

# MURPHY ADVENTIST CHRISTIAN SCHOOL

## HANDBOOK



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## MISSION

Educators **D**eveloping **G**oals for **E**xcellence to

Deliver **GREAT** Education that is:

**G**od-centered,

**R**esults oriented, in an

**E**nvironment that nurtures,

**A**ligned with Adventist and National  
Standards, and a

**T**eam effort.

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## **DIRECTORY**

The Directory has been removed from this online handbook for privacy reasons.

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## **PHILOSOPHY**

Murphy Adventist Christian School (MACS) believes a complete education includes the harmonious development of the mental, physical, social and spiritual aspect of each student. Our goal is to educate for this world and to prepare for the eternal life that is to come.

MACS embraces the fact that God is the sole foundation of truth. His loving character is found in nature, the Bible, and His Son, Jesus Christ. His divine character is the model which the school and its staff desire to reflect. As the life of Jesus Christ and His teachings are communicated and illustrated, they encourage a life of surrender and service.

## **MISSION**

The mission of Murphy Adventist Christian School is to guide students to be self-disciplined, life-long learners, and servants of God and man, while providing children with equal opportunities to reach their highest potential.



## **GOALS**

Our objectives are:

1. To provide educational opportunities based on the philosophy of the Bible and the Spirit of Prophecy.
2. To promote, within the individual student a relationship with God.
3. To cultivate a sense of self-worth
4. To challenge all students to achieve their highest potential.
5. To provide a safe, caring educational environment.
6. To instill a desire for active involvement in witnessing activities for Christ.
7. To assist Seventh-day Adventist parents in educating their children as Seventh-day Adventist Christians.
8. To help students appreciate the principles of healthful living.
9. To assist students in becoming responsible citizens and leaders in their home, church, community and country.

## **ENTRANCE REQUIREMENTS**

1. Who may attend:
  - A. Student in Pre-K through twelfth grade who demonstrates a desire for a Christian education, and who pledge to live by the standards of the Murphy Adventist Christian School, and who can perform successfully in a multigrade classroom.
  - B. The Murphy Adventist Christian School is not qualified to offer special education; therefore, it is unable to accept students who have serious scholastic or behavioral problems, or who are mentally handicapped.
  - C. Seventh-day Adventist schools do not discriminate on the basis of race, color, religion, sex or national origin.
2. Pre-K and Kindergarten
  - A. Students entering Pre-K must be four years old by August 15. Kindergarten students must be five years old by August 15.

3. First Grade
  - A. Students must be six years old by August 15 of the current school year.
  - B. Students must be able to pass a series of appropriate readiness tests.
  
4. Procedure for Admission
  - A. On Registration Day, parents must **submit all forms** in the registration packet, including the financial form.
  - B. New students must submit an original birth certificate, immunization records, a recent physical exam, and a report card from the previous school year.
  - C. Every student's admission will be based upon approval or denial by the School Board.
  - D. A new student may be visited at home by a teacher or School Board member for the purpose of becoming acquainted with the student and the family.
  - E. The school reserves the right, after testing an applicant, counseling with the Georgia-Cumberland Conference Education Department, and the parent,

to change the grade placement to one suitable for the child.

- F. The school is to be notified of all medical concerns, allergies, and learning differences.
- G. The school requires to be informed if any student is taking medication on a regular basis, including for behavioral problems.

### **ADMINISTRATIVE STATEMENT**

Administration and Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will be equal in force. Parents will be notified in writing of changes.

### **AFTER SCHOOL**

- 1. Students are to remain in their classrooms until their designated driver arrives. For safety reasons, students are expected to leave the campus once their transportation is available.
- 2. Students are not to be playing, biking, roller blading, etc., on the school premises after

school hours because of the movement of vehicles and lack of teacher supervision.

## **ASBESTOS NOTIFICATION**

In compliance with federal regulations, a *Yearly Asbestos Notification Form* is distributed to the parents at the beginning of the school year.

## **ATTENDANCE**

1. The Murphy Adventist Christian School is bound by state laws to maintain regular class attendance. Absences and tardies are excusable for these reasons only:
  - A. Illness of the student
  - B. Death in the immediate family
  - C. Medical appointment that cannot be scheduled out of class time
  - D. Quarantine

A written excuse is required for each absence and tardies. Until the teacher receives a signed excuse, the absence or tardiness will be considered unexcused (see #5). A student with excessive absences or tardies will be referred to the Student Disciplinary Committee where definite action will be taken.

2. The school day for PreK – 8<sup>th</sup> grade begins at 8:00 a.m. and ends at 3:00 p.m. Monday

through Thursday. School is dismissed at 2:00 p.m. on Friday. The school is not responsible for any accidents that occur 15 minutes before or after the school day. Students should be picked up no later than 15 minutes after school, and should be dropped off no earlier than 15 minutes before school begins.

