2026-2027 Mount Paran Christian School Parent and Student Handbook

PDF copy can be found at https://www.mtparanschool.com/fs/resource-manager/view/560de9e1-9d93-47e9-8009-71bc995187c5

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Elastic Clause

The Mount Paran Christian School Board of Trustees and school administration reserve the right to make changes in the Parent and Student Handbook, as well as school division level handbooks, and to the policies contained herein. MPCS reserves the right to enact and enforce policies and procedures not listed in this handbook.

Non-discriminatory Statement

Mt. Paran Christian School Inc. (formally Mount Paran Christian School or MPCS) is an Equal Opportunity Employer. In compliance with Title VII of the 1964 Civil Rights Act, all recruiting, hiring, training, and promoting for all job positions will be administered without regard to race, color, age, sex, national or ethnic origin, pregnancy or childbirth, disability, or military veteran status.

All personnel-related activities such as compensation, benefits, transfers, job classification, assignments, working conditions, educational assistance, terminations, layoffs, and all other terms, conditions, and privileges of employment will be administered without regard to race, color, age, sex, national or ethnic origin, pregnancy or childbirth, disability, or military veteran status.

Mount Paran Christian 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 students at our school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, financial assistance program, or athletic and other school-administered programs.

Mount Paran Christian School is committed to and greatly values the diversity of our students, staff, and faculty and strives to maintain a united community, while creating a climate of innovation, opportunity, and success, which benefits from the cultural, professional, and personal diversity of our workforce and student body.

Section 1 — Who We Are

Mission Statement

Providing academic excellence in a Christ-centered environment, Mount Paran Christian School unites with home and church to prepare servant-leaders to honor God, love others and walk in Truth.

Vision Statement

Mount Paran Christian School aspires to be a national school leader by providing an innovative education to a diverse community of learners within a liberal arts framework, all for the Glory of God.

Core Values

In support of our mission, MPCS is founded on four core values. MPCS is Christ-Centered, Learning Focused, Pursuers of Excellence, and Community Oriented.

• Christ-Centered: embodies a nurturing culture where a biblical worldview and deep faith are developed in the hearts and minds of students who seek to impact the world for Christ.

• Learning Focused: MPCS enables students to explore deeply, think critically, experience authentically, problem solve confidently, and retain meaningful learning.

• Pursuers of Excellence: MPCS rigorously seeks the highest standard for exemplary education, with quality opportunities for learning, well-balanced student development, and a complete experience for families.

• Community Oriented: MPCS nurtures community through relationships, service to others, and family connections.

Statement of Faith

Mount Paran Christian School is a nondenominational, covenantal school that is unapologetically Christian in its mission, vision, and programs. All staff, students, and parents sign the following Statement of Faith identifying their shared commitment to the Christ-centered purpose of MPCS:

• We believe that the Holy Bible is the inspired, infallible, and authoritative source of Christian doctrine and precept.

• We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

• We believe that man was created in the image of God, but as a result of sin is lost and powerless to save himself.

• We believe that the only hope for man is to believe in Jesus Christ, the virgin-born Son of God, who died to take upon himself the punishment for the sin of mankind and who rose from the dead, so that by receiving him as Savior and Lord, man is redeemed by His blood.

• We believe that Jesus Christ, in person, will return to earth in power and glory.

• We believe that the Holy Spirit indwells those who have received Christ for the purpose of enabling them to live righteous and godly lives.

• We believe that the Church is the Body of Christ and is composed of all who, through belief in Christ, have been spiritually regenerated by the indwelling Holy Spirit. It is the responsibility of the church to nurture Christians and to spread the Word of Jesus Christ worldwide.

Assumptions and Principles:

• Life within the Christian community must be lived for the glory of God, daily conforming ourselves to the image of Christ, and recognizing the Lordship of Christ in all aspects of our shared work. (Matthew 22:36-38, I Corinthians 10:31, Colossians 3:9, 10, 17)

• An abiding love for and accountability to Jesus motivates all our actions in this community of believers. (John 15:12-17, I John 4:7-12)

• As ministers of Christ, Mount Paran Christian School faculty and staff bear responsibility of service. (Matthew 7:12, 25:31-46, Galatians 5:14, 6:10)

• Attaining common goals and ensuring an orderly community life necessitates subordination of individual prerogatives. Christian freedom also includes the option of not doing some things in order to contribute to the common spiritual and emotional good of the impressionable students we serve, as well as promote the betterment of Christian community of which we are a part. (I

Corinthians 8:9-13, 9:19-23, 10:23-33)

• Mount Paran Christian School recognizes that certain attitudes are expressly condemned in Scripture. These include, but are not limited to greed, jealousy, pride, lust, needless anger, an unforgiving or rebellious spirit, harmful discrimination, and prejudice. (Galatians 5:19-21, I Corinthians 6:9-10)

