



Marcus Pointe Christian School
School Discipline Plan

Offenses

	Demerits
Deliberate Disobedience	1
Tardiness	1
Personal Responsibility	1
* desk	
* library book	
* backpack	
* readiness for the day	
Verbal Altercations to students	1
Verbal Altercations to teacher	4
Homework	2
Classwork	2
Physical Altercation	Immediate Detention / ISS / OSS

Consequences

- * Demerits will be accumulated weekly.
 - 3 demerits parent phone call
 - 5 demerits afterschool detention
 - 4 demerits ISS (In School Suspension)
- * All detentions will be held on Mondays until 3:15
- * The teacher assigning the detention will supervise the detention

Parent/Student Handbook

K-4 thru 5th grade

479-1605
6205 North "W" Street
Pensacola, FL 32505
www.marcuspointebaptist.org

School Administrator:
June Godfrey

Dear Parents,

Welcome to Marcus Pointe Christian School. We are so happy that you have chosen our school to meet your educational needs. The faculty and staff of Marcus Pointe have made a commitment to share God, the Bible, and to achieve academic success.

The purpose of our parent-student handbook is to provide information that is important to help you get to know Marcus Pointe. We have included information that will help make this year a success for you and your family.

We expect each family to read and study the handbook and to become familiar with each part. We understand, of course, that you may not agree with each facet of the handbook, but we expect consistent support and understanding to be applied by each family.

It is our desire to provide love, care and a quality Christian education for your child. Thank you for entrusting your child to us while we seek to accomplish the Ministry Statement of Marcus Pointe Christian School.

June Godfrey
School Administrator

School Contact Information:

School Administrator: June Godfrey
Jgodfrey@marcuspointebaptist.org
850-479-1605 ext 225

Accounts Director: Karen Amos
850-479-1605 ext 208

Preschool Director: Sarah Richardson
50-479-1605 ext 209

School Secretary: Alicia Stone
850-479-1605 ext 200

Receptionist: Tawnee Gordner
850-479-1605 ext 102
LeAnn Nettles
850-479-1605 ext 200

Main Church office 850-479-8337

Marcus Pointe Baptist Church:

Sunday School
8:15 a.m.
9:30 a.m.
11:00 a.m.

Sunday Worship
9:30 a.m. Sanctuary
11:00 a.m. Sanctuary
6:00 p.m. Sanctuary
6:00 p.m. Awana – ages 3 and up in Kids Cove

Wednesday Worship
6:30 p.m. Sanctuary

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2008-2009 CALENDAR

Monday, August 11, 2008	TEACHERS PREPLANNING & INSERVICE
Thursday, August 14, 2008	ORIENTATION NIGHT
Monday, August 18, 2008	FIRST DAY OF SCHOOL
Monday, September 1, 2008	LABOR DAY HOLIDAY
Weeks-Fri, Oct 1st & 3rd	FACCS Convention/Teacher Training No School – Extended Care Provided)
Friday, October 17, 2008	End of 1 st Nine Weeks Grading Period
Thursday, October 23, 2008	Report Cards – Open House
Wednesday, November 26, 2008	1/2 DAY School dismissal at 11:00
Thursday, November 27, 2008	THANKSGIVING HOLIDAY
Friday, November 28, 2008	THANKSGIVING HOLIDAY
Friday, December 19, 2008	Early Release, School Dismissal at 11:00
Friday, December 19, 2008	End of 2 nd Nine Weeks Grading Period
Monday, December 22, 2008-	CHRISTMAS HOLIDAYS-ALL EMPLOYEES
Friday, January 3, 2009	PRESCHOOL HOLIDAYS 2⁴th -26th <small>(Extended Care Provided the 24th and the 25th - 30th and Jan. 2nd)</small>
Wednesday, December 31, 2008	NEW YEAR'S EVE – School and Preschool Closed
Thursday, January 1, 2009	NEW YEAR'S DAY – School and Preschool Closed
Monday, January 5, 2009	Students Return to School
Thursday, January 8, 2009	Report Cards
Monday, January 19, 2009	MARTIN LUTHER KING HOLIDAY – TEACHER PLANNING – Extended Care and Preschool Open
Friday, March 13, 2009	End of 3 rd Nine Weeks Grading Period
Thursday, March 19, 2009	Report Card – Open House
Monday, April 6 - 10, 2009	SPRING BREAK – School Closed (Extended Care Provided)
Monday, May 25, 2009	MEMORIAL DAY – School and Preschool Closed
Friday, May 29, 2009	End of 4 th Nine Weeks Grading Period – Report Cards LAST DAY OF SCHOOL – Early Dismissal at 11:00
Monday - Tuesday - June 1-2, 2009	Teacher Planning and Packing Days
Wednesday, June 3, 2009	First Day of Summer Camp

All Facilities will be closed on: **Labor Day (9/1), Thanksgiving (11/27-28), Christmas (12/24-26), New Years Eve and New Years (12/31-1/1), and Memorial Day (6/24)**

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D. Progress Reports/ Report Cards

Report cards will be issued every nine weeks to students in K-5 thru 5th grade so that you can keep up with the progress of your child. Academic grades will be used for K-5 starting the second semester.

