



Metro-east Adventist Christian School

Educating for Now and for Eternity

Student Handbook Academic Year 2026-2027

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GENERAL INFORMATION

Introduction

This handbook is designed to provide you with information about Metro-east Adventist Christian School (**MACS**). It is also a guide to school policies and procedures. The information provided therein will answer most of your questions relative to the operation of the school. If you have further questions, please contact the MACS principal.

MACS was established to provide Christian education for constituent church members and the community. This school is part of the worldwide system of Seventh-day Adventist elementary and secondary schools dedicated to the education of the child in the physical, mental, and spiritual realms. It is managed by a local board (MACS Board), under the supervision of the Superintendent of Schools of the Illinois Conference of Seventh-day Adventists.

A full course of study is offered for each grade (K-8), including instruction in the Bible. In addition to providing a strong academic program, it is our ultimate goal to help each student to develop a strong and personal relationship with Jesus.

The home, church, and school must be committed to those goals and work together to achieve them.

It is important to note that this year's handbook includes information for "a normal" school year. Additional guidelines will be provided in the event issues arise that impact the health and safety of MACS' staff and students.

Policy Revision

Those who decide to attend MACS do so thereby agree to accept the standards, principles, and requirements. The MACS Board reserves the right to change, by vote, at any time, any or all of these policies to meet and provide solutions to unforeseen circumstances.

Vision Statement

Educating for now, and for eternity.

Mission Statement

The MACS Family exists to:

- Show children Jesus
- Nurture their love for Him and others
- Teach them to think
- Empower them to serve

Multicultural Education Policy

MACS utilizes available resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, linguistic, and cultural heritage of both historical and modern-day America by observing the following objectives:

1. Selecting materials and methods that will eliminate bias and stereotype.
2. Encouraging staff to participate in in-service programs that will help them to understand a multicultural approach and reflect it in their teaching and administrative duties.
3. Encouraging all students to grow in self-esteem and to understand their academic human potential.
4. Guarding against the grouping of students that reflect racial, ethnic, linguistic, and cultural bias.



PHILOSOPHY

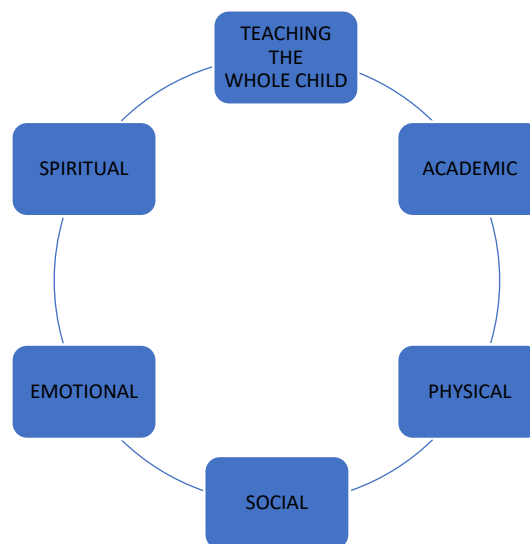
The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

MACS seeks to develop our educational program to attract not only Seventh-day Adventist young people to our school, but to be an attraction to the community.

It is our studied aim to develop in our students the desire and ability to serve others and to become leaders wherever they are; to create a desire for higher education that will prepare the students to enrich the world with their abilities, clear thinking, and reasoning ability. Our greatest efforts will be aimed at leading our young people to a personal relationship with Jesus Christ. We know that this fellowship will prepare them for a rich life of service in this world and for the world to come.

It is our purpose to send the students of MACS forth to continue their education, reflecting the love of Christ to the world and desiring to take their places to serve humanity and their Lord.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.



CURRICULUM GOALS

The following goal statements have been established to assist each student with:

1. **Acceptance of God and His Word** – Surrender one's whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.
2. **Family and Interpersonal Relationships** – Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership and respond with sensitivity to the needs of others.
3. **Commitment to the Church** – Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
4. **Responsible Citizenship** – Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility of one's local, national, and global environments.
5. **Healthy Balanced Living** – Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. **Intellectual Development** – Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a Biblical perspective.
7. **Communication Skills** – Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.
8. **Life Skills** – Function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
9. **Aesthetic Appreciation** – Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. **Career and Service** – Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.
11. **Outreach** – Develop a heart for Christian service. As part of this mission, students/staff may participate in monthly outreach activities in the community and in cooperation with other service organizations. Each seventh and eighth grade student will be required to do a service project that promotes community.

ADMISSION INFORMATION

Admission Statement

MACS is open to all who desire a Christian education and are willing to follow the school's regulations. Parents/guardians and students are expected to support school standards and programs.

