Memorial Baptist School

Parent & Student Handbook

GUIDELINES & REGULATIONS

September 2026

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MISSION STATEMENT

The mission of Memorial Baptist School is to provide a high quality, comprehensive academic program in a loving Christian environment. The school is dedicated to the belief that young people need both strong educational and spiritual guidance to grow into adults who will be positive contributing influences in the community and world.

Our work in fostering a love for learning and a search for Truth is done in cooperation with parents, the primary educators of children. Our goal is that each student, upon completing the course of studies at Memorial Baptist School, acquires the self-discipline, academic skills, and moral aptitude necessary to continue his or her education in the most challenging of academic environments while effectively striving for the ultimate goal, which is eternal happiness.

Proverbs 3:5-6 "Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths."

ADMISSION OF STUDENTS

Memorial Baptist School is open to boys and girls in grades Pre-Kindergarten through Eighth. The school does not discriminate on the basis of race, sex, creed, color, religion or national origin. All interested applicants must complete an Admissions Application, submit required documents of performance, and be screened for academic potential prior to being admitted to Memorial Baptist School. A decision on admission will be made by the administration based on the results of this examination and a review of an applicant's most recent report cards, standardized test results, and conduct record. Severe physical limitations restrict the accommodations that we are able to offer our students. Thus, we cannot accommodate students whose needs include unusual physical, emotional, or academic support and attention (including but not limited to special education needs that are addressed in Public Schools as IDEA - P.L.105-17; 20U.S.C.1400 - or 504 exceptionalities). Physical limitations also make it necessary to restrict the number of students accepted each school year. Applicants must be cognizant that Memorial Baptist School operates as a traditional academic institution.

Upon admission to Memorial Baptist School, one is required to provide the following documents: a copy of the student's birth certificate, a prior year final report card (if applicable), prior year standardized test scores, a current immunization record, and the registration fee.

NEW STUDENTS

New students are extended a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from Memorial Baptist School. The recommendation and decision of the school is final.

SCHOOL OFFICE

The school office is open every school day from 8:00 AM to 4:00 PM. The school office is closed on school holidays. Please consult the school office and/or calendar for summer hours.

Students will not be allowed to call home to secure forgotten test papers, homework, books, projects, lunch, etc. Lunches may NOT be dropped off by parents or a delivery service. Students that forget lunch can order school lunch or if they are too late to order, a lunchable or sandwich will be provided for them. **Please join us in teaching your child to become responsible by preparing properly for school each day.** Furthermore, a student should know of any changes in the routine prior to coming to school in the morning. Therefore, only messages regarding unexpected changes or emergencies will be delivered to students during the school day. Also, in the case of an emergency, the school may allow a student to use the office telephone.

For the safety of our students, all persons entering the school grounds need to sign in at the school office and sign out upon departure.

*Student birthday parties during school: In an effort to be fair to all our students, the following is a list of do's and don'ts for your child's birthday celebration at school:

Do's

· Any kind of cupcake, cookie cake, snack goodies for the class.

Don'ts

· Pizza or any food that would take the place of a normal day's lunch.
· No decorations are allowed during the day at school.
· No individual birthday party favors for the class.

TUITION POLICY

Tuition is to be paid monthly. Tuition is due on the **1st** of the month. A $50.00 late fee will be charged on the 5th of the month for any late tuition payments. Students will not be allowed to remain in school if tuition is not paid by the 15th of the month.

ATTENDANCE

A student is required to attend school for a minimum of 160 days to be considered for promotion (LA Dept. of Education - Bulletin 741). Therefore, a student with ten or more absences (excused or unexcused) may be retained. In the event of an absence, the parent/guardian is required to phone the school and notify the secretary of the absence before 8:30 AM. If the student has been absent for 3 or more consecutive days, or had a communicable disease, then a doctor's certificate/note is necessary to be readmitted to class. The first five (5) absences require a meeting with Mr. Riggs. Once a student has 10 absences, the student will be required to attend Saturday school (9am-12pm), schoolwork will be done with no breaks. A $25 fee will be assessed for Saturday school)

The school day for Pre-K4 – 8th grade begins at 8:30 AM. Therefore, any student arriving after 8:30 AM is tardy. Any student arriving after 8:30 must report to the school office, accompanied by a parent, to be signed in and receive an admit slip from the secretary. Excessive tardiness hinders a student's ability to be successful in the classroom; therefore, parents should see that their children are in school on time each day. Further, tardiness has an adverse effect on the learning environment for all students in the class as the teacher's attention is re-directed from the full class to the tardy student who needs assistance in getting caught up for the day.

Therefore, excessive tardiness is deserving of disciplinary action. Accordingly, a student will be assigned a disciplinary consequence after he/she has been tardy for the 5th time during a school year. Thereafter, a consequence will be assigned for every 5th tardy for the remainder of the school year. After five (5) tardies a parent meeting will be required. Next five (5) tardies a student will receive a morning detention (8am with Mr. Riggs). Every five (5) tardies will be an additional morning detention. Absences and tardies are reported to the office by the homeroom teacher.

