**Student Handbook**

**WELCOME!**

M.I.C.A.H. Christian School was established in 1981. We have classes for K-3, K-4, Kindergarten, Elementary, Middle, and High School students. Bible curriculum is taught in every grade. All curriculum used here at M.I.C.A.H. is centered on God as our Creator, and Jesus Christ as our Lord and Savior. Chapel services are held each Wednesday. We appreciate your concern for a Christian education for your child. We believe children are a heritage from the Lord. This book will acquaint you with M.I.C.A.H., its rules and regulations, what we can offer you, and what is expected.

**TRAIN UP A CHILD IN THE WAY HE SHOULD GO: AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT. Proverbs 22:6**  Teach means to give a child instruction. Train means to show a child by example.

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Micah, the prophet, was a contemporary of Isaiah. He prophesied during the reigns of Jotham, Ahaz, and Hezekiah in Judah and Pepahiah, Papah, and Hoshia in Israel.

Jeremiah 26:17-19 speaks if him as a prophet to Judah, but his cook mainly 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.**

M.I.C.A.H. Christian School 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**

A private, Christian school is not required to be accredited. This does not inconvenient a student who is enrolling into a college or university. M.I.C.A.H.., however, is accredited through the National Association of Private Schools.

**ADMISSIONS POLICY**

This school admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of 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, the testing program, interviews with the administration, and openings in the particular grade. Family life, church status, general behavior, and character references are carefully considered. M.I.C.A.H. is not equipped to accept children with special needs.

**ADMISSIONS PROCEDURES**

1. Submit completed application, accompanied by registration fee and previous report card.
2. Submit medical history form and shot record prior to the first day of school. Children will not be allowed in school without appropriate forms.
3. A medical report must be filled out by a physician and submitted to the school office for out-of-town or state transfers, Kindergarten, and Sixth grade students. All students must have the following immunizations: Diphtheria, Polio, Measles, and Rubella.
4. An interview between the principal/administration, the student, and at least one parent, must be held before any student is considered registered.
5. Students and their parents must sign a statement of cooperation and return it to the school with all other forms.
6. Read this handbook thoroughly.

**REGISTRATION**

The registration fee is due when the application is submitted. This fee is non-refundable unless a student cannot be accepted. The yearly tuition is divided into 10 monthly payments. The first payment must be paid by August 10th. Our school accepts no grants or financial assistance from outside agencies. Information on fees, tuition charges, and payment information can be obtained in the front office.

Each child presented for registration must have his/her age verified before enrollment can be completed. Verification of age can only be done by presenting a full-size copy of the child’s birth certificate from the vital statistics office.

Items necessary for registration:

1. Birth Certificate (certified, full-size copy)
2. Medical Examination (current year for Kindergarten & Sixth grade students and/or most recent for other students).
3. Immunization Certificate (second measles vaccine in Sixth grade).

**Kindergarten:** To be eligible for Kindergarten, a child must be five (5) years of age before October 1st.

**SCHOOL HOURS**

All students from K-5 through 12th grade are to arrive between 8:00 a.m. and 8:30 a.m. each morning. The school day at M.I.C.A.H. begins promptly at 8:30 a.m. and dismisses at 3:00 p.m. If a parent/guardian needs to drop their child off before 8:00 a.m. or pick him up after 3:00 p.m., other arrangements need to be made. Our Pre-school has a before and after school program for situations such as this.

**VISITORS**

All visitors, including parents, must sign in at the office upon entering the building. No one is allowed to enter or exit from the gym doors, from 8:30 a.m. - 3:00 p.m., unless given permission from school authority. This is for the safety of our students.  **NO ONE IS TO ENTER THROUGH GYM DOORS DURING SCHOOL HOURS.**

**\*Note to Parents/Visitors\***

***Please refrain from smoking while on school property.*** Also, 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 and we are representing Jesus Christ.

**ATTENDACE**

One of the most important areas of character development in a young person is a matter of school attendance. Parents who encourage their children to come to school “rain or shine” will be ensuring that their child receives all the academic and spiritual training available. Occasionally, some parents take a very light view at their children’s attendance. This undermines the training of “faithfulness” in their children and sets bad habits which can be detrimental later in life, especially in the areas dealing with responsibility.