Non-Discrimination Policy

MACS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, including educational policies, admission policies, and scholarships.

New Students or Transfer Students

Applications for the upcoming school year will be accepted from February of the current school year.

A MACS application form must be submitted to the Principal who will present it to the School Board. Students may be admitted, on a conditional basis, for a period of one month from the date of acceptance while the school awaits receipt and/or completion of the following:

1. Receipt of verification of placement from former school
2. Receipt of current health and immunization records
3. Receipt of all **completed** registration documents
4. Receipt of a copy of birth certificate
5. Receipt of verification that all school fees from former schools were paid in full
6. Receipt of school registration fees
7. Evidence through documented behavioral changes of willingness to follow school standards
8. A review of the application by the MACS board
9. An interview of student and parent/guardian(s) by Principal

Returning Students

Applications for the upcoming school year will be accepted in February of the current school year.

Admission

Admission is based on:

1. Satisfactory completion of previous school year
2. Previous year's school bill was paid in full
3. Current health records
4. A completed registration form for the upcoming school year
5. Payment of the registration fee (must be paid by June 30th)
6. A review of the student's application by the MACS Board

Academic Placement

The school reserves the right to give entrance and qualifying tests as deemed advisable. The test results will be used to determine placement where the student may be most successful.

Entrance Ages

Kindergarten – Children should be 5 years old on or before September 1 of the current school year.

First Grade – Children who are 6 years old on or before September 1 of the current school year are eligible for entrance into the first grade.



MEDICAL INFORMATION



Medical Examination

Students entering grades kindergarten, first, fifth, and/or entering the school system for the first time must present at registration time, or not later than fifteen (15) days after the date of entry, (1) a physical examination and (2) a certificate of immunization from the county health department or a local physician.



Dental Examination

Students entering kindergarten, second, sixth grades, and all new students must provide evidence of having had a dental examination within the past 12 months. Proof of examination will be maintained in the student's records. Forms may be obtained during registration.



Vision Examination

Students entering kindergarten, first, second, third grades, and all new students must provide evidence of having had a vision examination within the past 12 months. Proof of examination will be maintained in the student's records. Forms may be obtained during registration.



Hearing Examination

Students entering kindergarten, first, second, third, and eighth grades, and all new students must provide evidence of having had a hearing examination within the past 12 months. Proof of examination will be maintained in the student's records.



Immunization

Before enrolling, every child shall present proof of immunity against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella, Mumps, HIB, Hepatitis B, and Varicella in accordance with current state immunization requirements.

Medication

Health & Wellness Guide

Please read the following carefully as it is the guide we will follow to keep our students and staff healthy and in school. While it is our goal to have every student in class every day, illness does happen, and students may need to stay home for a time.

If your child has any of the following symptoms, please keep them home at least 24 hours past the resolution of these symptoms:

- Fever greater than 100.0 F or 37.8 C without medication
- Vomiting
- Diarrhea
- Eye that appears bacterial, yellow crusting, oozing
- Coughing/sneezing/runny nose *that affects the child's ability to focus in class*
- Severe sore throat and/or discoloration in the throat

Make sure the student who is on antibiotics for bacterial infections has at least 24 hours on the antibiotic before returning. The above symptoms will also prompt a call from the school should they arise during the day. If a child is too ill to remain in the classroom, parents or guardians will be notified to take the child home immediately. The school does not have facilities to keep an ill child. For this reason, it is important that the school have the correct home, office, and mobile telephone numbers of parents/guardians.

Please do not artificially lower the fever with medication just to send them to school.

They need to be ***fever free without medication for 24 hours.***

Medications, including over the counter preparations, will not be given at school.

In order to keep our students healthy, here are some general guidelines to follow:

- Make sure your student is getting appropriate sleep
- Encourage them to drink plenty of water
- Reduce the amount of sweets and refined foods they consume, especially if they are feeling sick

Above all, keep looking to the ultimate Healer for guidance and healing. Please feel free to call the school with any questions or clarifications.

FINANCIAL INFORMATION AND POLICIES

Every school must operate on a sound financial basis. Prompt care of your financial responsibility is not only appreciated but is also necessary if MACS is to maintain a quality educational program.



Report Cards

Formal report cards will be issued following the close of each grading period, except when there is a balance due at the end of the second and fourth quarters.

Tuition

The tuition is based on the current school year's fees. The tuition is payable in eleven equal monthly installments, with the first installment to be made in July.

Late Enrollment

The tuition will not be prorated for late enrollment for students entering school during the first quarter. Any student entering school after the quarter has ended will be given credit for those quarters not attended. A parent/guardian who thinks special circumstances warrant the prorating of the tuition for all or some of the days missed before enrollment may petition the MACS Board by letter to request a credit to their account.