ACADEMICS

Although MBS understands that each child is unique, and while that uniqueness is celebrated, each student is expected to be:

• a caring and loving person who attempts to help others wherever possible

• a person whose schoolwork is priority

• someone who strives to be the best he/she can be, and is prepared to meet the rigors and challenges of school and life

• a person who holds his/her moral and ethical convictions in the highest regard

• someone who embraces his/her faith and uniqueness as a child of God, while respecting the faiths and differences of others

• someone who understands the difference between right and wrong and acts on that understanding

• someone who does the simple things—listens to others, shares his/her lunch, carries a friend's bag, brings home a classmate's books, apologizes for a mistake or a misunderstanding, says thank you to everyone

• a person who takes himself/herself seriously, but not too seriously

• a person who is well-mannered, poised, and respectful in all situations, particularly those of adversity

• someone who understands his/her responsibility to improve the world around him/her through civicmindedness and the promotion of social justice

Since its inception, the school has been dedicated to providing the highest quality academic program possible. Teachers challenge students with thought-provoking material and rigorous assignments in an attempt to help children reach their full potential as academic learners. MBS strives to stay abreast of the latest educational technology and curricular advances. MBS understands that somewhere in between yesterday and tomorrow lies today—an environment where students can be challenged to learn in new ways, with new materials, while also acknowledging the foundation that our previous educators have laid for us. Thus, the curriculum is grade-level accelerated in that students are appropriately challenged to master concepts which are more difficult than those typically encountered by students of similar age.

Exodus 35:30-32 "He has filled him with the Spirit of God, with wisdom, with understanding, with knowledge and with all kinds of skills."

GRADING SYSTEM

•Pre-Kindergarten:

4 – Mastery of Skill

3 – I mostly understand

2 – I understand some

1 – I do not understand

N/A – Not Assessed

•Kindergarten:

4 – Mastery of Skill

3 – I mostly understand

2 – I understand some

1 – I do not understand

N/A – Not Assessed

•Grades 1-8:

100 – 93 - A

92 – 85 - B

84 – 77 - C

76 – 70 - D

69 – 0 - F

HONOR ROLL

Honor roll certificates are issued quarterly. The A Honor Roll is awarded for an average of 93 or higher with no grade below 93. The A/B Honor Roll is awarded for an average of 85 or better with no grade below 85.

HOMEWORK

Homework is a standard part of the educational process at Memorial Baptist School and is factored into a student's quarterly average at the discretion of the teacher. Homework may include written, reading, and/or study assignments. Students are expected to complete homework assignments on time. Assignments should be neatly done according to directions.

Parents may assist in the homework process by providing an assigned time and working area - preferably quiet, well lit, and equipped with convenient reference works. It is wise for parents to know the nature of the assignments and to check that they are completely and properly done.

Time varies among students and daily assignments. The chart below shows the average amount of time students should spend on homework nightly, according to their grade level. If a child is spending much more, or less time than the average on homework assignments, parents must contact the teacher for guidance in this area.

Grade Level Homework	**Time Per Night**
Pre-K and Kindergarten	20 minutes
1st – 5th grades	45 minutes
6^{th} – 8^{th} grades	1 ½ hours

HOMEWORK VIOLATION NOTICE (6th – 8th grades)

Homework Violation Notices are issued to students to inform parents when an assignment is missing or incomplete. Punish work may or may not be assigned when a Homework Violation Notice is issued. If a student receives 3 Homework Violation Notices within an academic quarter, he or she will be issued a detention by the principal. Thereafter, the student will receive a detention for every 3 Homework Violation Notices he or she receives within that academic quarter. If a student receives 9 Homework Violation Notices within an academic quarter, he or she will be ineligible for participation in extracurricular activity for the remainder of that quarter. Please know that the administration will keep record of the number of Homework Violation Notices issued to each student.

MAKE-UP WORK

If an absence is foreseen, the student/parents must notify the school, and a makeup schedule will be arranged beforehand. If the absence is excused, the returning student and his teachers will arrange a make-up schedule convenient to all concerned. No provision is made for work missed when the absence is unexcused (ex: vacation during school days). It is the responsibility of the student to ensure that all missed work, including tests, is made up in a timely manner.

EXAMS

Exams will be given at the end of each semester to sixth, seventh, and eighth graders. Exams may be given at the end of the first quarter and third quarter to sixth, seventh, and eighth graders (at the discretion of the teacher.) Exams typically cover material presented during the most recent grading period; however, in some cases, the content may deal with material that was introduced in a previous grading period. A student is eligible to be exempt from exams given at the end of the fourth quarter if he has at least a 94 for each of the first three quarters and has at least a 94 in that subject at the time of the exam. The principal, upon consultation with the classroom teacher, has the final decision regarding exemption. Exemptions will not be granted to any student for the exams administered at any other time during the school year.

PARENT CONFERENCES

Parental involvement is necessary for the viability of the student and the school. Members of the school staff shall attempt to communicate student progress to parents through any or all the following means: quarterly report cards, interim reports, conferences, notes, e-mails, or phone calls. If a parent conference is needed, a parent may make an appointment to meet with a teacher at a mutually convenient time. If it is necessary to contact a teacher, please call the school office leaving a message for that teacher to call you. Teachers have personal lives; therefore, we ask that you not contact a teacher at his/her home. It is preferred that a teacher be contacted first before contacting an administrator regarding classroom issues.

REPORT CARDS AND INTERIM REPORTS

Report cards are issued quarterly, and an Interim report is issued at each mid-quarter. This document is to be signed by a parent/guardian and returned to the homeroom teacher within two school days of distribution.

At the end of a quarter, a student's numerical average is calculated, and the numerical grade is entered on the report card. At the end of each semester, the student's quarterly grades are averaged to determine the semester grade for the subject. Homework is factored into a student's quarterly average at the discretion of the teacher. At the end of the school year, the four quarterly grades are averaged to determine the final grade for the subject. Please be aware that any student earning an "F" in the fourth quarter may fail that subject for the year. The decision to invoke the "penalty F" is made by the principal upon consultation with the teacher.