Please try and avoid scheduling appointments for your child during school hours. Students arriving after or leaving before 11:30 a.m. will be counted absent. If you must be absent, arrive late, or leave early, you should see each of your teachers for assignments and due dates. All assignments must be completed and turned in on time. The teacher will issue zeros (0) for work not completed or may assign extra work to be done in detention. \*\*\* **IT IS THE STUDENT’S RESPONSIBILITY TO SEE THE TEACHER FOR MISSED ASSIGNMENTS.** \*\*\*

If your child is going to be absent from school, please call 502-957-2856 to report the absence. Always send a dated note, stating the reason for the absence, with your child on his/her return. The following are considered excused absences:

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

**An UNEXECUSED 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.**

No student will be permitted to attend school that has 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. Also, you will receive a failing grade for that semester. Any child who has been absent from school without valid excuse for 3 or more days is considered truant.

**PRE-APPROVED ABSENCES**

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

**TARDY**

Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat or at assembly when the bell rings. A student with more than 5 tardies in a 9 week grading period will forfeit perfect attendance. ***Excessive tardiness will necessitate a conference with* *the parents and/or dismissal from school.***

**EARLY STUDENT RELEASE**

If a student must leave school at a time other than normal dismissal time, the student must bring a signed and dated note from home stating the reason, departure time, and if the student will be returning to school. The note must be turned into the front office the morning of the event OR the parent may pick up and sign the student out at the front office.

**CANCELLATIONS AND DELAYS OF SCHOOL**

When necessary to close or delay school for any reason, M.I.C.A.H. CHRISTIAN SCHOOL will be announced on WHAS radio and TV, WAVE radio and WAVE3 TV, and Fox news.

**WE DO NOT CLOSE WITH THE COUNTY SCHOOL SYSTEM.**

**CAMP MEETING**

All students are required to attend all day services during Camp Meeting. A doctor’s excuse or family emergency will be the only excused absences during this week. All seniors are required to attend all services for Camp Meeting (day and night). 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.

**OFFICE HOURS**

The school office hours are from 8:00 a.m. - 3:30 p.m. The office will be closed from 12:00 p.m. – 12:30 p.m. for lunch. Students are not allowed to enter the office unless they have been invited in.

**EMERGENCY DRILLS**

Emergency drills will be conducted throughout the year. Everyone will move in an orderly and quiet manner to points directed by their teachers. At this point, roll will be taken to reassure all students present and out of harm’s way. If the alarm rings when the students are in the hallways, they should exit the door closes to them. (If the student pulls the fire alarm when there is no emergency, law enforcement will be notified.)

**TELEPHONE**

The school phone will only be used for student calls in the case of an emergency (sickness, injury, etc.). A payphone is located in the hallway closest to the front office. The cost per call is $.50. If a student needs to call home for something that does not fall into the ‘emergency’ category, he will be persuaded to use the payphone. However, a student should bring everything needed for the day and have all after school arrangements made before arriving school.

**FOOD AND BEVERAGES AT SCHOOL**

There is pride at M.I.C.A.H. Christian School. Everyone must work together to keep our school clean and attractive. Gum is not permitted at school. No food or drink is allowed in the classrooms. ***Please do not leave trash on school grounds; we do have trash cans******that are available.***

**LUNCH**

Students may bring their lunch. We have plenty of refrigerator space and microwaves are available. Lunch items will be sold daily and a menu, with prices, will be sent home monthly and weekly.

**LUNCHROOM**

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

1. Courtesy and proper manners are expected at all times.
2. Floor, tables, and chairs must be kept clean.
3. Students must remain in their assigned lunchroom at all times.
4. Students are not allowed to be in the kitchen (only lunchroom staff).

**No student may leave the cafeteria without a teacher’s permission.**

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**STUDENT AUTOMOBILE POLICY**

1. Student must be a Junior or Senior
2. Student must maintain an 85% over-all average.
3. All student-driven vehicles are to be registered in the school office.
4. Student drivers must show proof of insurance.
5. Vehicles are to be parked in the lot beside the church.
6. Vehicles are to remain parked until student leaves for the day.
7. Vehicles are not to be occupied during school hours. Students are not permitted to sit in parked cars while waiting for school to begin.
8. Student drivers cannot have excessive tardiness or absences.
9. Student drivers must obey all school traffic signs.