Delinquent Accounts

A payment will be considered delinquent if it is not received by the 15th of the month. At that time a late fee of 5 percent may be assessed to the account. Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.

Registration Fee

MACS employs an 11-month inclusive tuition schedule that does not require a separate registration fee. MACS' inclusive tuition provides balanced billing for 11 months that includes registration plus tuition. Parents/guardians will be billed July 2025–May 2026. A \$75 "Hold Your Seat" fee will be collected in March of the current school year for returning students that secures their continuous enrollment. The \$75 "Hold Your Seat" fee is subtracted from the July payment. The student will not need to be re-enrolled each year; MACS assumes the student will be returning unless notified otherwise.

Other than graduation, this enrollment agreement will end upon 1) the notification by the family of the withdrawal of the student as described in the Tuition Policy, or 2) the removal of the student from enrollment by the school for financial, disciplinary, academic, or other reasons at the discretion of the school administration.

If tuition is paid in full within the first quarter, a 5% discount is applied to the remaining balance at time of payment.

Multiple child discount:

- First child pay in full
- Second child's tuition is reduced by \$25 per month
- Third child's tuition is reduced by \$50 per month

Financial Assistance

Before a student is enrolled in MACS, the parent or guardian is required to meet with MACS Treasurer. The parent or guardian accepts financial responsibility and signs a tuition commitment form. To receive financial assistance, the student's account must be kept current, and the committed amount must be paid in full at the end of each semester. The agreed-upon financial assistance will be applied to the student's account monthly.

MACS/Senior Mentor Program: Partnering for Eternity (PFE)

MACS participates in the PFE Scholarship Program that allows students the opportunity to take part in an intergenerational relationship with an adult, 55 years old or older. PFE guidelines allow for 50 percent of students enrolled in MACS to participate in this grant-funded program, thus, early identification of the parent/guardian/student's desire to enroll in the PFE Scholarship Program is critical.

Students meet with their mentors weekly for an hour and may engage in a variety of activities to include light housecleaning, yard work, reading, cooking, playing games, crafts, and other safe and responsible activities. **The student must be accompanied by a parent.** These activities benefit the older adults while providing students an excellent opportunity to appreciate the value of service, foster positive mutual relationships with the elderly, and help with financing their Christian education. Each participant, to include the mentor, must attend an Orientation.

Seniors who live in a nursing home or an assisted living facility are not eligible to participate in the PFE Program.

ATTENDANCE

Arrival and Dismissal

8:00 am School begins
3:00 pm School is dismissed (2:00 pm on Friday)

School starts promptly at 8:00 am. The doors open at 7:45 am. Students will not be admitted into the school before 7:45 am unless arranged in advance.

Dismissal is at 3:00 pm on Monday-Thursday. Students should be picked up by 3:15 pm. Aftercare can be arranged on an as needed basis.

On Friday, dismissal is at 2:00 pm. Aftercare is not available on Friday. Arrangements should be made for children to be picked up by 2:15 pm.



Absence from School Premises

No student will be permitted to leave the school premises at any time during the regular school day without a request from the parent or guardian, in person or in writing. If possible, one-day notice is requested.

Absences and Tardies

Regular and prompt attendance at school is necessary for satisfactory schoolwork and developing self-discipline. Whenever a student is absent or is excused for a portion of the day, a signed written note from the parent or guardian is required. In the case of highly contagious diseases, a medical release from a physician is necessary.



Repeated Absences and Tardies

A conference with the parents/guardians, student, and teacher/Principal will be requested for students who are excessively absent. The Illinois State Law states that five absences a year is considered truant.

Tardies will be viewed on a sliding scale. The first five tardies will equal a one-day absence. Each of the next three tardies will equal another day's absence. These absences will be added to the total number of absences that a child receives.

If the problem persists, the Principal will report to the MACS Board and to the public school authorities, as required by law.

A student who has excessive absences may not be able to receive academic credit.

Make-up Work

Schoolwork missed during an excused absence, which is completed and received on Day 2 after the absence, will be accepted without a penalty. However, it is the responsibility of the student to obtain assignments from the teacher and to see that they are completed.

Assignments that are received after Day 2 will be given a grade that is one grade-level lower for each additional day the assignment is turned in. Example: An "A" assignment turned-in on Day 3 will be given a "B" grade due to the lateness of that assignment.



