

## **MISSION OF MARS HILL BIBLE SCHOOL**

The mission of MHBS is to provide every student--in a cooperative effort with the home and local congregation -- a Christ-centered, Bible-based education in an environment which fosters spiritual, academic, physical, and social growth.

### **STATEMENT OF VALUES**

MHBS is founded upon, and dedicated to, the convictions that God is the Creator of the universe; that the Bible is His inspired word; and that life is a continual process of spiritual, intellectual, physical, social, and emotional growth.

In partnership with the church worship experience and Christian example of the home, we are committed to provide students with an opportunity to fully explore and develop their abilities in a Christian environment.

Realizing that students are different and that they develop at their own rates, a well-planned, varied, and flexible curriculum meets the individual needs, talents, and capabilities of all students. Every student is challenged to do his/her best in each area of development. Emphasis is placed on helping each student build a positive self-image and develop self-discipline. Small classes, counseling, and academic assistance are provided.

At every academic level, students are taught to love and respect their country, and to acquire the attributes of patriotism, duty, involvement, respect for constituted authority, and accountability for their own actions. Extracurricular activities encourage and develop a sense of civic responsibility.

MHBS is a working cooperative of Christian administrators, faculty, and staff members dedicated to instructing young people according to biblical principles. It is our earnest hope that the experiences shared by the students and faculty will foster positive self-concepts and brotherly love and that each student will learn to serve God, fellowman, and self with dignity and with respect.

### **OBJECTIVES**

1. To teach Bible daily as the guide for moral and spiritual values, looking to Christ as the example to follow, enhanced by a daily chapel which supplements home and church study;
2. To provide a carefully planned curriculum taught by a professionally-trained faculty, designed to enable students to acquire sound minds, healthy bodies, and Christian characteristics;
3. To lay a foundation for emotional stability by stressing Christian living as a satisfying way of life, where negative emotions can be controlled by practicing the Golden Rule;
4. To teach students to read well, articulate well, write legibly, and master mathematical skills;
5. To provide instruction that will prepare students for post high school experiences and/or higher learning by teaching good study habits, promptness, initiative, perseverance, and self-discipline;

6. To acquaint students with a measure of aesthetic beauty in order to enhance their appreciation of the arts and the beauty of the world in which they live;
7. To help students develop into socially acceptable individuals, free from harmful prejudice who will uphold the ideals of good citizenship;
8. To communicate and work with the parent concerning ways the school and home can work together to develop the complete student.

## **POLICIES, RULES AND REGULATIONS**

The following policies, rules and regulations are designed to fulfill the mission of MHBS. All who are a part of the school must commit themselves to these policies, rules and regulations. It is understood that, as MHBS is a private Christian school, every parent or student who applies for admission agrees to accept these policies, rules and regulations.

### **ADMISSIONS POLICY**

#### **1. Non-Discriminatory Policy**

MHBS admits students of any race, color, religion, and ethnic or national origin, complies with Title IX of the Educational Amendments of 1972 and does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

#### **2. Agreement to Accept Christian Principles**

Each student applying for admission agrees to comply with the policies, rules and regulations outlined by the Board of Directors as a condition of admission.

#### **3. General Requirements**

Each applicant should complete the appropriate application forms available through the school office. The form should be accompanied with any necessary documentation (immunization forms, copies of report cards, etc.) and a registration fee. The fee will be returned if the school refuses the application.

Students admitted to Mars Hill Bible School must present a health record indicating that they are physically and mentally capable of attending school and present no medical hazard to other students.

MHBS offers many extracurricular or performance opportunities for our students. To ensure continued excellence in all areas of student development, only full-time MHBS students will be allowed to participate in programs such as athletics, band, chorus, drama, forensics, and show choir.

#### **4. Transfer Students- Specific Regulations**

Students applying to enter MHBS through transfer should be in good standing (i.e., a minimum 70 average in every academic subject and a record of cooperation with school policies) at the school from which they transfer. All new students are on academic and behavior probation for one year and must maintain satisfactory academic, conduct, and work habits in order to be enrolled the following year.

### 5. Late Enrollment

Enrollment after ten school days of a particular term presents academic and social difficulties for students and often disrupts academic planning by the faculty. Therefore, all students who apply for admission more than ten school days after the beginning of a term will be subject to approval from the Board of Directors.

### 6. Conditional Admission

Students who do not meet the above criteria may apply for conditional admission. Their admission must be based on the approval of the Board of Directors and will be granted for one quarter at a time during their initial year at MHBS. At the end of each quarter, a committee consisting of the faculty in charge of instruction, the guidance counselor, and an appropriate administrator will evaluate the student's progress. If, at any point during that year, the consensus of the committee is that satisfactory progress is not being made in academics, conduct, or work habits, the student's conditional admission will be rescinded.

In rare situations, a committee consisting of an institutional representative, the guidance counselor, and an administrator may request a student attend an appropriate number of outside counseling sessions. At the conclusion of each quarter, the committee will evaluate the student's progress.

### 7. Residency Requirements.

Students are expected to live with their parents or legal guardians while enrolled at MHBS. Any exception must be approved in advance by the Board of Directors.

### 8. Health Requirements.

Students admitted to MHBS must present school officials with a health record indicating that they are physically and mentally capable of attending school and will present no medical hazard to others. Full compliance with all immunization requirements established by the state of Alabama is mandatory.

### 9. Foreign Exchange Students

While a foreign exchange student program can provide diverse experiences both to the students at Mars Hill Bible School and to the foreign exchange students, it is believed that there are certain guidelines that should be followed to make this program successful.

- A. Approved agencies: Mars Hill Bible School will only accept foreign exchange students from agencies approved by the Mars Hill Board of Directors. The number of agencies from which Mars Hill Bible School will accept students during the school term is limited to five (5). Approved agencies must agree in writing to adhere to the policies and regulations set forth by the Board. They must also provide a local representative from their agency who will be available to the school and to the foreign exchange student.
- B. There will be no foreign exchange students accepted from private enrollments.
- C. Students must be at least 16 years old and be entering the 11<sup>th</sup> or 12<sup>th</sup> grades.
- D. Admission of Foreign Exchange Students: The agency must provide the following information no later than two weeks following the last day of school regarding any student who wishes to be accepted for the subsequent school term:
  1. Record of the student's academic standing and an official transcript written in English and indicating the name of each class taken and the credit and grade received.

2. Proof that the student has sufficient English language speaking abilities to function in an American classroom. This can be substantiated by one of the following:
    - a. A minimum scaled score of 480 (54<sup>th</sup> percentile) on the Test of English as a Foreign Language (TOEFL); or
    - b. A minimum scaled score of 45 (55<sup>th</sup> percentile) on the Secondary Level English Proficiency Test (SLEP).
  3. A complete student profile to be made available to the Mars Hill Bible School Board of Directors.
- E. Agency must provide assurance that each student will be living with a responsible adult sponsor(s) who is able to provide transportation for the student. This sponsor should be a family associated with Mars Hill Bible School so that the student will be provided the opportunity to take part in extracurricular school activities. Any sponsor family must be approved by the Principal and the Dean of Students.
- F. A student will be allowed to enroll in Dual Enrollment courses at UNA only if transportation is arranged or provided by the host family.
- G. There will be no scholarships offered for tuition or fees to any foreign exchange student. All expenses must be paid by the student or their agency within 30 days of registration.
- H. Any exceptions to this policy must be approved by the school President and the Board of Directors.

## ABSENCES AND TARDIES

### 1. Excused and Unexcused Absences.

A written statement explaining the reason for an absence and the dates involved must be sent by a parent when a student returns from an absence. Students should have their notes stamped by the appropriate administrator before showing them to each of their teachers. Absence because of sickness or death in the immediate family will be excused (Please see note regarding “Excessive Absenteeism” at #3 below.). Absence for other reasons will not be excused except in cases where approval has been given in advance. In order to have an absence excused in advance a written request, submitted by a parent at least one day in advance, must be approved by the Dean of Students. All other absences will be automatically unexcused unless excused in writing by the Dean of Students.

### 2. Consequences of Unexcused Absences

Unexcused absences from any class will result in a lowering of the final quarter grade by 3 points. Each student is responsible to his/her teachers for all assignments missed because of an unexcused absence. **Arrangements to make up work must be made the first day the student returns to school.** Students will have one day for each day out to complete work. (i.e., is out three days...will have three days to complete the work)

### 3. Excessive Absenteeism

The MHBS Board of Directors, in concert with accepted educational standards, supports the concept that students must be in school in order to learn. The Board further establishes the current length of a school year as 180 days for classes that meet throughout the year and 90 days for classes that meet on the 90-minute block schedule. Students who are to receive credit in a course offered at MHBS must be in attendance for a minimum of 160 of those days (80 on the

block schedule) in order to earn credit in a particular course. Courses designed as single semester courses will be treated proportionately, i.e., students would be required to attend 80 days of a 90 day semester.

Exceptions to this policy will be made only on specific appeal from parents or legal guardians in cases involving extenuating circumstances such as prolonged hospitalization, etc. The appeal must be in written form and explain in detail the reason(s) for the student's absenteeism. It must first be submitted to the Dean of Students who will convene a committee comprised of the counselor and up to three faculty members to review the appeal and to determine whether, and under what circumstances, the appeal will be granted. If a student exceeds the number of accepted absences and has his/her appeal granted by the committee, any additional absences for health-related reasons must be accompanied by a physician's specific excuse stating that the student was unable to attend school on the particular day(s) in question.

