

2018-2019



Secondary Parent/Student Handbook

2018/2019 MERRITT ISLAND CHRISTIAN SCHOOL

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2018-2019 Secondary Administration

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Part I: Philosophy of Merritt Island Christian School

Mission Statement

The mission of Merritt Island Christian School is to lead students to a saving relationship with Jesus Christ, inspire them to academic excellence and equip them to impact their community through the biblical principles of character, leadership and service.

Core Values

- To foster respect for authority and the Lord Jesus Christ.
- To display a Christ-like character in all endeavors.
- To provide a Biblically-based curriculum at all levels of the school.
- To create leaders who are godly role models.
- To develop a servant-minded attitude at school and in the community.

Strategy for Mission Accomplishment

- To instill each student with the understanding that the fear of the Lord is the beginning of knowledge.
- To partner with parents for the development of convictions and character.
- To maintain the highest standards of academic credibility.
- To challenge students to achieve their personal best in learning potential and life skills development in a creative, affirming, and encouraging atmosphere.
- To promote Biblical standards of behavior.
- To prepare a new generation of Christian leadership for impact in every arena of life.

Expectations

As a Christian school, we are distinctly unique. Because of our distinctiveness, MICS encourages each student to:

1. Commit to a real and personal faith in Jesus Christ.
2. Become serious about living the Christian life according to God's standards, deepening personal faith and convictions.
3. Desire to work diligently to educate himself/herself.
4. Desire to become a well rounded, thinking person.
5. Be faithful to his/her local church and patriotic to his/her country.
6. Commit to positive interpersonal relationships.
7. Have a positive attitude of encouragement to fellow students in upholding Christian ethics.

We are here to help encourage students toward these goals. We expect them to be teachable, to learn from their mistakes, and to have a sincere commitment to be everything God desires for them.

Statement of Faith

1. **God:** God is the Creator and Ruler of the Universe. He has eternally existed in three (3) personalities: The Father, the Son, and the Holy Spirit. These are CO-equal and are one God. *Examine these Scriptures: Genesis 1:1, 26, 27; 2:22; Psalms 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.*
2. **Jesus:** Jesus Christ is the Son of God, Virgin born. He is CO-equal with the Father. Jesus lived a sinless life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return someday to earth to reign as King of Kings, and Lord of Lords. *Examine these Scriptures: Matthew 1:22,23; Hebrews 4:14, 15; Acts 1:9-11; Isaiah 9:6; I Corinthians 15:3,4; I Timothy 6:14,15; John 1:1-5; 14:10-30; Romans 1:3,4; Titus 2:13.*
3. **The Holy Spirit:** The Holy Spirit is CO-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. *Examine these Scriptures: II Corinthians 3:17; Acts 1:8; Ephesians 1:13; Ephesians 5:18; John 16:7-13, 14:16, 17; I Corinthians 2:12, 3:16; Galatians 5:25.*
4. **The Bible:** The Bible is God's Word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is the supreme source of truth for a Christian's beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. *Examine these Scriptures: II Timothy 3:16; Psalms 119:105, 160, 12:6; II Peter 1:16, 20, 21; Proverbs 30:5.*
5. **Mankind:** People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by a nature of disobedience toward God called "sin". This nature separates people from God and causes many problems in life. *Examine these Scriptures: Genesis 1:27; Psalms 8:3-6; Isaiah 53:3-6, 59:1,2; Romans 3:23.*
6. **Salvation:** Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement of good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus we're saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Examine these Scriptures: Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1, 10:9,10.*
7. **Eternal Security:** Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. *Examine these Scriptures: John 10:29; II Timothy 1:12; Hebrews 7:25, 10:10, 14; I Peter 1:3-5; Romans 3:20,28.*

8. **Eternity:** People were created to exist forever. We will exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. *Examine these Scriptures: John 3:16, 2:25; Romans 6:23; Revelation 20:15.*

Spiritual Life

Chapel

Chapel is a time for celebration of praise and worship of Jesus Christ. Every student enrolled in MICS is required to attend the chapel service each week. Chapel will serve primarily to focus our attention on Christ through music ,guest speakers and other special activities.

Spiritual Growth

Merritt Island Christian School endeavors to provide a Christ-centered program through its atmosphere, curriculum, and staff. However, MICS's efforts are not a substitute for personal spiritual growth. We strongly encourage each family member to strengthen his/her personal faith through the study of the Bible, active involvement in a Bible-teaching church, and prayer.

Part II: General Information

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

Confidentiality Statement

If a student reveals information that in the teacher's or counselor's opinion and discretion raises concerns for the safety or emotional stability of the student, that information should be revealed to appropriate officials and the student's parents. Not everything said to a teacher or a counselor is confidential.

School Health Program

Section 381.0056, Florida Statutes, defines the school health services program as those activities which should be carried out to appraise, protect, and promote the health of students and "to encourage use of the services of their physician, dentist, and community health agencies."

Health appraisal and screening programs which include periodic review and analysis of health-related records, observations, and screening tests consistent with sound health practices will be carried out as a requirement of Florida State Law. Screening shall include vision, hearing, growth and development, nutrition, dental health, mental health, and communicable diseases. Any request for exemption from health screening must be made in writing to the Principal by the parent or guardian.

Parents' Covenant

Parents play a vital part in the total educational program at Merritt Island Christian School (MICS). Working together, parents and teachers can strengthen students and provide an excellent school experience. Together it is our goal to "Train up a child in the way he should go and when he is old, he will not depart from it". (Proverbs 22:6)

As parents/guardians we understand and agree to the following:

1. I/We will pray regularly for the teachers, administration and staff of MICS.
2. I/We have read and agree with the policies and procedures stated in the Student Handbook. Electronic copy – <http://www.micscougars.com/>
3. I/We will ensure that my/our child (ren) regularly attend(s) school and arrive(s) at school on time. I/We understand if my/our child (ren) is/are tardy they will be delivered to their respective classrooms in a timely manner. (approx. 15mins.)
4. I/We promise to pay all financial obligations to the school promptly. If unable to do so, I/we will notify the school immediately. I/We will be willing to bear my/our fair share of practical responsibilities in order to keep costs at a minimum.

5. I/We agree to model good problem-solving for my/our child (ren) by applying the Matthew 18 principle. (Matt. 18:15-19, 35) If a question or concern should persist I/We agree to confer first with the classroom teacher. If a resolution cannot be reached, I/We agree to secondly make an appointment to meet with the principal, working towards a resolution reflecting the school's mission and purpose. If there is not a satisfactory resolution, I/We thirdly agree to make an appointment with the school superintendent.
6. I/We will seek to uphold the testimony of Jesus Christ in this community by not entering into negative gossip or complaints about Merritt Island Christian School's academic program, athletic program, any member of the MICS staff, or the policies and procedures established, either in the presence of my/our child (ren) or with other parents. (Leviticus 19:16)
7. I/We understand that if I/we cannot deal with concerns and challenges in an adult, respectful, Christian manner, but instead display negative attitudes and behaviors toward Merritt Island Christian School through contact with staff, other parents, and students in the community, I/we will be asked to come in for a conference with the superintendent. If the attitudes and behaviors continue, I/we will face the administrative removal of my/our child (ren) from Merritt Island Christian School. All situations will be handled in a godly, loving and respectful manner.

Admissions Policy

Merritt Island Christian School admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, financial assistance, and athletic and other school-administered programs.

Applicants entering 7th through 12th grade must successfully complete an acceptance process. Students may not be accepted due to poor academic performance and/or a history of disciplinary issues. Classroom space is limited at each grade level.

Students attending MICS on an F1 Student Visa must reside in the residence of an adult guardian.

Ethics Policy

Merritt Island Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13, Romans 1:27, Matthew 19:4-6).

MICS' Position on Common Core Values

MICS has not adopted the Common Core Standards. MICS instructs above and beyond the common core standards. MICS' new textbooks may display the verbiage – Common Core Enriched Edition, Meeting the Common Core Standards, etc.. These are tactics from the book publisher to help sell their textbooks. MICS aligns curriculum to reflect its Biblical world view.

Some of the Common Core goes beyond content and moves into the realm of teaching methodology. Since many of these techniques do not align with our traditional Christian approach, we have purposefully chosen not to add them.

It is not the practice of Merritt Island Christian School to adjust or change its curriculum to align with each new reform that is presented in academia. MICS will continue its commitment to seek content and best practices that provide students with the tools they need for both academic and personal success.

The advanced curriculum across every department is comprehensive and encourages the development and application of Christian character. This is enhanced by a well-qualified state and ACSI certified faculty.

Financial Assistance

While it is the primary responsibility of the family to fund the cost of their child's education, Merritt Island Christian School recognizes that financing a private school education presents a challenge for some families. Because of this, a financial assistance fund is built into our budget. This fund is supplemented by donations received and designated solely for the purpose of assisting families with financial need. The amount of this financial assistance fund varies from year to year. In order to be considered for financial assistance, families must go through an application process. Applications are submitted to an outside firm that evaluates and establishes the level of need. If you would like financial assistance information, please contact Margaret Davis, Director of Admissions, or Suzie Boyer, Director of Finance.

Before School and After-School Hours

Merritt Island Christian School office hours are from 7:30 a.m. to 4:00 p.m. every school day. Students may be dropped off as early as 7:30 a.m. and should be picked up no later than 3:15 p.m., unless staying after school for an organized/supervised sports practice, detention, tutoring or school activity. Students who stay after school for activities, whether they are church or school activities, **need to be under adult supervision.**

School hours for students are from 8:00 a.m.-3:00 p.m. MICS realizes there are parents who must drop off their secondary student prior to 8:00 a.m. and pick up after 3 p.m. Students are not permitted to wait unsupervised outside any of our campus buildings for school to start or to be picked up after school. This practice is a liability issue for the school. MICS offers the following supervision for your student:

Before School Drop Off

Students on school property during the hours of 7:00-7:45 a.m. Monday, Tuesday, Thursday and Friday must report to Room 3209 where they will be supervised by a teacher. On Wednesday mornings, from 7:00-8:30 a.m., students report to the Florida Room, beside the school entrance foyer where they will be supervised by a member of the MICS Leadership Team.

