White or dark green crew or knee high socks or tights
Black & White Saddle Shoes (shoes only, please)

Boys

Dark Green Short or Long Sleeve Jersey Polo with School Logo
Navy Pull-On Pants



Black Oxford Shoes with brown/black knee high or ankle sock

Required Uniform for Grades K4 - 5

Girls

Dennis Jumper & white Peter Pan blouse with logo Tie
Crossover/Pearl Snap
White or dark green crew or knee high socks or tights
Black & White Saddle Shoes (shoes only, please)



Boys

Dennis white shirt with logo (short or long sleeved)
Dennis dark green pants
TA Stripe Tie
Black or brown belt
Black or Brown Oxford Shoes with matching soles.
Brown/black knee high or ankle socks



Physical Education Uniform for All Grades

Dennis Uniform green sweatpants/shorts with logo
Dennis Uniform yellow gold tee-shirts with logo
Dennis Uniform green pullover sweatshirt with logo (Optional)

Sweatpants must be loose fitting.
Shorts must be mid-thigh or knee-length.
Indoor athletic shoes with on-marking soles.



*** Friday is physical education day. Students should come to school dressed in the physical education uniform.

Grooming Standards, Accessories, and Hygiene

Students must have natural hair color and styles. Extreme haircuts, styles, and colors are immodest and unacceptable. Boys should maintain a modest short hairstyle. Dreads, twists, braids, razor designs, high top fades, Mohawk, and locks are unacceptable school styles.

Girls' hair should be neat and modest, free of excessive beads, synthetic additions, color, dreads, twists, braids, or headbands.

Accessories such as jewelry must be minimal. Girls' jewelry is limited to small stud earrings and a single-strand bracelet or bangle. Boys are not allowed to have visible piercings.

Neither girls nor boys may wear body piercings, rings, tattoos, ostentatious jewelry, or **finger nail polish. Modesty is our standard.** Watches should be plain face timepieces, not made in the image of worldly, monstrous, or demonic characters.

Students and parents are expected to be familiar with MPCS Standards of behavior and appearance. Students are expected to wear the approved school uniform for all school activities.

Warm Weather Option

Warm Weather Option for K4 – 5th Grade Boys: Yellow short sleeve polo with school logo, navy Irvington Flat Front Walk Short with navy or black socks and black oxford shoes.

Warm Weather Option for K4 – 5th Grade Girls: Yellow short sleeve polo with school logo, Belair Plaid Double Tab Pleated Skort, green, white, or navy socks, and black and white saddle shoes.

ATTENDANCE

Punctuality and attendance are related to academic success and consistent with the Word of God. All students are expected to come to school every day, on time. All class time is valuable and to miss class time means missing key school elements.

Obtaining Assignments When Absent

When students are absent, the following procedures should be followed: (1) if out for one day, student/parent should call a friend to get assignments or check the class website and check with the teacher for any remaining work when you return; (2) if out for several days, call before 9 a.m. and plan to pick up assignments after 3 p.m. in the office; and (3) if going out of town, get prior permission from the teacher and the administrator, give the teacher one week's notice, and turn in assignments upon return to school.

Excessive Absences

Excessive absences are interruptions to the pursuit of academic excellence and will be addressed. The parents of students who have excessive absences may be contacted for a conference to alleviate this problem. Students who miss more than five days of unexcused absences during a school year may be ineligible for promotion. At the end of the year, retention or promotion will be decided.

Planned Absences

The MPCS school calendar includes many holidays as well as spring and summer breaks. Parents and students are asked to schedule family vacations during these breaks so that students do not miss important class time.

Leaving Class

Students may not leave the classroom, playground, special subject or lunch areas without obtaining permission from their teacher or adult supervisor. When permission is granted to leave an area, the student is expected to go directly to his/her destination and then return immediately to the current instructional area.

PARENT REQUEST FOR EARLY DISMISSAL

To pick up a student prior to 2:50 p.m., parents must come to the school office and complete an Early Dismissal Form. After the form is completed, the secretary will have the student brought to the parent, in the office. Early dismissal requests should be reserved for and limited to authentic emergencies. Any other situations may serve to trivialize the importance of schooling and personal responsibility. Unexcused early dismissals may count as an occurrence of lateness.

SCHOOL CLOSINGS: INCLEMENT WEATHER CONDITIONS

MPCS follows the **Baltimore County Public Schools weather related closings** schedule. Listen for weather related school announcements on local radio and TV stations, i.e., **WBAL Radio 11, WRBS (95.1 FM), WBAL-TV 11, WBFF-TV 45**. In addition, parents will receive notification through SchoolCues and our One Call Now (OCN) parent communication systems. When the School has weather-related closings, the Extended Day Program is also closed.