ACADEMICS

Grading (Note: Subject to change based on teacher's/Principal's preference)

Students in first through second grade are not assigned letter grades on the A to F scale. The following symbols or scales are used to evaluate their academic performance:

Grades K-2

I = Achieves independently

P = Progressing toward achievement

NT = Needs time to develop

A grade not shown on a report card indicates "not evaluated at this time"

Grades 3-8

A	96.00 - 100.00%	Excellent
A-	91.00 – 95.99%	Excellent
B+	89.00 – 90.99%	Above Average
B	85.00 – 88.99%	Above Average
B-	81.00 – 84.99%	Above Average
C+	79.00 – 80.99%	Satisfactory
C	75.00 – 78.99%	Satisfactory
C-	71.00 – 74.99%	Satisfactory
D+	69.00 – 70.99%	Below Average
D	65.00 – 68.99%	Below Average
D-	61.00 – 64.99%	Below Average
F	60.00%	Unsatisfactory
I		Incomplete
M	0.00%	Missing



AE-Connect – Communication Portal

AE-Connect is a way for parents/guardians to view their students' grades daily. Parents/guardians will have access to the school calendar, grades, and more. Homework is based on assignments that students do not complete during the class period. Grades will be posted weekly. Parents/guardians can see all grades, and if an assignment is not completed.

Interim Progress Report

A mid-quarter report will be issued to help parents/guardians and students track academic progress.

Parent/Guardian-Teacher Conferences

Parent/guardian-teacher conferences are scheduled at the beginning of the second and fourth grading periods. Additional conferences may be scheduled if considered necessary by either parent/guardian or teacher/Principal.

Homework

Students can expect to have homework and, occasionally, special projects that will need to be done at home. In grades 5-8 it is strongly recommended that students spend at least 30 minutes reading per school night. Also, at least 30 additional minutes a day should be set aside at home to do homework. If a child does not have any homework on a given day, it is recommended that he/she uses this additional time to read a book or to write in a journal. Having a set time every evening will form positive study habits that will help your child throughout his/her entire educational experience.

Standardized Testing

Each fall, the school administers national achievement tests. The test being given in the 2025/2026 school year is the MAP (Measure of Academic Progress) Test. The test is given three times a year to all students. The test results are discussed during the parent/guardian-teacher conferences.

Mandated Reporting

By Illinois State law, all teachers are mandated to report all cases of *suspected* child abuse or neglect.

STUDENT CONDUCT

The MACS staff and School Board wish to create an environment where all students are happy, safe, successful, self-controlled, and responsible. All school rules and regulations are intended to realize this. And, in accordance with the Illinois Conference of Seventh-day Adventists, student discipline is designed to be “redemptive, remedial, and corrective” rather than punitive in nature. A supportive attitude by the parent/guardian will help the teachers implement the standards listed below. The School Board and the parents or guardians have agreed that these standards are important in defining MACS’ unique mission.

1. **Respect** is shown at all times to God, teachers, visitors, and fellow students.
2. The **laws** of the state and local government are to be respected.
3. **Dishonesty, theft, and cheating** on examinations or on any schoolwork are not acceptable behaviors.
4. **Foul or vulgar language** is not tolerated.
5. Possession of **weapons**, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted.
6. The use, possession, or distribution of **tobacco, alcoholic beverages**, non-prescribed **drugs, narcotics**, and controlled **dangerous substances** are prohibited and are causes for immediate suspension and possible expulsion.
7. **Hand-held electronic games, radios, iPods, mp3/CD players, cell phones, and iPhones** are not permitted during school hours. These items will be taken from students and, only on the first offense, be returned to their parents/guardians. Second offense requires a parent/guardian meeting.
8. **Questionable reading material, playing cards**, and any other items not in harmony with Seventh-day Adventist Christian standards will be taken from students and reported to parents/guardians.
9. **Bullying, fighting, running in the halls, shouting, and throwing objects** are always considered improper conduct.
10. Chewing gum is not allowed at school except on special occasions such as planned parties.
11. Students are held accountable for any additional classroom rules as outlined by the teacher.

Violation of these regulations will result in disciplinary measures. A positive attitude and the cooperation of a student will help to determine the decisions of the teacher/Principal. Discipline ranges from verbal warnings to suspension or expulsion from school. Most offenses may be dealt with by the teacher/Principal. Offenses of a more serious nature will be handled by MACS Board’s Discipline Committee in concert with the Principal/Teacher, School Board Chair and the Pastor. Members that comprise the Discipline Committee are selected and approved by the Board.

DISCIPLINE POLICY

Young students are learning proper behavior both at school and at home and are beginning to understand how their actions can affect and hurt or help others. Children are most effectively taught when school and home partner together to train children to follow godly principles. We desire to partner with parents in training students to make wise decisions and helping them understand that their decisions, wise or unwise, have consequences. We teach them to admit and learn from their mistakes; and that regret is a good thing, because it turns us to repentance and restoration. As God forgives us all, we forgive others and allow Him to do His work in our lives, making us more like Him.