**Failure to observe the above policies will necessitate cancellation of the student’s privilege of driving to school.**

**Illness**

Our school policy is that student’s may **NOT** attend school if your child has a fever of

100° F or more, vomiting /diarrhea or an unexplained rash. When your child is sent home with a fever they must be fever free for 24 hours. \* (If your child has no fever the next morning at school time, your child may return to school, if without the use of medications to reduce the fever)

**ADMINISTERING MEDICINES TO STUDENTS**

Medications are rarely necessary for students during the school day. They are justified only in chronic health conditions or short-term acute health conditions. If under exceptional circumstances, a student is required to take oral medication during school hours and the parent cannot be at school to administer medications, only office personnel may administer the medication. A release form is needed in order for us to release medications to your child. Please fill this out at the front office.

The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. An individual record will be kept of such prescription medication administered by school personnel. **UNLESS** **THESE REQUIREMENTS ARE MET,** **MEDICATIONS WILL NOT BE ADMINISTERED AT SCHOOL.** \*\* Note: In instances when the student needs medical attention, the administration will call the parent or family doctor (in this order).

 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 day’s medication is to be given
* Possible side effects
* Students will take medication in front office

**HEAD LICE POLICY**

Upon discovery of head lice on any child within a classroom, all children within that classroom will be checked for head lice. The infected student’s parent will be notified and the child will not be able to return to school until one day after treatment is given. The student should be treated for head lice. Treatment, such as shampoo, can be obtained from the Health Department for a nominal charge. In addition, a note will be sent home with each child in the classroom where the head lice have been discovered. **We have adopted a ZERO NIT policy for lice;** this mean that your child must be nit free (dead or alive) in order to return to class.

**CONDUCT AND DISCIPLINE**

One of the most important objectives at M.I.C.A.H. is to teach students to be responsible for their own behavior and to develop respect for themselves, fellow students, and the staff. Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order is maintained. Students are reminded that they must adhere to a good code of conduct, not only for their benefit, but for the benefit of others as well. All parents are required to sign a cooperation form. A pledge by parents to back the authority of the school, to insist that their children abide by the policies of the school, and to promote a spirit of cooperation is necessary for admission.

**Parents *must* sign the corporal punishment agreement.**

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

All discipline will be in accordance with Biblical principles as set forth in the scriptures. DISCIPLINE IS WHAT YOU DO FOR A CHILD, NOT TO A CHILD. In situations when M.I.C.A.H. deems it necessary, swats will be given to a child by designated personnel. The parent *must* sign the discipline for on the application. It is not required that a parent be called in order for a child to receive swats, unless it is written on the form.

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

**DETENTION**

Detention will be either in-school or after-school. Parents will be notified before the student has to stay after school. During detention, no school work, homework, or anything else will be done. An assigned paper will be given to the student to write during this time. If the student does not write this paper during detention, another detention day will be given to serve the following day. Arrangements must be made by the parents to pick the student up from school. After-school detention will be from 3:05 p.m. - 3:35 p.m., unless changed by principal. Three detentions, within a 4 ½ week period, will result in a one-day suspension.

**SUSPENION**

A suspension is a disciplinary action taken by the principal that temporarily prohibits a student from attending classes and other school events. Students under suspension will not be allowed on the school grounds or in the building during the suspension time. Students will not be allowed to participate in school activities during the suspension. 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 is allowed to start school in the fall.

**WITHDRAWAL/DISMISSAL**

Attendance at M.I.C.A.H. 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

**WITHDRAWAL/DISMISSAL Continued**

* Chronic unexcused absences or tardiness
* Fighting, stealing, lying, cheating, and open rebellion
* Immoral Conduct as defined by scripture such as fornication, homosexuality, etc.

The above **WILL NOT BE TOLERATED.**

 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 such.

**WHEN PROBLEMS ARISE**

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 and school personnel.