The school will mail a letter to parents after a student has missed a class three times. Parents will receive a phone call on the fifth absence. After the seventh absence from a class, a mandatory conference involving parents and the Dean of Students will be arranged.

#### 4. Make-up Work for Absenteeism

All teachers are expected to require make-up work of any student not in attendance in their class. Arrangements to make up work must be made the first day the student returns to school. Failure to do so will require an automatic "F" on that work. Students will have one day for each day out to complete work. (i.e., is out three days...will have three days to complete the work)

#### 5. School-Sponsored Absences

Students who are away from school because of participation in school-sponsored activities shall be marked "Present (Field Trip)" and permitted to make up schoolwork missed. Students who are absent more than the accepted number of days prescribed in section 3 (above) must obtain permission from the Dean of Students. Such permission will only be granted if the student is maintaining a satisfactory academic average in all classes to be missed and is current on all work assignments. It is an honor and a privilege to be allowed the opportunity to participate in such activities. Students who take advantage of these opportunities must realize that it is their responsibility to make up any work that is missed as soon as they return from the school trip and must realize the importance of daily attendance. The same rule regarding make-up work for excused absences is applicable.

#### 6. Tardy Policy

The third tardy for a class during the same nine-week period will mean an after-school suspension or before-school suspension for at least one hour. More tardies to that class will result in additional work assignments, in-school suspension, Saturday School, and/or out-of-school suspension.

### **AFTER SCHOOL HOURS**

Parents are expected to make appropriate supervisory arrangements for any child on campus prior to 7:45 a.m. and after 3:15 p.m. Students involved in campus activities after school hours or on weekends must be under the supervision of their sponsors. **NO ONE IS ALLOWED IN THE GYMNASIUM** except those under the direct supervision of an MHBS faculty member or other adult with prior approval in writing from the administration. School buildings will be closed by 3:30 p.m. except when under direct faculty supervision. No student is to enter the building, at

any time, without proper authorization.

### **ATHLETIC AND CHEERLEADER UNIFORM POLICY**

1. Uniforms and practice/tryout/camp attire must be modest and measured no more than three inches from the top of the knee.
2. Midriffs may not be visible when arms are held by one's side. Activities that may require tumbling or tossing in the air, such as cheerleading, necessitate the wearing of bike shorts under skirts.
3. Students attitudes must be positive and Christ-like. Failure to abide by the school's Mission during school functions are subject to the Discipline Policy.

### **ARTICLES PROHIBITED**

Articles which are safety hazards or which interfere with the appropriate educational process are not permitted. These items include (but are not limited to) firearms or anything resembling firearms, water pistols, knives, iPods (during school day), MP3 Players, or other electronic communication devices. These and any other items found to be disruptive of the educational process will be confiscated. Fireworks, firearms, and/or weapons of any type are illegal and dangerous. Possession, or firing, of fireworks, and possession of any weapon on school grounds or at any school-sponsored event will be grounds for strong disciplinary action.

The use of cell phones is prohibited during the school day except under the direct supervision of a teacher or school staff member. (Exception: Cell phones may be used between class periods or during lunch.)

### **AUTOMOBILE REGULATIONS**

Observance of the following regulations are required of all students who operate vehicles on the MHBS campus:

1. Cars driven to school by students must be parked on arrival and remain there until school is dismissed.
2. No student is to be in a car at any time during the school day without special permission from school officials. Students are permitted to use their cars for transportation to college classes provided they have been approved by the Dean of Students.
3. Students guilty of driving carelessly or recklessly on campus forfeit their right to drive to school.
4. Speed limit on campus is 10 m.p.h.
5. Specific areas designated for student parking are to be observed during school hours. Students are not to park their vehicles in undesignated areas.
6. Students wishing to drive to school will be required to purchase parking decals.

### **BEHAVIOR OF STUDENTS**

#### 1. Statement of Principle

MHBS' unique Christian purpose sets it apart from other schools. We seek to provide an atmosphere of high academic and Christian standards. To achieve these goals, close faculty-student relationships are maintained. Biblical principles form the basis of our guidelines. We ask, therefore, that careful consideration be given to the following regulations. Please remember that application to attend MHBS constitutes the acceptance of key principles.

2. Specific Regulations:

- a. The possession or use of alcoholic beverages, the abuse, misuse or illegal possession of drugs, stealing, sexual promiscuity/immorality, the destruction of property of others, or any other on-campus or off-campus behavior deemed inconsistent with the Mission are subject to disciplinary action. Enrolled students who have engaged in such behavior may be automatically suspended pending an investigation period. Upon completion of the investigation, and should circumstances warrant, students will be subject to the Disciplinary Actions described in this policy.
- b. A second violation of any of the regulations in Section a. (above) may result in expulsion from MHBS.
- c. Disruptive behavior during worship periods, failure to attend chapel, disrespect for authority, lack of honesty in any form, fighting, cheating on schoolwork and exams, and the use of vulgar or profane language shall constitute grounds for disciplinary action. Likewise, possession or the use of tobacco or vapor devices (“vaping”) in any form anywhere on campus or at school-sponsored activities are prohibited and will be grounds for disciplinary action.
- d. Faculty, administrators, and students are expected to treat one another in accordance with Christ's principle: "Do unto others as you would have them do unto you."
- e. Sexual harassment will not be tolerated at Mars Hill Bible School. Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient. Any employee engaging in harassing conduct will be subject to disciplinary action, up to and including expulsion.
- f. No student shall engage in, or be subjected to, harassment, violence, threats of violence or intimidation by any other student. Students who violate this policy will be subject to disciplinary action. This behavior includes threats to the student, damage to his or her property, creating a hostile environment, and disruption of the school day, as well as the infliction of physical force with the intent to cause injury to another student or damage to property. Students are expected to follow the guidelines of the Bible relative to behavior and interaction with their classmates. They should treat each other with respect and dignity. Efforts will be made to make sure students understand potential bullying situations. Counseling with teachers/administrators will be part of the process to educate and work through potential problem areas. If these situations cannot be resolved in this manner other consequences for violations may include parental conferences, detention, suspension, or expulsion.

**BEHAVIOR OF STUDENTS AND DISCIPLINARY ACTION**

1. General Statement

The administration reserves the right to reject, suspend, expel or otherwise discipline any student whose enrollment is contrary to the school's Mission. A request to withdraw may be based on conduct or attitudes inconsistent with the Mission or failure to do satisfactory work. Such requests will follow patient counseling and careful evaluation of the student's records by administrators and teachers. Parents and students are expected to recognize the right of administrators and teachers to act in the place of parents to administer reasonable/appropriate correctional measures, as listed under *Disciplinary Action Taken by the Administration*, in order that the nurture and admonition set forth in scripture may be carried out.

## 2. Corporal Punishment

Enrollment constitutes consent from parents for appropriate corporal punishment to be administered if needed. Such punishment is administered by the Dean of Students in the presence of a faculty member or another administrator. This form of punishment is used only when the situation demands and is the exception rather than the rule.

## 3. Classroom Disciplinary Measures

Teachers will handle minor disciplinary offenses with private interviews and corrective assignments. Minor offenses include small classroom disturbances, violation of classroom rules, area and hall disturbances, failure to be prepared for class, etc. If a teacher finds it necessary to send a student from a class due to a major problem or a chronic repetition of minor offenses, the student must report to the office immediately. The teacher must either send a written explanation of the nature of the problem or accompany the student to the office at the time he/she is dismissed from the classroom. Parents will be notified of the incident by the Dean of Students. If a second eviction from a classroom occurs, a conference will be held with the student, his/her parents, and the Dean of Students. A third eviction will be grounds for strong disciplinary action including the possibility of expulsion.

## 4. Classroom Management Policy

On the opening day of school, teachers will provide students with a list of rules and regulations that will apply to their classrooms. In addition, a copy of these rules will be posted in the classrooms and will be placed on file in the office. Teachers will review these requirements with their students.

## 5. Disciplinary Action Taken by the Administration

Students who violate school policies, rules and regulations are subject to any of the following disciplinary actions:

- a. Work - A student may be required to remain after school and work for a period of one hour per day for a reasonable number of days to pick up paper, clean floors, restrooms, etc. Any expenses for extra supervision of students will be parents' responsibility.
- b. In-School Suspension - A student may be suspended from classes, but kept at school, until the problem is resolved and the Dean of Students and the teacher are assured that the student can return to classes without further disruptions.
  - 1). The suspension must be served the day following the infraction of school rules.
  - 2). Students serving in-school suspensions are barred from participating in any school and/or extra-curricular activities on the calendar day of the suspension.
  - 3). Parents are formally notified of in-school suspension and the reasons why such disciplinary action was required.
- c. Suspension from School - A student who is suspended is prohibited from being on the school premises and from participating or attending school activities. She/he will be expected to make up all work that is missed. Administrators are authorized to suspend for a period of time not exceeding five school days. The following procedure will be used in the suspension of students:

The Dean of Students will inform the student that he/she is suspended, the amount of time involved in the suspension, and reason(s) for the suspension. The student's parents will be

notified by phone and the student will be released in their custody or with their knowledge. In case parents cannot be reached by phone, the student will remain in the office until school is dismissed at which time she/he may leave school. Before the student can return to school, a conference shall be held which will include the student, his/her parents, the Dean of Students and any others deemed necessary by school officials. The conference may be omitted under extenuating circumstances. After the conference the student and the student's parents shall be notified by the Dean of Students concerning the future status of the student.