• God's Word prohibits certain behaviors. These include, but are not limited to theft, lying, cheating, plagiarism, slander, profanity, vulgarity, adultery, homosexual behavior, premarital sex, sexual promiscuity, pornography, drunkenness, immodesty, occult practices, and heresies. (Galatians 5:19-21, I Corinthians 6:9-10)

• Scripture teaches that all of our actions should be God-honoring. We seek, therefore, to be selective in personal choices, recognizing the influence of our decisions impacts the Mount Paran Christian School community and the broader body of Christ. (Romans 12:2)

• Secularism is a subtle issue involving uncritical conformity to the spirit of the culture and age. As disciples of Christ, Mount Paran Christian School faculty and staff members are called to be counter-cultural, understanding that one's disposition concerning such matters as materialism, isolationism, success, hedonism, and moral relativity must stand in perpetual review. Christians are called to be especially vigilant against idolatry, allowing a preoccupation with other things to come before God. (Romans 12:2, I John 2:15-17, Exodus 20:3, Philippians 3:18-20)

• The Bible defines marriage as a sacramental covenant between one man and one woman; God-designed human sexuality is expressed and affirmed within a monogamous, heterosexual marriage. (Genesis 2: 23-24, Colossians 3:5-7, Romans 1:26-27, I Corinthians 6:9-10, I Timothy 1:9-10)

• Christians are compelled by Scripture to believe that God creates life in the womb of a mother and that life, being divinely ordained, is sacred and should be protected and preserved by a Christian community. The Bible also affirms that the sexual nature and identity of a person is determined by God at conception. This God-given gender is recognized and verified by a legal document at the time of birth. (Psalms 139:13-15, Psalms 22:10-11, Galatians 1:15)

Covenant Statement

Mount Paran Christian School is a covenant school and expects each of its participating families to share a commitment to the Christian faith and actively participate in the ongoing ministry of a local church, regardless of denominational affiliation. We encourage your continued regular, active involvement in your church home. As a covenant commitment with Mount Paran Christian School, we, as a family, agree to the following commitments for the upcoming school year:

• We, as parent(s) or guardian(s) of our child(ren) attending Mount Paran Christian School, do affirm that biblical training in our home will provide a secure haven of safety and loving care, as indicated in the Word of God, accepting responsibility as stated in Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it.”

• We have carefully examined and agree with the Statement of Faith of Mount Paran Christian School and desire Mount Paran Christian School to work as agents of our household.

• We pledge our loyalty to the aims and ideals of Mount Paran Christian School and will bring any criticisms directly to the teacher and/or administration so that they may be handled in a biblically-appropriate manner (Matthew 18). We will avoid discussions with those not involved so as to avoid a spirit of dissension or division at the expense of our child or the school.

• We pledge that if, for any reason, our child does not meet the academic requirements or does not cooperate with the disciplinary standards of Mount Paran Christian School, we will withdraw him/her without delay and cooperate with the administration in completing the withdrawal process.

• We understand that students are admitted for one year at a time and that Mount Paran Christian School reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards in the Student Handbook. We understand that a student may also be dismissed due to parental noncompliance of school policy or if an administrative decision is made that Mount Paran Christian School is not the most appropriate setting for the student/family. In addition, the student must have successfully completed the prior academic year.

• We understand that Mount Paran Christian School is a non-profit ministry operating on the principle of faith and that tuition is kept as low as possible to make Christian education available to those who desire it for their children. We also understand that tuition and fees do not cover all operating costs and that additional funds for needs must be met through gifts and personal services of the parents. We, as the parents, commit to give as regularly as God provides to meet the financial needs, to perform services when needed, and to uphold the school consistently in family prayer.

• We pledge to support an environment at home and school that fosters socially responsible behavior and speech. We also agree to train our children to be respectful toward others who are

different from them, be it physically, racially, ethnically, or socio-economically.

MPCS Code of Conduct and Lifestyle Agreement

As a Christian community committed to “preparing servant-leaders to honor God, love others, and walk in Truth,” Mount Paran Christian School is dedicated to the highest standards of academic achievement, spiritual growth, and personal development.

The Mount Paran Christian School Student Code of Lifestyle and Conduct Agreement is founded on Matthew 22:37: “Jesus replied: “‘Love the Lord your God with all your heart and with all your soul and with all your mind.” While pursuing holiness and spiritual growth is necessary to the Christian life, we have come to realize that students must first and foremost understand the centrality of the Gospel if they are to be rightly motivated to pursue godliness. The Gospel message is simply this: "God saves sinners," and now we have the joy and challenge to love the Lord our God with our whole selves. The administration and faculty of Mount Paran Christian School will commit to cultivating an atmosphere that reflects the centrality of the Gospel; upholds biblical expectations; and promotes authentic repentance, genuine forgiveness, and relationships established in grace (1 Corinthians 16:14, Leviticus 19:2, 1 Peter 1:15-16, 1 Corinthians 15:3-4, Ephesians 2:4-5, Romans 7:14-25, Ephesians 4:1, Colossians 1:9-10).