Promotion Policy: A student is promoted to the next grade level when he/she passes all subject areas. Should a student fail one subject area, he may make up the failure through a principal approved summer school program offering remediation in that subject area. Upon successful completion of the summer school program, the student will be promoted to the next grade level. Should a student fail two or more subject areas, he/she must repeat the grade. Danger of Failure Notices are distributed at the end of the third quarter to each student having an average of 77 or lower in any subject.

Isaiah 40:30-31 "Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint."

AWARDS (END OF THE YEAR)

Pre-K - K:

PERFECT ATTENDANCE CERTIFICATES are presented at the end of the school year to students who have perfect attendance for the year.

SUBJECT HONOR CERTIFICATES are presented to the student(s) who have excelled in various subjects throughout the year, e.g., Excellence in Bible.

Grades 1-8:

PRESIDENTIAL CITIZENSHIP AWARD is presented to the student(s) who, in the opinion of the homeroom teacher and principal, have consistently exhibited Christian Virtues of Kindness, Generosity, Humility, Zeal and Wisdom.

PRESIDENTIAL ACADEMIC AWARD is presented to the student(s) who have maintained a 3.5 grade point average for the entire school year.

PERFECT ATTENDANCE CERTIFICATES are presented to students who have perfect attendance for the entire school year.

HONOR ROLL CERTIFICATES are presented to students who have maintained a 88% average for the year.

Grades 6-8:

SCIENCE FAIR & SOCIAL STUDIES FAIR AWARD MEDALS are presented to students who have placed 3rd, 2nd and 1st in an academic fair judged by Memorial faculty.

MISTER & MISS WILDCAT awards are presented to a 8th grade boy and 8th grade girl who have attended MBS for all 3 years of middle school and display outstanding character, academics, sportsmanship & Christian virtue.

VALEDICATORIAN & SALUTATORIAN - Students who have attended Memorial Middle School for all three years (6th, 7th, and 8th grades) will be eligible for consideration for the following honors:

- **Valedictorian** – Awarded to the student with the highest cumulative Grade Point Average (GPA) earned during grades 6–8.
- **Salutatorian** – Awarded to the student with the second-highest cumulative Grade Point Average (GPA) earned during grades 6–8.

Eligibility is limited to students who have been enrolled at Memorial Middle School for the entirety of their middle school years.

Psalm 136:1 "Give thanks to the Lord, for he is good. His love endures forever."

CLASSROOM RULES

Generally, each class will have rules, rewards, and consequences which are applicable to that classroom. The students and parents must become familiar with the classroom plan as soon as the first day of school. Basic rules may include: follow directions the first time they are given - keep hands, feet, and objects to yourself - have all necessary materials for class. Rewards may include: a positive note sent home - a positive phone call - certificates - special prizes. These rewards may be for an individual or for an entire class.

GENERAL SCHOOL RULES

In accordance with stated philosophy of the school, which emphasizes deep respect for the dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are required to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other factors that the students' sense of appropriateness will indicate to them.

The school administration, in accordance with the school's stated philosophy and applicable laws, will determine the appropriate disciplinary measures to be taken concerning any violation of school rules.

• All students must fully understand that any member of the school administration, faculty and staff has the right and duty to correct misconduct.

• Any student leaving school grounds must have permission from the school office prior to leaving.

• Fighting, teasing, or taunting of other students is forbidden. Fighting is defined as: two or more persons involved in exchange of blows (and assault is not determined).

• All students shall show respect for the administration, faculty, staff, and fellow students.

• Stealing, deliberate defiance of school authority, cheating, deliberate destruction of property, the use of obscene language, and other forms of misconduct will not be tolerated.

• Violations of the dress code will not be tolerated.

• It is preferred that students not use the school telephone. However, school personnel may grant students permission to use the school telephone should circumstances warrant.

• No Prescription and Over-the-Counter drugs will be kept or administered in the school office. No student is allowed to have medicine of any type on his person. If a student needs medication during the school day a parent must come to school to give it to them. (no exceptions please)

• Students are to adhere to the Policy on the Acceptable Use of Technology and honor the Student Pledge for Laptop use. In addition, students must keep all books covered and are responsible for their care. Lost or damaged books must be paid for.

• The possession of knives, guns or any instrumentality in the manner used which causes or may cause bodily harm to anyone is forbidden.

• Misuse/abuse of the restroom will not be tolerated.

• Students will not mar/deface school property, their own or others' books and possessions, walls, bulletin boards, desks, furniture, etc. Students will be held financially accountable for violations of this rule and for any damage caused as a result of inappropriate behavior.

• Students will not run in the buildings.

• Students are not to eat and drink in the classrooms without permission from the administration. Such permission may be granted on rare occasions.

• The use of profane language, vulgar gestures, and verbal harassment is forbidden.

• The possession of electronic devices is not allowed unless special permission has been granted to the student by school personnel. (See Cell Phones).

• No items (i.e. school bags, accordion folders, pen cases, etc.) may be used for curricular or extracurricular activities which advertise or depict anything to be distracting - as determined by the principal - or refer to other schools and/or organizations of any type.

• Conduct, in and out of school, as determined by the administration to be detrimental to the living/learning environment of the school, as well as to the Christian reputation of the school, or the teachings of the Christian church is never permitted. Such conduct includes, but is not limited to, appropriate behavior on the internet (i.e. Facebook, Instagram, etc.).

• The school has the right to restrict the use of the school logo.

