



MICAH

Student Handbook

2022-2023

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Maryville Independent Christian Academy of Hope

- MICAH was established in 1981
- Classes range from K3 – 12th
- All curriculum is centered on God as our Creator, and Jesus Christ as our Lord and Saviour
- There will be Chapel services every Wednesday

Micah, the prophet, was a contemporary of Isaiah. He prophesied during the reigns of Jotham, Ahaz, and Hezekiah in Judah and Pehahiah, Papah, and Hoshia in Israel. Jeremiah 26:17-19 speaks of him as a prophet to Judah, but his book concerns Samaria.

Micah 1:1 – The Word of the Lord

Micah falls into three sections, each beginning with “Hear”:

1. Hear all ye people... Micah 1:1
2. Hear, I pray you, O heads of Jacob...Micah 3:1
3. Hear ye, O mountains, the Lord’s controversy, and ye strong foundation of the earth: for the Lord hath controversy with his people... Micah 6:2

Micah was a prophet who stood in the gap and spoke for God in his generation. We are proud to wear his name as we attempt to stand in the gap and speak for God today.

MICAH is a ministry of Maryville Baptist Church

We believe:

- Man in his natural state is totally depraved. Romans 3:23, 6:23, 5:12-14
- The infallible and verbal inspiration of the scriptures. II Peter 1:21
- The Bible account of creation. Genesis 1:1
- The virgin birth and deity of Jesus Christ. Isaiah 7:14, Matthew 1:18-25
- The blood of Jesus is God’s ordained means of atonement. Hebrews 9:22
- Salvation by grace through faith. Ephesians 2:8-9
- The personal work of the Holy Spirit. John 16:12-15
- The bodily resurrection of Jesus. Matthew 28
- The Lord’s Supper and Baptism are ordinances of the local church. Matthew 28
- The eternal security of the saved. John 10
- The local church is independent of all earthly authority and subject to Christ. Ephesians 1:22-23
- The reality of Heaven and reality of Hell. John 14:1-6, Luke 16:19
- The Second Coming of Jesus. I Thessalonians 4:16, Acts 1:11

Accreditation

MICAH is accredited through the National Association of Private Schools.

Admissions

MICAH admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to the students at the school. It does not discriminate based on race, color, or national or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school administered programs. Selection of students is based on past achievement, testing programs, interviews with administration, and openings in each grade. Family life, church status, general behavior, and character references are carefully considered. MICAH is not equipped to accept children with special needs.

Registration requirements:

- Complete application
- Pay registration fee*
- Certified copy of Birth Certificate
- Prior year report card (new students only)
- Current immunizations record and medical history (new students, K5**, 6th grade only)
- Administration interview with student and parent/guardian
- Statement of Cooperation signed by student and parent/guardian
- Corporal punishment agreement

*The registration fee is due when the application is submitted. This fee is non-refundable unless the student is not selected for enrollment.

**To be eligible for K5, the child must be five years old before August 1.

General Information

Office hours: 8:00AM – 3:30PM

Students and parents cannot be in the office without permission.

School hours: 8:30AM – 3:00PM

All students K-5 through 12th grade are to arrive between 8:00AM and 8:30AM and be picked up promptly at 3:00PM. If a parent/guardian needs to drop off before 8:00AM or pick up after 3:00PM, our Pre-school has a before and after school program available.

Parents/Visitors:

For the safety of our students, all visitors, including parents/guardians, must sign in at the office upon entering the building. No one is allowed to enter or exit from the gym doors during school hours.

Please refrain from smoking while on school property.

Please use crosswalks and do not walk through the car rider lanes

Clothing, which is to any degree immodest, is not to be worn by anyone who is dropping off or picking up a child. We are not asking you to follow the dress code, but we must insist on modesty. This is a Christian school setting standards for our students, and we are representing Jesus Christ

Phones and Communication:

All school communication will be posted in the MICAH BAND app. Please make sure you are a member of the group, and your notifications are on.

Each student will be given a **red** Communication Folder. This folder is to be taken home each day by the student, reviewed, and signed by the parent/guardian, and sent back to school each day. If it is not signed and returned each day, consequences for the student can follow. It is important for teachers and parents/guardians to have an open line of communication with one another.