Academic Grades

A+	99-100	D+	68-70
A	95-98	D	65-68
A-	91-94	D-	61-64
B+	88-90	F	0-60
B	84-87		
B-	81-83		
C+	78-80		
C	74-78		
C-	71-73		

Performance Grades

E	—	Excellent
S	—	Satisfactory
N	—	Needs Improvement
U	—	Unsatisfactory
I	—	Incomplete

E. Achievement Testing

Marcus Pointe Christian School, in conjunction with the FACCS International, gives the Stanford Achievement Test each spring. Results from this test are available to parents for their review. Our test results show that students from our school test higher than students in both public and other private schools.

SECTION V — ACADEMIC INFORMATION

A. Curriculum

Students at Marcus Pointe Christian School enjoy a curriculum that has been carefully selected to provide students at each grade level with meaningful learning activities that will enable them to build skill upon skill in their academic development.

Curriculum is carefully scrutinized to make certain that it fits our philosophy, goals, and objectives.

Marcus Pointe Christian School uses a number of different publishers. Our curriculum is a blended curriculum from Bob Jones, Shirley Grammar, Horizon and Christian Liberty Press.

B. Textbooks and Supplies

Reading books, work texts and other text books in the classroom are provided for students. Other supplies will be furnished by the students. A supply list for the year will be available to parents in the weeks prior to the beginning of school.

C. Homework

A minimal amount of homework will be given to students beginning the second semester for K-5, and all year for 1st-5th grades. Homework will consist mainly of reading and spelling practice. Homework will be assigned for Monday, Tuesday, and Thursday evenings. Homework should not take more than 15-30 minutes to complete. If you feel your child's homework is exceeding this guideline, please contact the teacher.

MISSION STATEMENT

Marcus Pointe Christian School and Preschool exist to reach boys, girls and their families for Christ, while teaching them a Biblical worldview of education and ministering to their physical, mental, social, and spiritual needs.

EDUCATIONAL PHILOSOPHY

Marcus Pointe Christian School teaches academics from a Christian world view. Unlike government schools, our world view holds that God is the center of the universe, not man and that premise permeates every course in every classroom. We use a Bible based curriculum that is designed to prepare our students for a vibrant relationship with Christ. We promote balance with regard to the spiritual, mental, and physical aspects of life.

STATEMENT OF FAITH

WE BELIEVE: *there is one God, eternally existent in three persons—Father, Son, and Holy Ghost.* Genesis 1:1, Matthew 28:19, John 10:30

WE BELIEVE: *the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.* II Timothy 3:15, II Peter 1:21

WE BELIEVE: *in the deity of Christ.* John 10:33, His virgin birth — Isaiah 7:14, Matthew 1:23, Luke 1:35, His sinless life — Hebrews 4:15, Hebrews 7:26, His miracles John 2:11, His vicarious and atoning death — I Corinthians 14:3, Ephesians 1:7, Hebrews 2:9, His resurrection — John 11:25, His ascension to the right hand of the Father — Mark 16:19, His personal return in power and glory — Acts 1:11, Revelation 19:11.

WE BELIEVE: *in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that by God's grace alone are we saved.* John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5.

WE BELIEVE: *in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.* John 5:28-29

WE BELIEVE: *in the spiritual unity of believers in our Lord Jesus Christ.* Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28

WE BELIEVE: *in the present ministry of the Holy Spirit by indwelling the Christian is enabled to live a godly life.* Romans 8:13-14, I Corinthians 3:16 and 6:19-20, Ephesians 4:30 and 5:18.

I. Special Events

1. Field Trips

During the school year, to enhance the education experience, students may leave the classroom to go on a field trip. A field trip permission slip must be filled out and signed for each trip. Parents are encouraged to attend field trips as their schedules allow.

2. 5th Grade Dinner

A special ceremony will be held for our 5th graders. This dinner will be arranged by our 4th grade students.