BULLYING

Any student who feels he/she is being bullied (physically, verbally, emotionally, via technological media, or in any way) may bring the matter to the attention of any school official but must also bring it to the attention of the principal.

CELL PHONES/SMART WATCHES (and Contacting Students During the School Day)

Students are not permitted to bring cell phones, tablets or wear smart watches (Apple Watch, Fitbit, etc) to school. Violation of these rules will result in forfeiture of the cell phone, tablet or smart watch (Parents must attend a meeting with Mr. Riggs to retrieve the device). A second violation will result in additional appropriate disciplinary consequences as determined by Mr. Riggs. A school official has the right to search the contents of a student's cell phone. Since MBS is a private, Christian school, a student does not have the expectation of privacy regarding his/her cell phone on the school campus or at a school-sponsored event. The right to search will be exercised when a school official believes he/she has reasonable cause to suspect that a search will reveal content detrimental to the Memorial Baptist School and Family.

These rules are set for the safety of the students and the preservation of the learning environment. If the need arises, communication with students during the school day should be directed through the school office.

CHEATING

Cheating at MBS means the getting of reward or something of value for ability by dishonest means. Cheating is a serious transgression. When a student is caught cheating, the teacher will administer an appropriate consequence (upon consultation with the principal) then notify parents. The student will receive a failing mark for the material upon which he was cheating.

IN LOCO PARENTIS

Memorial Baptist School shall operate under the aegis of In Loco Parentis (in place of the parents). Succinctly, the administration shall determine the best interest of the child under this policy according to the following elements of the In Loco Parentis doctrine. MBS has the right to act as parents when controlling students, and concomitantly, has the duty to act like the parent when protecting students from foreseeable dangers and to take reasonable steps to protect students from that danger. In other words, MBS uses the same degree of care and supervision of the students that reasonable and prudent parents would employ in the same circumstances for their children. Therefore, under the In Loco Parentis doctrine, MBS sets forth the terms under which it will admit students, retain students and subsequently grade students who subject themselves to the rules, regulations and regimen of MBS.

INTERNET USE POLICY

Before any student is allowed to access the Internet via a computer at Memorial Baptist School he/she and his/her parents must sign a "Memorial Baptist School Policy on Acceptable Use of Technology". This contract will be made available at the beginning of the school year. Once signed, the contract is to be returned to school where it shall be kept in the student's cumulative records folder.

Students will be held accountable for behavior on the internet that impacts the reputation of Memorial Baptist School. Parents are, therefore, cautioned to monitor student activity on the internet especially on sites such as Instagram, Tik Tok, Facebook and the like.

MEDICATION AND ILLNESSES

• No Prescription and Over-the-Counter drugs will be kept or administered in the school office. No student is allowed to have medicine of any type on his person. If a student needs medication during the school day a parent must come to school to give it to them.

If a child becomes sick during the school day, parents will be contacted. If the parents cannot be reached, a name on the student’s emergency list will be called and that person will be responsible for picking up the student.

No student will be allowed in school that has run fever the night before. All students must be fever free 24 hours before returning to school. The same applies to a student throwing up.

OFF-CAMPUS CONDUCT

The administration of MBS reserves the right to discipline its students for off campus behavior that, in the professional judgment of the administration, has a negative and detrimental impact on the school's Christian living and learning environment.

PARENTAL CONDUCT

Parental conduct that is detrimental to the mission of Memorial Baptist School and/or the school's learning environment (in the professional opinion of the principal) shall be grounds for student dismissal from Memorial Baptist School. Furthermore, any family who chooses to engage in activities that disrupt the normal routine at Memorial Baptist School (in the opinion of the principal) runs the risk of having their child expelled from Memorial Baptist School.

RECORDS

Parents/Guardians are required to notify the school office in writing of any change in address, custody, telephone numbers, email addresses and emergency contacts. Memorial Baptist School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Records of students transferring to other schools will be sent directly to the school via email once the request from the new school has been made. No records will be given to parents to transport to the new school. Requests for records/transcripts/recommendations must be made to the school office five schooldays prior to when the records are needed. No records will be sent to transferring schools for students whose financial commitment is in arrears.

In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

SEARCH

The school reserves the right to search anything brought on school property when a reasonable cause of suspicion is present. This includes cell phones and other electronic devices.

UNIFORM GUIDELINES

The uniform represents the students and Memorial Baptist School. All general uniform guidelines must be followed every day with the daily uniform and Friday dress, including field trips and other special events unless announced by the administrator.

• Students should be neat and well groomed.

• The school uniform shirts (polo shirts and spirit shirts) must be purchased from the school online store.

• Polo shirt must be worn Monday – Thursday, Spirit shirts are permitted on Friday only. (Special occasions will be announced in writing, by the school.)

• Uniform bottoms are **not sold through the MBS Online Store**. Parents are responsible for purchasing approved uniform bottoms that meet the following guidelines:

- Uniform bottoms must be **khaki shorts or khaki pants**
  (Girls may wear skirts/skorts/jumpers)
- **Not permitted:** Leggings, Khaki-colored jeans, Pants or shorts with holes or tears, Pants with elastic at the ankles
- **Grades 1–8:** Pants and shorts must be zip-up with belt loops. Elastic waistbands are not permitted.
- **Pre-K4–5th Grade:** Polo shirts do not have to be tucked in. If a polo shirt is tucked in, a belt must be worn.
- **Middle School (Grades 6–8):** Polo shirts must be **tucked in** at all times. A **belt is required** with all shorts and pants.

