

# 2019-2020



## Elementary Parent/Student Handbook

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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 academic standards.
- 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.

24/7 Standard: MICS students are expected to conduct themselves as Christians at all times.

## 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 coequal 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 coequal 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 to 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, drama, guest speakers and other special activities. Chapel is every Thursday. All chapel (K-6) is 8:10-9:00 AM.

### **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**

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.

## **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. The school does not discriminate on the basis of race in administration of its educational policies, admissions policies, financial assistance, athletics and other school-administered programs.

## **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.

## **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 Christ like. 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 (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 Aid**

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.

## **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 Council on Accreditation and School Improvement (SBACSCASI) and the Florida High School Athletic Association (FHSAA).

## **ELEMENTARY MAIN EVENTS CALENDAR 2018-2019**

All events are posted on school-wide calendar on the MICS Home Page [www.micscougars.com](http://www.micscougars.com) All dates are subject to change.

## **Before School and After-School Hours**

**Merritt Island Christian School office hours are from 7:30 a.m. to 3:30 p.m. every school day.** Students sixth grade and under who are on school grounds before 7:30 a.m. will be sent to childcare and charged a minimum one-half hour charge. Students who stay after school for activities, whether they are church or school activities, **need to be under adult supervision.** All students sixth grade and under will be sent to childcare if an approved adult has not picked them up.

## **Student Drop-Off and Pick Up**

All elementary students may be dropped off at the front, north entrance of MICS. Please do not park in front of the school for student drop-off. There needs to be a continual flow for student drop-off. The Atrium is the drop-off destination for elementary students. The first week, teachers will be holding signage indicating class and grade, and staff will be assisting parents and students as they enter. **Parents cannot drop their student off outside the classroom door in the morning. Students may not be left unattended. This is an unacceptable and dangerous practice.**

Kindergarten through sixth grade students should be picked up in the Atrium by 3:15 p.m. Students will be released only to those individuals 9<sup>th</sup> grade and older designated on the proper form as allowed to pick them up. Verification will be made if there is a question. Students not picked up by 3:15 p.m. will be escorted to after school care.

## **Early Drop-Off or Late Pick-Up**

Students will be received starting at 6:30 a.m. Students K-6<sup>th</sup> grade arriving before 7:30 a.m. report to The Academy Office and are checked in there. Students in grades K-6 who are picked up between 3:15 and 5:50 p.m. will be sent to childcare and released from the Academy desk located downstairs in the north hall of the Children's Building. There is a minimum 30-minute charge.

## **Childcare Billing**

The following late policy is in effect for children picked up after 6:00 p.m.

- Late pick-up occurrences will result in a fee of \$1.00 per minute for each child picked up after 6:00 p.m.
- All childcare fees are to be paid weekly, and no later than the Friday of each week.

## **School Planner**

Students will be given a School Planner for daily communication. It is the parent's and teacher's responsibility to check and sign it every day.

## **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, history, computer, music, art, and physical education are provided at appropriate levels.

## **Kindergarten Overview**

Merritt Island Christian School kindergarten classrooms have a student/teacher ratio of 15 to 1.

Our kindergarten program uses A Beka for reading, writing, math, science, and social studies. Our Bible curriculum is Positive Action. Kindergarteners attend six enrichment classes weekly: music and drama, art, physical education, computer lab, Spanish, and library.

Kindergarteners have the opportunity to take private piano lessons.

Our kindergarteners attend chapel on Thursday mornings from 8:10 – 9:00 a.m. Parents are always welcome!

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

During the first 30 days of school, a readiness assessment is given to all kindergarten students. Our Kindergartners are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

We end our kindergarten year with a Kindergarten Celebration! We combine our graduation ceremony with a grand finale, “Yeehaw Hoedown”! This is a fun event for family and friends.

### **First Grade Overview**

Merritt Island Christian School first grade classrooms have a student/teacher ratio of 18 to 1.

Our first grade program uses A Beka for reading and language arts, math, cursive writing, science, and health. We use Bob Jones for our history curriculum. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. Our Bible curriculum is Positive Action. Accelerated Reader, a computer program that increases the reader’s comprehension, is available second semester. Razz Kids is also used for reading.