SCHOOL AND OFFICE HOURS

For all grades, the school day begins at 8:00 a.m. and ends at 3 p.m.

The School Office is open from 7:30 a.m. to 4 p.m. During the tuition payment grace period, the office MAY REMAIN OPEN LATER BY REQUEST.

SCHOOL ARRIVAL AND DISMISSAL**Arrival**

Students may arrive between 7:50-8:00am. Students who arrive before 7:50am will be sent to *BeforeCare* and parents will be assessed for the service.

Teachers meet students in the School Lobby for a brief opening and then they proceed to their respective classrooms. Students who arrive after 8:15am are considered late and must obtain a late pass to enter the classroom.

Late students will obtain a late slip from the office and proceed to class via the health suite door. Parents may not escort students to the class. If a student requires assistance with school materials, the parent should inform the secretary and leave the items in the School Office.

Dismissal

The School Day ends at 3:00pm. At 2:50pm, students are led in prayer by the teacher and students are escorted to AfterCare or to the Lobby for dismissal.

For safety and security reasons, students REMAIN IN THE LOBBY under the supervision of teachers until they are picked up. Parents and all other persons who come to pick up MPCS students must park, come into the lobby, and receive student(s) from the classroom teachers. Parents or their designees must refrain from driving up to the school entrance. Double parking is inappropriate because it creates a safety hazard. Students will not be released to go outside to a vehicle. No exceptions.

Students who remain in the lobby after 3:10pm will be escorted to AfterCare by the classroom teacher. Parents will be charged for AfterCare. This fee should be paid to the Extended Day staff when the child is picked-up. If the fee is not paid, an invoice will be sent to the parents.

RELEASING STUDENTS

For security and safety purposes, MPCS students will only be released to authorized individuals whose names are recorded in the SchoolCues System. Exceptions to names must be expressed, in advance, in writing to the teacher. In last minute situations where designated persons are not able to pick up students, parents should send an email to the Office by 2pm.

Further, when someone other than persons identified on the emergency form is assigned to pick up a student, the **authorized person must report to the office and present a photo ID which will be photocopied by the staff.**

LUNCH

Because MPCS does not have cafeteria, students are asked to bring their own bag lunch. Parents should prepare nutritious, balanced bag lunches for students and pack any necessary eating utensils. Fresh fruits, raw vegetables, and nuts are thought to be great brain foods! Microwaves are available in the Dining Room for heating soups, noodles, and other light foods. Permissible beverages include water, juices and lightly sweetened

fruit drinks. **No sodas**, please. Support staff and classroom teachers supervise lunch and recess periods. Recess may occur in the gymnasium, playroom or outdoors.

LOST AND FOUND

PLEASE LABEL ALL CLOTHING, LUNCH BOXES, BACKPACKS, AND BOOKBAGS. “Lost and Found” is located in the Intermediate/Middle Extended Care Room (#125). Any item found on school grounds is placed on the shelves on the immediate left of the hallway entrance. If your child is missing an item, check the Lost and Found. “Lost and Found” will be purged on a monthly basis.

SCHOOL GROUNDS AND PROPERTY

Mt. Pleasant Christian School, Inc. is a beautiful campus! All are expected to treat it with reverence and gratitude.

Students are expected to walk quietly in the hallways with hands kept to themselves. Both visitors and parents are asked to refrain from talking on cell phones in the school building. Please place cell phones on “silent” or “vibrate.”

COMMUNICATION

“Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man.”

Colossians 4:6

MPCS is deeply committed to God and His ways. Moreover, MPCS is deeply committed to its students and their families and to the creation of a loving school environment, deeply rooted in scripture. When a parent or a student has a concern relative to instruction, discipline or homework, the parent should first seek to address the concern with the classroom teacher. If the concern is not addressed satisfactorily, then the parent/student should contact the director.

If there is a concern or need that extends beyond the classroom and the teacher, such as concerns about another student or parent, administrators should be contacted. As members of the Body of Christ and members of a learning community, we should always be mindful that we are to emulate the mind and Spirit of Christ, even in times of disagreement.

Changes in Personal Information

Parents SHOULD immediately provide written notification of any changes in their contact information, including changes in name, address, telephone number, email address, parental emergency numbers or family status. In cases of emergency and disaster, accurate, readily available current contact and medical information is of paramount importance.

DRIVING ON CAMPUS

To protect the health and welfare of our children, all parties must drive cautiously as they enter the church property. The parking lot speed is 10 mph for all vehicles.