Members of the MPCS community seek to honor God by pursuing biblical lifestyles for individual and communal benefit. Faith in God results in behavior that displays His authority in our lives, and Scripture teaches that love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are qualities of lives and relationships of the Christian community (Galatians 5:22-23).

Therefore, MPCS students are encouraged to pursue the following lifestyle characteristics:

• Using abilities and resources to seek the welfare of all people as individuals of worth. MPCS does not allow discrimination or harassment of people because of race, color, national or ethnic origins, age, gender/sexuality, or disability.

• Morning devotions, prayer, and the variety of chapel services influenced by different denominations should be respected because communal worship creates opportunities to connect to God, expressing our shared faith in Jesus Christ. Likewise, all students are expected to engage in regular corporate worship in their local church.

• Avoiding the attitudes and behaviors of greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, prejudice, theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, transgenderism, sexual sin, pornography, drunkenness, gluttony, immodesty, and occult practices (Galatians 5:19-21, I Corinthians 6:9-10).

• Scripture teaches that all our actions should be done to the glory of God. We should, therefore, be careful in the choices of clothes, media, and recreation, promoting those which strengthen the body of Christ and avoiding those which would diminish our character and testimony as it relates to Christ. As participants in school-sponsored clubs, sports, and activities, students are expected to always behave in such a way that brings honor to God.

• Preserving the body’s well-being as a temple of the Holy Spirit by abstaining from the use of alcohol, illegal drugs, vape devices, tobacco in any form, and the abuse of prescriptions and over-the-counter drugs while enrolled in MPCS.

These lifestyle characteristics are tangible expressions, by God’s grace, of the path to Christian wholeness. Therefore, students are encouraged to not see the Code of Lifestyle as a burden, but to alleviate the brokenness of the human condition by pursuing God’s perfect design for identity, relationships, and creation (Romans 7:7-12). And, finally, while adherence to the Code of Lifestyle is expected, the faculty and administration of MPCS do not expect perfection. As the kindness of God leads His people to repentance, the administration commits to grace-filled conversations in which students are free to transparently repent and not carry the burden of sin behind a mask (Romans 2:4).

I have read and agree to the MPCS student code of lifestyle and conduct.

Section 2 — Admission

Current Student Re-enrollment and New Student Enrollment

All students must submit a completed application to be considered for re-enrollment each year. The application will not be considered for an admission decision until all registration items are received.

A completed application should include the following:

• As a covenant Christian school, families are required to complete a response to the Covenant commitment within the application.

• Official documentation of legal custody/guardianship is required to enroll a student.

• The application for admission, completed and signed by all parties, must be submitted.

• Family/student interviews and student assessments are part of the application process.

• The consent for medical treatment (via the Magnus platform) should be completed within the application.

• Acknowledgement of the Tuition Financial Terms of Agreement

• All students entering ninth grade must submit a copy of the Social Security Card to complete application.

• Current Georgia immunization form #3231

• Upon enrollment, all families/students must consent to the Code of Conduct within the online application.

• All students must present a certified birth certificate for a copy to be maintained on file.

• The non-refundable tuition deposit, as determined on the Financial Contract for the stated year (The tuition deposit will be applied to the final payment due for the school year.)

• All rising returning kindergarten students and all new kindergarten or new first grade students are required to submit a completed Hearing and Vision Screening Form.

Students entering PK3 - first grade must meet the September 1 birth date cut-off date for eligibility. Being toilet trained is necessary for admission. Students entering the PK three-year-old program must have the three-year-old birthday by September 1.

It is the responsibility of the applicant’s parents (or guardians) to verify all materials are submitted. The submission of an application and tuition deposit does not guarantee a binding contractual agreement has been made, nor does the submission of an application guarantee acceptance or available space.

Students must continue to demonstrate success behaviorally and academically and financial obligations must be met to be considered for re-enrollment. Students may be denied re-enrollment or acceptance for any reason, including but not limited to academic performance, excessive tardiness or absences, behavioral/attitude, student or parental failure to abide by the covenant agreement or other policies, or failure to meet financial obligations. A student’s acceptance of admission or re-enrollment may be rescinded after the notification is given if the student does not finish the current academic year successfully or does not meet the admission criteria.

Admission Decisions

• MPCS reserves the right to deny acceptance of students due to the conduct record, as well as other information presented in the student application.

• If additional information is needed, MPCS may require an educational evaluation to determine placement and/or admission.

• MPCS reserves the right to determine the placement of an applicant into a grade level and/or classes and subjects deemed most appropriate for his/her school experience.

• MPCS reserves the right to determine whether MPCS is an appropriate placement for the applicant and/or the family.

• Mount Paran Christian School believes that a positive and constructive working relationship between the school and a student’s parents (or guardians) is essential to the fulfillment of the school’s mission. Thus, the school reserves the right not to approve enrollment, continue enrollment, or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school’s accomplishment of its educational purposes.