DISCIPLES – Principles of Diligent Disciples

The following principles are taught throughout MACS. They are in use throughout the school as identified goals for all our students. Students are encouraged to memorize the principles, put them into practice, and consider them as they make choices in behavior and attitude.

Do your best—and learn from your mistakes.

Integrity—do what is right, even when no one is looking.

Stewardship—make good use of all God has given you.

Courtesy—good manners show your respect for others.

Ignore distractions—keep little things little.

Plan—your time, your goals, and make things happen.

Learn all you can—be curious and ask good questions.

Encourage one another—you're part of a team.

Share—what you have, what you know, and who you are—you are unique

STUDENT CONDUCT AND RESPONSIBILITIES

MACS' Expected Student Behaviors

To please God in my interaction with others, I will:

- Respect and obey the adults in charge.
- Follow school rules.
- Behave so that others can learn.
- Treat others the way I would like to be treated.
- Use appropriate language in speaking and writing.
- Take turns and give others a chance to participate.
- Work to solve problems with others, asking an adult for help if necessary.
- Keep my hands and feet to myself, being careful not to hurt anyone.
- Include them in my play.
- Speak with kindness and not make fun of someone.
- Never make threats about injuring or killing someone.
- Admit when I have done something wrong.
- Accept the consequences when I have broken a rule.

To please God in my learning, **I will:**

- Attend school faithfully and be on time.
- Do my schoolwork to the best of my ability.
- Work without disturbing others.
- Listen attentively in class.
- Do my own work without copying from someone else.
- Ask questions when I don't understand something.

To please God in my care of property, **I will:**

- Take care of the school building and grounds, keeping them clean.
- Take care of books and materials that don't belong to me.
- Never taking something that isn't mine.
- Use computers and technology responsibly.
- Never pull a fire alarm unless there is an emergency.

- Leave dangerous items, including matches, drugs, weapons, and toy weapons at home.
- Leave toys at home unless I have a teacher's permission to bring them to school.
- Follow the uniform code, keeping my appearance neat and clean.

MACS' Levels of Consequences

At all times, students will be counseled and disciplined in a manner to bring about repentance, forgiveness, and reconciliation. Intervention for misbehavior is at the lowest level possible initially. Repeated infractions of a similar nature will require moving to a higher level or a single infraction of greater seriousness will require an initial response at a higher level of intervention. A variety of interventions are used to bring about good behavior, with examples in the following chart.

Level 1 Classroom Level Interventions

Teachers and aides may use the following interventions or something similar to help the student change behavior at the classroom or recess level.

- Warning
- In-class time-out
- Letter of apology
- Loss of recess time
- Verbal apology
- Positive reinforcement for improvement
- Loss of privileges
- Behavior plan documented
- Use of problem-solving worksheet
- Written reflections regarding incident
- Seat change
- Parent/guardian contact documented
- Teacher conference with student
- Prayer and scripture application

Level 2

When Level 1 consequence/intervention has been ineffective, teachers will use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be helpful.

- Parent/guardian involvement documented
- Teacher and/or administrator counseling documented
- Phone call or letter to parents documented
- Behavior contract documented
- Parent/guardian contract documented
- Inclusion of one or more Level 1 items
- Parent/guardian to accompany child to class
- Parent/guardian conference documented

Level 3

When Level 2 consequence/intervention has been ineffective:

- Office referral
- In-school suspension documented
- Parent/guardian notification documented
- Suspension (1 to 2 days) documented
- Extended loss of privileges
- Referral for counseling
- Behavioral probation documented
- MACS Board Discipline Committee may be notified

Level 4

When Level 3 consequence/intervention has been ineffective:

- Office referral
- Restricted activity
- Referral for counseling documented
- Reenrollment in question
- Parent/guardian notification documented

- Suspension (1 to 5 days) documented
- Behavioral probation documented
- Discipline Committee notified (required)

Level 5

When Level 4 consequence/intervention has been ineffective:

- Office referral
- Suspension (1 to 10 days) documented
- Expulsion documented
- Superintendent notified (required) documented
- MACS Board Discipline Committee notified (required)

The following behaviors are immediate Level 3, 4, or 5 infractions and may result in a serious consequence.

Harassment of Students

No person, including a school employee, agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

MACS will not tolerate harassing or intimidating conduct, whether verbal, electronic, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Bullying/CyberBullying

The term "bullying/cyber bullying" encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, electronic, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Using any form or type of aggressive behavior toward someone else and/or urging other students to engage in such conduct is prohibited.