Pick Up

Please review the procedure below for students not picked up by 3:15 p.m.

Students on school property during the after-school hours of 3:15-5:00 p.m., Monday, Tuesday, Thursday and Friday must report to the MICS Academy Building. All students reporting to the Academy Building for extended care will be charged a childcare fee of \$5 per hour. Please note the Academy closes at 6:00 p.m.

On Wednesday afternoons, students may report to the FBCMI Firehouse beginning at 3:00 p.m.

Student Drop-Off and Pick Up

Secondary students should be dropped off and picked up at the **Atrium/Foyer** entrance. Once a student is dropped off on campus they are required to remain on campus until picked up by a parent or other approved adult or sibling. Student drivers must park in the assigned student parking area **behind the gym**.

Supervision for Secondary School students is not available prior to 7:30 a.m. therefore, MICS will not be held accountable for students on campus before 7:30 a.m. and after 3:15 p.m. unless they are involved in adult supervised, extra-curricular activities.

Dismissal times:

Secondary School 3:00 p.m.

Late Arrival:

Students who are late must check in using the window at the front office.

Curriculum

The Christ-centered curriculum of Merritt Island Christian School is a medium through which a student is oriented to a life in Christ and to the culture of this world. The curriculum provided at each grade level meets or exceeds state accreditation standards. Whenever possible, textbooks written from a Christian perspective are selected if they are educationally sound. Bible, reading, language arts, mathematics, science, social studies, computer education, performing and visual arts and physical education are provided at appropriate levels.

Accreditation/Membership

Merritt Island Christian School is fully accredited with the Association of Christian Schools International (ACSI), and with the Southern Association of Colleges and Schools (SACS). Merritt Island Christian School is also a member of the Southern Baptist Association of Christian Schools (SBACS) and the Florida High School Athletic Association (FHSAA).

Clinic Policy

MICS maintains an up-to-date clinic staffed by a full-time school nurse. All reported minor injuries will be referred to the clinic. When deemed necessary, the school nurse will call a parent about a sickness or injury and make arrangements for the child to be cared for. **IT IS ESSENTIAL THAT YOU UPDATE YOUR MEDICAL EMERGENCY INFORMATION IF ANY INFORMATION CHANGES THROUGHOUT THE YEAR.** We ask that you make arrangements to pick up your ill child within an hour when contacted.

Immunizations

The Florida Department of Health, as of August 1997, requires:

- Children attending or transferring to seventh grade must have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster. Each year thereafter the next highest grade will be included in the requirement. Immunizations are to be documented on Form 680. Documentation of immunization must be submitted to the school nurse or Admissions Director by the first week of school.

Medication

Our staff will administer medication only under the following conditions:

1. Parents have provided a written request to administer medication. Requests should include child's name, name of medication, dosage, time of last dosage, and times to be given.
2. Medication must come in a prescription bottle or in the manufacturer's bottle.
3. Medication must be sent to the appropriate area of attendance, which would be either the Child Care Desk in the Children's Building or the School Clinic in the Atrium Building.
4. Students are not permitted to self-medicate.

RenWeb

RenWeb is an internet communication resource provided to every family at Merritt Island Christian School. RenWeb is the most important and informative lines of communication families have with MICS. Returning families will continue to use your existing user names and passwords. New families will receive login instructions at the annual Back to School Celebration. Check RenWeb regularly, for important news, grades, secondary report cards, classroom information, athletic information and more. The school master calendar is also posted on RenWeb. **SECONDARY REPORT CARDS WILL BE AVAILABLE ELECTRONICALLY THROUGH REN WEB.**

Delivery of Items/Messages to Students

Every time we have to call a classroom, that teacher is interrupted from the lesson, and your student is interrupted from the activity, whether it is taking notes in a lecture, in the middle of a test, or listening to a student presentation. Please help MICS keep a handle on messages and deliveries by helping your student make sure they have all of their supplies, homework, and lunch before leaving home. Please do not call or text your student's cell phone during school hours. Any late lunch deliveries will be placed on the lunch cart in the Atrium. Deliveries for flowers, balloons, etc., will be kept in the main school office until the end of the school day. Students will be notified. We cannot send these to the classroom because they are an additional disruption to the class.

Emergency Contact Phone Numbers

It is vitally important that parents be sure to keep their emergency contact phone numbers up-to-date. In the event the school cannot contact the parent, an individual on the emergency contact list will be notified.

Field Trips

Occasionally, teachers arrange for classes to take field trips to various locations for educational purposes. The school may provide transportation when buses are available.

Field trips are considered an important part of the educational program at MICS. All trips are carefully planned to give the students educationally enriching experiences that are not available in the confines of the classroom. For this reason, participation in all school-sponsored field trips is strongly encouraged.

If you desire for your student to not use the provided MICS transportation to and/or from the school sponsored event, you, the parent or legal guardian, must transport your student. MICS students can only ride to and from a school sponsored event with their parent or legal guardian unless a letter or email is submitted to a school official stating that alternative transportation by another MICS parent/guardian is permitted.

Chaperones/Volunteers

Because we need to be vigilant in protecting our children, it is required that all chaperones/volunteers be fingerprinted prior to working or volunteering on our school campus. MICS has the equipment needed to fingerprint all our volunteers, which includes any individual that wishes to help with our students in a classroom or on our campus, and chaperone field trips. Once fingerprinted, the Florida Department of Law Enforcement will send MICS the results of the background check. The cost for fingerprinting is \$50. This is the cost we have to pay the Florida Department of Law Enforcement. Fingerprints are good for five years. If you have questions regarding fingerprinting, or to schedule an appointment, please contact Mrs. Suzie Boyer at 321-453-2710, ext. 344.

Chaperones are parents or guardians who seek to attend an off campus activity in order to help ensure proper supervision of children. In order to serve as a chaperone, you will not be permitted to bring additional children with you. If you want to attend the field trip and bring other children with you, and you will not be functioning as a chaperone, it might be necessary for you to secure your own ticket directly.

In situations where there is a reduced price or free ticket for chaperones, please understand that only those functioning as chaperones under the definition above will receive the free or discounted price. If you sign up to be a chaperone and turn in your money and later realize that you cannot go as intended, we regretfully cannot return your money.

Please be aware that you may not be able to participate in every field trip. We will have a number of field trips throughout the year and hope that everyone who desires to be a chaperone will have the opportunity to do so at least once throughout the course of the year.

Charges

Please make note of the following charges based on the following course choices, extra-curricular activities, late charges, etc. All fees are payable to MICS and are due to the MICS Finance Office.

Graduation Participation \$100 (due by **January 11, 2019**)

Official Transcripts for Current Students—students will receive the first two transcripts free of charge, but will be charged \$5 per transcript for any additional transcripts.

Official Transcripts for Former Students--\$5 per copy

National Junior Honor Society Dues \$20 (**Due by October 15, 2018**)

National Honor Society Dues \$20 (**Due by October 15, 2018**)

National Art Honor Society Dues \$10 (**Due by October 15, 2018**)

NSF Charge \$10 per check

Book Charge (damaged/lost book costs)

Late Charge \$10 if not paid by the 10th of the following month

If you have an outstanding balance of \$100 or more, report cards will be held at the end of each quarter until your balance is current. FINAL REPORT CARDS, TRANSCRIPTS, DIPLOMAS, ETC. WILL BE HELD FOR A BALANCE OF ANY AMOUNT.

Handling of Money

Please do not allow students to carry large amounts of money to school for personal use. Please do not turn in loose money to teachers. Any money sent to the school for fees, etc., should be sent in a marked envelope with the student's name, the teacher's name, and the amount and purpose listed on the front.

Media Center/Library

The MICS Media Center/Library is open from 7:30 a.m. to 3:30 p.m. every day. (Wednesday 7:30-6:00 pm) The Media Center has reading and research material for all age levels.

Lost and Found

Personal items, which are found, will be placed in lost and found boxes. Please check with the school office for lost/found items. Items not claimed within one week may be donated to local thrift stores.

Lunches

During lunchtime, students are expected to practice good manners and self-control. Each student is expected to leave his/her area clean after lunch.

Lunch is held in the Atrium unless a special luncheon or banquet is scheduled. During these times, other arrangements will be made for the students.

Secondary School Lunches

Students in the secondary school are permitted to bring a lunch, order from the lunch menu, or purchase lunch from the Cougar Café. The Cougar Café offers an a-la-carte menu. All items from the Cougar Café must be purchased when received.

Students relying on someone to deliver lunch to them must abide by the following rules:

- Lunches may only be brought to students by immediate family members, and should not be a daily occurrence.
- Lunches brought in MUST have the student's name and grade written on the lunch container.
- Only alumni who have graduated from MICS are permitted on campus during the school day and they are expected to check in and receive a visitor badge from the front office before entering.

Students are not permitted to order in a lunch.

Students are not permitted to leave campus for lunch without administrative approval. When approval is given, the student must be accompanied by a parent/guardian and the student is still bound by attendance policies regarding missed class time.

Media/Technology

Purpose:

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. Students must follow the responsibilities stated in the Parent/Student User Agreement as well as the following guidelines.