  Note: All shorts, skirts, and skorts must be **no shorter than 3 inches above the top of the knee**. This length requirement applies to both the **front and back** of the garment.

• Light-up shoes and roller blade shoes are prohibited.

• No clothing may be worn that advertises or depicts anything to be distracting as determined by the principal or refers to other schools and/or organizations of any type.

• The only sweater/jacket permitted to be worn is the MBS fleece jacket and MBS sweatshirt.

• HATS may not be worn at MBS during the school day.

• Jewelry should not call attention to the individual student or become a distraction. Girls: earrings should be studs, not dangling, one set of holes. Boys: Earrings are not allowed.

• HAIR must be neatly groomed. For boys, it may not touch the collar of the uniform shirt or extend past the eyes. Sideburns may not extend past the middle of the ear. For all students, bleaching, unnatural hair color, tails, lines, “wedge” cuts, "bowl" cuts, dreads and undercuts (where the side and back hair is cut to the scalp and only a layer of top hair flops over the sides) will not be allowed. Also, any other unconventional haircut will not be acceptable. Hair accessories should be school colors (royal blue, yellow, and/or white).

Final decision regarding adherence to the uniform guidelines rests solely with the administration.

USE OF CHILD'S NAME AND PHOTO

A parent must notify the school on the registration form of the current school year to prevent his/her child's name or picture from being posted in photos or videos on the school website, the internet, or any other media correspondence.

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

DISCIPLINE

The purpose of discipline is to create and maintain a favorable academic atmosphere, as well as facilitate the learning process. Such an atmosphere nurtures courtesy, honesty, industry, reverence, kindness, helpfulness, cooperation, and respect for the rights and property of others. Hopefully, this approach will provide opportunities to develop self-discipline that comes as students assume responsibility for their actions.

Since allowing individuals to live with the natural and/or reasonable consequences of their actions is the essence of an effective discipline system, appropriate consequences at MBS are characterized by the following:

• They will be directly related to the unacceptable behavior.

• They will not be cruel and/or unusual (The decision of the principal is final.)

• They are to consist chiefly of the withdrawal of freedoms related to the offense(s) that negatively impacted the learning environment of the school, or to consist chiefly of an assignment of a task to teach a lesson related to the offense(s) and its negative impact on the learning environment of the school.

CONSEQUENCES

The following consequences are generally in place at the classroom level:

First Infraction - verbal warning and counseling of the student.

Second Infraction – Incident will be recorded in the classroom behavior log, with the option to record the incident on a Misconduct Notice which is to be signed by parent and teacher

(appropriate punish work may also be assigned). Depending on the circumstances of the misconduct, a detention may be issued even if a student has not been previously warned or counseled regarding the misbehavior. The decision of the principal is final.

Third Infraction within a day OR Fifth Recorded Infraction within a Week – Incident will be recorded in the classroom behavior log, AND on a Misconduct Notice which is to be signed by parent and teacher (appropriate punish work may also be assigned). Depending on the circumstances of the misconduct, a detention may be issued even if a student has not been previously warned or counseled regarding the misbehavior. The decision of the principal is final.

Serious Infractions – In the case of a serious infraction, a student may be sent directly to the principal. Examples of such serious infractions include but are not limited to: severe disrespect - truancy - fighting - cheating - theft - vandalism - inappropriate language - willful disobedience - carrying dangerous or otherwise forbidden objects.

DISCIPLINE REPORTS (6th – 8th)

Discipline reports are issued to students to inform parents of misconduct. Punish work may or may not be assigned when a discipline report is issued. A detention may be issued after a student has received two discipline reports. Please know that the individual teacher will keep record of the number of discipline reports issued to each student.

DETENTIONS

Detentions may be issued for misconduct or for the accumulation of tardies. Detentions are held on Thursday afternoons from 3:15pm - 4:15pm. The date of a detention is assigned at the discretion of the teacher. A Detention Notice will be sent home with the student notifying the parent of the reason for the detention and the date of the detention. The Detention Notice is to be signed and returned to the teacher issuing the detention the next school day. In turn, the teacher is to notify the principal of all detentions issued. Please know that the principal will keep record of the number of detentions issued to each student throughout the school year. If a conflict with the scheduled detentions date exists, a parent must discuss the matter with the principal. Activities during detention may include, but are not limited to, academic exercises and/or reasonable maintenance tasks. Should a student receive 3 detentions, he/she will receive a formal disciplinary warning which will be noted in his student file. Thereafter, every second detention will result in a suspension per the referral plan.

REFERRALS TO THE HEAD OF SCHOOLS:

First Referral - Full day in-school suspension

Second Referral - Full day in-school suspension

Third Referral - One day out-of-school suspension

Fourth Referral - Dismissal from Memorial Baptist School

All referrals to the Head of Schools are documented. Parents will be notified of all referrals. The decision of the principal is final!