The MACHS school day begins at 8 a.m. and ends when the last class is dismissed.

3. Students are considered tardy if not in their seats at 8:00 a.m.
4. Parents should schedule dental and medical appointments outside of school time, if possible.
5. A pupil absent for more than 15% of the period (six days in one nine week period), for whatever cause, may forfeit his grades for that period, unless he can show the teacher that his work has been satisfactorily completed.
6. Every effort will be made to assist students to make up work missed because of excused absences; however, teachers are under no obligation to assist students to make up work missed because of unexcused absences.
7. Family attendance at the various school functions is encouraged.

## **BEHAVIOR MODIFICATION MEDICATION**

Parents must administer any medication for behavioral modification before the student arrives at school.

An evaluation by a physician will be required of students who exhibit conduct which appears to indicate the need for behavior-modification medications. The physician will send an evaluation to the school.

## **CONDUCT**

The purpose of the Murphy Adventist Christian School is to instill in each student the desire for a high spiritual and moral life and to provide an environment in which this can develop. In keeping with this, students who offend in any of the following areas are subject to discipline which may lead to dismissal from school.

1. Using, possessing, or receiving tobacco, drugs, or intoxicating liquors in any form, and any substance abuse.
2. Attending places of amusement antagonistic to Christian ideals and to school standards.
3. Swearing or use of other vulgar or profane language.

4. Engaging in acts of dishonesty or stealing, protecting violators of school rules, cheating on an examination or any other phase of the school life.
5. Displaying an attitude that is largely negative and out of harmony with the standards and principles of the school as stated in this Handbook, or whose influence is found to be detrimental or disruptive.
6. Leaving the campus without permission.
7. Vandalizing.
8. Engaging in illicit, vulgar, or lewd behavior.
9. Entering the church building without permission from the teacher.
10. Chewing gum, except when approved by the teacher.
11. Bullying, fighting and wrestling are not permitted. Name calling/ethnic slurs will not be tolerated.
12. Threatening bodily harm to another person.
13. Bringing to school or having in one's possession any device that might prove harmful to oneself or another. (See Georgia-



Cumberland Conference Weapons Policy 94-38/96-26, Handbook page 23.) Replicas of weapons are not to be brought onto school grounds.

14. Possessing a pocket knife of any size.

### **DISCIPLINE**

“In the formation of character no other influences count so much as the influence of the home. The teacher’s work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents to cooperate.” ED 283.

1. Presentation of a student for admission automatically gives consent to discipline, within acceptable guidelines, as deemed best by the staff.
2. In case of an emergency the Head Teacher may, after conferring with the teacher and/or the School Board chairperson, suspend a pupil.
3. Where there are repeated disciplinary offenses or major infractions of school rules, the Student Disciplinary Committee will meet with students and parents to take definite action.

## **DISPENSING MEDICINE POLICY**

If it is necessary for a child to be given prescription medication during the school day by the teacher, then a “*Request for Administration for Medication*” form is to be obtained from the school, completed, and submitted to the teacher.

## **DRESS AND APPEARANCE**

“No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is often retarded and perverted. Love of dress and devotion to fashion are among the teacher’s most formidable rivals and most effective hindrances.” ED 246.

The Bible teaches modesty in dress and students should be clothed as to preserve this standard. Pupils are also expected to come to school clean and neat in person and clothing. Clothes of any type that appear sloppy, baggy, unsecured or torn are considered improper. Any article of clothing with unacceptable messages or pictures is not permitted. Extremes in dress will not be permitted for either boys or girls.

**Shirts:** Standard polo shirts without wording, pictures or decorations are required; any color or stripes are acceptable. Tops must cover the midriff area at all times. Shirts must be tucked in for both boys and

girls if the bottom of the shirt extends beyond the fingertips.

Pants: Pants, with no writing, and of appropriate size are to be worn. Knee length shorts are acceptable.

Makeup: Makeup and nail polish, if worn, are to be natural/neutral in color.

Jewelry: All bracelets, necklaces, earrings, chokers, and chains, etc. are not to be worn. Medical alert bracelets are allowed.

Shoes: Closed shoes, such as tennis shoes, should be worn so as to be safe and functional for school activities.

Hairstyles: Hair must be clean and present a well-groomed appearance. Extreme styles and unnatural color will not be permitted. Bangs must not extend past the eyebrows. Boys' hair should be no longer than mid-ear and should not fall onto the collar.

School personnel will make the final decision on appropriate school attire and grooming. In matters of opinion, the judgment of teachers and administration will prevail. Parents are encouraged to ensure their children are properly clothed and groomed for school.