Device Types:

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touch, cell and smart phones. No gaming devices are allowed (to include: Nintendo, PSP, etc.) ***Students must follow the responsibilities as stated in this 2018-2019 Parent/Student Handbook.***

Guidelines:

1. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school is not responsible for the security of the device.
2. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated MICS Board policies, administrative procedures, school rules or has engaged in misconduct while using their personal device.
3. Violations of any MICS Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of the device in school, a \$10 charge per incident, and/or disciplinary action.
4. The student will comply with the school's request to ONLY operate the personal device (cell phones, etc.) during break and lunch. All other times during the school day, personal devices must be turned off and kept in backpacks.
5. **The student may not use devices to record, transmit or post photos or video of a person or persons on campus at any time without express permission from a teacher.**

6. The student will use the student approved wireless network. Use of non-wireless connection is not allowed.
7. No student shall use another student's MICS log-in credentials.

Please refrain from calling or texting your child during class time. Your child will be permitted to call or text you during their scheduled morning break and lunch period.

Should a student be observed using a cell phone, or a cell phone rings during the school day, discipline action may include but is not limited to a referral, confiscation of the phone, and a \$10 charge per incident. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period time as determined by an administrator.

- Student behavior concerning cell phones must be consistent with the Secondary Parent/Student Handbook.
- Student cell phones ringing in class will result in confiscation of the phone, \$10 charge per incident, and/or disciplinary action.
- Should confiscation occur, the phone will only be returned when retrieved by a parent or guardian.

All MICS students must complete a cell phone contract **BEFORE** bringing a cell phone on campus. This contract will be completed during registration. Once a cell phone contract is on file, it is valid for the entire time a student attends MICS.

The cell phone must be secured and kept out of sight except during the designated morning break time and at lunch.

If a student continues to violate the cell phone contract their cell phone privilege may be revoked.

By checking that you have read the Parent/Student Handbook in your online enrollment, you have you have agreed to follow the MICS Media/Technology policies.

Improper use of technology resources may result in the loss of use or the immediate removal of a student from Merritt Island Christian School.

Social Media

Internet/Social Networking

Improper on-line activities on or off campus such as Facebook, Twitter, Instagram, Snap Chat, etc., shall be handled as Class II infractions. Such activities include, but are not limited to, posting, commenting, liking, following, tweeting, retweeting, favoriting, etc. Depending on the severity of such activities, it may be handled as a Class III infraction.

You are responsible for your use of social media, for your social media activity and for any consequences thereof. What you post onto any social media (Facebook, Twitter, Instagram, Snap Chat, etc.) may viewed all around the world instantly. Keep in mind that your social media activity is a reflection of you.

Sexting

In keeping with the school's responsibility to provide a safe learning environment for all students, MICS has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

Student Use of School-issued Property

Students are responsible for the maintenance of school-issued items, such as textbooks, electronic devices, lockers, sports equipment, etc. If the school-issued items are lost, stolen, or damaged, the student will be responsible for paying the determined cost to replace the item(s).

Valuables

Students are responsible for anything of value they bring to school. The school is not responsible for lost or stolen items. During physical education classes and athletics, valuables must be locked in a locker, either the book locker or one of the lockers in the locker room. Locks are available through the Athletic Director's office for use in the locker room.

Visiting the Campus

We encourage parents to visit the school. Out of respect for our teachers, we ask that you call the school office to schedule your classroom visit. Before entering the classroom, please stop by the school office.

All visitors, parents, etc. must check in through the school office and receive a school visitor badge. Unapproved visitors will be asked to leave the campus.

Weather Related School Closings

MICS will close any time there is a public school closing due to a threat of dangerous weather conditions. Please listen for TV or radio announcements. In the event of weather-related school closure, MICS will determine, separate from Brevard County schools, when MICS will reopen. The school will make every effort to inform our families when school opens.

Home School Students

An opportunity is provided for home school students to take up to three classes each semester at MICS. Enrollment is open to students wishing to participate in the 7-12 curricula only. By registering for this program, students become members of our student body and as such agree to support the policies and procedures of the school, which includes student conduct standards. Home School students are not eligible to enroll in Palm Beach Atlantic University Dual Enrollment courses.

HOME SCHOOL STUDENTS DO NOT RECEIVE AN MICS DIPLOMA, THEREFORE THEY DO NOT PARTICIPATE IN GRADUATION EXERCISES.

Home school students must complete a home school registration package for admission to MICS. Home school students must maintain a cumulative GPA of 2.5 on a 4.0 scale.

Athletics for Home School Students

Home school students (grades 7-12) may participate in the sports program offered by MICS. Participation is subject to the rules of the Florida High School Athletic Association.

Parent-Teacher Fellowship

All MICS parents are encouraged to participate in our PTF. This organization promotes fellowship and cooperation between parents, teachers, and administration in order to ensure the shaping of students' lives and the reinforcement of Christian values in the world in which we live. Please become an active member of this organization, which serves as a vital part of each student's emotional, social, spiritual, and educational growth.

Part VI: Secondary School Program

Merritt Island Christian School is dedicated to the academic and spiritual enrichment of each student. Therefore, we offer a Christ-centered academic program that serves to develop a distinctive Biblical world-view based on Biblical values and truths.

Academic Honesty

Merritt Island Christian School expects from its students a higher standard of conduct than the minimum required for a student to avoid disciplinary consequences. **Honesty - Proverbs 12:17; Proverbs 6:16-19; Exodus 20:3-17** (telling the truth) and **integrity – Psalms 25:21** (the quality of being honest and trustworthy) are virtues that need to be pursued by all Christian students. Each student's record is to reflect his/her own individual effort. Students should not give or receive assistance on tests or assignments unless the teacher has specifically granted permission.

1. Academic misconduct includes all acts of dishonesty in any academically related matter which include but are not limited to: any knowing or intentional help, attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information, information retrieved from a cell phone) and plagiarism (represents other's words, works or ideas as one's own) are serious offenses. **Whether you give or receive information, the offense is the same.**
2. On homework assignments, students will accept the responsibility to honestly pursue academic growth and not merely strive for the "right" answers or "credit points." Except in cases where joint effort or group work is clearly intended and/or allowed by the teacher, copying another student's homework and representing it as one's own is academic dishonesty and will result in an "0" on the assignment for all parties involved. The teacher will conference with the student(s), contact the parents and inform the principal.
3. During a test, quiz or exam it is the student's responsibility to avoid any appearance of academic misconduct. All electronics, books and papers must be placed at a sufficient distance in an appropriate location away from the student's desk. Communication between students is not allowed during designated test times.
4. Academic dishonesty transcends the Internet and computer generated work. All work should represent an individual's thought or ideas. Work that has been published via the Internet should be considered only as reference and thus treated as so. Students who receive information from the Internet and attempt to turn all or any portion of the copied work in for credit has misrepresented themselves. **Both cheating and plagiarism are serious offenses that will result in disciplinary action determined by the secondary disciplinary committee. Members of national societies will be subject to their club's specific bylaws and constitution. Academic dishonesty may result in dismissal from that society independent of any discipline received from the disciplinary committee.**

Grade Reports

Students will be given objective grades (A, B, etc.) based on specific criteria in each subject area. Students will be graded by tests, quizzes, graded written work, homework, and assigned projects. All assigned work should be completed as assigned to receive maximum credit. Every four and a half weeks of each nine-week grading period, **Interim Reports and Report Cards** are sent home electronically for students in grades 7 through 12. **REPORT CARDS WILL BE AVAILABLE ELECTRONICALLY ON RENWEB for two weeks after they have been emailed.**

Grading Scale and Grade Point Averages

The academic grading scale for MICS is:

A+ = 100 – 98	B+ = 89 – 87	C+ = 79 – 77	D+ = 69 – 67
A = 97 – 94	B = 86 – 83	C = 76 – 73	D = 66 – 63
A- = 93 – 90	B- = 82 – 80	C- = 72 – 70	D- = 62 – 60
			F = 59 – Below

Grade point averages will be based on a four-point scale (A=4; B=3; C=2; D=1; F=0). Credit earned at other accredited schools will be accepted as earned.

GPA (Grade Point Average) and Weights

Grade Point Averages are based on the weight of the class. Honors and Dual Enrollment (DE) classes carry additional weight due to the academic challenge of these classes. Honors courses are weighted an additional .5 grade point and Dual Enrollment courses are weighted an additional 1.0 grade points. No additional points are awarded for a “D” or “F” in Honors or Dual Enrollment Classes. Academic weights are as follows:

<u>Standard</u>		<u>Honors</u>		<u>AP/Dual Enrollment</u>	
A	= 4	A	= 4.5	A	= 5
B	= 3	B	= 3.5	B	= 4
C	= 2	C	= 2.5	C	= 3
D	= 1	D	= 1	D	= 1
F	= 0	F	= 0	F	= 0

Grading Breakdown Percentages

Tests	50%
Quizzes	30%
Homework	20%

Written work, project based work, etc. will be placed in one of the above categories at the discretion of each teacher.

Academic Probation

Probation applies to students who have the ability to succeed but have failed to meet the minimum level of achievement. When a secondary school student's grade point average falls below a 2.2 at the end of a nine-week grading period, the student will be placed on academic probation. The student then has one nine-week period to raise their grade point average to a 2.3 or greater to be removed from probation. Failure to remain in good academic standing may jeopardize the student's enrollment at Merritt Island Christian School. After school study sessions may be assigned. The state of Florida requires a grade point average of 2.0 to graduate.

Standard Academic Expectations

To support the efforts of our students, a system of standards has been developed to encourage maximum success. In addition to the requirements of each specific class, each student should observe the following standards.

- **Make-up Work**

In the event a student is absent, it is the student's responsibility to arrange a time with the instructor to complete the missed work. There is one (1) day for every day missed to make up work. If the work is not returned within the allotted time, a zero may be given for the assignment.