J. Classroom Parties

Students will enjoy classroom parties at Christmas, Valentine's Day and other special days throughout the year. Parent participation is welcomed and encouraged.

K. Thanksgiving Program

Parents are invited to come to school and enjoy a Thanksgiving program with their children in November. Each class will present a short program where they will recite scripture and sing praise songs. We encourage parents to make plans to attend.

L. K-5 Graduation

One of the highlights of the year is our K-5 Graduation Ceremony. The children will have a program showing what they have learned during the year followed by a cap and gown ceremony complete with graduation diplomas.

M. Student Pictures

Each Fall an approved photographer will take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase.

In the spring, the "classroom group" school pictures will be taken as well as "cap and gown" pictures for K-5.

H. Office Communication

Regular office hours are 7:30-3:30, Monday thru Friday

Parents or guardians are encouraged to see any member of the teaching staff any time they have a questions concerning their child's progress. Teachers and administrators welcome these opportunities and are eager to help with the student's problems.

Teachers are unavailable for conferences during the school day but are available immediately after school. Parents are asked to call the school office to confirm availability of the teacher they wish to see. If a telephone conference is desired, please leave a message with the office and the teacher will be asked to return your call at her earliest possible convenience. All parents are welcome in the school. However, when a visit to the classroom is necessary during the school day, please come by the office first. Do not go directly to the classroom.

School Security and Visitors

- All visitors must check in at the front desk of the school
- All visitors must wear a "Visitor" name tag
- Please wait for a Staff to escort you through the secure doors.
- STOP, KNOCK, & WAIT. If dropping off or picking up at the room, knock on the door and wait for a teacher or assistant to assist you. This is often more difficult on your child as well as other children in the room.
- No one under the age of 16 will be allowed to drop off or pick up a child.
- A screening procedure is carried out on all school staff before working at MPCs.

SECTION I — ADMISSIONS

A. Admission Policy

1. To be considered for enrollment in Marcus Pointe Christian School, each student's parent must fill out an application for admission, pay the registration fee, and sign the Doctrinal Statement. A meeting can be scheduled with applicants to go over what we believe and what students will learn at Marcus Pointe. Students will be accepted provided there is space and the applicant agrees to abide by the rules and policies of Marcus Pointe Christian School.
2. Marcus Pointe Christian School admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to its students, and does not discriminate on the basis of race in administration of its educational policies or other school administered programs.

B. Admission Procedures

1. All students must fill out the application form with all emergency contact information completed and pay the non-refundable registration fee.
2. An original copy of the physical form (yellow) and a current immunization form (blue) must be provided for each child's file in the office.
3. A copy of each child's birth certificate must be submitted to the school prior to acceptance.
4. Each new applicant may be interviewed by the Administrator with at least one parent or guardian present. The presence of both parents is preferred.

C. Withdrawal Procedures

To withdraw your child from School, a 30 day advance written notice is required. Tuition must be current through the last month attending. Tuition is still due for withdrawals that occur without a 30 day advance written notice. Any parent desiring to re-enroll should follow the regular school enrollment process which includes payment of registration fee.

D. Re-registration

Re-registration for the next school year begins in February.

A packet of information will be sent home with each student. Registration is opened to the public the first Monday in March.

E. Dress Regulations

Marcus Pointe Christian School has no regulations concerning uniform dress. However, we do ask that children dress appropriately for the activities of the school day. We ask that children, for their own safety, not wear flip-flops or backless shoes to school. Girls should not wear midriffs shirts or shorts above the mid-thigh. Dresses or shirts with 'spaghetti straps' should be worn over a t-shirt.

F. Lost and Found

All students' belongings including lunch boxes, bags, sweaters and coats, etc. Must be clearly labeled with the child's name and teacher's name.

A lost and found area is provided for misplaced articles.

You may check the lost and found for missing possessions when students are dropped off or picked up. Ask your child's teacher if you need assistance.

G. Meals

We provide morning snacks for K-4 & K-5, hot lunches and afternoon snacks will be provided for K-5 thru 5th grade. Menus are posted in the classrooms and available at the front desk. Food and menu exceptions cannot be made of individual children, except for documented medical reasons (should be listed on application). Below are some snacks we provide:

- Graham Crackers Vanilla wafers String Cheese
- Cheese Chunks Bagels Ritz Crackers
- Cereal Mixes Goldfish Pretzels
- Saltines Jell-O Clear Juices
- Fresh Fruit-bananas, apples, oranges Cool-Aid

Discipline continued

The Bible clearly indicates that parents are responsible for the discipline of their children. Marcus Pointe Christian School seeks to assist parents in their God-given responsibilities. We serve as the parents' appointed and authorized representatives in the child's training process.