IN-SCHOOL SUSPENSIONS

Suspension is assigned by the Head of Schools. In-school suspensions begin at 8:30 and are served under the supervision of a faculty or staff member. The student remains isolated for the duration of the suspension and will work on assignments provided by the teachers for that school day. The student is responsible for work missed as a result of the suspension. A student will be allowed to make up a quiz or test given during the suspension. However, an academic penalty at the discretion of the teacher is implemented in classes missed. The severity of the academic penalty will be linked to the negative impact the absence from the class has on the student's mastery of the subject matter in question. A suspension may also cause a student to be ineligible for participation in extracurricular activities. (See extracurricular activities)

OUT-OF-SCHOOL SUSPENSIONS

A student will be marked absent on the day of an out-of-school suspension. He or she will be responsible for all classwork and homework for the day. Any quizzes or tests that are missed will be recorded as a 60. It is not necessary for a student to serve an in- school suspension before being assigned an out-of-school suspension. Such a decision is to be made by the Head of Schools depending on the severity of the infraction. A suspension may also cause a student to be ineligible for participation in extracurricular activities. (See extracurricular activities)

DISMISSAL FROM SCHOOL (EXPULSION)

Certain severe behavioral infractions may dictate that the student be dismissed from the school permanently. It is not necessary that a student be suspended before being dismissed from school. Illustrative but not exclusive examples are: the possession of knives, guns or any instrumentality in the manner used which causes or may cause bodily harm; possession, distribution or use of illegal drugs or alcohol; blatant and overt disrespect, as determined by the Head of Schools, of a teacher or the school; significant misbehavior, in the opinion of the principal, which negatively impacts the reputation of Memorial Baptist School; egregious acts that are violate the school's mission statement.

Proverbs 20:11 "Even a child is known by his doings, whether his work be pure, and whether it be right."

EMERGENCIES (AFFECTING THE SCHOOL COMMUNITY)

A major crisis is one that affects a large number of people and may occur at any time or place. A crisis may be defined as any event that disrupts and brings the regular or ongoing schedule of activities to a standstill. There are any number of events which may bring on a crisis for a school. Therefore, it is imperative that advanced planning should be preventative and provide solid tactics for handling a crisis situation. Such planning seeks to limit the possibilities of injuries and protect the lives and safety of students and staff. It is imperative that parents understand that they should NOT attempt to contact their children during an emergency, especially during a lock-down and via cell texting. Such an action compromises the safety of all involved in the emergency. In the case of a school emergency, the school will contact parents via a phone and/or email blast with the latest information as soon as it is safe and appropriate for an administrator to do so.

Fire Drills: All students must become familiar with the fire exit for the classrooms he uses. Should the fire alarm sound, the teacher shall lead the students through the designated fire exit as quickly and quietly as possible. The class shall assemble in a pre-arranged area outside of and away from the building. At that time, the teacher is to take roll. A student is not to return to the building at any time.

Floods and Hurricanes: In these cases, Memorial Baptist School will watch the weather reports closely. Please avoid calling the school office and tying up the phone lines. Instead, be encouraged to check the school website, school Facebook page, your email and/or text messages.

Intruder (Unauthorized With or Without a Weapon) / Lock Down: Staff will be alerted by the head of schools or his designee via a special code over the public address system twice. Upon broadcast of the code, staff will attempt to move all students indoors locking them in when possible. They will remain in the classroom until the crisis has ended signified by another special code to be broadcast over the public-address system at the appropriate time.

Tornado Drills: The Head of Schools or his designee will verbally announce a tornado drill over the public address system. Upon hearing the announcement, students are to move quickly, but orderly, to a designated area indoors. Teachers shall supervise the movement and close all doors and windows where students are assembled. Students shall be as close to an interior wall and as far from windows as possible. Furthermore, students should crouch down and shield their faces and heads from debris. Students who are outside at the start of the drill shall move inside and to the nearest designated area if possible.

EXTRACURRICULAR ACTIVITIES

MBS will attempt to offer the following extracurricular activities to its students:

*Boys/Girls Basketball	*Baseball	*Softball
*Boys/Girls Soccer	*Pep Squad	*Choir
*Music Lessons	*Student Council	*Flag Football

All students are encouraged to participate in extracurricular activities to enhance their experience at MBS.

Eligibility: The following standards are in place regarding participation in extracurricular activities.

A student with an average below 80 on the quarterly report card is ineligible for participation until his or her average is 80 or higher as reflected on a subsequent mid- quarter or quarterly report. (The average being referred to here is the average of all subjects for the grading period)

A student who has been suspended may be declared ineligible for participation for one month from the date of the suspension. The decision to declare the student ineligible rests with the administration upon review of the student's disciplinary record. A detention will not be rescheduled because of a conflict with an extracurricular activity.

Philippians 4:13 "I can do everything through him who gives me strength."

MBS ATHLETIC POLICY

Introduction: Athletics are an important part of a comprehensive program offered at Memorial Baptist School. Competitive athletics provide MBS student-athletes with valuable opportunities to work, grow, learn and have fun. Although participation in athletic programs is optional, most students choose to participate.

MBS Athletic Department Mission: MBS seeks to offer a variety of athletic activities for students in accord with the mission of the school particularly that of the development of the moral, intellectual, social, cultural, spiritual, emotional and physical being of students. The goal of the program is to provide a competitive and developmental athletic program fostering the ideals of teamwork, sportsmanship, work ethic, self-discipline, loyalty and leadership. Such personal traits are emphasized and vital to the success of the student and the MBS athletic program.

Participation: Students are encouraged to participate in MBS athletic programs as a means by which to enhance their MBS experience. In fact, the athletic director will attempt to provide opportunities for students to participate in numerous athletic activities. Participation may be open to all students for some sports while others may have a limit to the number of students eligible to participate.

A student who has been suspended may be declared ineligible for participation for one month from the date of the suspension. The decision to declare the student ineligible rests with the administration upon review of the student's disciplinary record.

A student who does not comply with the policies of the athletic department may be declared ineligible for participation in athletic activities. This decision rests with the athletic director upon review of the student's athletic policies compliance record.