The office phone will only be available for student use in case of an emergency (sickness, injury, etc.). Students should bring everything needed for the day and have all after school arrangements made *before* arriving to school.

Cellphones and smart watches are no longer permitted.

Delays and Cancellations:

If it is necessary to close or delay school for any reason, it will be posted immediately in the MICAH BAND app. It will also be announced on WHAS, WAVE, and Fox news.

Please note, MICAH does NOT close with the county school system.

General Supplies for all Students:

- Personal Bible (must be King James Version)
- Dictionary (paperback is acceptable)
- Pencils (#2)/Pens
- Erasers
- Paper (wide/college rule)
- Ruler
- Kleenex

A more specific supply list for your child's grade will be posted in the BAND app.

Grading Scale:

100-99 = A+	83-81 = C+
98-96 = A	80-78 = C
95-93 = A-	77-74 = C-
92-90 = B+	73-70 = D
89-87 = B	69-66 = D-
86-84 = B-	65 -below = F

Homework:

It is the student's responsibility to complete all homework assignments. Teachers will notify parents when failure to turn in work becomes a problem. There will be no homework on Wednesday nights unless the child does not finish his/her classroom work for the day.

Progress Reports:

Progress reports will be sent out on a 4 ½ - week basis. Progress reports must be signed by a parent/guardian and returned to the teacher.

Report Cards:

Report cards are calculated on a 9 - week basis. The report card will be sent home with your child every 9 - weeks. If a conference is needed, it will be scheduled through your child's teacher. If you feel a conference between report card times is needed, please call the office. Report cards must be signed by a parent/guardian and returned to the teacher.

Attendance

One of the most critical areas of character development in a young person is attendance and punctuality. Parents who encourage their children to come to school "rain or shine" will be ensuring that their child receives the academic and spiritual training available during our brief time together. When a student is absent and/or tardy it not only takes away from their learning time in the classroom, but the other students' time as well. The teachers must prepare making up work, grade makeup work, reteach concepts, and make up quizzes and tests. Please be mindful and respectful of this time together.

Occasionally, parents take a noticeably light view at their children's attendance. This undermines the training of "faithfulness" in their children and sets unpleasant habits which can be detrimental later in life, especially in responsibility and commitment.

Tardiness:

Tardiness will not be accepted. A student is considered tardy if he/she is not in his/her seat or at assembly by 8:35am. A student with more than five tardies in a 9-week grading period will forfeit perfect attendance.

Absences:

Students arriving after or leaving before 11:30AM will be counted absent. If your child is going to be absent from school, please call to let the office know.

Always send a dated note, stating the reason for the absence, with your child upon return.

Excused absences include:

- Illness of the student
- Court appearances
- Death in the student's immediate family
- Other valid reasons as determined

A *pre-approved absence* is excusable, if it is known and approved by the principal at least three (3) days prior to the planned absence.

An absentee note is required, or the absence will be considered unexcused. An *unexcused absence* is any reason not found in the excused category. Work, tests, and quizzes may NOT be made up from an unexcused absence. Students who are suspended will be considered unexcused.

Any child who has been absent from school without valid excuse for 3 or more days is considered truant. Students are not permitted to attend school if they have accumulated more than nine (9) absences in a semester without a doctor's excuse. Nine (9) unexcused absences in a semester will warrant us to contact the Bullitt County Board of Education. The student will receive a failing grade for that semester as well.

If excessive absenteeism and tardiness becomes a problem, a conference with the school administration, student, and parent/guardian will be required.

If your child is absent, arrives late, or leaves early, it is the parent/guardian/student's responsibility to see the teacher(s) for missed assignments. Students are given two days after the day of return, to complete and turn in make-up work. After the due date, if work is not turned in, a zero for each incomplete assignment will be applied to the student's grade. (Example: If a student is absent Monday, returns Tuesday & gets work, it is due Thursday.)