- d. Expulsion - An expelled student will not be allowed to remain as a student at MHBS. The Dean of Students will meet with the student(s) and parents in the presence of the Counselor or other designated faculty members and review the facts involved. A student may be expelled only upon recommendation of the Dean of Students and action by the Board of Directors. The following procedure will be used in the expulsion of a student:
  - 1). Should the Dean of Students determine that the student's continued enrollment at Mars Hill Bible School is no longer in the best interest of the school, he/she should then inform the Executive Committee of his/her decision.
  - 2). The Dean of Students will recommend to the Board that the student be expelled and provide reasons for doing so.
  - 3). Upon agreement, the Administration will inform the student that she/he is suspended pending a Board of Directors' hearing to act upon the recommended expulsion. The Dean of Students shall inform the parents of the place, date, and time of the hearing. He shall further advise them of the reasons for the recommended expulsion and of their right to present evidence and witnesses at the hearing.
  - 4). The Board of Directors shall conduct the hearing. After due deliberation and full consideration of the facts and matters presented, the Board will rule on the proposed expulsion and so inform the parents.
  - 5). The decision of the Board of Directors will be accepted as final.
  - 6). A written decision explaining the Board's decision will be provided.
- e. Saturday School - A student may be required to attend Saturday School. Saturday School will (last for a minimum of four (4) hours) be supervised by the Dean of Students or his appointee. The student may be required to finish uncompleted class work, do manual labor around the school, or complete other assignments as described by the Dean of Students. Parents will be notified when their child is required to attend Saturday School. Failure to attend Saturday School will be considered grounds for expulsion.
- f. After-School Suspension - Students may be required to stay after school for a minimum of one hour as part of the school's discipline policy. After-school suspension will be supervised by the Dean of Students or other school administrators. Students in after-school suspension are barred from participation in extra-curricular activities until the suspension has been satisfactorily completed.
- g. Probation
  - 1. New student probation: All new students are on academic and behavior probation for one year.
  - 2. Disciplinary probation: A student may be placed on this probation for certain misbehavior. This action serves as a warning. Further violations of this probation could result in expulsion.

- h. Dishonored – If a student’s offense is severe enough to reflect poorly on MHBS due to the student’s office or position at the school (e.g., student council office, homecoming court nominee, Mr./Miss MHBS nominee), that honorable position may be removed at the discretion of administration after consultation with the Board of Directors.
- i. Extra-curricular Suspension – Students in extracurricular suspension are barred from participation in extracurricular activities until the suspension has been satisfactorily completed.

## **BIBLE GRADE POLICY**

### 1. General Statement of Principles

Students are expected to respect the Bible and all religious activities at MHBS. Appreciation and respect must be shown at all times, especially in chapel and Bible classes. Students who do not pass Bible will be asked to withdraw from MHBS for one semester before being eligible to apply for re-admission.

### 2. Specific Procedures for High School Students

Teachers will make conscientious efforts to help students. Those who come to MHBS as new students, without the benefit of accumulated years of previous study, are graded in light of their response to opportunity, including attitude and effort. No student fails Bible who shows proper respect, who makes an honest effort to do his/her work, and who cooperates fully in meeting assignments that are within the realm of his/her capability. Attitude and conduct out of class, including chapel and student events, are considered to be a "Bible laboratory" and may have a bearing on one's Bible grade. Teachers are expected to (1) alert students, in advance, that they will use this option in determining grades, and (2) will provide a clear description of how this option will be utilized.

### 3. Results of Failing Bible

A student who fails Bible for a quarter will be placed on immediate probation and must bring his/her average up to passing by the end of the semester. If he/she does not, the student must withdraw. After a semester the student may re-apply for admission to MHBS, at which time his/her application will be evaluated in light of the record established during the intervening time. If a student's first failure does not occur until the last quarter of a semester, or if the student's semester test grade causes him/her to fail for the semester, she/he will be permitted to return, on probation, for the next semester and must maintain passing grades for the subsequent semester in order to remain enrolled.

## **BUS POLICY**

### 1. General Statement of Policy

Conduct on buses, for regular routes and special trips, is expected to be consistent with all policies of the school. The same general behavior that prevails during the school day is expected on buses. Any pupil whose conduct is in violation of rules set down by the school administration may be denied the privilege of riding the bus.

### 2. Specific Regulations

The following rules should make bus riding safer and more enjoyable:

- a. Unnecessary noises on the bus, such as yelling and whistling to anyone outside the bus are not allowed. Riders on the bus must do nothing that would distract or annoy the driver.
- b. Everyone is to remain seated while the bus is in motion.

## 2016-2017 Parent-Student Handbook (Grades 5-12)

- c. There is to be no scuffling, tagging, hitting, etc. either on or around the buses.
- d. No part of one's body should be out of the windows or door of the bus at any time. (Windows should not be lowered more than half way.)
- e. Only the driver of the bus should open or close the door or operate the flashing signals and flag.
- f. Students are expected to cooperate in keeping buses clean and in avoiding damage to seats. Malicious, avoidable damage must be repaired at the expense of the student's parents. Breakable items should not be brought on the buses.
- g. Students riding other than their regular buses must have written permission to present to both drivers involved (their regular driver and the one driving the bus they wish to ride). They should wait until a seat is available and assigned for them.
- h. Elementary students are to be seated first, near the front of the bus. Drivers may assign seats at their discretion.
- i. All teachers and other adults riding the bus are expected to serve as monitors. Students must respect their suggestions. The driver of each bus is to be obeyed by students in the same way that the student must respect the teacher during the day.
- j. Buses are not to stop to permit students to buy drinks, candy, etc. Drivers are not to allow students to get off the bus at any point other than their regular stop, or a place designated in writing by a parent.
- k. Any problems should be reported promptly to the Dean of Students.

### BUSINESS OFFICE POLICIES

All tuition payments will be made through FACTS Management and be drafted out of your bank account. Monthly, semiannual, and annual plans are offered through FACTS. All other fees are billed separately and are due within 30 days of billing. If paying by credit card, a 2.75% convenience fee will be charged by FACTS. Please refer to the current Financial Policy Brochure for further information.

All tuition and fees must be paid in full by the end of the school year. A student will not be allowed to register for the next school year, nor will seniors be able to graduate until all charges have been paid. All accounts that are past due are subject to collection procedures deemed necessary by the Vice-President and Business Office Manager.

### CARE OF PROPERTY

Students are expected to care for all school equipment and facilities All damage, even that which is accidental, must be acknowledged by those involved and reimbursement be made to the school in cases of carelessness or willful destruction. In many instances home owners insurance policies will cover the expense. Unnecessary littering of buildings, buses, and campus will result in disciplinary action.

As required by law, all areas containing asbestos materials or suspected ACBM have been identified. Anyone having any questions or concerns about this should contact: Dexter Rutherford, Asbestos Coordinator, Mars Hill Bible School, (256)767-1203 ext 2002.

### CHECKING OUT OF SCHOOL

Students are not permitted to check out of school or leave campus without the specific approval/request of parents. The absence from class is almost always detrimental to the

educational process. When students find it necessary to check out of school to obtain items they should be reasonably expected to have brought with them (e.g., uniforms for pictures, homework, items necessary for a particular project that day), permission may be granted only with the understanding that the student will receive an automatic, unexcused absence in the class(es) missed.

## **CONSULTATIONS WITH FACULTY**

### **1. Communication Should Follow Appropriate Guidelines**

Faculty members are deeply concerned about students they teach and welcome communication with parents. On the other hand, parents and students should show consideration to teachers and their families by not calling them at home about school matters handled better by a conference or by a phone call at school.

### **2. Teachers Cannot be Interrupted During Instructional Time**

Time on task is of critical concern at MHBS. Faculty should not take time from the instructional program for conferences. Although teachers are not available to come to the phone during class time unless there is an emergency, they can return a call when not obligated by classroom duties. Parents are urged to set up conferences at mutually convenient times. A parent can arrange conferences by making appointments through the high school secretary. The school administration strongly recommends that all parents schedule conferences with teachers at least once each semester. Parents are not to go to classrooms during school hours without first obtaining permission from the office.

## **DRESS CODE**

### **1. General Statement**

The broad dress code policy adopted by the Board of Directors is as follows: "MHBS students shall be required to dress and groom themselves in a manner that is modest according to Bible principles, neat, decent and in good taste, and consistent with the overall image and purpose of the school. Dress and appearance that detract from the academic and/or spiritual purpose of the school will not be allowed. School administrators are authorized to implement these broad guidelines by specific rules and statements to clarify what is expected of students and parents.