- **Days Absent from Class**

Class attendance is mandatory. In order for a student to achieve maximum success, a student must be present to participate in class discussions, lectures, and exercises. Any student, who exceeds the nine (9) absences in a class, within the semester, will be in jeopardy of failing. Absences are based on each individual class. Please refer to **Attendance Policy** for specific guidelines.

- **After a prolonged absence, the principal has the right to exempt a student from some assignments if the teacher/principal determines that doing so will not have a negative impact on the student's ability to master the content or unfairly bias his/her grade.**

- **Late Assignments**

Major assignments announced one week or more in advance are expected to be turned in on time even if the student is absent on the date the assignment is due. If a student is absent on the due date, arrangements must be made for the assignment to be sent or brought to school.

- **Essays, Papers and Projects**

Essays and papers are expected to be turned in on the date and time set by the teacher. Penalty for late papers and projects are as follows:

- Middle School

- One day late: 30% deduction
- Two days late: 70% deduction
- Three days late: student will receive a zero

- High School

- One day late: 50% deduction
- Second day late: student will receive a zero

Honor Rolls

The Merritt Island Christian School Honor Roll system is used as an incentive for students to do their academic best during each grading period. The Honor Roll system will also serve as an incentive for students to do their very best in the area of student conduct. Principal's List and Honor Roll students are recognized during each grading period.

Principal's List consists of students who earn a 4.0 GPA on a weighted scale with nothing below a "B".

Honor Roll is for students who earn at least a 3.5 GPA on a weighted scale with nothing below a "B".

Course Requirements for High School

Recognizing that God created every person with unique talents and gifts, the academic program of study at Merritt Island Christian School has been developed to challenge each student and to meet the needs of each individual student. For this reason, students and parents have the opportunity to choose a specific academic course load that best challenges the student.

Traditional Diploma

Subject	Credits
Bible	4
English	4
Math	4
Science	3
Social Studies	3
HOPE	1
Electives	5
Fine Arts	2
Foreign Language	<u>2 (2 years of the same language)</u>
TOTAL	28

Students who earn the Traditional Diploma with a weighted GPA of 3.5 or higher will receive a cord to wear at graduation.

College Preparatory Honors Diploma

Subject	Credits
Bible	4
English	4
Math	4 (Including Pre-Calculus or DE College Algebra)
Science	4 (Including Physics and Chemistry)
Social Studies	3
HOPE	1
Electives	4
Fine Arts	2
Foreign Language	<u>2 (2 years of the same language)</u>
TOTAL	28

To qualify for the College Preparatory Honors Diploma, a student must have met all of the requirements, maintain a weighted 3.50 GPA and have been admitted to honor level classes for three consecutive years. Additionally, the student must have passed all honors classes with at least a C average. Students earning the Honors Diploma will receive a silver cord to wear at graduation.

STEM Diploma

Subject	Credits
STEM (<i>Science, Technology, Engineering, Math</i>)	12 At least 4 math credits including Precalculus or DE College Algebra, at least 4 science credits including Physics and Chemistry, and at least 2 STEM electives, e.g. Intro. to Engineering Design, Aerospace, Technology Studies, or Digital Media
Bible	4
English	4
Social Studies	3
HOPE	1
Electives	1
Fine Arts	1
Foreign Language	<u>2 (2 years of the same language)</u>
TOTAL	28

To qualify for the STEM Diploma, a student must have met all the above requirements, maintained a weighted 3.0 GPA and have no lower than a C in all class

Fine Arts Diploma

Subject	Credits
Bible	4
English	4
Math	4
Science	3
Social Studies	3
HOPE	1
Fine Arts	6
Electives	1
Foreign Language	<u>2 (2 years of the same language)</u>
TOTAL	28

Graduation Requirements

Before being awarded a high school diploma from MICS, a student must:

1. Complete all Merritt Island Christian high school credit requirements;
2. Have a minimum cumulative grade point average of at least 2.00 on a 4.00 scale;
3. Have met all non-curricular requirements of Merritt Island Christian School students;
4. Receive the approval of the Superintendent upon recommendation from the faculty.
5. Students MAY NOT decorate their high school graduation caps for the commencement ceremony.

There is a \$100 graduation participation charge per senior due by **January 14, 2019.**

Criteria for Selection of Valedictorian and Salutatorian

The Valedictorian and Salutatorian at Merritt Island Christian School are students that represent the principles established in the school's mission. Although the final GPA is a major factor, the Valedictorian and Salutatorian are not selected on GPA alone. The criteria for Valedictorian and Salutatorian are:

- Student must be a member of any organized club or sports team
- Student must have attended MICS **for at least two (2) consecutive years of high school.**
- Student must not have been placed on academic or disciplinary probation during either the junior or senior year.

The Valedictorian is required to present a final address to the class at the Commencement Ceremony.

Community Service Requirement for Graduation/Florida Bright Futures Scholarship

MICS follows the Florida Bright Futures Scholarship requirements for community service hours. At the time of this publication Florida Bright Futures community requirements are as follows:

Florida Academic Scholars: 100 hours of community service

Florida Medallion Scholars: 75 hours of community service

Gold Seal Vocational Scholars: 30 hours of community service

IMPORTANT: *These requirements are subject to change with each Florida legislative session.*

In order to be eligible for any of the awards listed above, a student must complete the required amount of service hours for the scholarship they are seeking. It is the student's responsibility to seek out community service opportunities and complete them by the *deadline date of March 1st of the senior year*. MICS will post opportunities of service hours on the school website throughout the year, but at times it may be necessary for a student to go outside of the school for opportunities. Please continually refer to the Guidance section of the MICS website for possible opportunities. Students may print out Community Service Logs from the website or they may pick them up from the College Advisor. Service Logs may be turned in after each service project or may be saved up until the deadline of March 1st of the senior year. You are strongly encouraged to keep copies for your records.

It is impossible to know if a student entering high school as a freshman will qualify for any Bright Future scholarship, therefore it is strongly recommended that students begin fulfilling their service requirements upon entering ninth grade. To keep on pace it is recommended students complete at least 25 community service hours each year they attend high school. Community service hours earned before the ninth grade are not eligible toward the Bright Futures requirements.

Dual Enrollment

MICS has established a partnership with Palm Beach Atlantic University which will allow students to enroll in college coursework while on the MICS campus. These courses will be offered in conjunction with our traditional curriculum. Students must hold a 3.0 GPA and must have completed their sophomore year to participate.

Home School students are not eligible to participate in PBA Dual Enrollment course

Off Campus Course Work

Courses taken off the MICS campus such as Florida Virtual School classes must be approved by School Administration and are only permitted in special circumstances. Florida Virtual School courses will not be approved if the course is already offered at MICS **with the exception of HOPE and scheduling conflicts**. Approval will be rare and will not be permitted to move ahead in the progression of graduation requirements or to avoid a specific MICS teacher. **For approved online coursework, MICS exclusively uses Florida Virtual School.**

Attendance

In order for Merritt Island Christian School to maintain high academic standards, the following policies are mandated by the State of Florida. The school calendar affords many vacation days. Parents are encouraged to take their vacations and family trips during scheduled school holidays.

ANY STUDENT WHO MISSES MORE THAN 9 DAYS OF ANY ONE CLASS PER SEMESTER MAY NOT EARN CREDIT FOR THAT CLASS, AND MAY BE REQUIRED TO MAKE UP MISSED CLASS TIME.

Absences

Parents or guardians should notify the school in the case of a student absence. Messages regarding student absences can be left with the clinic (305), school office (302) unless approved by school administration or by emailing Director of Student Affairs/College Advisor Mrs. Jessica Adams at jadams@micscougars.com.

- Illness or injury (a note from a doctor must be presented upon returning to school).
- The following circumstances will not count toward the nine absences per semester:

Medical

Medical appointments which cannot be scheduled outside of school require an excuse from the doctor's office in order for the absence to be excused.

Activity

- School sponsored trips including athletic events.
- Unusual hardships (as determined by school administration).
- College Visits (must be pre-approved by school administration).
- Family Bereavement
- Circumstances as approved by school administration

Accumulated Absence/Instructional Time

Since academic instruction, and resultant understanding, is a process of building knowledge, excessive absences severely handicap the student from appropriately mastering the material. The following policies on absences should be reviewed carefully:

- A student may not be absent from any class more than nine times per semester except under extreme situations or medical conditions. **This is mandated by the State of Florida, and holds true for students in grades 7-12.**
- **Students exceeding the 9-day maximum will be required to submit a written petition to the administration explaining the reason(s) for the absenteeism, including doctor's excuses.** Mandatory make-up work, tutoring after hours at an additional fee, summer session, loss of sports participation, loss of academic credit, or withdrawal from the school maybe required. In order to receive credit for the course, **you may be required to complete additional contact hours in a summer session at MICS.**

Students with documented incidents of "skipping" in their discipline file will not be permitted to appeal excessive absences.

Pre-Arranged and Emergency Absences

Pre-arranged absences will be handled by written notice or email to the principal only. Emergency absences will be handled on an individual basis.

Absences after Athletic Events

Occasionally, students who participate in or events will be getting home later than we would prefer, especially if the game is out of town. Parents and students need to realize that students are expected to be in school on time the next day unless the student is genuinely sick. Students who continually miss school after games may be removed from the team.

Tardiness to School

A student may be tardy to school three (3) times per quarter with no penalty. On the fourth (4th) tardy and every tardy thereafter for that quarter, the student will be required to serve a lunch detention. In the event a student's tardiness becomes excessive, further corrective action may be taken.

A student who misses more than 15 minutes, on regular class days, or 30 minutes, on block days, due to tardiness or early dismissal shall be considered absent from that class.