First graders attend six enrichment classes weekly: music and drama, art, physical education, computer lab, Spanish, and library. The first grade computer curriculum is Kidpix 4, Brain Pop, Jr., and Type to Learn.

First graders have the opportunity to take private piano lessons.

Our first graders attend chapel on Thursday mornings from 8:10 – 9:00 a.m. Parents are always welcome!

First grade students also have the opportunity to participate in the ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

Our first graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

### **Second Grade Overview**

Merritt Island Christian School second grade classrooms have a student/teacher ratio of 18 to 1.

Our second grade program uses A Beka for reading and arithmetic. We use Bob Jones language arts, history, and science curriculum. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. Accelerated Reader, a computer program that increases the reader's comprehension, begins at the start of the school year. Razz Kids is also used for reading. Our Bible curriculum is Positive Action.

Second graders attend six enrichment classes weekly: music and drama, art, physical education, computer lab, Spanish, and library. The computer curriculum includes Kidpix 4, Type to Learn, and Brain Pop, Jr.

Second graders have the opportunity to take private piano lessons.

Our second graders attend chapel on Thursday mornings from 8:10 – 9:00 a.m. Parents are always welcome!

Second grade students have the opportunity to participate in the ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

Our second graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

### **Third Grade Overview**

Merritt Island Christian School third grade classrooms have a student/teacher ratio of 22 to 1.

Our third grade program uses A Beka curriculum for math. We use Bob Jones Curriculum for history, science, reading, and language arts. Our Bible curriculum is Positive Action. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. We implement Accelerated Reader, a computer program that increases the reader's comprehension. Razz Kids is also used for reading.

Third Graders attend six enrichment classes weekly: music and drama, art, physical education, computer lab, Spanish, and library. The computer curriculum is Learning.com and Type to Learn.

Third graders have the opportunity to take private piano and singing lessons and participate in *Encore*.

Our third graders attend chapel on Thursday mornings from 8:10 –9:00 a.m. Parents are always welcome!

Third grade students also have the opportunity to participate in Math Olympics and the ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

Our third graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

### **Fourth Grade Overview**

Merritt Island Christian School fourth grade classrooms have a student/teacher ratio of 22 to 1.

Our fourth grade uses Bob Jones for language arts, reading, science, and history. A Beka curriculum is used for math. We implement Accelerated Reader, a computer program that increases the reader's comprehension. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. Our Bible curriculum is Positive Action. Technology is integrated throughout the curriculum.

Fourth graders attend six enrichment classes weekly: music and drama, art, physical education, computer lab/media production, Spanish, and library. The computer curriculum is Type to Learn 3 and Learning.com.

Fourth Graders have the opportunity to take private piano and singing lessons and audition for our elementary show choir, Showstoppers.

Our fourth graders attend chapel on Thursday mornings from 8:10-9:00 a.m. Parents are always welcome!

Fourth graders have the opportunity to participate in Math Olympics, Geography Bee and ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

Our fourth graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

### **Fifth Grade Overview**

Merritt Island Christian School fifth grade classrooms have a student/teacher ratio of 22 to 1.

Our fifth and sixth grade students operate on a wheel schedule. This schedule helps prepare our students for their transition into middle school.

Our fifth grade program uses Bob Jones curriculum for language arts, reading, science, history, and Bible. We use A Beka Curriculum for math. IXL, an online resource will be utilized as a supplemental in math, language arts, science, and history. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. We implement Accelerated Reader, a computer program that increases the reader's comprehension. Technology is integrated throughout the curriculum. The computer curriculum includes Learning.com., Type to Learn 3, and Microsoft Office. Please see the syllabus for projects to be assigned throughout the year.

Fifth graders attend six enrichment classes a week: music and drama, art, library, physical education, computer lab/media production, and Spanish. The computer curriculum includes Learning.com., Type to Learn 3, and Microsoft Office.

Fifth graders have the opportunity to take private piano and voice lessons and audition for our elementary show choir, Showstoppers.

Our fifth graders attend chapel on Thursday mornings from 8:10-9:00 a.m. Parents are always welcome!