### **2. Specific Guidelines**

The following guidelines are merely examples of the general dress code policy. As such, they are designed to demonstrate to parents and students the ways faculty and administrators will apply the broader policy. These guidelines should NOT be interpreted as a complete or comprehensive catalog of regulations; they are only illustrative. Students should remember that dress does not determine one's personality or convictions; rather, personality and convictions determine one's dress. Policies regarding dress and behavior are applicable at all school functions whether on or off campus unless specified otherwise:

- a. Male students are to wear shirts at all times, including P.E.
- b. Gym clothing is only to be worn on areas of the campus that are designated for athletics. Athletic shorts are not permitted in the school buildings or cafeteria.
- c. Unacceptable printed clothing is anything deemed inappropriate by the school's administration.
- d. Hair styles for students must be neat and attractive and should not bring undue

attention to the student. Hair should not be an unnatural color. Male students must be clean shaven. Hair should be above the eye brows, off the collar, and show part of the ear.

- e. Students are not allowed to wear hats or head coverings inside school facilities.
- f. Female student piercings are limited to ears and male students are not to have piercings.
- g. Female students' skirts, dresses and jumpers must come to the top of the knee when standing.
- h. Students may wear shorts to school and to school activities. Shorts must be no more than two inches above the knee when standing. Shorts must be cotton, twill, or gabardine or have the equivalent look and material such as Duckhead or Dockers. No white shorts or pants will be permitted. Frayed shorts or shorts that do not have fully-sewn edges are not permitted.
- i. Extremes in grooming and dress will not be permitted as they are disruptive of the educational process. Clothing with slits, cuts, patches, tears, rips, and holes is not considered appropriate. Students should not wear sweat pants, leggings or yoga pants to school.
- j. Tank tops are not permitted. All tops should be t-shirt style or have a collar.
- k. Students on school-sponsored trips are expected to follow school dress codes.
- l. Athletic uniforms and warm-ups should limit school identity to one of the following: "Mars Hill," "Mars Hill Bible School," "MH," or "MHBS."
- m. Athletic uniforms and practice attire should be modest and be no more than three inches above the knee.

#### **MALE ATTIRE**

Top: Oxford, golf shirt, turtle neck, crew neck t-shirt. All tops must be long or short-sleeved (NO SLEEVELESS). All buttoned shirts must be buttoned appropriately.

Bottom: Dress or casual slacks, khakis, jeans and shorts. Denim and corduroy are allowed. Pants must fit at the natural waist (above the hips) and not touch the floor.

#### **FEMALE ATTIRE**

Top: Oxford, golf shirt, turtleneck, crew neck t-shirt, blouses. All tops must be long or short-sleeved (NO SLEEVELESS). All buttoned shirts must be buttoned appropriately.

Bottom: Dress or casual slacks, jeans, skirts, capris, shorts, jumpers and dresses. Denim and corduroy are allowed. Pants must fit at the natural waist (above the hips) and not touch the floor.

\*Male and female outer-wear worn indoors: Jackets, vests, pull-overs, sweaters, sweatshirts. All must fit appropriately, including sleeve and body length; an oxford, golf shirt, turtleneck, crew neck t-shirt or blouse must be worn underneath.

#### **ITEMS NOT ALLOWED**

- Sweat pants of any type, athletic shorts, overalls, or trench coats.
- Oversized clothing or clothing that is too tight.
- Strapless, low-cut, see-through or sleeveless dresses, skirts or tops.
- Clothing with symbols, signs, letters, numbers, words or pictures deemed offensive in any form.

- House shoes or pajama wear.
- Jewelry or other items that pose a safety risk and/or a distraction to the educational process.

### **Guidelines for Banquets, Award Programs, Homecoming, etc.**

1. Christian standards of modesty must be met in all cases.
2. Those who do not conform to the following guidelines, or whose dates do not conform to these guidelines, will be prohibited from participating in the event and asked to leave:
  - a. Young ladies can either choose a dress or formal. No strapless dresses or strapless formals; no exposed midriffs; no cutouts; no revealing or plunging necklines. Dress back must be no lower than the base of the shoulder blades. Slits in the dress cannot exceed two inches above the knee. Dress must come to the knees when standing.
  - b. Young men can either choose a suit or a formal tuxedo. Shirts must be tucked in and shoes and socks must be worn.

### **DROPPING A COURSE**

After a school year begins, no changes in a student's schedule will be allowed after the first three days of 90-minute classes or the first week of 45-minute classes without the approval of the Counselor and the Principal. Any subject dropped after the first six weeks of a 180-day course or after the first four weeks of a 90-day course will be considered as a subject failed, (defined as a score of "59" or the current numerical grade in the class--whichever is lower) and will be listed on the student's record for that semester. Dropping one Mars Hill Bible School course at these late dates will not automatically allow the student to enroll in another class taught here. Students may need to add a correspondence or summer school course to make up the credit caused by a dropped course. All dropped courses must be approved by the counselor and the Principal and appropriate alternatives agreed upon.

### **DUAL CREDIT**

Dual Credit: With prior approval from the Dual Enrollment/Dual Credit Committee, juniors and seniors may enroll in a college/post-secondary course and earn high school credit at the same time as their college credit. The Committee will be guided in its decisions by the following guidelines:

1. College courses may not be substituted for required high school classes.
2. The Committee shall evaluate the overall appropriateness of the high school credit by comparing the course content to *The Alabama Course of Study*. When the subject matter of the post-secondary course is not included in *The Alabama Course of Study*, the Committee will base its decision on an assessment of the overall quality and educational value of the course.
3. Only credits earned from regionally accredited colleges and universities (AdvancED, North Central Association, etc.) will be accepted.
4. In accord with the guidelines established by the Alabama State Department of Education, students who complete a college course earning a minimum of three hours credit will be awarded one-half credit of high school work in addition to their post-secondary credit. College courses earning less than three hours of credit will not earn high school credit.

5. Mars Hill Bible School will work with Northwest Shoals Community College in giving our students the opportunity to earn both high school and college credits for course work done in those classes. The college will use our teachers and classrooms and the classes will be taught at their regular school day time. We in turn, will use their curriculum and textbooks.
6. Some courses receive weighted grades as honors-level classes. Courses that qualify for honors-level weighted grades must be at least a 3 hour level course. Courses that are 1 and 2 hour credits will not receive honors-level weighted grades. Students should check with the guidance counselor before registering for these classes.
7. Only students with an overall 85 average in academic courses at MHBS will be permitted enrollment.
8. Students who do not make at least a “C” in their college class will not be allowed to enroll in college coursework for the succeeding semester.

### HANDLING OF COMPLAINTS

The Board of Directors’ primary functions consist of policy making and judicial decisions. The Board allows the administration to execute freely the policies that have been adopted. It is the intent of the Board of Directors, administrators, and staff to follow Christian principles in all phases of the school's operation. An honest effort to abide by the Golden Rule is pledged by the school and is likewise requested from patrons and students. In view of the diversity of opinions involved in matters of judgment and in order that the principles of Christ may be followed, the following procedure for dealing with complaints has been established:

1. Any complaint should first be discussed amicably and directly with the individual involved. This will normally solve most problems.
2. Should step one not solve the problem, the complaint may then be brought to the attention of the immediate supervisor of the individual involved.
3. Should a satisfactory resolution not occur, a conference should be initiated with the school Principal to set in motion whatever personal and joint conferences may be deemed expedient.
4. Should a satisfactory solution not be achieved, a letter should be written to the Chairman of the Board of Directors who will initiate whatever personal and joint conferences may be deemed necessary.
5. The Board will make every effort to ascertain facts, evaluate the situation objectively, and arrive at the best course of action possible in light of the facts they can know at the time. An affirmative vote of a majority of Board members will be necessary to carry a motion on any given proposed solution.
6. In the event the Board is unable to arrive at a unanimously recommended course of action that is acceptable to all parties involved, then the Board may identify possible options and make a binding decision by secret ballot, which decision shall be accepted as final by all parties.
7. A decision from the Board will be given to all parties involved in the dispute.

### ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities at MHBS is a privilege and not a right. Eligibility

## 2016-2017 Parent-Student Handbook (Grades 5-12)

requirements for participation in interscholastic athletics are established by the Alabama High School Athletic Association and must be met by all participants enrolled at MHBS. Similar guidelines, established by the school, exist for student participation in any extracurricular activity.

All faculty members responsible for extracurricular programs may, upon approval of the administration, establish guidelines that exceed those of the AHSAA. All students should be aware that participation in extracurricular activities, though a valuable part of school life, is secondary to the academic purpose for which all exist.

### **FIRE DRILLS, STORM WARNINGS AND LOCKDOWN DRILL**

MHBS will conduct regular fire and storm drills in order to familiarize students and teachers with the proper manner to deal with possible warnings. Students and teachers are expected to fully cooperate in all drills. Drills are the responsibility of the Dean of Students.

#### 1. Fire Drills & Warnings.

A fire alarm will be identified by a continuously-sounding shrill sound. When the alarm sounds, students and faculty should evacuate the building immediately by moving quietly and in single file to the nearest available "safe" exit. Windows and doors should be closed. Once outside, all involved should move at least 150 feet away from the nearest building. When the situation warrants, an "all clear" will be sounded by the regular bell system.