Upon arrival and dismissal, parents/guardians/transportation services must park vehicles and come inside the school lobby to pick up students. In the morning, students must not be dropped off at the front entrance. In the afternoon, students will not be released with the indoor presence of the parent or designated person. “To run in for a minute,” you must park the car!

Handicap spaces should remain free for use by handicapped persons with official handicap tags.

FIELD TRIPS

At all levels, field trips are offered at the discretion of the teacher and administration. Field trips are designed with spiritual and academic intent; therefore, they are not optional for students. Written information along with the permission form will be sent home for the parents to read and sign. Permission letters and monies must be returned to the teacher by the day on designated on the form. Verbal consent and handwritten notes cannot be substituted for the signed school field trip form. Field Trip participation is limited to Mt. Pleasant Christian School, Inc. students and their parents. Costs are based upon transportation, lunch and admission fees.

FIRE AND SAFETY DRILLS

MPCS will adhere to the guidelines set forth by the State Fire Prevention Code for fire emergency egress drills for educational facilities. Moreover, fire emergency egress drills shall be conducted according to Code of Maryland Regulation (COMAR) 29.06.01.

MEDICATION AND ILLNESS

Medication Policy

With a physician order, medications may be administered to students by MPCS. However, MPCS students may not possess or self-administer any medications. To

request that MPCS administer medication to your child, the following procedures must be enacted:

1. The medication is supplied by the parents in a container labeled by the pharmacist or physician with (a) the name of the child; (b) the name of the physician; (c) the name of the medication; (d) the dosage, route, and time; (e) conditions for proper storage; and (f) prescription date and expiration date.
2. The *Covenant Not to Sue and Indemnification Agreement* is signed by both parents and guardians.

Anaphylaxis

In the event that a student experiences a severe allergic reaction, medication provided will be administered, 911 will be called, and parents will be notified. MPCS should be informed, in writing, of any child with life-threatening allergies so that an emergency care plan can be developed by the school's nurse.

Handling Injuries

Emergency Medical Situations

An emergency medical situation is ANY situation that requires immediate medical attention. The situation may be illness or an accident. It may result in a severe, lifethreatening situation. When a student is involved in an emergency medical situation, the following procedures will be enacted:

1. First, the staff will see that the phone call to emergency services is made and will provide assistance to the student until help arrives. The administration should be notified immediately!
2. The supervising staff person should provide emergency assistance as necessary (CPR, First Aid) until EMS staff arrive and solicit the assistance of other staff.
3. Where feasible, the student should be escorted to the Health Room. If the incident occurs when other students are present, an available responsible adult will be asked to monitor the students until other staff arrive. If the incident occurs while the student is in the supervision of an aide, the aide should first secure the safety of the student and then contact the teacher. The teacher should oversee the procedures and, in all cases, the teacher should be the person to speak with the parent(s).
4. Once the situation is stabilized, the teacher should telephone the parents and calmly and carefully describe the incident, the actions taken, and the results of those actions. The verbal report will include: who, what, when, and where.
5. An Incident/Accident report will be placed on file for school purposes only.
6. A follow-up call will be made to parents on the evening of the incident.

Non-Emergency Medical Situations

A non-emergency medical situation is one that may result in physical changes or injuries that are not an immediate threat to the life or safety of the student. When a student experiences a non-emergency medical situation, the following procedures will be enacted:

1. Supervising staff will secure assistance, as needed, to maintain care for other students present, and then escort the student to the Health Room.
2. In the Health Room, the student will be soothed and cared for while the teacher notifies the administrator and then the parent.
3. The teacher/staff member making the telephone call to parent will document the date and time of the call. If the parent elects to come for the student, the teacher/staff will prepare the student for dismissal and be available to speak briefly with the parent when he or she arrives.
4. If a conference is requested, it will occur at the end of the school day.
5. On the day of the incident, an Incident/Accident Report Form will be submitted the office for school purposes only.
6. On the evening of the incident, MPCS will make a follow-up call to parents.

STUDENT CELEBRATIONS

All parties in all grades must be pre-approved by the administration. BIRTHDAY CELEBRATIONS should be limited to refreshments and gift bags only. Parents who wish to provide birthday refreshments for their child should contact their child's teacher at least two days in advance.

SPECIAL EVENTS

As indicated on the school calendar, MPCS observes several traditional celebrations and special events throughout the school year. Signature events may include any of the following:

Back-to-School Convocation: On the third Sunday in September, students, parents, faculty and staff are called together in worship with our sponsoring church, Mount Pleasant, at 10:45 a.m., in the main sanctuary. Worship includes introductions and special prayer for students, staff and teachers. Students should wear their full school uniform.