Fifth graders have the opportunity to participate in Math Olympics, Geography Bee and ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Kindergarten through sixth grade girls may participate in the MICS Elementary Cheerleading program. Kindergarten through 6<sup>th</sup> grade boys may participate in Elementary Football Day.

Our fifth graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

### **Sixth Grade Overview**

Merritt Island Christian School sixth grade classrooms have a student/teacher ratio of 22 to 1.

Our fifth and sixth grade students operate on a wheel schedule. This schedule helps prepare our students for their transition into middle school.

Our sixth grade program uses Bob Jones curriculum for language arts, reading, science, history, and Bible. We use A Beka Curriculum for math. IXL, an online resource will be utilized as a supplemental in math, language arts, science, and history. We use the Six Traits of Writing Program to instruct in the six essential key elements of writing. We implement Accelerated Reader, a computer program that increases the reader's comprehension. Technology is integrated throughout the curriculum. The computer curriculum includes Learning.com., Type to Learn 3, and Microsoft Office. Please see the syllabus for projects to be assigned throughout the year.

Sixth graders attend five enrichment classes weekly: music and drama, art, physical education, library, and computer/media production.

Sixth graders have the opportunity to take private piano and voice lessons. They can also audition for our Elementary show choir, Showstoppers.

Our sixth graders attend chapel on Thursday mornings from 8:10 – 9:00 a.m. Parents are always welcome!!

Sixth graders have the opportunity to participate in Math Olympics, Geography Bee, and ACSI Spelling Bee. These students are chosen based on individual levels of accuracy and proficiency.

Sixth grade students have the opportunity to participate in MICS Elementary Cheerleading, Elementary Football Day, and secondary athletics, as well.

Our sixth graders are given two assessment tests: the **IOWA** Assessment Test, which assesses academic achievement based on previous and present instruction, and the **CogAT** Ability Test, which measures cognitive abilities related to potential to learn. These tests are administered in April.

## **MICS Elementary Homework Policy**

### **Why we assign homework:**

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, prepares students for upcoming lessons, teaches responsibility and helps students develop positive study habits.

### **When homework will be assigned:**

Homework will be assigned Monday, Tuesday, Thursday and Friday nights. Homework is not assigned to elementary students on Wednesday nights. However, regularly scheduled tests, such as spelling or Bible may be given on Thursdays.

### **Student's homework responsibilities:**

We expect students to do their best job on their homework. We expect homework to be neat, not sloppy. We expect students to do the work on their own and ask for help only after they have given it their best effort. We expect that all assignments will be turned in on time.

### **Teacher's homework responsibilities:**

Teachers check all homework. We strongly believe in the value supportive feedback plays in motivating children to develop good study habits.

### **Parent's homework responsibilities:**

Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, not let children avoid doing homework, and contact the teacher if you notice a problem.

### **If students do not complete homework:**

If students choose not to do homework, we will ask that parents begin checking and signing completed homework each night. If students choose to make up homework the next day, their homework will be accepted but they will receive a one-grade reduction on that assignment. If they choose not to make up missed homework, students will receive a grade of F for the assignment missed.

If there is a legitimate reason why a student is not able to finish homework, please send a note to the teacher the day the homework is due stating the reason it was not completed. The note must be signed by the parent.

## **ESTABLISHED HOMEWORK TIME GUIDELINES FOR ELEMENTARY STUDENTS AT MICS**

(There will be times throughout the year when a special project will be assigned.)

Kindergarten – up to 10 minutes a night, twice a week

First Grade – up to 10 minutes a night, no weekend homework

Second Grade – up to 20 minutes a night.

Third Grade – up to 30 minutes a night.

Fourth Grade – up to 40 minutes a night.

Fifth Grade – up to 50 minutes a night.

Sixth Grade – up to 60 minutes a night.

PLEASE REALIZE THAT THERE COULD BE AT LEAST A 10 MINUTE VARIANCE IN THIS SCHEDULE AT ALL GRADE LEVELS.