Tardiness to class

A student is considered tardy if they are not in the classroom, prepared for class by the time the bell rings. Each student is allowed 3 tardies per 9 weeks without penalty. The 4th tardy and each one thereafter will require the student to serve a lunch detention.

School Lockers

Lockers and locks are the property of MICS. Each secondary school student will be assigned a locker for storage of personal items during the school day. Students must use the locker assigned to them. Students will have the opportunity to use a school issued lock. The locker should be kept locked at all times. The school is not responsible for any lost or stolen items. Students may visit their lockers before school, at break, during passing periods, lunch, and after school.

Student Vehicles

Student drivers are required to operate their automobile in a safe, mature, and responsible manner and to comply with the school and public traffic regulations. Failure to operate their automobile safely on or in the vicinity of school grounds will result in suspension of driving privileges and may result in disciplinary actions. This rule is for the safety of our students and will be strictly enforced. All student drivers must cooperate with the school staff assigned to supervise the parking and student drop-off/pick-up areas.

Students who drive to school are required to park in the south parking lot behind the school gymnasium. Seniors have the privilege of parking in their pre-assigned, reserved parking space in the south lot behind the gym. Cars will not be visited during the day unless specific permission is given by the school administration. Students must have specific permission from one of their parents to leave with a student who drives. The student driver must have specific written permission from one of their parents to transport a passenger. Students may lose the privilege to park on campus if improper activity or use of the vehicle occurs.

DRIVING REGULATIONS

1. In order to be to class on time, the student driver should arrive on campus no later than 7:45 a.m. and park their vehicle in their assigned parking area.
2. Once parked, the vehicle may not be removed during the school day unless the owner of the vehicle has properly signed out of school.
3. Once the vehicle is parked, the driver and passenger(s) must leave the vehicle and the parking area **for the entire school day**.
4. Students who choose to leave the campus without permission may forfeit their driving privilege and may incur disciplinary actions.
5. At the conclusion of the school day, student drivers should depart from school property. The parking lot is not an afternoon hang out. Students must leave campus in a reasonable time after dismissal.
6. Students are not permitted to leave campus during the school day unless they are en-route to or from a doctor's appointment. ***Students may not leave for lunch or to run errands unless accompanied by a parent/guardian.***

Parent-Teacher Conferences

Parent-Teacher Conferences are an important part of the communication process at MICS. Parents may set up a conference by calling the school office, sending a note to the teacher, or contacting the teacher by email.

We ask parents not to call staff or teachers at home unless it is an emergency. Teachers will need to call parents at home periodically, particularly when there is an academic or disciplinary problem to be discussed.

Testing

Comprehensive evaluation of a student's progress measures academic progress and assists us with improving our curriculum and teaching methods. Scores showing these test results will be sent via mail after the end of the school year.

TERRANOVA

In the spring of each year, all 7th-10th grade students are given the TERRANOVA Achievement Test at school.

Preliminary Scholastic Aptitude Test (PSAT)

Students in tenth and eleventh grades are given the Preliminary Scholastic Aptitude Test (PSAT) in October, which is also the National Merit Scholar Qualifying Test (NMSQT). This test is essential for those desiring to take the Scholastic Aptitude Test (SAT) and who plan on attending a four-year college. It is recommended that all students take the SAT and/or the ACT college entrance exams before graduation as one or both of these tests will be required for entrance to colleges and universities. Information will be provided to students from the College Advisor.

Semester Exams

Examinations will be administered at the end of each semester to all secondary school students. Semester exams are a cumulative evaluation of two quarters of study. Semester exams consist of 20% of the student's semester grade. Success on the semester exams is extremely imperative since they make up a large percentage of the term grade that is reported on the high school transcript. Comprehensive exams are given for all core subjects (Bible, English, Math, Science, and Social Studies), and some electives at the completion of each semester.

1. Semester exams represent 20% of the semester grade.
2. Attendance is required at each exam. A student will not receive credit for a class if an exam is missed.
3. If a student misses an exam due to illness, it is the student's responsibility to make arrangements with his/her teacher to take the exam.
4. Seniors who maintain an "A" average for the third and fourth quarters are exempt from the final exams for the classes in which they have the "A" average

Part VII: Student Conduct

The MICS Code of Conduct is founded on our belief in an all-powerful God and the human values, dignity, and individual rights He has bestowed on each of us. The authority and direction of the home and school are preparations for our yielding to God's loving leadership in our lives. It is our desire that each student discover the joy of allowing the Holy Spirit to control each area of his/her life and that the student will look to the principles of God's Word for guidance.

Ideally, the school is a community of believers seeking the education of the student in a Biblically oriented setting. Students will be expected to contribute to this atmosphere along with faculty members and parents. We value all areas of a student's life.

Student Conduct Expectations

- Respect is a virtue that demonstrates the honor and integrity of each student. Respect of authority should be shown at all times to all students, faculty, staff, and guests of Merritt Island Christian School.
- Classroom disruptions are inappropriate.
- Fighting is not acceptable. Students will neither verbally nor physically provoke any action that offends or intends to hurt others.
- Inappropriate, practical jokes and horseplay are not allowed.
- Bullying and harassment will not be tolerated in any form.
- Destruction of school property is a serious offense. An action that damages, defaces or changes the appearance of property belonging to Merritt Island Christian School, or any faculty, staff or student, is not permitted.
- Uniforms should be neat and orderly at all times.
- Excessive tardiness is inappropriate. We recognize that there will be times when an absence or tardiness will occur. Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school.
- The use or possession of alcoholic beverages, tobacco, and/or drugs, or engaging in any activity that violates any law, is disallowed both on and off campus. The possession and/or use of such subjects or involvement in such activities may result in an immediate conference with the Principal to determine an appropriate consequence for the incident.
- The use of weapons is prohibited on the MICS campus including, but not limited to guns, ammunition, knives, pepper spray, and mace.
- God designed male-female relationships to be unique and wonderful. MICS encourages the development of such relationships. We desire these be wholesome and God glorifying. We recognize the main responsibility for modeling and teaching male-female roles and relationships rests with the parents. As an extension of the home, however, MICS will seek to encourage and reinforce Biblical values and standards for all relationships.
- Public displays of affection such as holding hands, embracing, or kissing is prohibited.

- Language that is profane or vulgar is unacceptable. Speaking or acting in a way that offends or is harmful to others is neither acceptable nor Christ-like.
- Dangerous items such as, but not limited to, weapons, water pistols, lighters and matches are not permitted on campus. The possession and/or use of such subjects may result in an immediate conference with the Principal to determine an appropriate consequence for the incident.

Homecoming and Jr./Sr. Prom Dress and Conduct Expectations

Homecoming and Jr./Sr. Prom events are held for Merritt Island Christian School students. Each Merritt Island Christian student may bring one guest/date. The guest/date for Homecoming can be a 9-12 grade student attending MICS, a 9-12 grade student from another school, or a person who is not older than 20 years of age. The guest/date for Jr./Sr. Prom can be a 9-12 grade student attending MICS, an 11-12 grade student from another school, or a person who is not older than 20 years of age. Any non-MICS guest/date must complete the information sheet provided by the Principal in full prior to purchasing a ticket.

In order to assure that our events are safe and enjoyable environments, these guidelines will be in effect for all attendees.

- Students are eligible to attend if they have not been suspended within the current semester.
- Proper dress is as follows:
 - Boys' Attire
 - Dress shirt and dress pants
 - Dress coat and tie-optional
 - Dress shoes and socks – no athletic shoes
 - No canes
 - Shirts must remain tucked in
 - Girls' Attire:
 - Dress shoes
 - Dress length needs to be no shorter than mid-thigh
 - No slits higher than mid-thigh
 - No excessive cleavage
 - No midriffs
 - No open backs lower than waist
 - No extremely tight-fitting clothing
 - Proper undergarments
 - **DRESS MUST EITHER BE BROUGHT IN OR A PHOTO TAKEN OF IT ON FOR PRINCIPAL'S APPROVAL.**

Other Guidelines

- Students and/or their guests who are suspected of being under the influence of alcohol or drugs will not be admitted and will be subject to disciplinary and/or criminal action (including expulsion). Parents will be contacted for pick up.
- Prohibited: Dangerous or disruptive items, possession, sale and/or use of alcoholic beverages, narcotics, illegal drugs, and/or prohibited substances, violent behavior.
- No packages, containers, food, or drink will be brought into the event.
- Purses, jackets, and other accessory items brought to the event are subject to search. Any student(s) in violation of these rules will result in disciplinary action, including possible recommendation for expulsion from the regular school setting and/or criminal action (including expulsion).

- Proper dress is required for all in attendance, including guests/dates that are not students of Merritt Island Christian School.
- Understanding that music will be edited music. Students singing out inappropriate words or lyrics will have parents notified to pick them up.

Bullying Policy

In a response to a trend in many schools, Merritt Island Christian School recognizes bullying can happen. It is wrong and unacceptable. It goes against what our school represents, which is to care for and value people as image bearers of God.

One component of our program is to teach about bullying and intervention strategies each year. Our students also learn that bystanders play a vital role. Bullying is too serious to ignore, even when it appears that it is minimal. Students need to be trained to eliminate offensive behaviors, and to have the courage to speak up for those who are unable to do so for themselves. Every student has a right to feel safe at school. A consistent approach to this issue, respecting everyone, and involving the community of school and parents follows our school's Core Values. Secondary students will be trained in the appropriate steps of reporting bullying incidents.

When bullying occurs:

1. Teachers will intervene to assist in resolving the problem.
2. The principal will speak to the party(ies) involved, parents will be called and Discipline Referral Reports will be filed, if the action is intentional and serious.
3. Discipline Referral Reports will be filed and the following may occur, for repeat offenses:
 - Suspension
 - Expulsion

We define bullying as:

- Deliberate, repetitive behavior: in words, actions or attitude.
- Harm done by someone more powerful to someone less powerful.