## **FINANCIAL CHARGES**

The fees for entrance and tuition vary from year to year and are included in the registration packet.

Tuition paid in full for the current school year before the first day of school will receive a 5% discount. Parents needing financial assistance should contact family, friends, and, if a member of a Seventh-day Adventist Church, your pastor.

Entrance fee is due in July. August through May tuition is due on the first of each month. Payment is overdue after the tenth. Parents unable to meet this deadline are to contact the school's account representative to make payment arrangements.

After 15 days accounts overdue will be considered delinquent. Students will not be allowed to return to Murphy Adventist Christian School until accounts are current or satisfactory financial arrangements are made. Students are responsible for making up their missed work.

In harmony with the General Conference Department of Education policy, the final grade card of the year and/or transcripts and diploma will not be given to the parents until the student's account is paid in full or satisfactory arrangements are made. School records will not be transferred until accounts are paid in full.

## **FRIENDSHIPS**

The school recognizes the need for Christian youth to learn how to associate with the opposite sex; however, in the elementary school we discourage boyfriend/girlfriend relationships. This type of relationship is premature for the elementary school. Inappropriate conduct on the part of any student will be dealt with on an individual basis.

## **GEORGIA-CUMBERLAND CONFERENCE WEAPONS POLICY**

(See GCC Weapons Policy 9-38/96-26, Handbook. pg. 23)

Students shall not possess weapons or dangerous instruments of any kind, or facsimile thereof, on school grounds, buildings, buses, nor at any school-related or school-sponsored activities away from school facilities.

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, “zip guns”, “stun guns”, tasers, and/or any other device capable of chemically propelling a projectile.
2. Cutting and puncturing devices: dirks, daggers, knives with blades longer than three inches, folding knives with a blade that locks

into place, disk with points or blade, or razor with an unguarded blade.

3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers or flammable fluids, and/or other hazardous devices.

Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.

Any school employee shall confiscate any device used as a weapon.

The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense.

Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's parent(s) or guardian(s). In case of firearms, explosive or incendiary devices, and knives with blades longer than three inches, the appropriate law enforcement officials shall be notified.

### **GRADES**

Grade cards will be issued following each of the four grading periods.

If a student receives a grade of "1":

1. Making up that “incomplete” is the student’s responsibility.
2. The requirement must be made up to the teacher’s satisfaction within the next grade period or the “incomplete” changes to a failure.

### **HEAD LICE**

MACS has a “no head lice” policy, which means no nits or live lice. A student found to have head lice will be isolated and picked up from school as soon as possible by the parent/guardian. The parent/guardian is to follow the county health department or personal physician’s recommendation on eliminating head lice. After the treatment has been given and before the student returns to the classroom, the parent/guardian is to present to the teacher a form from the health department or physician stating that the child is free from head lice.

### **HOME AND SCHOOL**

The Home and School Association is established to promote understanding and cooperation between teachers and parents. Meetings are normally held five times a year. All parents and interested adults are invited and encouraged to regularly attend the meetings and programs of the Association.

## **ILLNESSES**

A child with a highly infectious disease must be cleared by medical personnel before returning to the classroom.

Children demonstrating a fever of 100 ° or above will be sent home. The student must not return to school until the fever is gone for 24 hours.

## **INCLEMENT WEATHER**

1. In the event of inclement weather that creates a travel hazard, the school will follow the same course of action as the Cherokee County Public School System for the first day of each weather event. After the first day, classes will be in regular session unless parents are notified by Parent Alert. Extreme temperatures will not usually close MACS.
2. School closings will be posted on the school's website:  
[www.murphyadventistchristianschool.com](http://www.murphyadventistchristianschool.com).
3. If the weather threatens to become dangerous during the school day, parents will receive a Parent Alert and/or will be called to pick up their children.



## **LUNCHES**

Recognizing that good nutrition is important for good learning and behavior, as well as for good health, parents are urged to feed their children breakfast and to send healthful lunches to school. In accordance with Bible health principles, do not send lunches which include unclean flesh food as described in Leviticus 11 and Deuteronomy 14. Caffeinated or cola beverages are not to be brought to school. These items are not to be purchased or brought along on school sponsored trips. Nutritious and appetizing vegetarian lunches are encouraged.

A microwave is available for warming lunches. Please send only food items that your child can handle independently.

## **PARENT/TEACHER COMPLAINT PROCEDURE**

(See GCC Local Conflict Resolution Procedure 4308)

The Conference K-12 Board of Education has voted the following Local Conflict Resolution Procedure for adoption and use in all schools. The Procedure ensures of due process and is founded on the Biblical principles outlined in Matthew 18.

Step 1 – Parent is to meet with the teacher alone or as a family to deal with the concern. All meetings with the teacher(s) and/or principal must be by

appointment. It is recommended that this issue not be discussed with other parties.