*Two days for every day missed will be allotted to make up missed work for an excused absence. Assignments missed due to unexcused absences will receive a grade of zero.*

Types of Homework:

- Unfinished class work
- Work to be neatly redone
- Extra written or oral drill to master a concept
- Study for upcoming tests
- Correction of previous tests
- Projects to be completed

### **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. We ask that you make arrangements to pick up your ill child within an hour of being contacted. **IT IS ESSENTIAL THAT YOU inform the school nurse of any medical changes.**

### **Immunizations**

The Florida Department of Health requires:

- Documentation of immunization must be submitted to the Admissions Director by the first week of school.

### **Illness**

Children should not come to school under the following conditions:

- **FEVER:** Children that have had a fever 100° or higher within the previous 24 hours. Child must be fever free without medication for 24 hours.
- **CONJUNCTIVITIS:** Commonly known as "pink-eye". The child may return to school 24 hours after treatment with antibiotic eye drops.

- **DIARRHEA:** If fever is present and/or two or more episodes occur in one hour.
- **VOMITING:** If fever is present or more than one episode occurs.
- **RASHES/IMPETIGO:** Rashes associated with internal diseases are almost always contagious.
- **HEAD LICE:** After treatment with an effective medication, all nits removed from the hair, and after being checked by the school nurse, the child will be allowed to return to school.

If symptoms of illness develop while your child is at school, you will be notified. If it is necessary for your child to leave, arrangements must be made for pick up within one hour. We realize all symptoms do not indicate serious illness. However, for the protection of all children in our care, the staff and/or school nurse will make the decision whether or not your child should be picked up.

If your child has been sent home with an illness, they will not be allowed back to school until they are symptom free for 24 hours.

### **Medication**

Our clinic 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 School Clinic in the Atrium Building.

### **FACTS SIS/Parent's Web**

FACTS SIS is an internet communication resource provided to every family at Merritt Island Christian School. FACTS SIS is the most important and informative line 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 FACTS SIS regularly for important news through emails, grades, report cards, classroom information, athletic information and more. The school master calendar is also posted on RenWeb. **REPORT CARDS FOR GRADES 1-6 WILL BE PROVIDED ELECTRONICALLY ONLY THROUGH FACTS SIS (no hard copies will be sent home).**

### **Student Messages and Deliveries**

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 each time they move or change jobs. 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. 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 requesting transportation by another MICS parent/guardian.

## **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; 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.

## **Handling of Money**

Please do not allow students to carry large amounts of money to school. 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 is open on Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 3:30 p.m., and open on Wednesday from 7:30 a.m. to 6:00 p.m. 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.

## **Snack**

Every class has a snack, usually in the morning. Please send a nutritious snack and water **ONLY**. Suggested snacks to send include fruit, raisins, crackers, and cheese.

## **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. Separate lunch periods are provided for elementary and upper school students. 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. MICS provides an allergy free table at both lunch periods.

### **Elementary Lunch Times**

Kindergarten - 3rd grades: 10:55-11:25 a.m.

4th - 6th grades: 11:30 a.m. – 12:00 p.m.

### **Elementary Lunches**

Students can purchase lunches from the lunch menu or bring a lunch. Please do not send foods that need to be heated or refrigerated. Lunches which are left at home or in the car are to be brought to the school office. If a child forgets his/her lunch, the school will provide a lunch for that child at a charge of \$2.50.

Parents may take their child out to lunch (please check students out through the front office before leaving). **Parents** may purchase a snack for their child from the Cougar Café. Due to possible allergic reactions to certain food types, we ask that you purchase items for your child only. Parent/Guardian lunch visits are with your student only in the Florida Room. The Atrium is closed to parents/guardians for lunch.

## **Animal Visits**

No animals are allowed on the school premises without prior approval. This is a school liability issue.

## **Cellular Phone/Electronic Device Policy**

In order to maximize student learning, the following policy will be enforced:

Although cell phones/electronic devices are permitted on campus, they **MAY NOT** be turned on or used for any purpose during school hours. This includes voice mail, text messages, games or calls to and from parents. In the event a parent needs to contact a child, please call the school office. If a student violates this policy, the phone/device will be placed in the Principal's office until retrieved by a parent.