Bullying behaviors include:

- Name-calling, personal comments (looks, clothing, possessions, family), racial slurs.
- Exclusion from a group; not speaking to someone; gossip; telling hurtful stories.
- Stealing or damaging possessions, clothing.
- Pressure to conform or disobey; ridicule for not taking part in such activity.
- Physical assault; hitting, pushing, kicking, pulling hair, deliberately tripping.
- Sexual assault; inappropriate physical contact.

Reactive measures:

- Students must tell their teacher or available adult if they observe bullying.
- Staff will make every effort to detect change in attitude or mood of students.
- Staff will take all reported incidents of bullying seriously, and in a calm, non-emotional manner.
- Confront bully behavior immediately and assertively (staff and peers.)
- Parents of parties involved must be informed of incidents and resulting action taken.

Ongoing, proactive measures requiring effort of home and school working together

- All students will receive annual instruction on what bullying is.
- Students will be instructed to tell when they observe bullying.
- Students will be encouraged to tell when they feel they have been bullied.
- Students will be taught that as bystanders they are responsible and play an important role.
- Students will be taught intervention strategies for victims and bystanders.
- Staff is aware of the importance of being vigilant while on playground duty and in supervising the classroom, lunchroom, restroom, and locker rooms.
- Staff will take seriously information from parents about concern for their student.
- Parents will be informed of the school's bullying guidelines.
- Staff, administration, and parents will work together to create a culture in which God is honored by the way we treat each other.

Anti-Harassment Policy

The environment at MICS must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

Sexual Harassment Policy

Definition:

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at the school and/or creates an intimidating, hostile, or offensive environment. The conduct above is also sexual harassment when submission to it is made either explicitly or implicitly a term or condition of an individual's employment or access to education. Sexual harassment includes:

- Touching of a sexual nature
- Sexual advances
- Graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual or "dirty" jokes
- Touching oneself or displaying oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other students as to sexual activity or performance
- Sexting

1. Sexual harassment of or by any MICS student or member of the MICS staff will not be tolerated. The MICS School Board considers sexual harassment to be a major offense that may result in disciplinary action for students or dismissal of an offending staff member.
2. Any student or employee who believes that he or she has been harassed or who has witnessed sexual harassment is encouraged to report such incident immediately to his or her teacher or to the principal, who shall promptly investigate all such incidents in a confidential manner.
3. MICS students may receive an age-appropriate instruction on the nature and prohibition of sexual harassment.
4. Administrative regulations and procedures for reporting charges of sexual harassment and for pursuing available remedies shall be made available to staff and to parents/guardians of students on request.

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a guidance counselor, a teacher or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

Search and Seizure Policy and Procedure

To maintain order and discipline on school property and school-related events and to protect the safety and welfare of students and school personnel, Merritt Island Christian School has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Superintendent and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Superintendent or the Superintendent's designated agent, subject to legal impoundment. To maintain overall school safety and security, Merritt Island Christian School has the right to perform random and blanket searches of lockers, desks, vehicles and other school property to review student possessions for health and safety compliance.

Personal Searches

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Superintendent or specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Locker Searches

A student's locker or desk is the property of Merritt Island Christian School and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided or approved to the school. Unapproved locks will be removed or destroyed.

Automobile Searches

Students are permitted to park on Merritt Island Christian School premises as a matter of privilege, not of right. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for notifying parent of student refusal and terminating the privilege of parking on school property without further hearing. This will effectively revoke student driving privileges to MICS.

Dress / Appearance Code

As a Christian school and as representatives of Christ, we strive to promote a positive image to those around us. The basis we use to establish these guidelines are the Biblical principles of modesty and self-discipline, which are reflected by neatness and cleanliness. In order to maintain a consistent appearance among our students, **MICS uniforms may be purchased from the following designated suppliers:**

- **Sir Walter Uniforms** – Sir Walter is located at 500 South Plumosa Street on Merritt Island. You may contact them at (321) 459-0646.
- **Landsend.com** – www.landsend.com. Customer Service 1-800-741-6311
- **Local Various Stores** – For all shirts, boy's pants and shorts, and girl's pants.
- **Brevard Team Sports** – Will put our new "crest" logo on shirts purchased elsewhere for \$5.00

Shirts

- Polo shirts in navy, gray, and white only. All polo shirts must have an MICS logo.
- Oxford shirts in white only. Oxford shirts must have an MICS logo.

- MICS t-shirts in navy, gray, and white only. T-shirts are only allowed to be worn on Mondays unless otherwise approved in advance by the Administration.
- All undershirts must be navy, gray, or white only. All undershirts must be tucked in.
- Upon college acceptance, SENIORS may wear t-shirts/sweatshirts from the college they have been accepted to on Monday's only.

Pants, Shorts, Capris, and Skorts

- All pants, shorts, and capris must be classic-fit, four-pocket style or Classic Fit pants brand in navy and khaki only. **(Leggings, Jeggings and tight fitted/ripped pants are NOT permitted).**
- All shorts must be no more than 3" above the knee in length. **GIRLS SHORTS MUST BE PURCHASED FROM Sir Walters or Lands' End ONLY AND MUST HAVE THE APPROVED LOGO (paw print) ON THE HEM.**
- Skorts in navy and khaki only.
- External, patch-style pockets and zipper pockets are not allowed.
- **Rolling of the waistband of shorts and skorts to shorten the length is NOT allowed. Paw print logo MUST be visible always.**
- Skirts are not allowed.

Outerwear

- All jackets, sweatshirts, and sweaters must be navy, gray or white in color with no visible logos other than those of MICS.
- **Hoodies attached to sweatshirts may not be pulled over heads.**
- **NO BLANKETS ARE ALLOWED TO BE WORN OVER THE UNIFORM.**
- Students must wear uniform shirts under all outerwear.

Shoes/ Socks

- Athletic style tennis shoes or closed-toe shoes.
- **Leather sandals and flip flops (no RUBBER flip flops or slides).**
- Socks—No stockings, pantyhose, or over the knee socks.

Hair

- **Boys:** Hair is to be worn in a conservative style and neatly groomed. It may be worn over the ear, but no longer than the bottom of the ear. Hair must be off the collar and out of the eyes. Extreme styles and unnatural hair colors are not permitted.
- **Girls:** Hair is to be worn in a conservative style and neatly groomed. Extreme styles and unnatural hair colors are not permitted.

P.E. Uniforms

- P.E. uniforms are purchased through the MICS Athletic Department.
- Students are **REQUIRED** to wear P.E. uniforms during physical education and weight training class.
- P.E. uniforms are only worn during physical education, weight training, and athletic practices **unless being worn due to a DCV (Dress Code Violation).**

Supplementary Dress Standards

- Boys are not allowed to wear earrings.
- Any visible body piercing, with the exception of girls' ears, is not allowed by either boys or girls.
- Visible tattoos are not allowed.
- Girls' make-up and jewelry must be conservative in style.
- Hats, scarves, and bandanas are not allowed.
- Torn or frayed clothing is not allowed.

Disciplinary Action for Dress Code Violations (DCV)

1st DCV:

Student will be sent to the Superintendent's Office to call home and make parent/guardian aware of the violation. If it's a clothing violation, the parent/guardian may bring the proper change of clothing to school. If that is not a viable option, the student will be given MICS gym shorts/shirt to wear that day. Gym shorts/shirt/sweat shirt must be returned within a week, or a \$10.00 fee will be assessed to the student's account.

2nd DCV:

Same as 1st DCV

3rd DCV

A fine of \$25.00 will be assessed and accrue for each additional DVC. This fine will be billed to the student's account with the Finance Office.

Dress for School Related Activities

Casual clothing is acceptable for after-school sports and other activities, but the same standards of modesty, neatness, and cleanliness still apply. No article of clothing may be worn which contains a logo or name of a product whose use is not within the standards established by the school, e.g., alcoholic beverages, tobacco products, or any secular groups or organizations which promote or represent values contrary to Biblical standards.

In-climate Weather

In the event of **SCHOOL DETERMINED** in-climate weather, an email will be sent stating that an additional allowance will be made for the dress on that particular day.

Order of Discipline

At any time, a teacher can refer a student to the principal to handle inappropriate behavior or to deal with a pattern of inappropriate behavior. If a pattern is identified, the parent will be notified and a conference will be set to determine what action should be taken to help the student change their behavior, thinking, or decision-making. In most cases, discipline will be handled in the following order.

- Step 1: Teacher/Student conference - discipline may or may not be given.
- Step 2: Teacher/Parent conference; teacher contacts parent by phone to inform and to seek partnership in changing student's behavior, thinking, or decision making.
- Step 3: Teacher refers unresolved situation to the Principal after steps 1-2 for appropriate action.
- Step 4: If the Principal feels it is necessary, a student/Principal conference will be set up to resolve the behavior with the discipline committee.

Explanation of Discipline Methods

Biblical disciplinary strategies will be utilized to promote a safe and positive atmosphere at school and assist the student in taking responsibility for his/her actions.

The general purpose of Christian education is to produce the image of Christ in the hearts and lives of students. The desired outcome is Christian character. MICS desires to develop a Christian student who exhibits the qualities of Christ consistently – even under pressure. Discipline will be administered whenever a student's behavior deems it necessary. The severity of the discipline will depend on the pattern of the student's behavior. Discipline with love and nurturing is used as a teaching tool and not as a means to hurt the child. Whenever necessary, a parent will be contacted to help correct the student's behavior.