#### 2. Storm Drills/Warnings

Storm drills or warnings will be announced over the public address system when possible. Should that not be possible, an intermittent bell that continues to ring at short intervals will be utilized. Students and faculty should move to the basement of the Arts & Sciences Building. Elementary students should use the stairwell next to the Media Center and proceed in single file to Room 107. Middle School students should use the same stairwell and proceed in single file to Room 106. High School students should use the stairwell near the Biology Room and proceed in single file to Rooms 101 and 102. After the danger has passed, a single bell will sound an "all-clear".

#### 3. Lockdown Drill

Under unusual circumstances it may be necessary to place the school under a lockdown. In this situation the teacher will make sure all doors and windows are secured and if instructions direct them to, move all students out of the line of vision from windows. During this time no students will be allowed to leave the room until the lockdown is lifted.

### **GRADING**

The following interpretations are to be used in reporting and recording grades:

<u>Evaluation of Work</u>	<u>Numerical Range</u>	<u>Quality Points</u>
*Excellent, far above average	90-100	4
Good, above average	80- 89	3
Fair, average	70-79	2
Poor, danger of failing	65-69	1
Unsatisfactory, failure	Below 65	0

\*President's Roll: Students must maintain a 95.0 average or higher in all subjects in order to qualify for the President's Roll. Students with incompletes will not be eligible for the President's Roll. Students must be enrolled in a minimum of three academic courses to qualify (serving as an aide or a peer tutor will not count toward the requirement).

\*National Honor Society/National Junior Honor Society: Students must maintain a

Numerical grades are to be recorded on the computer grade sheets. A student must have a 65 average for the year in order to pass. The average for the year is the average of the two semester grades.

All students (9-12) will be required to take comprehensive semester/final examinations at the conclusion of each semester/term. Students in performance classes (band, chorus, drama, physical education, yearbook, office aide, etc.) will be exempt from this requirement due to the nature of the classes. Seniors will not be required to take final examinations during the spring term. No exceptions are to be made in this schedule unless approved in writing by the Principal.

Dual Credit classes will be weighted ten percent in determining numerical grades and GPA's; honors classes will be weighted five percent. It is the responsibility of individual faculty members to make the adjustment on the grade sheets. Classes qualifying for adjustments, as of the 2014-2015 school year, include Honors Biology, Honors English (grades 10, 11 & 12), Precalculus I, Precalculus II, Calculus, Chemistry, Advanced Chemistry and Western Civilization to 1500.

No other grades on report cards (Grades 9-12) can exceed a maximum of 100 points.

The following guidelines apply to Honors classes:

1. Students are screened for Honors courses based on an analysis of previous class performance and the requirements given by Northwest Shoals Community College.
2. In order to take Honors Precalculus I, the student must have completed Algebra II with an 85 or above average.

### GRADUATION REQUIREMENTS

Mars Hill Bible School will offer four (4) types of exit documents with no distinction made at graduation as to the type of document received by each student. It is highly recommended that all students become familiar with the specific entrance requirements of the colleges or universities of their choice when developing their four-year curriculum plans. Please see the section on "Student Scheduling" for additional information.

1. **Attendance Certificate** for students who do not have the minimum number of credits for graduation but who have been in attendance for 12 years.
2. **Learning Resource Diploma** for students who have fulfilled the requirements of their Individual Education Plans (IEPs). This program is for those students with professionally-diagnosed learning exceptionalities. Students must be approved for these special services and work through the learning resource program to determine eligibility, appropriate instruction and evaluation methods. Check with instructors in the learning resource program for further details regarding this program.
3. **Academic Diploma** for students planning to enter college or university after

high school. See requirements below.

4. **Honors Diploma** for students who wish to emphasize academic offerings in their programs. To fulfill the requirements of an Honors Diploma, a student must maintain a minimum overall 90.0 numerical average. Failure to maintain this numerical average will result in the awarding of an Academic Diploma.

<u>Subject Area</u>	<u>Academic</u>	<u>Honor</u>
Bible	4	4
English	4	4
Social Studies	4	4
Humanities Electives	-	-
Science	4*	4*
Computer Science	1/2	1#
Health	1/2	1/2
Physical Education	1	@
Mathematics	4	4
Foreign Language	+	2
<u>Electives</u>	<u>6</u>	<u>4 1/2</u>
TOTAL	28	28

**Honor Cords (Graduation):** Students whose cumulative average is a 90.0 or higher will be provided an honor cord to wear during commencement exercises (grades earned as an aide or a peer tutor will not be included in student averages but will count as an elective credit leading toward graduation). These determinations will be made during a student’s senior year at the end of the March grading period.

To fulfill these requirements all students must schedule at least one Math, one Science, one English, and one Social Studies credit per school year.

\*Science credits must include at least one life science and at least one physical science.

+Most colleges and universities require or highly recommend HS foreign language credits.

@The state of Alabama has agreed to allow students who have attended a school with certified Physical Education teachers in grades K-8 and who have participated in the program to opt for another “academic” class to be taken in lieu of physical education requirements. (Amended AAC Rule No. 290-030-010-.06 (11.1)(b-1), (c-1) and (d-1) and AAC Rule No. 290-030-010-.06 (11.2)(b-2), (c-2) and (d-2). These rules only apply to students requesting full academic loads.

\*\*Must have proficiency through related course work. +Must include Algebra II and Geometry to qualify for honors. All correspondence courses and out-of-sequence classes are for remedial purposes only. No more than two (2) credits may be earned by correspondence studies or through remedial summer school programs. Students will not be given credit in a previously passed course. Students may, however, audit courses for enhancement purposes.

#### **GUIDELINES FOR USE OF INSTRUMENTAL MUSIC AND OTHER SONGS IN PROGRAMS AND WORSHIP ASSEMBLIES**

Mars Hill Bible School, in accordance with Scriptural guidelines, believes the use of instrumental music in worship to be a violation of the clear teaching of the early church and Scripture. Its use in worship settings is not appropriate. In addition, in programs planned and directed by Mars Hill Bible School faculty and representatives, use of devotional/worship songs containing instrumental music is not appropriate. Faculty members are responsible for

monitoring parents who prepare musical accompaniments for presentation at official school programs. In these cases, faculty members should explain the school position in a loving, caring manner. In non-worship venues (Quad Cities Choral Festival, State Band Competition, Honor Choruses, etc.) where Mars Hill Bible School is not responsible for music selection and where the purpose is educational, not worship, Mars Hill faculty responsible for students attending these activities should alert parents and students (in advance) that (a) this is an educational, not a worship, setting and that (b) participation in this activity is voluntary and should not occur if such participation would violate the conscience of the one involved.

### **HARASSMENT/BULLYING POLICY**

Mars Hill Bible School is dedicated to fostering an environment, based on the teachings of Matthew 7:12 and Ephesians 4:29-32, that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm group inclusion, relationships or acceptance, or friendship), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

All students share responsibility for keeping the school environment free from harassment and bullying. “No Bully Stands Alone” will be enforced and students must report incidents of harassment and bullying to a teacher or an administrator. Students will also be given the opportunity to report bullying via voice mail box (256-718-8523) and email [bully@mhbs.org](mailto:bully@mhbs.org). No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

When the school administration becomes aware that harassment or bullying may be occurring, they will promptly investigate the situation and notify the parents of the students involved. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

### **HOMEWORK**

A student should expect daily homework. However, no tests or major homework projects are to be assigned for Thursdays (except for those scheduled during quarter and semester exams) in order to enable students to attend mid-week Bible classes at church. (EXCEPTION: Quarter and semester exams will need to be assigned on Thursdays. These will be done in such a manner as to minimize need to miss Wednesday services.)

### **HONOR ROLL**

Academic achievement is recognized by announcing three honor groups following each grading period. The President's Roll is composed of students who earn numerical grades of 95.0 or better in all subjects. The Dean's Roll is composed of students who have at least a 95.0 average with no grade lower than an 85.0. The Honor Roll is made up of students with no grade lower than an 85.0 on their report card. Honor cords will be provided at graduation for all students whose cumulative GPA is 90.0 or higher (see “Graduation Requirements”).

### **INSURANCE**

A basic accident insurance policy, which covers all school activities and transit to and from school, is available through the school for those who wish to purchase it. Also available is a broader policy that covers accidents occurring at any time. Application forms for these policies are distributed near the beginning of the school year. Parents may purchase supplemental insurance. Information available from the Dean of Students.

### **LIBRARY**

The media center will be open on each regular school day from 7:50 a.m. until 3:10 p.m. During class periods, students must have a note from their classroom teacher giving them permission to enter the library. Students are responsible to their classroom teacher in going to and from the library and, unless accompanied by a teacher for purposes of instruction or supervision, are responsible to the librarian while in the library. While in the library, talking must be kept to a minimum. Chewing gum or consuming food or drink will not be permitted in the media center or the viewing room. Students sent to the office for misbehavior in the library will be denied library privileges for an appropriate period of time. Books may be checked out for two weeks and may be renewed once by returning them to the desk for re-stamping. Whoever checks out books or other library materials is responsible for their return. Reference and reserved books may be used only in the library with the exception of specially designated material which may be checked out at 3:00 p.m. and returned by 8:00 a.m. the following day. Students will not be allowed to check out material if they have overdue materials or unsettled accounts from the previous semester (lost and damaged books, periodicals, etc.). Complete copies of the Media Center user policy and selection policy are on file in the library and office.