## **Social Media/Technology**

### **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.

### **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.**

### **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).

### **Front Office Phone Use**

The following policy and procedures governs the front office phone use:

- Students are only allowed to use the front office phone for emergencies; i.e., a previously scheduled club has been cancelled for the day and the student needs to be picked up.
- Students may not use the phone if they forget their lunch. The student will be offered a meal from the Cougar Café at a charge of \$2.50.
- Students may not use the phone if they forget something at home; i.e., P.E. clothes or assignments.

### **Valuables**

Students are responsible for anything of value they bring to school. The school is not responsible for lost or stolen items.

### **Visiting the Campus**

We encourage parents to visit the school. Out of respect for our teachers, we require that you call the school office to schedule your classroom visit. Before entering the classroom, please stop by the school office. Parents are limited to twenty minute visits. 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.

All elementary recesses will be closed. Parents or adult guests may not go out to recess with any elementary class. This is for the protection and safety of all our students. The students remain under the supervision of MICS teachers.

### **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 reopens.

### **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 III: Elementary 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.

### **Classification of Students**

Recommendations for promotion or retention are based on overall student achievement in each course. Students who are not on grade level in a particular subject may be required to have completed an approved summer school course or have documented tutoring during the summer (with prior approval from the school). Promotion and retention is based on recommendation from the faculty to the principal and superintendent.

### **Grading 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.

Kindergarten students receive grades for readiness skills the first nine weeks. The second nine weeks they receive grades for readiness skills and subjects. Report cards are sent home every nine weeks. The exact dates are recorded on your school calendar. Elementary students will receive an Interim Report if their grades drop below a "C" in any class.

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. The fourth quarter report card will be held until account is paid in full.

### **Grading Scale**

The academic grading scale for Kindergarten and elementary enrichment classes is:

E = Child's progress exceeds expected level

G = Child's progress at expected level

S = Child's progress at slower rate than expected

N = Needs improvement

U = Unacceptable

The academic grading scale for Grades 1-6 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

Students in elementary will also be evaluated for Effort/Conduct/Piano using the following:

**E=Excellent G=Good S=Satisfactory N=Needs Improvement U=Unsatisfactory**

### **Honor Roll and Principal's List**

The Merritt Island Christian School Honor Roll system is used as an incentive for students to do their academic best in 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 consists of students who earn all A's. For elementary students, Effort/Conduct grades will reflect nothing lower than *Satisfactory*.

Honor Roll is for students who earn all A's and B's. Effort/Conduct grades will reflect no more than one (1) *Needs Improvement* in any grading period. *Unsatisfactory* in Effort/Conduct will eliminate students from either category.

### **Attendance**

In order for Merritt Island Christian School to maintain high academic standards, the following policies have been adopted to discourage unnecessary absence and tardiness during the school year. The school calendar affords many days of vacation. Parents are encouraged to take their vacations and family trips during scheduled school holidays.

All students must maintain regular attendance. This is necessary to successfully complete the daily academic requirement at Merritt Island Christian School and to conform to the State of Florida attendance laws. Any student, who misses more than nine (9) days in a semester (18 week period), may be asked to repeat the entire semester. In the event that a student accrues nine absences in a semester, the principal will set up a conference with the parents.

If your child is absent due to illness, please call the school clinic, 453-2710, ext. 305, prior to 8:00 A.M. so that this can be noted on the student's record. Clinic personnel will also assist parents desiring to obtain assignments for children who are ill. Due to time schedules and teaching load, teachers may be unable to produce assignments for make up work on short notice.

### **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), and school office (302). Excused absences will be granted **ONLY** for the following reasons unless approved by school administration:

- Illness or injury (If extended illness, a note from a doctor must be presented).
- Marriage or bereavement in the family.
- Medical appointments which cannot be scheduled outside of school hours require an excuse from the doctor's office in order for the absence to be excused.
- School sponsored trips including athletic events.
- Unusual hardships (as determined by the administration).

*Two days for every day missed will be allotted to make up missed work from an excused absence. Assignments missed due to unexcused absences will receive a numerical grade of zero.*

### **Pre-Arranged and Emergency Absences**

Pre-arranged absences will be handled through the principal's office and by written notice only. Emergency absences will be handled on an individual basis.