The goal of our discipline will be to develop character that will enable the student to:

- Respect property and assignments. (*Ephesians 4:28*)
- Be prompt in attendance and assignments. (*Proverbs 6:6-9*)
- Exhibit cheerful obedience to authority. (*Hebrews 13:17*)
- Show responsibility in completing other assigned or expected tasks. (*Proverbs 13:4*)
- Show courtesy and respect for others. (*Proverbs 20:4*)
- Exhibit truthfulness in word and life. (*Ephesians 4:25*)
- Exhibit morally good conduct with respect to recreation, social relationships and language. (*Philippians 4:8*)
- Develop Christian love as shown by sensitivity to others' needs and feelings. (*I Corinthians 13*)

Student Response to Discipline

Students are not to display a negative attitude or argue with a teacher regarding discipline or disciplinary assignment. If the student feels a misunderstanding exists, he should obey the teacher without protest, and then take the following steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the Principal regarding the problem.

INFRACTIONS

Class I Infractions

Class I infractions are minor acts of misbehavior in a classroom, on campus, or at school activities. These acts usually result in snack and lunch clean up or a referral. Such misbehaviors include, but are not limited to: body art; dress code violations; hair violations; classroom disruptions; disobedience; disorderly conduct; disrespect toward another student; improper use of cell phone; littering; parking or driving violations; or public display of affection.

Class II Infractions

Class II infractions usually result in suspension and/or disciplinary probation as determined by the Principal and Discipline Committee. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Suspensions should not exceed five (5) days, and disciplinary probation will not exceed one (1) academic semester. In every case of Class II infractions, students will have the opportunity to express their side of the issue and the parents will be contacted.

Class II infractions include, but are not limited to: use or possession of alcohol or tobacco products; fighting; destruction of school property or the property of others; inappropriate use of computers on campus; harassment, physical aggression, intimidation; inappropriate internet activities; speeding or careless driving on campus; disrespect; insubordination or direct disobedience to school employees; cheating; plagiarism; stealing; lying to school employees or other adult authority; profanity; inappropriate jokes or language; practical jokes or pranks; obscene gestures; gambling; skipping class or leaving campus without the permission of the school administration; possession of sexually explicit materials; inappropriate touching or remarks of a sexual nature; recklessly endangering or threatening the safety of self or others; repeated or multiple Class I infractions; or willfully accompanying another student who is involved in a Class II infraction.

Class III Infractions

Class III infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Class III infractions usually result in dismissal as recommended by the administration and Discipline Committee. Class III infractions include, but are not limited to: committing a Class II infraction while on disciplinary probation; committing a second Class II infraction of the same kind in the same academic year; fornication; sexual misconduct; use or possession of drugs or mood-altering substances*; bringing weapons on campus; distribution of pornographic material; tampering with any fire equipment; vandalism; insubordination to parental, school or civilian authority; repeated or multiple Class II infractions; willfully accompanying another student who is involved with a Class II infraction; and any violation of civil or moral law.

Drug Testing

Drug testing may be required upon the request of Administration. Results indicating drug use by the student or a refusal to submit to a drug test will result in suspension or administrative withdrawal. The cost of the drug testing is the responsibility of the student/parent. The student/parents involved are required to abide by any Administration decisions, based on drug testing results.

Description of Possible Consequences (include, but are not limited to)

Snack and Lunch Clean-up

A student may be assigned this consequence for minor classroom disruptions. Students will report to the assigned duty teacher five (5) minutes before the end of snack break and ten (10) minutes before the end of lunch to clean up and straighten the atrium.

Lunch Detention

Lunch detention will require that the student eat lunch in a classroom setting supervised by a teacher.

Suspension

A suspension warns the student and parent that unless a positive and consistent change in behavior is observed, the student may be dismissed or asked to withdraw from MICS. When suspended from school, the student will be placed on disciplinary probation by the Principal and Discipline Committee. Parents of students who receive a suspension are urged to cooperate with MICS in making this correction beneficial to both the student and the school.

Disciplinary Probation

The Principal and Discipline Committee assigns probation for a maximum of one (1) semester. Students not making sufficient progress during the probation may be dismissed or asked to withdraw from MICS. **Students on academic or disciplinary probation may not be permitted to travel on any school-sponsored trip.**

Expulsions

It is our desire that every student succeed at MICS. From time to time, however, the administration will determine, in the best interest of all parties involved, that a student must be dismissed or asked to withdraw from MICS due to poor **behavioral choices**. A dismissal recommendation will be made by the Principal, and Discipline Committee. The final approval will be given by the Superintendent.

Students who are expelled may not be on school property or at any school activity.

Reporting to Authority

Students involved in violations of laws may be reported to the appropriate authorities.

Off Campus Life

Merritt Island Christian School seeks to maintain a Christian testimony in the community. The school's testimony will be determined, to a great extent, by the behavior and lifestyle of the student body. Therefore, the student's activities "off-campus" are important in the building and maintaining of the school's testimony and reputation. Any student involved in activities that are out of harmony with the school's philosophy of life, or the code of conduct, will be subject to disciplinary action. **The school assumes that parents, by having read the application form and Student Handbook, are in agreement with the lifestyle advocated by the school.**

Any student or parent/guardian who takes the position that the "off-campus" life of the student is "none of the school's business" should not be affiliated with Merritt Island Christian School and should not seek enrollment. Our design is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian reputation for our school.

Complaint Resolution Procedure

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parent, parent and school, or any one of the several possible areas. This is often the result of a lack of communication between those involved. The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18: 15-16, *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that every matter may be established by the testimony of two or three witnesses."*

Whether it is great or small matters, this wonderful model is one that we will follow as part of the MICS family.

1. All questions, problems, or complaints should first be brought to the teacher or coach before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the direct supervisor for a face-to-face meeting. For example, if it involves a coach, the Athletic Director should also be present.
3. Only when the above steps have not brought resolution, does the problem find its way to the Superintendent. The Principal and Superintendent will meet with the individuals concerned in order to find resolution to the problem.

Part VIII: Athletics

Eligibility for Extracurricular Activities

All Merritt Island Christian School students are encouraged to participate in an extra-curricular activity. These activities are designed to teach character, leadership and service. Students are permitted to participate in any school activity as long as they are in good standing both academically and behaviorally.

Merritt Island Christian School will follow the bylaws and policies of the Florida High School Activities Association (FHSAA) regarding eligibility for student athletes. Students must be regularly promoted from the previous grade the immediate preceding year.

1. Students must be in regular attendance.
2. Students must be carrying a normal class load and doing satisfactory classroom work, with a satisfactory conduct record as determined by the principal of the school and the standards of this Association.

These rules are governed by FHSAA and are subject to change. (See FHSAA.org) According to MICS policy, a student athlete must be present a minimum of a half-day in order to participate in any extra-curricular activities that day. This includes, but not limited to: practice, games and/or performances.

Merritt Island Christian School Athletic Department Mission Statement:

To inspire student-athletes to use their God-given abilities with the utmost focus and determination to glorify our Savior Jesus Christ in both word and deed.

Merritt Island Christian School Athletic Department Coaching Philosophy:

Love and positive reinforcement are ultimately more powerful than hate, fear, and negativity.

Merritt Island Christian School Athletic Department Program Goals:

- Spiritual—Train our athletes to be Christian examples through the avenue of athletics.
- Academics—To see every athlete reach their fullest potential in route to receiving a Christian education.
- Family—We are a Christian family before all else. We put the team first.
- Win—It is the object of the game and a by-product of hard work and doing things right.
- Fun—We coach and play athletics because they are fun. We must never lose sight of this.

Schedules of all athletic contests are available in the athletic office, the school website at www.miscougars.com. Parents and students are highly encouraged to attend both home and away games.

Elementary students who want to stay at school to watch athletic events must do so with proper adult supervision. Our staff cannot be responsible for supervising any elementary student who comes to an athletic event without a parent. Older high school brothers or sisters who are not participating in the event are permitted to supervise younger students.

Code of Conduct Objective

This code is established to provide consistency in the rules for how coaches, players, and parents are to conduct themselves at school sponsored athletic events. In addition, this Code of Conduct establishes rules for disciplinary action if this code is broken. These rules are written to serve as a general framework of Merritt Island Christian School Athletics. It is not intended to include all issues that might be considered improper conduct. These codes are established by the Merritt Island Christian School Board and Athletic Department and may be appealed only to the School Board.

The MICS Athletic Code of Conduct

At any MICS event, practice, or competition, any **individual** who: verbally abuses, attempts to intimidate, is flagrantly rude, uses inappropriate or vulgar language or actions with an official, coach, player, other spectator or administrator will be asked to leave the MICS event. He or she will receive a written warning regarding their behavior and, **if a parent or guardian**, his or her child(ren) will be immediately removed from the MICS event. This **individual** will be on probation for the remainder of the school year.

Any **individual** that commits a second offense will be banned from MICS athletic events for the remainder of that season and, **if a parent or guardian**, their child(ren) will be removed from all MICS teams for the remainder of the school year.

Any **individual** who physically assaults an official, coach, player, other spectator or administrator will be banned from MICS athletic events, and, **if a parent or guardian**, their child(ren) will be removed from all MICS teams for the remainder of the school year.

If the **individual** commits a second physical offense, he or she will be permanently banned from MICS athletics and, **if a parent or guardian**, the child(ren) permanently removed from MICS athletics.

NOTE: The term physical assault includes, but is not limited to: hitting, slapping, pushing, grabbing, spitting, kicking, or striking in any way any part of the body.

The MICS Code of Conduct Commitment Statement

I will:

- Remember that I am at a contest to support MICS in a Christ-like manner, and to enjoy the skill and competition.
- Never intimidate or ridicule **any team, officials, coaches** or fans.
- Remember that athletics are learning experiences and mistakes are sometimes made.
- Praise athletes in their attempt to improve themselves as athletes and as people.
- Understand that admission to MICS athletic events is a privilege, and not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game to understand and appreciate why certain situations take place.