Insubordination and/or Rudeness to School Personnel

All members of the school community should always treat each other with respect. It is an expectation of faculty and staff not to provoke insubordination or rudeness in any way. Students are not permitted to defy legitimate requests or to create scenes regarding such requests in front of their peers. Insubordination is the refusal to obey directions or instructions of school personnel or refusal to obey established and well-defined school rules and regulations. Failure to comply with this rule will lead to disciplinary action.

Dishonesty

Students will be expected to deal honestly with all staff members. Examples of dishonesty that may result in disciplinary consequences include but are not limited to lying to school officials or inappropriate possession of school forms/exams.

Pranks/Vandalism

MACS does not tolerate pranks and/or vandalism of any kind at any time since they interfere with the learning environment and may present a danger to people and property. This includes, but is not limited to, writing on desks, damaging school, or personal property, drawing graffiti, and other destructive acts. Severe penalties will be applied to students involved in prank activities. Penalties may include suspension, exclusion from the graduation ceremony, and/or recommendation for expulsion.

Fighting

Students who are involved in fights and/or other acts of violence on school property, during approved off campus activity, or in any school approved transportation will be taken to the Principal. The Principal will communicate with the parents or guardians. Students will receive out-of-school suspensions and will automatically be suspended for a minimum of 5 days for the first offense and 10 days (with recommendation for expulsion) for the second offense. Students who aide or incite violent acts with provocative remarks and/or students who refuse to move aside when adults are attempting to break up a fight will receive a 3-day out of school suspension for the first offense, 7-day school suspension for the second offense and a 10-day school suspension for the third offense (with a recommendation for expulsion). Violations of policy concerning fighting shall be cumulative over the student's school years.

Battery Against School Personnel

Instances of battery committed against school personnel is a serious matter. Written complaints will be referred to the Caseyville Police Department and the Illinois State Police. This information will also be filed with the Illinois State Board of Education by the school administrator within 3 days following the incident.

Tobacco/Tobacco Products

MACS recognizes the impediment to education posed by tobacco and pledges to provide a tobacco-free environment for our students by taking whatever lawful steps may be available toward achieving this goal.

Drugs and Alcohol

MACS recognizes that the use of alcohol and illicit drugs and the associated problem is becoming increasingly commonplace in our society. The misuse or abuse of alcohol and other drugs often precedes severe dependencies. The use and/or possession of alcohol and illicit drugs will lead to suspension. The school administrator or designee will immediately notify local law enforcement of an incidence involving drugs on school grounds. Possession of tobacco and recreational marijuana in any form on school property or during approved off-campus activity are prohibited by Illinois Statue and will lead to suspension.

Firearms and Weapons

MACS seeks to provide a safe environment for our students. The school administrator will immediately notify local law enforcement of a firearm incident on school grounds or during an approved off-campus activity. If a student is in possession of a weapon, the administrator will also immediately notify the students' parents or guardian as well as the Illinois State Board of Education/Illinois State Police.

DUE PROCESS

A parent or guardian may request a conference with the MACS Board Chair if there is no resolution of a problem where a teacher/Principal is involved. If there is no resolution of the problem at that level, a parent or guardian may request a meeting with the MACS Board. If the matter is not resolved, the parent/guardian may request a meeting with the Illinois Conference Superintendent of Schools.

Standards of dress, speech, and behavior voted by the MACS Board will be upheld by the staff. Parents and guardians have a role in supporting the school's efforts to provide a safe and welcoming environment. Their supportive attitude will help the teachers implement the standards that the MACS Board and the parents/guardians have agreed are important in defining the MACS' unique mission.

COMMUNICATIONS

Parent Teacher Conferences

Parent/Teacher conferences are scheduled in October and January for all students. At this time, you will be able to go over your child's report card with the teacher. The students grades and report cards tell a part of the story, but meeting with your child's teacher is the best way to get a window into how your child is developing in all areas. At any time, should you have a need to meet with your child's teacher, please do not hesitate to ask for an appointment.

Classroom Visits

Parents are always welcome to visit the classroom to observe. To provide uninterrupted instruction, we ask that such classroom visits be scheduled at least 24 hours in advance through the school Principal.

Telephone Calls

Phone calls for students will be made/received through the school office. Therefore, it is vital that we have current contact information for parent(s) or guardian(s). Students may not carry or use mobile phones during school hours.

GENERAL GUIDELINES

School Board

MACS Board is comprised of the Chair, Principal, Pastor, Treasurer, Home and School leader, Secretary, members at-large from constituent churches, and the Illinois Conference Superintendent of Schools. The School Board chairperson is elected from among its constituent membership.