### **Returning to School After an Absence**

In order for an absence to be excused, a written note must be submitted, which includes the dates absent, reason for the absence, and a parent or guardian signature. Additionally, the reason for the absence must meet the criteria for an excused absence. Upon returning to school after an absence, it will be the student's responsibility to obtain any make-up or missed work. For excused absences, the student will be allowed two days for every day missed to make up work with no penalty. Any prolonged absences may receive additional days and will be handled by each individual teacher.

### **Tardiness for Elementary Students**

Four tardies will equal one absence. Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school.

### **Absences after Athletic Events**

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

### **Student Check-In Procedure**

All students who are late will check in at the main school office.

### **Parent-Teacher Conferences**

We encourage parent involvement in the success of their child's education. Parent-Teacher conferences are an important part of the communication process at MICS. Parents may set up a conference by either calling the school office or sending a note to the teacher. Parent-Teacher conference nights are scheduled once a semester. We also ask parents not to call staff or teachers at home unless it is an emergency. Teachers may need to call parents at home, 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.

In the spring of each year, all kindergarten through sixth grade students are given the **IOWA** and **CogAT** Test of Academic Ability.

### **Student Birthdays/Other Events**

Regular school hours are not an appropriate time to schedule birthday parties or other social events. However, children are permitted to bring cookies or cupcakes for birthdays to share with their class at lunchtime. Please notify the teacher one week prior to the student's birthday and at that time please check with the teacher for any possible student allergies. On that day, the cupcakes or cookies can be

brought to the school office until delivered at lunchtime. Please do not send balloons or other party items.

MICS will help you honor your child on their birthday by posting their name under “Happy Birthday” greetings on the east side of the school sign in front of the school. Names will be posted for 24 hours. Sorry, no alteration can be made to the greeting. Space is limited, so forms are accepted on a “first come, first served” basis. Forms may be picked up from the school offices; they can also be found on the school’s website under “Forms.” Forms will only be accepted for the current month. The cost is \$20 per name, and payment must be made by cash (exact change, please) or check only, and **must** accompany the completed form. No phone orders accepted. **NO EXCEPTIONS!** All funds will be applied to MICS technology needs.

### **Kindergarten Celebration**

Your child will have the opportunity to participate in a fantastic production at the end of the year—A graduation celebration and Yeehaw Hoedown. This is part of the kindergarten experience and participation is expected on the part of the child. Parental involvement is needed to make the production a success. The possible areas you should be involved with are: decorations, props, costumes, or preparing for the reception.

The morning of graduation, you can drop off your refreshments in the Atrium. The night of graduation, parents are officially off-duty; teachers and staff will be dressing students and taking care of the reception. You can drop off your child at the scheduled time, and you will then be able to enjoy the graduation ceremony, hoedown production and the reception that follows.

### **Sixth Grade Celebration**

Sixth Grade Celebration is a graduation ceremony and luncheon for sixth graders, their parents and guests, in celebration of their completing elementary school and transitioning into the middle school program at MICS.

## **Part IV: Student Conduct**

The MICS Code of Conduct is founded in our belief of 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**

- 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 of students in any form will not be tolerated (see “Bullying Policy” pg. 24).

- Destruction of school property is a serious offense. Any 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 clean and worn according to school policies at all times. Students are to be neat, well groomed, and modest at all times. See the Dress Code on page 29 for specific guidelines.
- Dangerous items such as, but not limited to, weapons, water pistols, lighters and matches are not permitted on campus.

### **Elementary Love & Logic Discipline Policy**

Rules in our classrooms are few. We believe that all children are different, and all actions and reactions vary and are personal in nature. Effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

#### **Guidelines for student behavior:**

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

#### **In ensuring that the above guidelines are adhered to, teachers will operate with the following principles as their guide:**

1. Teachers will react without anger or haste to problem situations.
2. Teachers will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. Teachers will proceed in all situations with the best interest of the child foremost in their mind: academic, social, and emotional well-being will be fostered.
4. Teachers will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. Teachers will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. Teachers will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.