Family Feast: For a nominal fee, parents and school age siblings are invited to participate in a festive luncheon on the Tuesday before Thanksgiving.

Christmas Pageant: Students, faculty and staff present a Christmas Pageant that showcases the essence of Christmas through drama, dance and music.

Fine Arts Recital: The MPCS Dance Troupe leads forth in praise and worship through dance. The total learning community displays its creative abilities through choral speaking, drama, dancing, and visual arts.

Teacher Appreciation Week: During this nationally set aside week, students and parents celebrate teachers and instructional assistants through daily acts of kindness and expressions of appreciation.

May Day in June: Annual outing for students, faculty, staff and parents that is held off campus at a designated site. Cost is based upon food prices and the site selected.

Awards and Recognition Assembly: Annual event designed to celebrate students' achievement, aspiration and accomplishment.

PARENTS AS PARTNERS (PAP) FELLOWSHIP

The Parents as Partners (PAP) Council is a cohesive cadre of spiritual parents who give leadership to the joint responsibility of parents and school to educate our children. The PAP Council's primary goals are: (1) to serve as a vehicle for collaboration and communication; (2) to provide resources and support for school programs and activities; and (3) to foster networks that empower families and communities. All parents are members of PAP!

PAP Officers are nominated and elected from the PAP Fellowship membership. PAP officers form the PAP Council, the planning and advisory component. More detailed information on officers and their responsibilities may be obtained during the August Orientation. The PAP Council is also responsible for school fundraising.

All families are invited and urged to become active members of the PAP Fellowship and supporters of the PAP Events!

FUNDRAISING

In order to keep our tuition costs affordable, we rely on substantial fundraising support. It is our sincere prayer that all families would participate in two fundraisers per school year.

COVID-19

AS COVID-19 metrics continue to evolve across the state and country, MPCS will follow recommendations from local, state, and federal health experts to guide its COVID-19 mitigation response.

- Masks/face coverings will be required until further notice.
- Parents should notify the school immediately if a student or a household member tests positive for COVID.
- Parents will receive notices if MPCS has a suspected outbreak of COVID.

FAMILY - SCHOOL COVENANT

“And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.” Ephesians 6:4

As a parent/primary caregiver(s) of the Mt. Pleasant Christian School, I agree to adhere to spiritual and academic standards set forth by School. I understand that the School aspires to excellence for the total School Community- parents, students, teachers, staff and administration and that as a parent/caregiver of its students I must support this aspiration.

Further, I do hereby agree to the following:

- A. That I have read the **Statement of Faith** and consent to have the applicant(s) educated in accordance with its spirit and principles.

- B. That I will faithfully uphold the MPCS in matters of spiritual nurturing by regularly attending Sunday School and church services with the applicant(s).

- B. That I give permission for the applicant(s) to be disciplined in accordance with School Policy.

- C. That I recognize that the MPCS has the right to dismiss any student who does not respect its spiritual standards or cooperate in the education process.

- D. That I assume faithful responsibility for full cooperation in the areas of
 - 1. regular and full tuition payments;
 - 2. practical help to the teachers;
 - 3. faithful and fervent prayer;
 - 4. if possible, special financial gifts (since tuition does not cover all expenses);
 - 5. support for the administration and the teaching staff;
 - 6. attendance at school events;
 - 7. full participation in fundraisers; and
 - 8. participation in the Parents as Partners (PAP) meetings and functions.

- E. That the applicant(s) has permission to attend scheduled field trips and other school activities, with proper notification.

- F. That I will adhere to the standards of MPCS, which includes a uniformed dress code, regulation shoes, and restricted hairstyles for the girls and the boys.

Thank you.

Mt. Pleasant Christian School Song

(Set to the tune of Maryland My Maryland)

Written by Steven Robert Gulas (2002)

The rule at school is do your best
Our dear Mt. Pleasant
And yes they put us to the test
Our dear Mt. Pleasant
The grades we earn help make us proud
It sets us high atop a cloud
And with one voice we sing aloud
Our dear Mt Pleasant.

The teachers here they guide our class
Our dear Mt. Pleasant
Our parents too they guide our path
Our dear Mt. Pleasant
To change the world will be my goal
Each day I live to have and hold
The truth I know will save my soul
Our dear Mt. Pleasant.

Tis Jesus' ways we strive to learn
Our dear Mt. Pleasant
The lifelong path for which we yearn
Our dear Mt. Pleasant
In times of need the people came
He spoke His word and healed the lame
The church and school are one the same
Our dear Mt. Pleasant.