- Show respect to **all** players, coaches, spectators, and support groups.
- Respect the integrity and judgment of the officials.
- Recognize and show appreciation for an outstanding play by the other team.
- Recognize and compliment the efforts of administrators in emphasizing the benefits of educational athletics and the rule of good sportsmanship to that end.
- Remember that school teams take precedence over all other teams.

Athletic Handbook

Participation

- **ALL TUITION PAYMENTS MUST BE CURRENT**
- Every middle school/high school student who desires to participate will be given the opportunity to try out for a school sponsored team. Playing time for the players of each individual team will be handled exclusively at the discretion of the coach for that particular team. **Making a team does not guarantee playing time.**
- Any athlete whose desire is to quit or is dismissed from a given team must then make an appointment with the coach, parent and athletic director. The reasons for the athlete's departure from the team will be discussed in full. Immediately following the meeting, the athlete must submit a written appeal for consideration and eligibility to participate on another athletic team. This letter should be sent to the secondary principal and athletic director within two weeks of the athlete's departure. Upon review of the appeal, the athlete may or may not receive eligibility to participate on another athletic team during that school year. This policy must be followed or the athlete will not be eligible to participate on any other athletic team the remainder of that year. They will also not be eligible to be a part of the team the next year that the athlete departed from the previous year.
- Teams may consist of 6th-12th grades. Junior Varsity teams may consist of 6th-11th grades. Middle School teams may consist of 6th-8th grades.
- Each athlete must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale through the end of the previous quarter. For 6th, 7th, and 8th grade, an athlete must have been regularly promoted from the previous grade, carry a normal class load, do satisfactory classroom work and maintain a satisfactory conduct record.
- Each athlete must be less than 19 years 9 months old to participate in high school; and 15 years 9 months to participate in middle school. On the day the athlete reaches these ages regardless of when that day is, the athlete becomes ineligible to participate on that level.
- Athletes may participate on only one team during a season. An exception may be made through a meeting with the athletic director, coach, athlete and parent.

Eligibility

- All student athletes desiring to participate on a team must have a current physical, and all related paperwork, completely filled out and on file in the athletic office before they are eligible to participate in try-outs for any team.
- Physical paperwork documents needed:
 - FHSAA EL2 (all sections)
 - FHSAA EL3 (all sections)
 - NFHS: Concussion in sports course
- These documents are available from the Athletic Director, FHSAA.org or www.micscougars.com.

Classroom Conduct

- Athletes must adopt the attitude that “they are students first.” Each member of the MICS Athletic Program will conduct themselves in a manner that is consistent with the guidelines of the school handbook policies.
- Classroom Conduct grades will also be monitored by the coaches. Unsatisfactory conduct in any class may result in the athlete’s immediate removal from the team.

Attendance at Practice

- Attendance at practice is a necessary component of the success of an athletic team. If an athlete misses practice (excused or unexcused), the head coach reserves the right to limit an athlete playing time as a consequence.
- It is the responsibility of each athlete to notify the coach IN ADVANCE of any absence from practice. This may be done by an email, phone message, or in person with documentation, but not through a friend.
- If a player is in attendance at school, the athlete is expected to attend practice.
- According to MICS policy, if a student misses more than one half day of school on the day of a game, performance, or event, the student may be ineligible to participate in that school sponsored event, including practice.
- Excused and Unexcused Absence:
 - If an athlete misses a practice for any valid reason (ex. death in family, fever, vomiting) and notifies the coach IN ADVANCE, this is considered an excused absence.
 - An unexcused absence is given to an athlete who fails to notify the coach IN ADVANCE, or if the athlete does not have a valid reason for missing practice. If an athlete has TWO unexcused absences the athlete may be dropped from the team. Appeals may be made to the Athletic Director.

Expectations

- All high school athletes will be encouraged to participate in the off-season strength and conditioning program. Each team will have its own off-season workout schedule.
- Fall sports teams take precedence since those teams will be in season when school starts.

Lettering

An athlete may earn a letter in a varsity sport if the athlete was a member of the varsity team for the entire season. Lettering in a sport is an honor that is earned by competing in at least half of the games throughout the season. Other areas each coach may take into consideration for lettering an athlete is their ability to be coached, dependability, integrity and work ethic. Our desire is for each athlete to be proud in wearing the athletic letter they have earned while being a part of a team here at MICS.

An injured player may receive a letter if, in the opinion of the head coach, the athlete would have participated enough to have lettered had he or she not been injured, and if the athlete served the team in some capacity while injured. Additionally, a team manager may be awarded a letter if the student is regular in attendance at the teams' practices and has faithfully been of service to the team.

When an athlete earns their first letter, they receive one letter and a pin for each sport in which they lettered. After the first letter is earned in a sport, a bar is given to represent each additional year lettered.

Crisis Control

- Philosophy: Players must never perpetuate a fight and should leave the field or court immediately so they might not be construed as promoting an incident.
- Reaction: Once a fight erupts, all players must immediately leave the field or court and "squad up" on their own bench. No one is allowed to touch an opposing player. If one of our players is in trouble and is within an arms-length of another player, then that player is allowed to pull his or her teammate out of the fracas. If the player is not within arm's length, then they must leave the field or court and let the coaches retrieve any remaining players on the field or court. It must be clearly understood that failure to respond immediately to the "crisis control" program will result in disciplinary action.

Parent/Coach Connection

Parents and coaches need to work together toward the development of the player. One of the hardest things for a parent to accept is their own child's athletic limitations. With this in mind, we begin to understand why conflicts may arise between parents and coaches.

Coaches' Rights

All head coaches are under the authority of the Athletic Director.

1. The head coach has the right to select his or her team.
2. The head coach has the right to select the style of play.
3. The head coach determines the position for the player that will best benefit the team.
4. The head coach determines playing time and playing time is non-negotiable with players and parents.

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your child.
3. Consistency.
4. Locations and times of all practices and contests.
5. Team requirements (i.e. off-season conditioning, basic equipment needs, etc.)
6. Procedures to be used if your child is injured at practice.
7. Discipline that may result in the denial of your child's participation.

Communication Coaches Expect From Parents

1. Notification of any schedule conflicts well in advance.
2. Medical or physical limitations of your child.

Appropriate Concerns That May Be Discussed With Coaches

1. The treatment of your child, both mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Issues Not Appropriate To Discuss With Coaches

1. Playing time.
2. Style of play or strategies.
3. Play calling.
4. Players' position.
5. Other student/athletes.

Protocol For Discussing Concerns With Coaches

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach and generally do not promote resolutions.

1. If a concern needs to be addressed, then it needs to be handled person to person and not through a phone call or via email.
2. First, the player needs to talk with the coach individually.
3. Second, call **or email** to set up an appointment with the coach. If the coach cannot be reached, call **or email** the Athletic Director and he **or she** will set up the meeting for you within 48 hours of the date notified of the issue.
4. Third, in order for a meeting with the coach to take place, both the player and parent must be present.

5. Last, if the concern cannot be resolved, after these steps have been taken, then meeting with the Athletic Director and all three parties involved will be scheduled within 48 hours of the date the Athletic Director was notified.
6. The MICS Superintendent, with approval from the MICS School Board President and/or the pastor of First Baptist Church Merritt Island, may override the Protocol for Discussing of Concerns with Coaches, when the school superintendent deems policies have not been appropriately followed through.

Uniforms and Equipment

- The uniforms and equipment that are issued to athletes are of very high quality. Any loss or damage to the school equipment or uniforms due to neglect or carelessness by the athlete/parents of the athlete will be repaid in full to the school by the athlete/parents of the athlete.
- Students are responsible for anything of value they bring to school. The school is not responsible for lost or stolen items. During physical education classes and athletics, valuables must be locked in a locker, either the book locker or one of the lockers in the locker room. Locks are available through the Athletic Director's office for use in the locker room.

Team Travel

- Some of the opponents of MICS are located a great distance from Merritt Island. Athletes will be transported, as a team, to and from the games in school buses or vans. There may be occasions when parents are asked to help with transportation. These situations will be handled through the Athletic Director's office.
- All athletes will return to the school with the team unless the parent of the athlete signs a check out sheet with the coach at the event. No athlete will be allowed to ride home from a game with another athlete's parent without a signed letter granting permission to do so.

Insurance

All enrolled MICS students are covered by the MICS school insurance plan. **HOME SCHOOL STUDENTS ARE NOT COVERED UNDER THE SCHOOL INSURANCE PLAN AND MUST SHOW PROOF OF INSURANCE PRIOR TO PARTICIPATING ON AN MICS ATHLETIC TEAM. HOMESCHOOL PAPERWORK CAN BE RECEIVED FROM THE ATHLETIC DIRECTOR OR ON WWW.FHSAA.ORG, or WWW.MICSCOUGARS.COM (under athletics eligibility and forms).**

Home School Athletes

Home school students are welcome to participate on MICS athletic teams unless it is determined that cuts are necessary in a specific sport. These students will be considered first unless they have already completed two years of prior varsity team experience at MICS. All full-time enrolled MICS students will have first priority in making the roster of an athletic team as long as they have the experience and are capable of meeting the physical demands of the sport. The coach/coaches will evaluate each individual athlete and meet with the athletic director to finalize the roster.

In order for a home school student to participate on a MICS team, they must make an appointment with the athletic director to secure a home school athlete packet. This packet will contain an application form, all FHSAA forms and the physical forms. All forms must be filled out completely and returned to the athletic office at least two weeks prior to the FHSAA official start date of that sport. The athletic fee of \$250 per sport must accompany the completed forms and the student must be approved by the FHSAA before they may try out for any team.