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 handle all misconduct of a general nature.
* Rules are enforced without partiality and are in the best interest of our students.

Please give staff the benefit of the doubt

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

*DO NOT GO TO THE PASTOR OR PRINCIPAL FIRST WITH A PROBLEM*. He will have no comment on a matter until the teacher has been contacted. If you are unable to get the problem solved, you may call the school and request a conference with the principal. Please, do not simply drop in. You may not be able to see the principal unless an appointment is made.

**GENERAL RULES**

Respect is to be shown to all teachers, staff, and visitors. All adults should be addressed as Mr. or Mrs., with their last name. Yes sir and yes ma’am must be used at all times. Sarcastic or abusive comments will not be tolerated to any staff member of the school.

Arguing, murmuring, griping, profanity, offensive slang, or taking the Lord’s name in vain, will not be tolerated and will be dealt with accordingly.

Class begins at 8:30 a.m. After 8:35 a.m., you must get a tardy slip from the front office.

Restrooms are to be used during break time only unless the teacher gives special permission.

**GENERAL RULES Continued**

No students allowed on gym floor unless gym time.

No loud talking, pushing, or running in the hallways.

Bring all supplies necessary for class to class with you.

Do not touch other students at any time. Keep your hands to yourself.

No student will be allowed to leave school with any person other than those specified on file.

No student will be allowed to leave on his/her own without the proper procedure.

ALL STUDENTS MUST SIGN OUT BEFORE LEAVING THE SCHOOL PREMISSES.

All high school students leaving early must see each teacher (of their remaining class periods) and have a form signed for assignments being missed. These forms are available at the front office.

Do not deface school property. First offense will result in a suspension. The second offense will result in expulsion.

If tape players, CD players, I Pods, radios, beepers, cellular phones, hand-held games, and watches that play music are brought to school, they must be turned in to the front office. If you have a question about what is appropriate to bring, request a conference with the principal.

The Pre-school building is totally off limits to all 1st – 12th grade students unless they are enrolled in before or after school care programs.

 Young men and women, 6th – 12th grade, must keep at least a 6-inch space between them when sitting or standing together.

Backpacks, lunch boxes, folders, binders, etc. must be any solid colors with no cartoon characters or Hollywood stars. **Solid colors only!** Designs such as plaid, striped, or trimmed with a different color are acceptable,

In the event that situations arise that are not covered in our handbook, the administration has full discretion to make its decision as to how that situation should be handled.

**PERSONAL APPEARANCE**

Our outward appearance is a reflection of the heart and mind. There is a uniformity of dress that will reflect decency and modest. M.I.C.A.H. students must adhere to the following dress code:

**Our goal is modest, non-distracting attire.**

* The dress code for **ALL STUDENTS**, K-5 though 12th grade, will be as follows:

**Girls/Boys**

* + - Uniform pants- Any flat, solid color
			* Pants should fit around waist
			* No cuts, or holes in pants
		- Uniform shirts- Any color or design (no neon colors)
			* 3 – 4 buttons only (no more than 4)
			* Boys shirts must be long enough to tuck in and stay tucked in at all times
			* Girls do not have to tuck in their shirts, however they must be long enough to tuck in
			* Cannot be form fitting
			* Shirts must not be lower than three fingers from the bottom opening of the neck
		- Shoes and socks
			* Must be worn everyday
			* A separate pair of tennis shoes is required for the gym floor only to be worn on the gym floor
			* Wednesday – dress shoes with socks for boys or pantyhose, tights, or sock for girls
			* No backless shoes – flip-flips, clogs, dress shoes, crocs, etc.
		- Jumper, skirts, and culottes (Girls)
			* Can be worn any day (culottes may not be worn on Wednesday)
			* Must be below the knee or longer

*If you kneel on the floor the skirt hem must be have at least two inches on the floor*

* + - * Any color or design (no neon colors)
			* Cannot be form fitting

Culottes look like a skirt when standing and they must also follow the same requirements as a skirt (mid-knee length or longer). Culottes should have a box pleat, elastic in the waist or a zipper and button on the side. **Skorts or long baggy shorts are not culottes**.