### **LOST AND FOUND**

Students who find lost articles are to take them to the office where they can be claimed by their owners. Articles that are unclaimed after two weeks will be given to charity.

### **LUNCH**

The school cafeteria is maintained as a vital part of the health program of the school. All students are expected to eat their lunch in the cafeteria. They may either bring their lunch or buy it in the cafeteria. No food may be taken from the cafeteria and food is not to be delivered during the day from professional delivery services. To encourage good nutrition a well-balanced lunch is offered at a reasonable price. Each person eating in the cafeteria will be responsible for:

- (1) Depositing all litter in waste baskets,
- (2) Leaving tables, chairs, and floor in a clean condition for others.

In order to keep the lunchroom neat at all times, students will assist in the cleaning of tables.

### **MARRIED STUDENTS**

Because MHBS believes in the sacredness and sanctity of the home and that numerous adjustments are required in the early months of marriage in order to help young marriages survive, any student who marries during the school year automatically relinquishes his/her role as an MHBS student for the remainder of the school year in order to concentrate on the building of the home. Failure of a student to notify school authorities of his/her marriage will constitute

dishonesty and will become a part of the student's school record. Students contemplating marriage are urged to confer with school officials who can often be of help in providing guidance for such an important decision. Students already married may be accepted as students after careful consideration. Each case will be decided on its own merits with special approval of the Board of Directors required for final admission.

## MEDICATION AT SCHOOL

### **Goal:**

To safely assist students with medication at school in order to maintain an optimal state of wellness, thus enhancing the educational experience.

### **Parent's Responsibility:**

- **Contact your School Nurse.**
- The correct School Medication Prescriber/Parent Authorization (PPA) form must be used. This form is dated 5/2014. According to the Alabama State Department of Education, this is the only form the school can accept.
- All prescription medication/special procedure doctor orders must be delivered to the School Nurse by the first day of school. Current doctor orders are required at the beginning of each school year.
- **The school nurse will not administer any medication/special procedure without a doctor order.**
- It is the responsibility of the parent to bring all doctor orders, medications, and other needed medical supplies to the School Nurse by the first day of school.
- If the orders and medical supplies are not brought to school, the parent will be responsible to come to school and administer their child's medication/special procedure everyday until the orders are received by the School Nurse. This also applies to self-administer medications.
- **Personally bring your child's medication to school. Students cannot transport medication.**
- **Bring prescription medication in its original container from the pharmacy with the prescription label intact. Inhalers must be in the prescription box.**
- Do not bring medication to school that is prescribed for three times a day. It should be given in the morning just before leaving home, upon returning home from school, and just before bedtime. ( Example: antibiotics)

### **Non- Prescription Medication:**

- **The school cannot stock Over-the-Counter (OTC) medication. (Example; Tylenol, Advil). OTC medications can be authorized by the parent for chronic illnesses. The School Nurse has the authority to request a doctor's authorization for OTC medication. The parent must supply the OTC medication.**
- Sign the School Medication Prescriber/Parent Authorization form.
- **Bring OTC medication in the original, unopened, sealed container with the manufacturer's labeling plus the student's name.**
- Medications that are controlled substances will be counted and documented by the School Nurse or Medication Assistant and parent.
- Do not bring more than a six weeks supply of medication at one time.

- Notify the School Nurse of medication changes including discontinued orders. The School Nurse cannot implement changes in a medical order from the parent or guardian. A written doctor order is required. A new School Medication Prescriber/Parent Authorization form must be signed if medication orders change during the school year.
- The School Nurse will notify the parent when the student is out of medication or the medication is expired. All expired medications will be properly disposed. It is the Parent's responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Pick up any unused medication at the end of the school year. All medication not picked up will be discarded by the School Nurse.
- **Self-administer Medications: Discuss with your child's doctor**
  1. Health Services will allow the self-administration of diabetic medications, asthma inhalers, epi-pen, and twinject.
  2. The doctor, parent, and School Nurse must all approve for the student to self-administer.
  3. The School Medication Prescriber/Parent Authorization (PPA) form must be appropriately completed for self-medication. The yes box for self-administration must be checked, and the parent must sign in two places: parent authorization and self-administration authorization.
  4. There is also the question regarding whether the student is to keep the self-administration medication "on person". In order to keep the medication on person the student must be able to independently administer his/her medication without the aid of the school nurse. Consideration needs to be given to students who ride the bus and/or participate in extracurricular activities to keep their emergency medications (asthma inhalers, epi-pens, twinjects, and diabetic medication) on person so he/she will have access to their medication after school hours.
  5. Exception: If a student rides the bus and will potentially need their medication while on the bus, but is not capable of self-administering the medication, the student can be authorized to keep the medication "on person" in his/her backpack and the Bus Driver can be trained to assist the student with the medication.  
Example: asthma inhaler, epi-pen.
- **Emergency PRN Medication: Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.** Discuss authorization to keep medication "on person" and "self-administer" with the School Nurse and your child's doctor. Discuss plan of care in an emergency situation, on the school bus and extracurricular activities. Understand critical importance of keeping medication "on person" during times of crisis management.

**Student's Responsibility:**

**Self-Administered Medication: Insulin, Asthma Inhalers, etc.**

- Contact School Nurse when needed.
- Keep medication "on self" at all times at school.
- Knowledge of time, dosage, route, and skill to administer own medication.
- Ability to safely bring and keep medication "on self" at school every day.
- Do not share medication.
- Demonstrate knowledge and skill to School Nurse.

- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

**Emergency PRN Medication:**

**Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.**

- Contact School Nurse when needed.
- Understand authorization to keep medication “on self” at all times at school.
- Understand plan of care in an emergency situation.
- Understand critical importance of keeping medication “on self” during times of crisis management.
- Understand plan of care for the school bus.
- Understand plan of care for extracurricular activities.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

Revised 02/2016

**COMMUNICABLE DISEASES PROCEDURE**

**Purpose:**

To promote and maintain healthy students in order to enhance the student’s educational goals by preventing the spread of communicable diseases

**Introduction:**

Communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Illness is defined as a state of being sick. Examples of communicable diseases include but are not limited to: Strep, staph infection, stomach virus, flu, ringworm, pink eye, impetigo, lice and scabies. MHBS realizes that the spread of communicable diseases cannot be totally prevented, but preventive measures can be taken to reduce the incident of communicable diseases and therefore promote the health of our students. All students with suspected or confirmed communicable diseases will be evaluated on a case-by-case basis.

**Prevention:**

Standard Precautions And Blood-borne Pathogens Procedure will be followed to reduce the risk of transmitting communicable diseases.

The School Nurse will follow the Guidelines recommended by the Alabama Department of Education, Center for Disease Control and the Alabama Department of Public Health regarding communicable diseases.

**Assessment:**

- Assessment of students’ health needs will be made by the School Nurse.
- The School Nurse has the authority to delegate specific tasks to Unlicensed Assistive Personnel (UAP). The specific tasks will not require the exercise of independent nursing judgment or intervention.
- UAP will consult with the School Nurse as indicated.

**Suspected Communicable Diseases:**

- Students exhibiting signs and symptoms of a communicable disease or illness will be evaluated by the School Nurse or UAP.
- The School Nurse or UAP will determine the appropriate action.
- If indicated, the parent/guardian or other designated emergency contact will be notified of the student's health status and of the need to check the student out of school.
- Students with a suspected communicable disease will be placed in a designated area outside of the classroom until the parent/guardian arrives.
- The parent/guardian will be informed of the suspected communicable disease or illness and be advised on the need for further medical evaluation and treatment.
- Further medical evaluation and treatment is the responsibility of the parent/guardian.
- The parent/guardian will also be informed on the requirements for the student to return to school.
- The School Nurse has the authority to request a physician note for the student to return to school.

**School Return Requirements:**

- Students will remain out of school until they are no longer contagious.
- This determination will be made by the School Nurse and/or the student's physician.
- The School Nurse has the authority to request a physician note for the student to return to school.
- Students with a medical diagnosis of a communicable disease from their physician will follow the directions of their physician and a written note from the student's physician is required for the student to return to school.
- Students with an illness not requiring a physician must follow the School Nurse's recommendation for returning to school.

**General Guidelines for School Return:**

Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- Fever free for the last 24 hours, without the aid of medication
- No vomiting for the last 24 hours, resulting from a communicable disease
- No diarrhea for the last 24 hours, resulting from a communicable disease

**Absences due to communicable diseases:**

Excused absences are made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- The day the student is sent home from school by the School Nurse is an excused check-out.
- Students that are sent home sick may not participate in extracurricular activities on that day or until they meet the guidelines for school return.
- The School Nurse has the authority to excuse the following day if needed to accommodate a fever or other illnesses if indicated.
- For additional consecutive absences to follow the student must bring a doctor note or parent note.

## MOVIE POLICY

All movies shown in the classroom (other than documentaries and films specifically designed for educational use) must be approved one week in advance by the Principal prior to viewing. All movies must be previewed by the faculty member involved and any scene that goes against Biblical principles should not be shown. Each teacher must require written work assignments from the students to gather academic input from the movie.