We expect our students, during school hours, to respond to school faculty and staff members with the same obedience in action and respectfulness that should be present under Biblical standards when they respond to their parents or guardians.

In the classroom, guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct. However, improper behavior in action or attitude will result in corrective disciplinary action.

Process

Students are instructed carefully by their teachers concerning classroom rules and regulations they are expected to obey.

These rules are reviewed regularly so each child fully understands what is required of him/her.

When a child chooses to disobey the rules, he/ she will be spoken to privately and given a warning. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be contacted if deemed necessary by the teacher.

The following disciplinary measures may be used by teachers and staff:

1. Verbal correction— instructing students as to what is expected and offering suggestions for correction
2. Removal of privileges— loss of recess, free times, or other fun times
3. Parent contact—a note from the teacher, a phone call or a personal conference
4. Suspension— Marcus Pointe Christian School reserves the right to suspend or expel a student for excessive behavior problems that cannot be resolved by normal disciplinary measures.
5. Detention / ISS— See pg. 23

SECTION II —FINANCES

The primary source of income for Marcus Pointe Christian School is tuition. Each year the tuition amounts are determined based on the proposed budget for the next fiscal year.

A. Tuition Payments

Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. Parents are responsible for meeting all tuition and/or financial obligations to Marcus Pointe Christian School. There are two payment plans to choose from.

1. Annual payment for the school year is due on or before August 1st. Parents that choose this plan will benefit from a 5% discount if paid by cash, check, money order, or credit card.
2. Annual tuition can be paid in ten equal monthly payments with the first payment due the first of July of that school year. Payments may be made in person with cash, check or money order, or payments may also be made from the website at www.marcuspointebaptist.org.
3. The school tuition is *separate* from any extra care needed and is solely for the school at Marcus Pointe Christian School.
4. Tuition Prices (based on 10 months)

K-4.....	\$250
K-5.....	\$300
1st-5th grade.....	\$350
Extended Care.....	\$160
Lunch.....	\$50

Payments can be made as follows:

- Tuition may be paid in cash to the receptionist who must give you a written receipt. Please do not drop cash in the dropbox.
- Please make checks payable to MPCS, note the students first and last name, and place in the black drop box located under the check-in touch pad.

Payment method continued

- Online payments may be made at [Marcuspointebaptist.org](http://marcuspointebaptist.org). Online payments must be made in time for the check to reach our office by the 1st of the month.
- If tuition is not paid or partial payment prior to close of business day on the first day of the month, a late fee of \$25 will be added to all past due accounts.
- If amount is not fully paid by the 16th of the month, an additional \$25 will be applied to your account.

Please note: There is a very good reason for the late fees. It is critical to our school that tuition is paid promptly at the beginning of the month. Like it is in your home, we have expenses to pay every week. Our payroll is paid every two weeks. We rely solely on your tuition payments to pay our bills. Being a non-profit organization, if tuition is not paid on time, we have no "profit" center to draw from. The school would have to borrow funds with interest to ensure our teacher receive their pay. If you can arrange your finances so you avoid late fees, then we all benefit. If a check payment is returned.

- If a check payment is returned, you will be required to pay return check fee of \$25. Marcus Pointe then has the option of refusing any further checks.

The Application Fee is Nonrefundable.

B. Overdue Accounts

Marcus Pointe Christian School will consider all unpaid tuition accounts from past years still due and payable to Marcus Pointe. Overdue accounts will be turned over to a collection agency. A \$10 processing fee will be added when an account is turned over to the agency. *No records will be released for students with past due accounts.*

If tuition cannot be paid on time, it is expected that the parents will notify Marcus Pointe Christian School to give reason and a written plan for repayment. If payments become 31 or more days past due with no repayment plan, or if the parents do not adhere to the payment plan, the child may be removed from school.

Note: In May, if you have any outstanding balance by the last day of school, your student's report card will not be released. No records will be forwarded to another school if you have an outstanding balance.

Excused Tardies

1. Automobile delays/breakdowns en route to school
2. Temporary illness
3. Unavoidable reasonable circumstances

Unexcused Tardies

Oversleeping or arriving late for any reason not in keeping with reasonable prudence

D. Discipline

Statement of Dismissal

The School reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the School Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the school personnel, failure to pay tuition completely or timely, and school's inability to meet the special needs of the student.