### **Bullying Policy**

In a response to a trend in many schools, Merritt Island Christian School recognizes that bullying can happen. It is wrong and unacceptable. It goes against what our school is about, 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. Elementary students will use the Stop-Walk-Talk program.

When bullying occurs:

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

We define bullying as:

- Deliberate, repetitive, hurtful 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 (in a calm, non-emotional manner).
- Bully behavior will be confronted 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 includes:

- 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 room.
- 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 that 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 (see page 17)

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 upon 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 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, 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, other personal property, student lockers, desks, 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.

### **Order of Discipline**

A teacher can refer a student at any time 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 unchanged behavior. The School Discipline Committee may assist with resolution of behavior.

### **Explanation of School Wide 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 and 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*)

### **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, inappropriate use of cell phone, littering, public display of affection, or text messaging during school hours.

### **Class II Infractions**

Class II infractions usually result in 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, improper use of computers on campus, harassment, physical aggression, intimidation, improper internet activities, 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 III 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 expulsion. 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:**

#### **Lunch Clean-up**

A student may be assigned this consequence for minor classroom disruptions.

#### **Lunch/Recess Detention**

Detention will require that the student remain in the office supervised by office staff.

Office detention will require the student to complete classwork and spend the day in the office.

#### **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.

**Based on the severity of the infraction, students serving suspensions may receive a zero to a maximum grade of 70% for all class work, quizzes and tests missed during the suspension. Teachers will, however, require that the class work be completed to ensure that the student is familiar with the information covered.**

## **Disciplinary Probation**

Disciplinary probation is assigned with a suspension. 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 will 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 a poor pattern of behavior or academic choices. A dismissal recommendation will be made by the Principal. The final approval will be given by the Superintendent. Students who are expelled may not be on school property or at any school activity on or off campus.

## **Dress 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 can 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.
- **Lands End**- www.landsend.com  
Customer Service 1-800-741-6311
- **Local Various Store**
- **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; with an MICS school logo
- White collared shirts must be worn with the jumpers
- MICS t-shirts & patriotic 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.

## **Pants, Shorts, Capris, and Skorts:**

NO LOGO NEEDED ON SHORTS OR PANTS FOR GRADES K-6<sup>th</sup> grade

- Classic fit Dockers/Dickies/Chino style pants in Khaki or Navy color **ONLY**
- Classic fit means back slit pockets, belt loops, front slit pockets, sits at or near waist, boot cut or straight cut.
- Shorts must be modest in length with same classic fit style
- Capris in khaki or navy color **ONLY**
- Skorts & skirts in khaki or navy color **ONLY**.
- External, patch-style pockets and zipper pockets are not allowed.

- No cargo style or low-rise.
- No corduroys.
- Cell phone slit pocket pants are acceptable
- No leggings, jeggings, or ripped pants.

### Shoes

- Athletic style tennis shoe, closed toed shoe, open back shoe.
- NO Flip flops or sandals.

### 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. Girls are permitted to wear hair accessories that are neutral or school colors with no ornamentation (ex: no cat ears or unicorn headbands).

### P.E. Uniforms

#### Grades 5<sup>th</sup> & 6<sup>th</sup> ONLY

- P.E. uniforms are purchased through the MICS Athletic Department.
- P.E. uniforms are required and are only worn during physical education classes, and athletic practices.

### **Supplementary Dress Standards**

- Torn or frayed clothing or clothing with holes should not be worn to school.
- Cut-off shorts or pants are not allowed.
- Earrings for boys are not allowed.
- Hats and scarves should not be worn during regular school hours.
- For playground modesty, girls in Kindergarten through grade 2 may wear shorts under jumpers and skirts.

### **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 of behavior.

### Disciplinary Action for Dress Code Violations

Dress code violations will be handled by classroom teachers, with the direction from the elementary principal's office.

## 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.micscougars.com](http://www.micscougars.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:

o FHSAA EL2 (all sections)

o FHSAA EL3 (all sections)

o NFHS: Concussion in sports course

These documents are available from the Athletic Director, FHSAA.org or

[www.micscougars.com](http://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:
  - o 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.
  - o 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 a 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](http://WWW.FHSAA.ORG), or [WWW.MICSCOUGARS.COM](http://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.