## NEW STUDENT REFERRAL GUIDELINES

MHBS is offering an incentive of \$500.00 for anyone referring NEW STUDENTS, grades Pre-kindergarten – 12<sup>th</sup>, to our school who meet the criteria below:

- The person referring the family must be named on the New Student Application.
- The person referring the new student must be a family member of a current student.
- Employees are not eligible for the referral incentive.
- \$500.00 per family, regardless of the number of students in the family attending.
- Students must remain at Mars Hill a minimum of 90 school days.

## REPORT CARDS

Report cards will be available on the Thursday or Friday after the end of the quarter.

## RESPECT FOR AUTHORITY

Students are expected to develop self respect by showing respect to others and to God. Students are not to call teachers or staff workers by their first names or by nicknames. All adults and visitors on campus are to be treated courteously at all times. Students are to respect both the property and feelings of others. Students are to respect God by showing proper respect for all religious and spiritual activities. Special attention will be given to showing proper respect for speakers and presentations in school assemblies. At all times, behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Each student is personally responsible for the impressions made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students guilty of such will be referred to the Dean of Students.

## SCHOOL CLOSING BECAUSE OF WEATHER

In the event school must be closed because of severe weather, an announcement will be made over local television stations. School Cast will be used as the primary source of notification. Reports in the morning will be made as soon as adequate information is available to school officials.

In the event it becomes necessary to dismiss school early during a school day due to weather conditions, an announcement will be made on the local television stations and a School Cast message will be sent out.

## SENIOR AWARDS

**Valedictorian's Medal:** Awarded to the student with the highest academic average for four years of high school work (grades 9-12). To be eligible for this award a student must complete his last two years of high school work at Mars Hill. The method for computing this award, the

Salutatorian's Medal, and the class ranking is as follows: Nine-week/Quarter numerical averages in each class (9-12), along with all semester exam scores, will be averaged to the nearest thousandth of a point. The guidance counselor is responsible for making this determination. For the purpose of class ranking, grades received as a teacher's aide or in physical education will not be utilized. Grades will be computed at the completion of the mid-semester of the spring term and will not be computed again unless an error is discovered in the original computation.

**Salutatorian's Medal:** Awarded to the student with the second highest academic average for the four years of high school work (grades 9-12). To be eligible a student must complete his/her last two years of high school work at MHBS.

**NOTE:** Only those students receiving an Honors Diploma will be eligible to receive Valedictorian and Salutatorian honors.

**Mittie Mae Pate Service Award:** Given by the faculty to a senior girl who has rendered unselfish service to the school, faculty, and fellow students without seeking recognition.

**Harold Darnell Service Award:** Given by the faculty to a senior boy who has rendered unselfish service to the school, faculty, and fellow students without seeking recognition.

**T. B. Larimore Bible Award:** A Bible is awarded by the Mars Hill Book Store to the senior with the highest average in Bible for four years of high school.

**English Award:** Awarded to the student with the highest grade average in four years of high school English.

**Van A. Bradley Mathematics Award:** Given to the student with the highest average in four years of high school math.

**Joe Brewer Honor Scholarship.** Established in 2008 by an alumna who wished to remain anonymous, this endowed scholarship honors beloved MH math teacher, Mr. Joe Brewer, who retired in 2008 after 50 years in education. It is to be awarded to a young man or young woman who exhibits the characteristics of humility, quiet leadership and love for Mars Hill Bible School that marked Mr. Brewer's career.

**Dr. G. R. Melson Science Award:** Awarded to the student with the highest average in four years of high school science.

**Woodmen of the World Trophy for Outstanding Proficiency in Social Studies:** Awarded to the student with the highest average in four years of high school social studies.

**Choral Award:** Given to the best all-around student in choral music. The selection is made by the choral director.

**Forensics Award:** Awarded to the best all-around student in forensic activities. The selection is made by the sponsor of the Forensic Club.

**Journalism Award:** Awarded to the top member of the yearbook and/or newspaper staff. The selection is made by the sponsor(s) after work for the year has been completed.

**Band Award:** Given to the best all-around student in band. The selection is made by the band director.

**Foreign Language Award:** Awarded to the two-year student who finishes the year with the highest grade-point average over two years of work in a foreign language.

**Larimore Award:** The Larimore Award is the highest honor a student can receive at Mars Hill. Students are able to be nominated by faculty and the church they attend, and must receive at least two faculty nominations. The faculty may nominate any number of deserving students. Students must go through a preliminary stage of judging after being nominated. They must turn in two letters of recommendation, a resume and answers to 3 questions. They go through an interview process which includes the Vice-Chairman of the Board of Directors, one of the senior sponsors, a high school faculty member, the Vice-President of the junior class and a community representative. Between five and eight students will then proceed to the Final Judging Panel, which consists of the Chairman of the Board, faculty member, President of the junior class, the other senior sponsor and a community representative. Students are judged based on their academics, their extracurricular achievements, their spirituality and representation of Mars Hill, and the interview. The winner is announced on Honors Day.

**Sonny and Nena Hargett Mission Scholarship.** This award is selected by members of the Hargett family.

**Hubert M. Landers “Reach Up” Scholarship** The Hubert Landers “Reach Up” Scholarship was established by the Landers family in memory of Hubert Landers. The scholarship is voted on by a committee and is awarded to a student who has persevered through adversity and achieved academic and extracurricular success.

**Willpower Scholarship** This award is selected by members of the Pannell family.

**Ruby and Ralph Snell Memorial Scholarship.** Originally established as a memorial to Ralph Snell, who served Mars Hill Bible School as an administrator and teacher at great sacrifice during its formative years, and who directed the elementary chapel program in exemplary fashion for many years, it was expanded in 2007 to include his wife, Ruby Snell, who continued to serve the school for three decades after her husband’s death. Priority for this scholarship goes to someone who has attended Mars Hill Bible School since kindergarten and who plans to enter a Christian university upon graduation. This award is selected by members of the Snell family.

**William Howard Jones Memorial Scholarship.** This scholarship goes to a young man who plans to enter the ministry and who plans to attend a Christian college upon graduation from Mars Hill Bible School. Should no member of the graduating class plan to enter the ministry, the scholarship can go toward the tuition of a current student whose future plans include the ministry. The scholarship honors William Howard Jones, a fervent supporter of the school and the Lord’s church for many years. He was especially appreciative of the school’s spiritual emphasis and its Bible/chapel program.

**Mary Esther Trice Scholarship.** Established in 2008 to honor the memory of Mary Esther White Trice, the granddaughter of Mars Hill’s founder, T. B. Larimore, this endowed scholarship is awarded annually to one or more senior girls who plan to major in English, Literature or a related field or who plan to teach one of the language arts. Mrs. Trice learned the value of using proper grammar and effective communication from her grandfather and this scholarship, provided through the generosity of her husband of 50 years, Mr. Andrew Trice, recognizes the value of those skills.

**Other Honors:** Other honors and awards may be presented at the suggestion of the faculty and administration. These awards will be determined and announced on a year-to-year basis.

**Athletic Awards:** All athletic awards are presented at a special dinner/awards presentation at a designated time late in the school year. All participants and award-winners are recognized for their achievements during this presentation sponsored by the Athletic Booster Club.

**Presentation of Honors:** All major awards are presented at an annual Awards Day presentation in May. This program recognizes and applauds those who have excelled in academic and non-athletic activities during the school year.

### SPECIAL AWARDS (5-8)

**Academic Award:** Awarded to the student with the highest average in his/her class for that school year. Trophies are presented to all students who maintain a 95 or above average in each academic subject for the first three grading periods.

**Choral Award:** Given to the best all-around students in choral music. The selection is made by the choral director.

**Band Award:** Given to the best all-around students in band. The selection is made by the band director.

**Other Honors:** Other honors and awards may be presented at the suggestion of the faculty and administration. These awards will be determined and announced on a year to year basis.

**Athletic Awards:** All athletic awards are presented at a special awards presentation at a designated time late in the school year. All participants and award-winners are recognized for their achievements during this presentation sponsored by the Athletic Booster Club.

**Presentation of Honors:** All major awards are presented at an annual Awards Day presentation in May. This event recognizes and applauds those who have excelled in academic and non-athletic activities during the school year.

### SEMESTER EXAMINATIONS (7-12)

#### 1. First Semester/Quarter Examinations

Learning the skills of taking major exams is important for students in later life. For that reason, all students (9-12) will be required to take comprehensive semester/final examinations at the conclusion of each semester/term. Students in performance classes (band, chorus, drama, physical education, office aide, peer tutor and yearbook) will be exempt from this requirement due to the nature of the classes. Seniors will not be required to take final examinations during the spring term. No exceptions are to be made in this schedule unless approved in writing by the Headmaster. The two quarter grades will then be used to determine the semester average. Should a student enter the second quarter exam with a passing average, and have the grade on the exam cause that student to fail for the semester, she/he will be given an opportunity to take a make-up exam at a time designated by the administration. With the approval of the Principal, term papers or term projects may be substituted for a quarter exam. These papers or projects should be of sufficient depth and value as to justify their inclusion in the place of the exam.

#### 2. Second Semester/Quarter Examinations

The same procedure will be followed in determining the second semester grade as that used in determining the first semester.

#### 3. Passing Grade for the Semester/Year

The two semester grades will be added together to determine the grade for the year. This

average must be at least 65 in order for a student to pass the course for the year. Should a student enter an exam with a passing average, and have the grade on the exam cause that student to fail for the semester, she/he would be given an opportunity to take a make-up exam at a time designated by the administration.