Health and Well-being

Students may NOT attend school if they have a fever of 100.4° F or more, vomiting/diarrhea or an unexplained rash. If your child is sent home with a fever, they must be fever free, without medication, for 24 hours before returning to school.

Administering Medication:

If under exceptional circumstances, a student is required to take oral medication during school hours and the parent/guardian cannot be at school, only office personnel may administer the medication. A medical release form must be filled out and submitted to the front office. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Written orders from the student's physician must be on file in the office stating:

- Student's name
- Name of drug

- Purpose of medication
- Dosage
- Time of day medication is to be given
- Number of days medication is to be given
- Side effects

An individual record will be kept of such prescription medication administered by school personnel.

Head Lice:

Upon discovery of head lice on any child within a classroom, all children in that classroom will be checked. The infected student's parent/guardian will be notified, and the child will not be able to return to school until one day after treatment is complete. Treatment, such as shampoo, can be obtained from the Health Department for a nominal charge or at any local drug store. Treatments are typically repeated every three days to ensure all lice are dead and removed. After the student has been thoroughly treated, and upon arrival to school, the student will be checked by an authorized faculty member before admission to class is permitted.

Emergency Drills:

Emergency drills will be conducted throughout the year. Students will move in a quiet and orderly fashion to locations as directed by administrations and teachers. At that time, attendance will be taken to ensure all students are present and out of harm's way. If the alarm rings when the students are in the hallways, they should exit the door closest to them.

If a student pulls the fire alarm when there is no emergency, law enforcement will be notified.

Lunch/Snacks:

Students have all-natural sugar and energy. Please refrain from sending caffeinated beverages, sugary drinks, and foods to school. This may affect their ability to concentrate and often leads to class disruptions.

Students may bring their lunch or order from the lunchroom. There is refrigerator space and microwaves available for everyone. Lunch menus will be sent home monthly and weekly to order. Order forms are due Friday of each week.

Students are to enter the lunchroom in an orderly and quiet manner.

- Courtesy and proper table manners are always expected.
- Floor, tables, and chairs must be kept clean.
- Students must always remain in their assigned lunchroom.
- Students are not allowed to be in the kitchen with lunch staff.
- No student may leave the cafeteria without their teacher's permission.

Rules and Regulations

Respect goes a long way and is a critical quality the world lacks today. We require students to be always respectful. School administration, teachers, parents/guardians, and visitors are to be addressed as Mr. or Ms. and students are to use 'yes, sir' and 'yes, ma'am,' always. Students should be respectful toward other students as well. This includes, but not limited to, not arguing, bullying, using offensive slang, and taking the Lord's name in vain.

Please assist in this manner and help all our lights shine a little brighter.

Camp Meeting:

The first week of May MICA hosts friends, preachers, and their families for a week of preaching, fun and fellowship. An announcement will go out closer to the time.

- All students are required to attend day services
- All seniors are required to attend all services, day and evening. This is part of their school year as they get released early from school for the year.
- Chapel attire is required by all students attending Camp Meeting services.

Student Automobile Policy:

Student drivers must meet and follow the automobile policy or driving privileges may be revoked.

- Student must be a Junior or Senior
- Maintain an 85% over-all average
- Student-driven vehicles must be registered in the school office
- Show proof of insurance
- Vehicles are to be parked in the church's lower lot
- Vehicles are to remain parked until student leaves for the day
- Vehicles are not to be occupied during school hours
- Students are not permitted to sit in parked cars while waiting for school to begin
- Student drivers cannot have excessive tardiness or absences
- Student drivers must obey all school traffic signs

General:

- School supplies, such as backpacks, lunchboxes, should not include cartoon characters, Hollywood stars, etc. They should be solid colors, or designs such as plaid, stripes
- No talking, pushing, running in the hallways
- Keep your hands to yourself
- Young men and women (6th – 12th grade) must keep a minimum of 12 inches apart when sitting or standing together

- Do not deface school or church property
- All property, buildings, and classrooms are equipped with video and audio security cameras. All buildings have security locks; security will be strictly enforced.
- Students are not allowed in the Preschool building unless enrolled in before or after school care

Our goal is modest, non-distracting attire. Our outward appearance reflects our heart and mind. There is a uniformity of dress that will reflect decency and modest.