Discipline Philosophy

The goal of Marcus Pointe Christian School is to provide the best possible learning experience in a Christian atmosphere. A disciplined environment is needed in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love. Discipline (that is, training for instruction) should always help children to consistently become more self-controlled, and require less supervision.

SECTION IV—GENERAL INFORMATION

A. Morning Drop Off/Afternoon Pick Up

Students may be dropped off at school beginning at 7:30 am. A teacher in charge of before-school care will be ready to receive your child. Students arriving on campus should go immediately to their designated area of supervision.

K-4 will be dismissed at 12:30. K5 will be dismissed at 1:00. Parents are asked to pick up their child from the classroom.

All other grades will be dismissed at 2:30.

Extended care is available for students before and after school hours from 6:30 am—6:00 Pm. The cost for extended care is \$140.00/Month. This includes homework assistance, Bible lessons, arts & crafts, recess and an afternoon snack. A late pick up fee of \$15 will be charged for children picked up between 6:01-6:15 and \$1.00 per minute thereafter.

B. Attendance

Regular attendance is required by Florida state law and is necessary for the success of a student's school experience. All school days on the calendar are considered full days unless otherwise specified. All attendance at school becomes a permanent part of a student's records.

C. Tardies

It is important that your child be at school when school begins. A student will be considered tardy if they are not in their classroom by 8:00 am. Please insure that your child is at school on time as tardiness only disrupts and causes unnecessary inconvenience for the teacher and students.

SECTION III — HEALTH & SAFETY

A. Required Immunizations

Every child must be current in his/her immunizations as required by Florida state law. The record of these immunizations must appear on the blue form (DH 680) from the Florida Department of Health. An original copy of this record must be provided for each child.

The following schedule indicates the requirements to be met in order to enroll in kindergarten.

1. DTP
2. Polio
3. Measles
4. Hib
5. Mumps
6. Rubella
7. Hepatitis B
8. Varicella (K4, K5)

The County Health Department can provide additional information to parents regarding immunizations.

B. Physical Examination

Every child entering school in the state of Florida must submit proof of a medical examination performed by a Florida Physician. This information must be submitted to the school on the yellow form (DH 3040) from the Florida Department of Health. In the event of new Florida residents, out of state immunizations and physical forms will be accepted.

C. Birth Certificate

A copy of each child's birth certificate must be submitted to the school.

D. Illness Policy

Parents will be notified to pick up any sick child with symptoms such as, but not limited to, fever of 101.0 degrees or higher, diarrhea, lethargic behavior, excessive crying, sore throat, and any eye drainage. Sick children must be picked up within 60 minutes of parents being called. Children with these types of symptoms will not be able to return to class until they have been symptom free for a 24 hour period, antibiotics have been given for 24 hours, or a doctor has given a written note stating that the child is not contagious.

E. Medication

Parents / guardians are to bring all medications to the office. Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, cubbies, or backpacks. Designated school staff must administer all medicine. Prescription drugs must be in the original pharmacy labeled container. Written instructions must correspond with an authorization for Administration of medicine for supplied and signed by the student's doctor and parent. Non-prescription medication must be submitted in the original container and must have an authorization form signed by the parent (available in the office).

F. First Aid

Designated faculty with proper training will render first aid treatment. Students who become ill at school will be temporarily housed there until transportation home can be arranged. Under no condition will a child be released without the specific authorization of a parent or a legal guardian.

G. Head Lice

Students may be checked randomly for head lice. If lice or nits are found, the students will be isolated and parents will be notified to pick up the child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

H. Fire Drills

Students at Marcus Pointe Christian School participate in monthly fire drills. They are required to exit the building quickly through designated exits without running, talking, or pushing to the designated area where they will wait for a signal to return to class.

Severe Weather and Fire Emergency Plans

Emergency exists are posted in all classrooms. In the event of an emergency (Fire or Severe weather), please note that MPBC School staff is instructed to keep all children together. Any parent that arrives at the class should assist the teacher until the emergency is over.

Severe Weather and Fire Drills will be conducted throughout the year.

MPCS in most cases will follow the Escambia County School closings as announced on radio or TV due to weather conditions

If we are able to reopen before schools do, we will post it on WEAR TV3.

In the event of a Medical emergency with a student, the center will administer first aid/CPR or obtain emergency medical treatment in the student's best interest.

Child abuse:

Marcus Pointe and all of its employees are required by Florida State Law to report any suspicion of child abuse.

Accidents

If an accident should occur, an "Accident Report" will be filled out including description of accident and treatment. This report will also require a parent signature.