**4. Exam Periods**

These periods will be at least 50 minutes in length for students in grades 7-8 and 90 minutes in length for students in grades 9-12. The student must remain in the exam room for the entire exam period. Teachers will prepare appropriate comprehensive exams covering the work for each quarter and each semester.

**5. Schedule of the Exam Periods**

A schedule of the exam periods will be provided to the teachers and students in advance of the examination period so that appropriate preparation can be made. Teachers and students are to follow this schedule unless there are extenuating circumstances which may require a change in the exam schedule. Permission to change from the schedule must be granted by the Principal.

**SEMESTER EXAMINATIONS (5-6)**

Teachers of grades 5 and 6 may schedule exams in their classes at their discretion. Teachers are encouraged to give exams in those classes which are appropriate in order to prepare them for exams in the grades to follow.

**SENIOR PRIVILEGES**

Upon the satisfactory completion of the prerequisites described below, seniors with full standing as members of the current graduating class will be permitted to leave campus for lunch each Friday. (At the discretion of the administration, senior lunch may be cancelled.)

**1. Eligibility for Senior Privileges:**

- a. **SENIOR CLASS RESPONSIBILITIES.** Members of the class will be responsible for maintaining a neat senior locker area. No trash will be on floors. All lockers will be closed correctly and all materials inside the lockers will be stored neatly.
- b. **INDIVIDUAL RESPONSIBILITIES.** Each student must be on time for his/her next regularly scheduled class or activity, must not be guilty of serious disciplinary infractions, and must not be guilty of reckless driving and/or speeding during the lunch break.
  - 1). Any student not attending senior chapel at 7:30 a.m. on Fridays will forfeit senior lunch privileges.
  - 2). Any student tardy to their next regularly scheduled class or activity will forfeit his/her right to leave campus for the next off-campus lunch period. A student incurring a second tardy will lose his/her privileges for a minimum of three weeks.
  - 3). Any student guilty of speeding/reckless driving will forfeit her/his rights to off-campus lunch for a minimum of four weeks.
  - 4). Any senior requiring any type of suspension or strong disciplinary action through the office of the Dean of Students will forfeit her/his privilege for the time specified by the Dean of Students.
- c. **PARENTAL RESPONSIBILITIES.** Parents must request, in writing, that their child be allowed the privilege of off-campus lunch on designated Fridays. A form for such requests will be provided by the school.

## TECHNOLOGY USE

Mars Hill Bible School provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a **privilege** to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the school expects such access to be in accordance with and subject to the school's policies, administrative regulations and student codes of conduct. The purpose of this document is to make you aware of the responsibilities that you are to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken as indicated at the bottom of this document.

Mars Hill Bible School agrees and complies with the tenets of the Children's Internet Protection Act (CIPA) and will comply with any law applicable to it which governs or affects its provision of and its students' access to technology. The school utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene, invasive of another's rights, threatening, disruptive or potentially disruptive to the maintenance of discipline or to school operations, contrary to the educational mission of the school or which tend to distract from or undermine a student's educational focus while at school, at a school sponsored activity or while engaged in a school mandated or related function, or to restrict access to material consistent with the legitimate educational concerns of the school.

As a technology user I agree to the following:

- 1) The purpose of my technology use at Mars Hill Bible School is for **educational purposes** related to the school's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.
- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
  - a) Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school; or
  - b) Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
  - c) Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
  - d) Is illegal;
  - e) Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, of material of the sort described in this subparagraph and/or of the sort described in either subparagraph (a), (b), (c) or (d) above.
- 3) I will not use the technology resources of the school for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications of systems which have been restricted by the administration of the school.

- 5) I will not use any of the technology systems to violate any laws, school policies, or rules in the student handbook or buildings rules where the technology systems are housed or accessed.
- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.
- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the Internet, even if it is meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged on to.
- 10) I will not share my password(s) with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to Mars Hill Bible School and its users or use any school system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing the MHBS system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the school's Internet filtering software. This includes the use of "proxy" or "tunneling" web-sites which offer anonymous access to otherwise prohibited web-sites. I will abide by the policies and guidelines of the school which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the school has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the school's technology resources and to report misuse to the Dean of Students or his/her designee and/or the appropriate authority or authorities.
- 15) I release Mars Hill Bible School, its sponsors, staff, administration and Board and all organizations, groups and agencies with which Mars Hill Bible School is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the school's technology resources or the school's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in effect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other school codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.

**Consequences for Violation of Mars Hill Bible School Code of Conduct**

**First Offense:**

A warning will be issued. A referral will be written; a photocopy of the form will be sent to the student to be signed and returned by his/her parent or guardian. The student may not access any of the school's technology systems until the referral is returned. The student's activities while using technology may be monitored during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Second Offense:

The student will be sent directly to the Dean of Students. There will be an automatic loss of technology privileges for five days minimum, or as determined by the Dean of Students. The student's activities will be monitored regularly on the network during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Third Offense:

The student will lose all of his/her technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft:

Malicious destruction or theft of hardware or software will result in immediate termination of technology privileges for the remainder of the school year. Disciplinary and/or legal action will follow. The student and/or parent/guardian will be held financially responsible for replacing any vandalized/damaged equipment.

Suspected Crime Reporting/Cooperation:

Student understands that the school will report all suspected criminal conduct to the appropriate authority or authorities and will cooperate with said authority and authorities in the investigation and/or prosecution of any suspected offense.

**Security**

1.0 Purpose

Mars Hill Bible School must provide a secure network for our instructional and administrative activities. An unsecured computer on the school network allows viruses, worms, and other attacks and compromises to enter the network, thereby affecting many computers, as well as the network's integrity. Damage from these exploits can include the loss of sensitive and confidential data, interruption of network services, and destruction of critical Mars Hill Bible School network systems. Schools that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, or other devices (hereinafter referred to as "devices") to the Mars Hill Bible School network (hereinafter referred to as "our network") must follow specific standards and take specific actions. The purpose of this Security Extension to the Technology Use Policy of Mars Hill Bible School Information Technology System is to define the policy governing connecting devices to the network. The policy is designed to minimize the potential exposure to Mars Hill Bible School and our community from damages that could result from devices that are not properly configured or maintained.

2.0 Scope

This policy applies to all members of Mars Hill Bible School who have any device connected to our network, including, but not limited to, phones, smart-phones, desktop computers, laptop computers, tablet computers, server computers, wireless computers, specialized equipment, cameras, building and environmental controls. The policy applies to school owned devices as well as personally owned devices that connect to our network.

3.0 Policy

3.1 Appropriate Connection Methods

You may not connect devices to our network connectivity points; data jacks, or wireless network access points. You may not extend or modify our network or install hardware devices such as, but not limited to routers, bridges, switches, wireless access points, or hubs without the explicit written permission from Mars Hill Bible School's Technology Coordinator.

**TRIP POLICY**

1. Trips are considered part of the educational experience of each child enrolled at Mars Hill. Every effort will be made to keep the cost to a minimum. For the 2016-2017 school year, trips will cost \$700 or less. Adjustments to this base figure shall be made in the spring of each year by the Business Office and will be based upon an inflationary index published by the U.S. government. The total trip cost is to include all transportation, meals, lodging and activities.
2. All trips are to be day trips with the following exceptions:
  - A. Eighth Grade – Jamestown & Williamsburg, Virginia; Monticello or Washington, D.C.
  - B. Chorus and Band trips must not exceed 5 days duration with a minimum of 2 performances.
  - C. Forensic Tournaments
  - D. Athletic Tournaments (Limit team camps to one week per year-cost not to exceed \$700).
3. Trips will be limited to the continental United States.
4. Band and chorus trips must be scheduled during the week of spring break.
5. Overnight trips are not mandatory, but students should participate if at all possible. Total funding is the responsibility of the parent and/or student. Parents are to be informed of the total expenses at the beginning of the year.
6. Student tuition and fees must be current throughout the trip planning process in order for students to be eligible to participate in trips. The business office will contact any persons who are not current with tuition or fees.
7. No non-MHBS students/adults may be included in trips unless they are serving as approved chaperones. Approval must come in advance from the President's Office.
8. Business office staff will assist in the financial aspects of trip planning. They will attend parent meetings to explain school policies regarding non-cancellations, the mandate regarding payment of tuition and prior to trip participation, etc. They will also be responsible for the collection and disbursement of funds. All checks for any school camp/school trip must be made payable to MHBS (not to faculty members) in accordance with the directions given by the Business Office.

**USE OF THE GYMNASIUM/SCHOOL BUILDINGS**

No student should be inside the gymnasium or other school buildings after regular school hours without the presence of a faculty member or other adult who has received prior approval in writing from the administration. Students found inside the gymnasium and other school buildings without appropriate supervision will be subject to strong disciplinary action.

**VISITORS ON CAMPUS**

Visitors are always welcome at Mars Hill Bible School. However, upon entering the school campus during the school day anyone not enrolled as a current student must report first to the office to identify themselves and to gain admission to any other areas in the school including the cafeteria. Outside students are not allowed to visit classes while they are in session without pre-arrangements being made. Visits must be confined to the cafeteria during the lunch period. Unauthorized visitors will be requested to leave the campus.