• MPCS reserves the right to deny enrollment with non-disclosure of reasons. There is no process for appeal.

Section 3 — Tuition and Financial Policies

Student Eligibility Enforcement

If an account is overdue, all payments deposited from parents will first be applied to tuition and fees on account, to reduce the overdue balance. Students may be placed on records hold and enrollment hold for incomplete registration if

• an overdue balance exists on the tuition and fees account; or

• the student has not successfully completed registration at MPCS; or

• the student is missing an item from their application that prohibits them from being accepted or registered.

Students may also be placed on a records hold and finals held for overdue balance on account. These holds are imposed at the sole discretion of MPCS.

• Enrollment Hold - The affected student(s) will not be permitted to attend MPCS, receive a schedule, or be placed on a roster for the period in which the hold is in effect, and the student(s) may be required to withdraw from MPCS and be subject to withdrawal policies and fees.

• Ineligible to Enroll Hold – This indicates a student has a balance on the previous year’s account at the beginning of the school year, or the student is on probation and must satisfy requirements in order to become eligible for enrollment. These holds can prevent a student from registering and/or from being placed on a class roster.

• Admission Hold – A student is missing an item to complete registration or view schedules will be placed on an Admission Hold and will be prevented from being placed on class rosters and/or receive class schedules.

• Records Hold - Grade reports, FACTS Portal grades view, and final transcripts of the affected student(s) will be held by the business office for the period in which the hold is in effect.

• Finals Hold - The affected student(s) will not be permitted to take final exams and will therefore not be complete for the academic year in which the finals hold takes place.

If a student account is on hold for business office or admission office purposes (and the FACTS Portal or Canvas view is locked), then a student will be unable to obtain the necessary schedule to purchase books until the hold is released.

In the event records are held for one of the above reasons, applicable report cards and transcripts holds will be kept in the business office after notification has been sent to the parents. Any inquiries to this regard should be referred to the student accounts office to keep teachers, coaches, and administrators from being put in the middle of any inquiry, dispute, or escalation in this regard.

The only exceptions to this policy are those approved by the chief financial officer. Any student payments deposited with the business office that must be re-directed toward an overdue tuition balance will be flagged to the appropriate administrator and payer.

Payment Plans

• One-pay plan – due in full by June 1

• Three-pay plan (additional fee) – payment 1: due by June 1, payment 2: due by October 1, payment 3: due by February 1

• Ten-pay plan (additional fee) – due the first of each month, June through April; there is no payment

Families will create and access a personal account through FACTS Portal, an online tuition management site, to set up tuition payments and review statements.

If an account is overdue, all payments deposited from parents will first be applied to tuition and fees on account, to reduce the overdue balance:

• If an overdue balance exists on the tuition and fees account; or

• If the student has not successfully completed registration at MPCS; or

• If the student is missing an item from their application which prohibits them from being accepted or registered.

Preschool and lower school students may be placed on records hold and attendance hold.

Middle school and high school students may be placed on enrollment hold for incomplete registration.

Middle school and high school students may also be placed on records hold and finals hold for overdue balance on account. These holds are imposed at the sole discretion of MPCS.

Students participating in athletics will pay an athletic fee once per school year in order to participate. All students participating in the arts of any form will pay an annual participation fee once per school year in order to participate. Player packs will also be charged according to the team sport or arts activity.

All checks should be made payable to MPCS and should be either mailed or delivered in time to arrive on or before the first of the month. All checks returned for non-sufficient funds will be assessed a $30.00 returned check fee and reprocessed a second time. If a check is returned twice or if at least one prior check has been returned in this school year for non-sufficient funds, an additional returned check fee of $30.00 must be paid by cash, certified check, or money order. If a family has non-sufficient funds twice during an academic year, any and all fees must be paid in cash or credit card for the remainder of that academic year. The right to pay by check is forfeited.

Schedules for middle and high school students will not be released for the upcoming school year until the June and July payments are received. Students not returning connected learning devices and/or accessories at the end of each year will be placed on hold until the items are returned or the cost for lost or non-returned items is paid.

Late Enrollment

Students entering school after September 1 will pay the $75.00 application fee, all related registration fees, and prorated tuition for all days to be enrolled.

If for some reason a payment cannot be made, it is necessary to notify the business office, as penalties accrue as specified below.

Penalties

Failure to make the first tuition payment on time will result in a $100.00 late fee and the student losing a guaranteed place in class, thus moving that student to the end of the waiting list.

A $50.00 late charge per student will be assessed if payment is not received by the due date. If an account falls past due thirty (30) days, the parents will be contacted, and the student will not be allowed to attend classes until the tuition is brought up-to-date. The account will be subject to appropriate penalties including all late fees. Once a three (3) pay or one (1) pay account falls thirty (30) days past due, the account will automatically revert to the ten-pay plan for the entire yearly amount.