Dress code for K-5 through 12th grade:

- Uniform pants
 - Navy, khaki, or black
 - Pants should fit around the waist and must wear a belt
- MICAH polos
 - Girls are not required to tuck in their shirts, they must be long enough to tuck in.
 - Boys must tuck in their shirt
- Shoes and socks
 - Tennis shoes or casual shoes
 - Socks required
 - Sandals are permitted for girls
 - No backless shoes - No flip flops, clogs, crocs, etc.
 - No more than a 2-inch heel
 - A separate pair of shoes for gym may be required
- MICAH T-shirts
 - May wear on Fridays in lieu of the polo
- MICAH Sweatshirts
 - Can be worn any day but must wear with a polo underneath

Chapel Dress code must be adhered to every Wednesday:

Girls

- MICAH polo
- Skirt or jumper (navy, khaki, black)
 - Knee length (if you kneel on the floor the skirt hem must have at least two inches on the floor)
- Dress shoes
 - Sandals are permitted for girls
 - No backless shoes - No flip flops, clogs, crocs, etc.

Boys

- White or soft blue collared, button up dress shirt
- Must wear a tie
- Uniform pants (navy, khaki, black)
- Dress shoes

High School Physical Education Dress Code

- Warm up pants (NO shorts)
- Plain, solid color T shirt
- Tennis shoes

Clothing that is unacceptable:

- Clothing with cuts and/or holes, frayed, ripped seams
- Form fitting or distressed
- Pants legs that drag on the ground
- Sagging pants, hip huggers, capri pants, bell bottoms
- Cargo/carpenter pant
- Stretch pants, skinny pants,
- Denim
- Shorts
- Transparent or 'revealing' clothing
- Sleeveless tops
- No hats

Girls

- Earrings
 - One earring per ear, only in ear lobe
 - Earring gauges are to be no larger than a regular earring (Size 18-22)
- No dark nail polish (black, brown, dark green, etc.)
- No inappropriate jewelry
- Hair must be in good taste/clean
 - No unnatural hair coloring
- Make-up will be allowed in moderation to enhance natural beauty
 - No dark, thick, gothic make-up

Boys

- May not wear necklaces, earrings, rings (may wear high school ring), bracelets, including rubber bands or power bands
- Clean/Shaven face
- Hair must be in good taste/clean
 - Must be above the eyebrows, above the collar in back, and trimmed around the ears
 - Should not be shaggy in appearance
 - No braids, rat tails, ponytails, etc.
 - Sideburns should be no longer than the bottom opening of the ear
 - No unnatural hair coloring
 - No mohawk hair styles

Students are not permitted to have tattoos or any extraneous body piercings!

Any student that is not in uniform and/or out of dress code, under any circumstances, will be sent home.

Conduct and Discipline

We insist that proper order be maintained as well as responsibility developed, and character built. One of the ways in which these goals are reached is through discipline that is administered in love. The administration is staffed with experienced personnel aimed at meeting needs of young people and helping them to be “found in favor with God and man.” Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of the parents/guardians, teachers, and school administration. All parents/guardians are required to sign the corporal punishment agreement.

When problems and disagreements arise during the school year, for the best interest of our school, it is extremely important that they be dealt with in a Christian manner. We believe and practice the following:

- The teacher is in full control of the classroom.
- The teacher will manage all misconduct of a general nature.
- Rules are enforced without partiality and are in the best interest of our students.

The school administration places confidence in the judgment and ability of a Godly, spirit-filled teacher. Any parent/guardian of a student with a legitimate complaint about a disciplinary procedure or method used should call the school to request an appointment for a conference with the teacher. Appointments must be made 24 hours in advance, unless approved by the individual(s) receiving the appointment. Do not call the teacher at home unless the teacher requests you to do so.

If you are unable to get the problem resolved with the teacher, you may call the school to request a conference with the principal and/or the school administration. Please be respectful of their time, do not simply drop in. An appointment is required to speak with the principal or school administration.

There is a profound sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the Lord Jesus Christ and to the total school family. MICAH wants to see its students grow spiritually and achieve excellence in an atmosphere that is Christ-honoring.