The MACS Board will meet monthly and/or as needed during the school year. Board members have authority to conduct school business only during officially called board meetings.

MACS Student Dress/Uniform

MACS is a uniform school. School uniforms help put a student's focus where it belongs. The focus is on who the child is and not on what they wear.

Uniforms help to:

- (a) eliminate school wardrobe debates;
- (b) avoid delays in the morning;
- (c) eliminate peer pressure and competition;
- (d) create a safe, focused school environment, and
- (e) foster unity among MACS diverse student population.

MACS Student Dress/Uniform Guidelines

It is important that the student's uniform is neat, clean, and modest. Students are expected to wear the approved school uniform daily.

Opportunity to order polo shirts with the school's logo will be available year-round. Once the shirts have been ordered and supplied, students **must arrive** in the required uniform, or they will not be allowed to attend class that day (**no exceptions allowed**). Parents/guardians will receive a phone call to pick up their student or to bring the required uniform for him/her to change into.

Appropriate clothing for students at MACS is based on simplicity, modesty, cleanliness, neatness, safety, and that which is consistent with a wholesome Christian environment. Different school activities will, at times, require different types of dress. School staff will have the authority to decide whether a student is appropriately dressed and may require the student to make the necessary changes.

MACS Uniform Dress Code for the 2026-2027 School Year

1. Khaki, blue, or black pants or skirts
2. Polo shirts **with MACS logo** (choices are green, purple, or white)
3. A long sleeve shirt may be worn under Polo shirts during cooler temperatures
4. Tennis shoes or covered-toed shoes
5. Skirts and dresses to the knee
6. Shorts or leggings to be worn under skirts during activities
7. Uniform shorts (not sport shorts) may be worn for outside activities

Inappropriate Clothing

1. Tight-fitting clothing
2. See-through clothing
3. Sleeveless shirts and blouses or tank tops
4. Skirts or dresses that are not of a modest length
5. Clothing with slogans/pictures contrary to school principles, including rock bands, alcohol or tobacco products, or anything associated with illegal drugs
6. Clothing that reveals midriff or back
7. Grubby, ragged, or torn clothing that are distracting
8. Baggy or sagging jeans/pants
9. Flip-flops or clogs



Polos, hoodies, and sweatshirts may be ordered year-round:
<https://metroeastadventist.allprotees.com/>

Personal Appearance

Students are expected to maintain a natural personal appearance. No jewelry of any kind or colored nail polish is permitted to be worn at school or school functions (clear polish is acceptable).

Home and School Association

When parents/guardians and teachers work together, the school program is greatly enhanced. The church selects a Home and School Leader and co-leader. All parents/guardians are part of this association. The association plans and supports monthly meetings, financial projects, and other activities to enrich MACS programs. Parents/guardians are strongly encouraged to work with the leader and to support activities.

Computers and Network Usage Policy



Computers, Chrome Books, and network access are available to students and teachers at MACS. Our objective is to create a safe educational environment by facilitating innovation and communication.

To maintain a safe and functional computing environment, it is mandatory that each staff and student sign a Terms and Conditions of Use Policy Form if he or she wishes to use these resources. These terms and conditions shall be governed by the policies set forth by the MACS Board and in accordance with the laws of the State of Illinois, and the United States of America. Any individual who intentionally misuses these resources will be subjected to disciplinary actions of the school as well as the laws of the land.

Telephone

The school telephone number is 618-365-6440. Students may use the phone to call their parents/guardians only with the permission of the teacher/Principal and only in an emergency. If it is necessary for a parent/guardian to speak with the teacher, please call during the half-hour before or after school. Parents/guardians are requested not to contact the teacher when classes are in session, except in an emergency.

Lunches



Parents/guardians are expected to provide their children with a wholesome, nutritious lunch. It is recommended that lunches do not contain meats, sodas, or foods containing sugar. Pork products and drinks with caffeine are not allowed at school at any time. In 2025, the U.S. Food and Drug Administration (FDA) issued a ban on red dye 3, linking this common food dye to cancer in non-human studies. It's also been linked to behavioral issues in some children. Some foods include soft drinks, punch, fruit cocktails, frozen desserts, maraschino cherries, snacks, candy/sprinkles, etc. These foods may not be brought to school. These guidelines also apply to field trips or any function of the school involving food.

Due to severe allergies, NO peanuts or peanut products are allowed in school.

Lunches should accompany the students at the beginning of the school day.