* + - Sweatshirts- Any Color or Design (no neon colors)
			* All sweatshirts worn must be solid/plain
			* Micah sweatshirts may be bought in the front office
		- Winter coats
			* May be worn in the building, but not in the classroom
		- ***Hooded Sweatshirts are not allowed in the school building This is for safety reasons***
* **Wednesday Dress Code -** Wednesday is Chapel day. The following dresscodeisrequired:

**Boys**

* Uniform or dress pants – Any flat, solid color
* Dress shirt (no polo and no neon colors)
* Tie (your choice, but decent and must match)
* Dress shoes and socks

 **Girls**

* Skirt or jumper – Any color or design (no neon colors)
	+ - * Must be below the knee or longer

*If you kneel on the floor the skirt hem must be have at least two inches on the floor*

* Collared blouse (no polo and no neon colors )
* Dress shoes no more than a two inch heel (must have a back, no flip-flop style shoes)
* Pantyhose, tights, or socks

**-Gym Dress Code for High School P.E.**

* Culottes or warm-up pants
* Plain colored T-shirt (no white, logos, pictures, writing, etc.)
* No shorts
* Must have a separate pair of tennis shoes that are to be worn to gym only

***Chapel Clothes maybe worn everyday***

**UNACCEPTABLE CLOTHING:**

* Sweat pants (unless for high school P.E.)
* Sagging pants
* Bell bottoms
* Capri pants
* Hip-hugger pants
* Cargo/carpenter pants
* Stretch pants
* Skinny pants
* Denim
* Shorts
* Ripped seams on pants
* Transparent clothing
* Sleeveless tops
* “Revealing” clothes
* Any clothing that is not uniform and/or out of dress code

All pants must:

* fit around the waist and not be formfitting
* not have holes or frayed pant legs
* pant legs may not drag the ground
* must be worm with a belt

All shirts must:

* have a collar – polo or turtleneck
* boys shirts must be tucked in at all times
* must have no more than 4 buttons
* must not be form fitting

**Our goal is modest, non-distracting attire.**

Other:

* Only wear securely fastened shoes
* Socks, pantyhose, or tights are to be worn at all times
* No flip-flop or backless shoes
* Necklaces, earring, rings, bracelets etc.,(includes rubber bands or power bands) are not permitted to be worn by boys
* Girls are allowed one earring per ear and it must be in the ear lobe
* Earring gauges are to be no larger than a regular earring (Size: 18-22 gauge)
* No black or dark nail polish
* No inappropriate jewelry
* No hats are to be worn inside the church or school building
* Winter coats, jackets, may not be worm in class or Chapel

Boys and young men’s 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, pony tails, etc.
* Sideburns should be no longer than the bottom opening of the ear
* No unnatural hair coloring
* No mohawk hair styles

Girls and young ladies’ hair:

* Must be in good taste / clean
* No unnatural coloring

Young ladies:

* Make-up will only be allowed in moderation to enhance natural beauty
* No dark, thick, gothic make-up will be allowed
* Fingernail polish cannot be dark (black, brown, dark green, etc.)

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

***If a student is out of dress code, under any circumstances, he/she will be sent home.***

**ATHLETIC PROGRAM**

M.I.C.A.H. maintains and inter-scholastic sports program competing in various sports with other Christian school in our area. The purpose of our athletic program is to:

* Instill Christian Character
* Develop self-confidence
* Promote team and school spirit

All athletes must demonstrate attitudes and actions that are consistent with the rules and goals of M.I.C.A.H. and its athletic program. Students found out of harmony with standards and goals of the program, will be dismissed from the team. Athletes must maintain a Christ-like attitude and dress properly at every game. All students attending games must do the same.

**Other General Rules:**

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 ISSUE! (KCAA rule article viii section 1)** Suspension from school is automatic suspension from the team. All MICAH rules and guidelines are to be followed by all athletes on or off school grounds, when they are going to and from all games, or representing MICAH School. Athletes may be dismissed from the team at the discretion of the coach or athletic director for actions deemed inappropriate in representing MICAH

School. The athletic director, principal, and administrator will handle all other problems or issues.

**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. It is the student’s responsibility to see the teacher for any missed homework assignments due to being absent.