MPCS must rely on tuition income to meet its operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. For this reason, the school follows the withdrawal policies in the student handbook when dealing with situations in which students withdraw from school before the end of the school year or when students enroll after the school year has already begun.

Withdrawal Policies

When a student requests to withdraw from the school, a completed withdrawal form must be submitted to the admission office. The school will then initiate the withdrawal process. All fees, fines, library materials, etc. must be cleared in order to complete the process of withdrawal. No MPCS student is entitled to receive grade reports or transcripts until all fines, fees, library materials, etc. are cleared. The Student Withdrawal Request Form must received by the Director of Admission on or before the Termination Date.

• If the Student Withdrawal Request Form is received prior to April 1, the parent will be relieved of all tuition paid and other payments and fees that would have come due after the termination date, less the non-refundable, non-transferable application fee and tuition deposit.

• If the Student Withdrawal Request Form is received on or after April 1, the parent is responsible for the applicable portion of the full tuition based on the 10-payment plan. (refer to your tuition contract for specific details on these amounts.)

The only exception to the policy above is if the family experiences a change in circumstances that meet the criteria below:

• the physical relocation of the family as required by one of the parent's/guardian's employers or other family emergency outside of a sixty (60) mile radius of the school

• a heretofore unforeseen medical condition that necessitates withdrawal

• the death of a student or parent

• a circumstance which – at the school's sole discretion - meets the standard for a change in circumstance

The full details on the MPCS withdrawal policy regarding tuition may be found on your tuition contract.

Financial Aid Program

Mount Paran Christian School is committed to providing a Christ-centered education for families who seek such an environment. It is also our belief the educational experience is enhanced through a diverse representation of students. Therefore, MPCS allocates institutional funds and donor contributions toward a designated fund to offer financial aid assistance for students in need. MPCS also works with the Georgia GOAL Student Scholarship organization to provide an opportunity for students who are transferring from a Georgia public school to attend MPCS who otherwise may not be able to attend.

Criteria for Financial Aid:

The following criteria must be met to be considered for financial assistance:

• Financial aid is based on need.

• The financial aid committee will determine the eligibility of need and the amount of the award based on the amount of available funds, the number of applicants requesting assistance, and the need demonstrated by the applicant’s family. MPCS will determine whether assistance awards will come from general financial aid funds or Georgia GOAL funds.

• The financial aid committee convenes regularly to review the requests and determine if a financial assistance award will be granted and what amount the award may be.

• Financial obligations to MPCS must be up-to-date for the current academic year for current students, and/or registration requirements must be fulfilled for new students prior to consideration of a request for financial assistance.

• Financial aid applicants must be in good standing academically and behaviorally.

• In order for an aid application to be reviewed for consideration, the account must be up-to-date, the re-enrollment notification of acceptance received, and all financial aid application obligations met before a request for assistance will be considered.

• For families who have an unexpected need arise mid-year, a special request can be made to convene the committee. If all criteria are met, and funds are still available, the request will be considered.

• Financial aid recipients must re-apply and meet all assistance eligibility requirements for financial assistance each year.

• The completion of the financial aid application is not a binding agreement that assistance is available or will be granted.

• All financial aid applicants must complete a FACTS, third-party, financial assistance assessment application and provide tax records to verify eligibility.

• Financial aid recipients are not guaranteed admission to MPCS each year.

• The student accounts office will distribute, process, and maintain the records for all financial assistance materials.

• Communication between the applicant’s family and other MPCS staff regarding financial aid awards is prohibited.

• Letters of notification with financial assistance award information will be emailed to applicant families upon decision of the award.

• In addition to the FACTS application, applicants may also provide supplemental documentation to clearly demonstrate the need for aid.

• In case of two house-hold families, both custodial parents must supply FACTS information and supporting documentation. Applications for financial aid must include the MPCS Financial Aid application, as well as the completed eligibility verification through the FACTS third-party organization.

Financial Aid Application Procedures

The following procedures should be followed to apply for aid for the academic year it will be awarded. (For aid during the current school year, please call the student accounts office to determine if any funds are still available. All financial aid policies will apply.)

• A completed MPCS FACTS Financial Aid Request must be completed and returned to the admission office. These are located at www.mtparanschool.com in the admission section.

• The FACTS online application must be completed via the FACTS website: www.FACTStuitionaid.com.

• If aid is not awarded and the student is unable to attend due to financial difficulties, the $750 deposit will be refunded upon receipt of a written withdrawal received by the admission office within ten days of the assistance notification. In this case, the deposit will only be refunded if the financial aid application process was completed through FACTS and the MPCS application form and a notification letter regarding the amount of financial aid was distributed to the applicant.

To complete the FACTS Grant and Aid Assessment, apply online at www.FACTStuitionaid.com. The following information is required for FACTS to process the application:

• Most recent copy of tax return, including all schedules to FACTS;

• Most recent copy of W-2s for both primary parent and spouse to FACTS;

• Copies of supporting documentation for social security income, welfare, child support, food stamps, Workers’ Compensation, and TANF to FACTS;

• Both parents must provide financial documentation.