Commitment: Commitment is a valued and critical aspect of participation on MBS teams which cannot be compromised. The degree of commitment is dependent upon the sport and the team. It may vary from 1 day per week to as many as 5 days per week. Parents and students should thoroughly understand the degree of commitment for a team before deciding to participate on that team. The success of the MBS Athletic program is dependent upon the commitment of its players. Therefore, the following guidelines are in place when a conflict arises causing a player to be absent from a practice, game, etc.:

• Absences resulting from scheduled doctor's appointments should be reported to the coach or athletic director as soon as possible and in advance of the appointment. Also, if possible, parents are asked to avoid scheduling doctor's appointments which conflict with the athletic program.

• Conflicts with other activities should be managed with the advice of the athletic director. Should such conflicts involve non-MBS athletic activities, the player is expected to honor his/her commitment to school first.

Players will be penalized for non-compliance with the above guidelines.

Quitting an Athletic Team: If an athlete quits a MBS team without good reason, in the opinion of the athletic director upon consultation with the principal, after his/her first scheduled game/contest/event, he/she is ineligible to participate in that same sport while a student at MBS. Additionally, the participant is ineligible for the next season's activities.

Example: Should a student quit a Fall sport, he/she will be ineligible to participate in the Winter sports. Quitting a Winter sport renders a student ineligible for the Spring sports. Quitting a Spring sport renders a student ineligible for the Fall sports of the following school year.

Hopefully, a player will not quit or be dismissed from a team before the completion of a season. Should a player find himself at the point of quitting or being dismissed, he should discuss the matter with the athletic director.

Sportsmanship: In the name of Memorial Baptist School and each individual participant, a MBS student athlete is expected to display excellent sportsmanship at all MBS athletic practices, games, competitions and events. He/She must be a responsible young person whose attitude toward teammates, coaches, opponents, and the officials reflect favorably upon his/her school, its Christian heritage, his/her team, self, and family. In that spirit, MBS parents are also required to set a proper example of good sportsmanship. Therefore, parents and/or students who exhibit poor sportsmanship in the opinion of the coach may be asked by the coach to leave an event. See In Loco Parentis (Parental Conduct).

Parent Volunteers: Parents are encouraged to be involved in athletic activities with their children. Parental support is important to each student and to the MBS program. In fact, MBS is dependent upon parents for the operation of its athletic program. Parents who wish to volunteer in the MBS athletic program should contact the athletic director.

Talking to the Coach: At times, parents wish to communicate with a coach. Such communication is welcomed. However, parents are to follow these guidelines:

• If the coach is an MBS staff member, speak directly to the coach.

• If the coach is a parent volunteer, speak first to the athletic director.

• Any concerns about the MBS athletic department or its programs are to be directed to the athletic director.

• The principal should be contacted only as a last resort.

Uniforms / Equipment: MBS team members are required to be in uniform during team play. As a member of a Memorial Baptist team, each player represents the school, self, and family. Therefore, failure to comply with uniform regulations may result in the forfeiture of the right to participate. All uniforms and equipment belonging to MBS which are issued to players must be maintained with proper care. These uniforms and this equipment are to be returned to MBS on the day after the last activity for the sport. Players shall be responsible for avoidable damaged uniforms or equipment.

Athletic Fees: Fees are assessed for participation in the various athletic activities. These fees cover the costs associated with the sport. The amount of the fee will vary according to the sport. Athletic fees for a sport are due at the beginning of that sport's season. Payment of fees is required before a student will be allowed to participate in games and/or events.

MBS CONCUSSION POLICY

Concussion is defined as mild traumatic brain injury that interferes with normal brain function. A concussion can occur in any sport and can last for hours, days, weeks or even months. It is usually caused by a blow to the head, but may occur with a whiplash injury, or when the head strikes the

ground. Some people may lose consciousness with a concussion, but loss of consciousness does not need to occur for the injury to be considered a concussion. Each concussion is unique and can cause multiple symptoms. Consequently, parents of any child who participates in sports are strongly encouraged to have the athlete undergo baseline neurocognitive testing. Some symptoms will appear immediately, while others may develop over the following days or weeks. Symptoms may be subtle and are often difficult to fully recognize. Common symptoms include:

• Headache: difficulty concentrating, confusion, slowed thought processes

• Dizziness: poor balance

• Blurred vision: difficulty with memory

• Poor sleep: sensitivity to light and sound - lack of energy

• Mood changes

• Vomiting

Current research has illustrated there is an increased risk of a second concussion after the first has occurred and that risk is significantly increased if the athlete returns to normal competition before all their symptoms have resolved. Additional research has shown multiple concussions can be linked to increased risk for depression and permanent cognitive problems later in life. These research findings, along with the fact that the brain is still developing in the ages of athletes at Memorial Baptist School, direct us to take a conservative approach to concussion management. The guidelines for concussion management at Memorial Baptist School are as follows:

Evaluation: If an MBS employee-coach is aware that symptoms of a concussion are present, he will withhold the athlete from competition. The athlete will not be allowed to return the same day. The athlete's parents will be notified so that they may seek further medical evaluation.

Should symptoms resolve within 20 minutes and not reoccur with exertion (running on the sideline or other sport specific activities), the athlete may be allowed to return to competition the next day, if their symptoms do not return. If symptoms linger more than 20 minutes, the athlete will not be allowed to return to competition the next day and will be referred to a concussion program.