**PROGRESS REPORTS**

Progress reports will be sent out on a 4 ½ - week basis. They will be signed by a parent and returned to the teacher for filing.

**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.

**INCOMPLETE GRADES**

On some instances, an “I” or an incomplete is given. This would occur in a situation where the child has not made up work from an absence.

**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 list for your child’s grade is available at the front office or from the teacher.

**AWARDS**

At the end of the school year, each student with outstanding accomplishments will be celebrated in the Awards Ceremony and/or at Graduation. The following are some awards that M.I.C.A.H. students will be working for:

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

**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**

**GRADUATION EXERCISES**

All students are required to attend graduation exercises. They must dress as that would for Chapel. Any student not wearing the correct apparel will not be allowed to participate in graduation exercises. Any student not participating *WILL NOT* receive his/her award(s). Exceptions to this must be approved by the principal/administration.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

22 Credits to graduate Preparatory College Requirement (Credits 24)

4 English 4 English

3 Social Studies 4 Math

4 Math 3 Social Studies

3 Science 3 Science

½ PE ½ Health ½ PE ½ Health

1 Computer keyboarding 1 Computer Keyboarding

1 Performing Arts 1 Performing Arts

1 Senior Project Unit 1 Senior Project

4 Electives 2 Foreign Languages

 4 Electives

**Athletic Handbook**

**MICAH ATHLETICS DEPARTMENT**

**GENERAL RULES AND GUIDELINES**

**FOR ALL SPORTS**

**(Updated August 2014)**

1. **Full time student (definition)**
	1. At least 4 hours at school per day
	2. Transfer students/players
		1. Member schools – a player who has transferred from one member school to another member school must sit out six weeks (42 days) and is eligible on the 43rd day. A letter of good standing and statement of enrollment date must be sent to the president of the league upon transfer.
		2. Non-member schools – a player who has transferred from a non-member school is eligible for a member school on the 15th day after he/she is enrolled in the member school. The member school is required to send a letter stating the date of enrollment and previous school enrolled in.
2. **Grades**
	1. The school requires a player to maintain a GPA of 2.0 or a “C” (74%) average to participate. No “F’s” will be allowed in academic reports.
	2. Grades will be taken from report cards and 4 ½ week progress reports. Below “C” average or “F” in any subject will cause athlete to be ineligible for a 4 ½ week probation period until grades are brought up.
	3. All athletes declared ineligible because of grades must attend and participate in practice, dress out for home games, and sit on the bench. They are not allowed to attend away games.
3. **Age**

*There shall be an age limit for both levels of play, JV and Varsity. They are as follows:*

* 1. JV – any athlete who is not older than the age or 17 and will not be before November 1st of school year or is a freshman or sophomore.
	2. Varsity – an athlete shall not be eligible to participate in any KCAA league if they are older than the age of 19 on or before November 1st of the school year.
1. **Physical Appearance**
	1. Each participant is representing MICAH School which represents Jesus Christ our Saviour. It is, therefore, required they be well groomed according to MICAH School Handbook regulations.
	2. No jewelry will be worm to practice or games.
	3. Athletes must wear chapel day dress clothes (according to MICAH School Handbook) to and from games.
	4. Uniforms must be cared for and cleaned. If uniform is not clean, the athlete will not participate in that game. Athlete or parent must pay for ruined uniforms.
	5. Uniforms and games shoes are to be worm **ONLY** during practices and games. They are not to be worn outside, or to and from school.
	6. Athletes have to sign out their uniforms. At the end of the season when uniforms are returned, they must be inspected and signed in by a representative of the athletic department.
2. **Physical Fitness and Practices**

*All forms listed must be on file with the athletic director before anyone is allowed to practice.*