Detention:

- Either in-school or after-school
 - After-school detention is served from 3:05PM - 3:35PM, unless otherwise noted by the principal
 - Parents/guardians will be notified before the student has to stay after to serve detention
 - Arrangements must be made to pick the student up from school
- An assignment will be given to the student to write during this time. If the student does not complete this paper during detention, another detention will be given to serve the following day.
- Three detentions, within a 4 ½ week period, will result in a one-day suspension

Suspension:

Suspension is a disciplinary action taken by the principal that temporarily prohibits a student from attending classes and other school events. Students will not be allowed to participate in ANY school activities during the suspension.

Students under suspension will not be allowed on the school grounds or in the building during the time frame.

If a student receives a suspension the last week of school, he/she will begin the next school year with this suspension on his/her file. Also, 24 hours of service will be required to the school. These service hours must be completed before the student will be allowed to start school in the fall.

Withdrawal/Dismissal:

Attendance at MICAH is a privilege, not a right. Any student who does not conform to the standards and regulations of this school may forfeit this privilege. The school may request withdrawal of any student at any time that, in the opinion of the school, falls under any one or more of the following categories:

- Attitude incompatibility
- Uncooperative spirit
- Rebellion toward discipline
- Chronic complaining
- Sowing discord
- Lack of parental cooperation
- Nonconformity to standards of conduct and grooming
- Chronic unexcused absences or tardiness
- Fighting, stealing, lying, cheating, and open rebellion
- Immoral Conduct as defined by scripture such as fornication, homosexuality, etc.
- Usage of illegal substances

Each of these offenses will result in punishment ranging from reports, paddling, and/ or expulsion from school, depending on the severity and nature of the offense. The administration's discretion will determine the disciplinary action.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school, should immediately discuss the matter with a teacher. This is not tattling. The Bible says, "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

In the event a situation arises that is not covered in our handbook, the administration reserves the right and has full discretion to make its decision as to how that situation should be managed.

The school handbook is subject to change at any given time for any reason deemed necessary by the school administration. Changes will be posted as quickly as possible.

Awards and Graduation

All students are required to attend award and graduation ceremonies. They must wear chapel clothing, or they will not be permitted to participate in the ceremonies. Any student not participating *WILL NOT* receive his/her award(s). Exceptions to this must be approved by the principal/administration.

Awards:

At the end of the school year, students with outstanding accomplishments will be celebrated in the Awards Ceremony and/or at Graduation. The following are awards students should work toward:

- Perfect Attendance
- Certificate of Improvement
- A Honor Roll
- A/B Honor Roll
- Top Students
- Runner-up Top Student
- Certificate of Outstanding Achievement
- Model Student
- Diplomas (K-4, K-5, 8th, 12th)

High School Graduation Requirements:

Minimum graduation credits: 22

4 English
3 Social Studies
4 Math
3 Science
½ PE ½ Health
1 Visual Performing Arts
6 Electives

Preparatory College credits: 25

4 English
3 Social Studies
4 Math
3 Science
½ PE ½ Health
1 Visual Performing Arts
2 Foreign Languages
7 Electives

Athletics and Sporting Events

All MICAH rules and guidelines are to be followed by all athletes on and off school grounds, when they are going to and from all games, and/or representing MICAH. Athletes may be dismissed from the team at the discretion of the coach or athletic director for actions deemed inappropriate in representing MICAH School. Suspension from school is automatic suspension from the team.

Athletes must maintain a Christ-like attitude and dress properly at every game. All students and parents/guardians attending games must do the same.

Unacceptable conduct such as the use of or buying/selling of drugs, tobacco products, and alcoholic beverages along with acts of immorality and the like shall result in the immediate suspension of a student from KCAA sponsored events.

This is a ZERO TOLERANCE policy! (KCAA rule article viii section 1)

If there is a concern, please see the Athletic or Assistant Athletic Director. If concerns need additional attention the principal and/or the administration will be contacted.

We are so excited you are here, and we look forward to another blessed year.

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

Proverbs 22:6