MPCS bases these policies on the NAIS Financial Aid Administration Principles of Good Practice.

Mount Paran Christian School does not discriminate on the basis of race, color, birth gender, protected disability, national or ethnic origin, genetic disease or disorder, or protected age in the administration of its admission, academic, athletic, financial aid, and employment policies.

GOAL Student Scholarship Procedures

In 2008, House Bill 1133 was passed into law, allowing Georgia taxpayers to redirect a portion of their Georgia State income tax liability to provide scholarship assistance to eligible MPCS students coming from public school or homeschool. Contributions may not be designated for particular students. MPCS works with the Georgia GOAL Scholarship Program, a state-approved student scholarship organization, to enable supporters to take advantage of this tax credit. Participants receive a tax credit against their Georgia income tax liability for the amount contributed to Georgia GOAL. Georgia GOAL contributions do not count towards Annual Fund giving but do provide a beneficial state credit for the participant.

In addition to the school's general financial assistance policies, the following criteria must be met in order to be considered for GOAL financial assistance: students entering grades 3-12 must have attended a Georgia public school immediately prior to MPCS or have been enrolled in an official home study program for at least one year immediately prior to receiving a scholarship or tuition grant under this law.

• All eligible GOAL applicants must provide a current academic year report card to MPCS.

• Kindergarten and first grade applicants must provide a birth certificate to MPCS verify age eligibility.

• GOAL financial assistance awards range from $1 to a maximum amount allowable by GOAL in any given year, as determined by GOAL. Any award amount will be applied to the tuition for the academic year it is awarded and remaining tuition due will be divided into ten monthly payments.

• Students receiving GOAL financial assistance awards are eligible to qualify for continued multi-year GOAL assistance awards once a student is at MPCS.

• GOAL recipients must reapply each year and prove eligibility to receive financial assistance each year through FACTS and tax record evaluations. GOAL assistance awards are not guaranteed to be given each year, nor are the amounts guaranteed to be given.

• If a GOAL assistance recipient withdraws, the Georgia GOAL funds are reallocated to the GOAL fund to be distributed at the discretion of the Financial Assistance Committee to another qualified applicant. Funds are not transferable to another family member. If a withdrawal is submitted after the school year begins, the funds returned to GOAL are prorated, and the account balance is based on the prorated GOAL award applied to the account balance.

Section 4 – Handling of Parent and Student Information

Data Privacy Policy

You are responsible for reading this privacy policy regarding how MPCS uses personal information collected at the school's website before using the site or submitting any personal information. By using the site, you are accepting the practices described in the following privacy policy. These practices may be changed, but any changes will be posted and will only apply to activities and information going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the MPCS website to make sure you understand how any personal information you provide will be used.

Note: the privacy practices set forth in this privacy policy are for this website only. If you link to other websites, please review the privacy policies posted at those sites.

Mount Paran Christian School is committed to protecting the privacy of our constituents. Retaining your trust is important to MPCS, and we understand that we must be responsible, transparent, and accountable in how we treat any personal information that you share with us. Mount Paran Christian School asks you to provide personal information – such as contact information – to communicate with you. This information is stored and used in a secure manner, and privacy practices are designed to protect your information.

Collection of Information

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by you through the application process, event registrations, program participation forms, and any other form required for Mount Paran Christian School to provide services to you or your student. The information you provide is used to:

• Process and support your specific request for admission and enrollment;

• Process and support student registration for all accepted new students and re-enrolling students;

• Process and support student enrollment status as appropriate, including, but not limited to, billing, student records, and student medical information necessary to support enrollment and participation at Mount Paran Christian School;

• Process and support student involvement in Mount Paran Christian School instructional programs, extra-curricular programs, co-curricular programs, and activities;

• Inform you of events, activities, and volunteer opportunities in which you may wish to participate;

• Include your contact information in a school directory and in email distribution lists for parent-led activities and communications, unless you specifically withhold your permission in writing, signed and dated to the admission office each school year;

• Send publications, collateral materials, updates, and information;

• Solicit financial support for the school;

• Communicate with you on an individual or collective basis;

• Assist students with preparation for college;

• Provide third parties student information as necessary and appropriate for the safety and health of the student, such as in the lunch program, other school programs, and school trips; and

• Provide third parties student information as requested by you, such as on transcript request forms.

Cookie/Tracking Technology

The MPCS website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology is useful for gathering information, such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. Cookies can also help customize the site for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties as is necessary to provide information/services to the students.

Distribution of Information

Mount Paran Christian School does not rent, sell, trade, or provide personal information to individuals or organizations outside of the school. Mount Paran Christian School may share personal information to individuals or organizations contracted by or with the school to do business on behalf of Mount Paran Christian School. Any third parties who conduct business on behalf of Mount Paran Christian School are required to adhere to the school’s privacy policy.