MBS has the right to send any athlete to the emergency room if recommended to do so by the team doctor or by someone knowledgeable in the evaluation and management of sports related concussions. Absent these options, school personnel will make an informed judgment per their professional expertise of being trained observers of youth, by assessing the following symptoms:

• Decreasing level of consciousness

• Decrease or irregularity in respirations

• Decrease or irregularity in pulse

• Unequal, dilated, or unreactive pupils

• Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding

• Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation

• Seizure activity

• Amnesia lasting longer than 15 min

• Increase in blood pressure

• Cranial nerve deficits

• Vomiting

• Motor deficits subsequent to initial on-field

• Sensory deficits subsequent to initial on-field

• Balance deficits subsequent to initial on-field

• Cranial nerve deficits subsequent to initial on-field

• Post concussion symptoms that worsen

• Additional post concussion symptoms as compared with those on the field

• Athlete is still symptomatic at the end of the game

If the athlete is required to see a concussion specialist, then MBS will follow the protocol of that doctor regarding a return to play. Please be aware that this often includes a 7-day wait period before returning to play. This may mean that an athlete will miss a game.

GRIEVANCE POLICY

Memorial Baptist School is committed to maintaining an environment free from any type of harassment, discrimination, and retaliation for all who study and work on the campus. In furtherance of that commitment, MBS has adopted a policy forbidding harassment, discrimination or retaliation of any kind against any parent or student of Memorial Baptist School. This policy recognizes that harassment, discrimination, and retaliation based on race, color, gender, age, national origin, citizenship, disability, or veteran status subverts the mission of MBS, and is strictly prohibited. This policy applies to all members of the MBS campus community.

The primary purpose of MBS is to provide a Christian Education. Whatever else constitutes a Baptist Education, the administration and faculty are convinced that respect for the person is a

sine qua non of their Christian heritage. For this reason, the faculty and staff try always to improve the quality of their relationships because only in so doing can hearts be touched. However, the human condition is such that interpersonal relationships sometimes give grounds for complaint because of an alleged injury, injustice or wrong. Therefore, any student or parent of the MBS community who believes that the quality of his/or her relationship with the School gives grounds for complaint because it is unjust, discriminatory, and/or oppressive, and such injury, injustice or wrong falls into and is governed by one or more of the specifically designated generic areas delineated in the definition of grievance contained herein, may rectify the alleged, injury, injustice or wrong according to the informal and formal steps of this grievance procedure which give ground for complaint because it is unjust, discriminatory and/or oppressive. Such alleged injury, injustice or wrong must occur because of a good faith, reasonable belief of:

• A violation, misinterpretation of misapplication of a specific policy of the MBS's local governance corporate board.

• A violation, misinterpretation, or misapplication of the Head of Schools directives.

• A violation, misinterpretation, or misapplication of this Handbook.

• Discrimination by the school in its relations with students, employees, or parents regarding race, color, sex, national origin, age, citizenship, veterans' status or disability.

PROCEDURE:

Step 1 - A good faith attempt shall be made to orally resolve any grievance by scheduling a meeting between the grievant and the appropriate individual(s) involved as soon as reasonably possible considering all the relevant circumstances.

Step 2 - If Step 1 fails to resolve the grievance to the satisfaction of the grievant, then the grievant shall contact the Head of Schools for a conversation or meeting. Ordinarily the Head of Schools renders an oral decision within two school days of the consultation. The decision of the Head of Schools is final.

If the grievance is against the Head of Schools, step 2 is handled by the Chairperson of MBS's Board of Trustees. Ordinarily, the Board renders a verbal decision within two school days of the consultation. The decision of the Board is final.

GOVERNANCE STRUCTURE

1. Head of Schools of Memorial Baptist School

2. Memorial Baptist School Board of Trustees

3. Pastor of Memorial Baptist Church

GRIEVANCE NOTES:

• A grievant may not be accompanied at any step by an attorney or someone who has legal training.

• The parties may, upon agreement, extend all deadlines.

• It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.

• A grievance may be withdrawn at any level. However, once the grievance is withdrawn, it cannot be reactivated unless another alleged action necessary to lead to a grievance occurs.

• No retaliation of any kind shall be taken by either party as a result of the use of this procedure.

• Decisions rendered at any administrative level shall be binding until and unless an appeal is made and the decision is reversed at the next level.

• Each decision-maker at any step of the grievance process shall make a decision based on the facts and circumstances before him or her.

RIGHT TO AMEND

Memorial Baptist School reserves the right to amend this handbook. If, and when this right is exercised after the new school year has begun, promulgation of any changes will take place before changes become effective.

FINAL NOTE

The enforceability of the rules and regulations found in this handbook is not contingent upon the idiosyncratic characteristics of the student committing the violation.

For example, the nature of the violation does not change depending on whether the offender is a 1st grader or an 8th grader, it does not change because the infraction takes place just before Christmas holidays or the end of the school year, etc. The degree to which these and similar reasons are used to try to lessen the enforceability of the rules and regulation is the degree to which they lose their effectiveness. The value of applying the rules equally and fairly to all students is to keep the focus on preserving the privilege of being educated at MBS.

Philippians 4:4 "Rejoice in the Lord always. I will say it again: Rejoice!"

PARENT AND STUDENT HANDBOOK SIGNATURE PAGE

By signing this page, I acknowledge that I have read in its entirety the Memorial Baptist School Parent and Student Handbook. I further acknowledge that I understand and agree to follow the policies set forth in this handbook and that I understand what is expected of me as a parent/guardian. I understand that if I have questions or concerns at any time about the handbook, I will consult with the Head of Schools, Mr. Riggs for clarification.

_____ _____

Student Name Student Grade

_____

Parent/Guardian Name PRINTED

_____ _____

Parent/Guardian Signature Date

2026-27