Step 2 – If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding resolution.

- A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting.
- The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.
- The minutes are to be reviewed by all parties prior to the completion of the meeting.
- Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes.

### **PARENT-TEACHER RELATIONS & COOPERATION**

The success of any student in school depends, to a large extent, on the full cooperation between parents and teachers. It is quite normal for students to complain to parents about school matters, especially when discipline is involved. If your child comes home

complaining, we would urge you to follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that a child's report is often emotionally biased and does not have all the information.
3. Realize that the teacher is trying his/her best to enforce the school rules without favoritism.
4. Maintain an attitude of support toward the school and delay judgment until you have contacted the teacher, or person involved, for all the facts and for their point of view.
5. Remember that the fastest way for the parent to destroy the teacher's influence for good on their child is through negative criticism.

The following counsel on this point from the pen of E. G. White is worth your consideration:

"If criticism or suggestion in regard to the teacher's work becomes necessary, it should be made to him in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school. Nothing should be said or done to weaken the children's respect for the one upon whom their well-being in so great degree depends." ED 284.

## **PERSONAL PROPERTY**

The school is not responsible for damage to any personal property brought to school.

Personal property that may be detrimental to the education process should not be brought to school, i.e. handheld electronic devices. In matters of opinion, the judgment of teachers and administration will prevail.

## **SCHOOL PROPERTY**

1. Respect is one of the fundamentals of our faith. All students are expected to show proper respect for God, their teachers, their classmates, and rights of others.
2. Damage:
  - A. Each student is expected to care for all school property. Any willful damage or breakage will be charged to those responsible for the student.
  - B. Library books which are marred beyond normal usage will be subject to a

damage charge. Full payment will be required for all lost books.

- C. Students are not charged for textbooks; therefore, they are the property of the school. If defaced or lost, the book will be replaced at the student's expense.

## **TECHNOLOGY**

(See Internet Acceptable Use Policy)

Murphy Adventist Christian School is committed to providing students with access to current technology and provides them with access to software and systems. Grades 1-12 have computers available to faculty or designated students to conduct in-class computer-based lessons and projects. The school's computers provide access to the school's fiber optic local area network, high speed internet, and educational resources. With MACS's substantial investment and commitment to the continued support of technology, we expect students to abide by certain policies and guidelines.

The use of Murphy Adventist Christian School's computers, network, and internet access is a privilege, not a right. Accordingly, its use must be in support of education and research consistent with the educational objectives of the school. Inappropriate use may result in disciplinary action, including cancellation of privileges, suspension, or expulsion.

Murphy Adventist Christian School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any electronic files, materials, or messages on your personal computers while on campus or when accessing the school's systems are private.

Murphy Adventist Christian School utilizes computer restrictions and internet filtering to protect not only students from inappropriate internet content, but the integrity of the network and stored data.

Personal electronic devices are not allowed on the school campus in PreK – 8th. This includes laptops, Chromebooks, tablets, I-pads, I-pods and similar music devices, and other digital and electronic devices, unless special circumstances are approved by the school board. MACS supplies the students with all needed technology to accomplish their learning goals.

### **TELEPHONE**

1. Parents are requested to telephone the school during school hours only when necessary.
2. Students may not receive or place calls without the permission of the teacher. The usual

procedure for incoming calls is to take a message and notify the student.

3. Student cell phones are not allowed on the school campus in PreK – 8<sup>th</sup>. High school students may have them, yet use them only at the facilitator's discretion.

### **TRANSPORTATION**

1. Students are to leave the school property at the end of the school day with their designated transportation. Any deviations from this must be made in writing by the parents, preferably in the morning upon arrival.
2. Students will not be permitted to make alternate transportation arrangements.
3. Students with a driver's license are to abide by the Student Automobile Policy on file in the school office.

### **TV, MOVIES, VIDEOS, YOUR CHILD & YOU**

Studies show that the media has influenced behavior more than any other single factor in American life in recent years. The average home operates the television many hours every day. This kind of saturation is not only having a very detrimental influence on the education and training of our children, but is secularizing and degrading their attitudes about sex, family relations, possessions, violence, proper language, and life in general.

We appeal to all parents to give special and prayerful study to placing effective controls on the use of media. Unless controls are used, it will be impossible for any educational program, no matter how good, to counteract it.

### **VISITORS**

Parents are welcome to visit in the classroom. This should be done, however, after the first four weeks of school when the teachers and children have had time to become acquainted and the school routine has become well established. Visitors must check with the teacher before entering a classroom.

### **WORK JOBS**

To assist students to learn responsibility and work ethics, various job assignments are given.



\*Revised April 2016 (Cheri Jenkins, Mig Kelley, Don Yancheson)