Mount Paran Christian School may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when (1) permitted or required by law, or (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions, or (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Commitment to Data Security

Your personally identifiable information is kept secure. Mount Paran Christian School maintains confidential and secure databases and files. Only authorized employees, agents, and contractors (who have agreed to keep information secure and confidential) have access to this information. Volunteers and staff members may be provided with personal information on specific individuals to assist them with their responsibilities. Staff members and volunteers are trained in dealing with personal information, in accordance with our privacy policy, and are required to adhere to this policy. All emails and newsletters from this site allow you to opt out of further mailings.

Privacy Contact Information

If you have any questions, concerns, or comments about our privacy policy, you may contact the director of information technology.

Records

A permanent cumulative file is maintained for each student. The main content of each file relates to health records and report cards. MPCS will release the contents of the cumulative record to another school upon request. Before any records can be released, the financial account of the student’s family must be current. Records will not be released until this condition is met. With a two-business-day notice, and barring a court order to the contrary, any parent may request access to his/her child’s cumulative file. All requests for academic records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the person who signed the tuition financial contract. This file may be reviewed in the presence of a school administrator.

To provide greater protection for our MPCS students and their families, we will no longer mail immunization certificates and birth certificates with student records. As always, we never provide social security numbers

Online Learning Management Systems and COPPA Information

We are committed to high-quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School but by third parties.

For our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions.

COPPA permits schools such as MPCS to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this handbook will reflect and constitute your consent for our school to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture, and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.), and other user actions; and school-related information, such as school name, class, and teacher name. Your enrollment will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child

and other participants. The recordings of your child’s image, voice, identity, and content may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify admission at admission@mtparanschool.com.

Solicitation

The Board of Trustees has established the policy that no individuals, groups, or organizations will be permitted to solicit for personal profit from the staff or families who attend MPCS. Under no circumstances should the student directory or the staff mailboxes be used by individuals for personal or business mailings or recruitment. This includes but is not limited to tutoring services, parent-owned businesses, and mission trip fundraising.

Custody Policies

In situations where a student is living with a guardian or with one parent following a divorce, copies of custody papers or guardianship papers must be on file with Admission, the student’s division head, and the division registrar. Unless MPCS has official documentation on file, the school cannot prevent a parent from picking up a child or attending a school event.

Cooperation with Other Agencies

MPCS is committed to cooperating with state agencies in supporting state and local laws, codes, and regulations. As such, suspected incidents of child abuse or neglect, on-site illegal possession or use of a controlled substance, and on-site possession or use of a weapon will be reported to the appropriate authorities. In conjunction with local authorities, MPCS will use the K-9 unit for detection of illegal drugs, weapons, and/or explosive devices as deemed necessary.

Section 5 — Safety, Health, and Security

At MPCS, safety and security is a continuous 24-hours a day, seven days a week practice, covering all aspects of safety for our students, staff, parents, and visitors. The MPCS Emergency Procedures Manual (Crisis Management Plan) is reviewed and updated annually by the school's Security and Safety Task Force – a group comprised of school administrators, leadership from Chesley-Brown Security firm, and representatives of Cobb, Marietta, and Kennesaw police departments. MPCS is committed to providing a safe, secure, and healthy environment for our school community.

Tobacco, Drug, and Alcohol-free Campus

Mount Paran Christian School maintains a tobacco, drug (narcotics), and alcohol-free campus. The use of any of these items by students, faculty, staff, parents, and visitors on the MPCS campus is strictly prohibited 24 hours per day, seven days per week.

MPCS Campus is defined as all:

• Interior space owned, rented, or leased by MPCS

• Outside property or grounds owned or wholly leased by MPCS, including parking areas

• Private vehicles while they are on MPCS property

• School buses and other vehicles used to transport students at off-campus, school-sponsored events

Prohibited substances include but are not limited to:

• Tobacco products - cigarettes, cigars, pipes, smokeless tobacco

• Drugs - narcotics, hallucinogenics, amphetamines, barbiturates, cocaine, marijuana, anabolic steroids

• All alcoholic beverages

• All controlled substances and intoxicants of any kind

Tobacco, Drug, and Alcohol Student Policy

It is the intent of MPCS to provide a safe and healthy environment for its students based on godly principles. Accordingly, the following policy is set forth:

• A student shall not possess any type of tobacco products (including any form of e-cigarettes/vaping devices) on school property or when being transported to and from school. This includes all educational activities, school-sponsored events, field trips, athletic functions, or while participating in an activity under the direct supervision of a school staff member.

• A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cocaine, marijuana, e-cigarettes, controlled substances, alcoholic beverages, anabolic steroids, or intoxicants of any kind on or off school campus while a student of MPCS.

Non-school related: Confirmation of any students violating the MPCS drug policy will also result in disciplinary action by the school administration. Consequences of such violations will depend on the scope and nature of the infraction.