* 1. Parental Permission/Medical Release Form for practice and games
	2. A Physical (yearly)
	3. A copy of Birth Certificate
1. **Athletes Must Attend All Practices**
	1. Practice times and schedules are set. It is the players and parents responsibility to know when practice times are.
	2. Two unexcused absences from practice are ground for dismissal.
	3. Athletes who miss the last practice before a game are not allowed in the starting lineup of that game.
	4. Athletes who miss 2 consecutive practices may not start the next game.
	5. Athletes who miss 3 consecutive practices will not be able to play the first half of the next game.
	6. Athletes who miss 4 consecutive practices will be suspended for at least one game and the athletic director and coach will decide if player needs to be dismissed from the team. (Sickness or work is and excused absence if coach is notified.)
	7. If an athlete is not at school, they **cannot** participate in practice or games for that day. (Exceptions may be made by Athletic Direction, Principal, and Administrator)
2. **Games**
	1. Athletes who participate in games and miss the next scheduled school day without an excused absence will not be allowed to play in the next game.
	2. The second offence could mean dismissal from the team.
	3. Athletes who are absent on game days are not allowed to play or attend that game.
	4. School work missed due to absences is to be made up in 3 school days or the athlete will not be able to play or practice.
	5. School work missed due to leaving school early for games must be made up in 1 day.
3. **Transportation**
	1. Each athlete must clear transportation with his/her coach.
	2. Notes from parents are required for athletes to drive or ride with a student or person other than their coach. This note has to be per game.
	3. Girls and boys are not allowed to sit together on the bus or ride together in a vehicle separate from school transportation (unless family). **NO EXCEPTIONS**
4. **Other General Rules**
	1. 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 ISSUE! (KCAA rule article viii section1)**
	2. Suspension from school is automatic suspension from the team.
	3. All MICAH rules and guidelines are to be followed by all athletes on or off school ground, when they are going to and from all games, or representing MICAH School.
	4. Athletes may be dismissed from the team at the discretion of the coach or athletic director for actions deemed inappropriate in representing MICAH School.
	5. The athletic director, principal, and administrator will handle all other problems or issues.
5. **Awards**

*It is MICAH’s policy to present its faithful participants with awards at the end of the school year. These awards are given to show our appreciation to their hard work. However, they can only be given as funds allow and to those who have participated faithfully in all areas of our guidelines.*

* 1. **Volleyball**

Some of the awards to be given out are as follows:

* 110%
* MVP
* Christian Character

Varsity volleyball players become eligible for a school jacket at the end of their senior year provided they have been on the volleyball team since their freshman year. ALL trophies are given out at coach’s discretion.

* 1. **Varsity Cheerleading**

Some of the awards to be given out are as follows:

* First Year – Plaque
* Second Year – Key Chain
* Third Year – T-shirt

Varsity cheerleaders become eligible for a school jacket at the end of their senior year provided they have been on the volleyball team since their freshman year. ALL trophies are given out at coach’s discretion.

* 1. **JV Basketball (Girls & Boys)**

Some of the awards to be given out are as follows:

* MVP
* 110%
* Most Improved
* Sportsmanship
* Best Defense

ALL trophies are given out at coach’s discretion.

* 1. **Varsity Basketball (Girls & Boys)**

Some of the awards to be given out are as follows:

* MVP
* Best Defense
* Best 3-point shooter
* Best free throw shooter
* Student Athlete of the Year
* Most Assists
* Most Rebounds
* Outstanding Senior
* 110%
* Most Improved
* Horizon Ward
* Leadership

Varsity basketball players become eligible for a school jacket at the end of their senior year provided they have been on the volleyball team since their freshman year. ALL trophies are given out at coach’s discretion.

**NOTE: These awards do not overlap. You are eligible for only one school jacket, no matter how many sports you participate in.**

The Kentucky Christian Athletic Association (KCAA) is divided into 4 regions. The divisions are as follows:

Region 1 Region 2 Region 3 Region 4

Bethel Highlands Latin AIE Blue Grass

Belmont Holy Angels Assumption Galilean

Glasgow Immaculata Carrollton Lakeside

Grace Baptist MICAH Community Lexington Latin

Heritage North Hardin Cornerstone Somerset

Oak Ridge Sayers Covenant Classical Trinity

 Valiant Danville Wesley

 Frankfort

 Lawrenceburg

All teams in our league are listed at [www.kcaaonline.come](http://www.kcaaonline.come) which is the official website of the KCAA. Not all games will be played at the school address that is listed on the website. Check with your child’s coach or the school office for directions.