Students can keep their lunches in a refrigerator and heat their lunches in a microwave oven, which enables them to bring wholesome foods for lunch in microwavable containers. ***Students will eat lunch at their desks or outside (weather permitting).***

Apples, pears, berries, or other fresh fruits are excellent examples of lunch desserts. They provide needed vitamins and minerals and will not spike the student's blood sugar levels as does sugar-laden candies. Of course, sandwiches and soups are also examples of nutritious lunches.

MACS Hot Lunch Program



MACS is pleased to provide a weekly hot, nutritious, and vegetarian lunch option for your child. Volunteers will prepare a hot lunch every Thursday at 11:00 am. A monthly menu calendar will be sent home to parents/guardians. Volunteers will determine the lunch menu. The lunch will be served in the Fellowship Hall. The cost is \$5.00 per person. Lunch will include a main entrée, side items, dessert, and a drink. Proceeds from the weekly Hot Lunch Program will help support MACS' eighth grade trip.

Recess

Recesses are spent outdoors except on days when the teacher judges the weather to be unsatisfactory. Students need to have the appropriate items of clothing depending on the weather. If you would like your child to stay indoors as a result of illness or other factors, please send a written note with the student ***at the beginning of the school day.*** This privilege should not be abused by requesting excessive indoor recesses. When alternative supervision is not available for the student remaining inside, the entire class may have to spend recess indoors to accommodate the special request.



Field Trips



Parents/guardians are asked to sign a permission slip for students to participate in all off-campus activities. A student without a signed permission slip will not be allowed to leave the campus. For field trips that are repeated, such as to the public library or nursing home visits, a blanket field trip form will be given to cover all these occurrences.

School Activities

When the school presents programs during the school year, such as a Christmas program, singing for the worship service at church, Education Sabbath, the Annual School Picnic, Science Fair (or alternative Fine Arts/Bible/Social Studies Fairs), eighth grade graduation, and other activities designated by the school board, students are expected to attend and to participate.

School Pictures

Student school pictures may be taken during the school year. Parents/guardians will be responsible for the purchasing cost of the pictures.

Insurance

Each child is covered by a limited insurance policy. The policy provides *secondary* accident coverage to your child while he/she is participating in official school activities. The insurance is provided as a service.

Facilities

MACS has been tested for lead and for asbestos as required by the State of Illinois. The results indicated that MACS is "lead free - zero lead is in its drinking water, and that MACS is asbestos-free."

Guests

MACS teachers and students are not allowed to have guests who are nonessential to the school's function entering the building. Also, we are asking all drivers to remain in their cars and allow students to exit on their own and enter the school building on their own. This will expedite the process of entering and existing the building.

Board members, church members, and prospective parents/guardians are encouraged to visit the school after making prior arrangements with either the Principal or teacher, as a courtesy.

Parents/Guardians Participation

Parents/guardians of our students are welcome to visit the school at any time and are expected to participate in and assist with school activities both in and out of the classroom. Any parent/guardian who chooses to volunteer to assist with field trips or have any contact with students will be required to have a background check and complete a Verified Volunteer Screening per guidance of the Illinois Conference of Seventh-day Adventists. The same rules will apply to any volunteer who wishes to assist in the advancement of MACS students' success.

A comprehensive list of volunteer opportunities to support MACS is located on MACS website. <https://macsschool.org>

Birthday Party Policy

Due to the number of students in the school, birthday parties will be limited to the following options.

- One single-serving treat (cupcakes, popsicles, ice cream sandwiches, cookies) can be dropped off at school on the day of your child's birthday.
- Parents/guardians can coordinate with the hot lunch director to sponsor a lunch during the week of your child's birthday.
- Parents/guardians can plan a party after school hours in the fellowship hall with approval from the Pastor at least one week before the party. Students attending after school parties must be chaperoned by a parent or guardian. Teachers are not responsible for supervision or student behavior during after-school parties.
- Students wishing to have a party off of school grounds and choose to pass out invites in the school, the parent/guardian will bring an invitation for each student in their classroom. Invitations where any member of the class are excluded are not allowed to be distributed at school.

Loading and Unloading Students

Please follow the driveway around so that the passenger side of your car is adjacent to the sidewalk for loading and unloading students. If you find it necessary to park your car, please do so in the parking lot rather than in front of the sidewalk.

All drivers should remain in their cars and allow students to exit and enter the school building on their own. This will expedite the process of entering and existing the building. If you need to come in with your child, please park and enter to keep the line moving for other parents.

School Closing Due to Weather

When the Principal deems the weather and driving conditions to be questionable for holding school, she will notify parents or guardians, and Emergency Closing Centers, which publish school closing or late opening announcements on local television and radio stations. Any days canceled due to bad weather will be made up at the end of the school year, as necessary.