Drug and alcohol screening for students at MPCS may be required at the discretion of administration and may be requested without prior notice. Screening may be performed at the school or by the school staff; however, the administration may refer the student to an approved outside medical facility or physician for this screening at the discretion of the school administration. Any results will be sent directly to the school’s administration for review. Parents will be informed of the results of the testing by the school’s administration. The parents will be responsible for the costs of these procedures.

For more information about assistance to enroll in tobacco cessation, please visit the MPCS school clinic or human resources office, who can offer information about such programs.

Cancellation of School Due to Inclement Weather

In case of inclement weather, a decision about a delayed start or school closing will be made by 5:30 a.m. on the day in question. While the head of school will decide for the school, each family has the right and responsibility to decide what is in their best interest. Families, for any reason on any day, who fear they cannot get to school safely, should not attempt it, and will not be penalized for making this kind of decision. It would simply be considered an excused absence.

If there is a delay in opening or closing, contact with MPCS parents will be initiated in the following order:

• School website

• E-blast

• Text Message

• Social media (Facebook and Twitter)

• Specific announcements will also be made on the following television stations: WSB Channel 2, 11 Alive, Fox 5, CBS 46, and local radio station: WSB 750 AM

Emergency Procedures

MPCS utilizes the Raptor Emergency Alert system for all aspects of emergency procedures and drills. The elements of this in-depth system include the Raptor app, alert badges for all staff, strobes, location beacons, digital rosters, visitor management, medical alert system, and reunification processes. A combination of emergency drills are conducted monthly allowing faculty and students to practice responses. Our faculty and staff also engage in total staff training sessions on emergency procedures and use of the Raptor system.

In addition to fire alarm systems and AEDs in each building of campus, all classrooms and common spaces are equipped with emergency “go-bags” with essentials that may be needed for various scenarios.

Medical Policies and Procedures

MPCS provides a clinic staffed with two registered nurses during the school day. First aid treatment is rendered for minor injuries. If an emergency medical situation arises, first responders are called to provide treatment and hospital transportation as needed.

Medications and Medical Records

The FACTS Magnus Health Portal provides a central hub for any necessary student medical records and permission forms. As part of this portal, parents can access a Prescription Medication Authorization form to be signed and completed by the parent or legal guardian, authorizing a school nurse to dispense a student's prescription medication as well as administer commonly used OTC medications such as Tylenol, Advil, and Tums.

Students are not permitted to have any medications (prescription medications, over-the-counter medications, vitamins, or supplements) in their possession while on the school campus or on school field trips. The possession of another student's prescription medications will be viewed as a violation of the school's tobacco, drug, and alcohol policies and will be treated as such.

Along with the completed Prescription Medication Authorization form, parents must provide the medication in a prescription bottle with the student's name, medication, prescribing physician, exact dosage, date the prescription was filled, and expiration date. Medications will not be given from an envelope or plastic bag. It is the student's responsibility to come to the clinic for the prescribed medication at the appropriate, determined time. All medications will be kept in a locked medicine area in the clinic. MPCS does not assume the responsibility for the effects any medication may produce.

It is the parent/guardian's responsibility to keep the child's clinic records current on the FACTS Magnus health portal. It is important that parents understand that neither medical nor accident insurance is provided by MPCS, and the responsibility for providing such coverage rests with them as parent/guardian. Parents must agree to release and hold harmless MPCS, its employees, and agents, both jointly and severally, from and against any and all claims, damages, causes of action, or injuries that arise from medicating, providing first aid, or seeking emergency medical care for their child while at school or at school-sponsored programs or sporting events, regardless of location.

Student Health Policy

To protect the health and safety of the MPCS community, the following policies will be enforced:

• Antibiotics - If antibiotic has been prescribed for any reason, the child should be kept home until the medication has been administered for 24 hours.

• Fever - Students with a temperature of 100.0 F or higher will be sent home. Students with a temperature of 99.4 F or higher with additional symptoms (cough, congestion, sore throat, stomachache, nausea, vomiting, diarrhea, etc.) will also be sent home. Students may return to school after being fever and symptom free, without fever-reducing medications, for 24 hours.

• Vomiting - Students will be sent home for vomiting at school unless it is determined by the nurse that vomiting was not due to illness (e.g. PE, emotional reasons). Students may return to school when they have gone 24 hours without vomiting.

• Diarrhea - Students will be sent home if more than two episodes of diarrhea occur during a school day or if one episode of diarrhea is accompanied by fever, abdominal pain, or vomiting. Students may return to school 24 hours after last episode of diarrhea.

The school reserves the right to send students home when it is determined that the health of other students may be in jeopardy, or whether the child is clearly ill enough that he/she is not benefiting from the school experience on a given day. Students who are sent home due to illness or injury during the school day should be picked up from the clinic within one hour of parent contact.

Security Measures

The MPCS campus is fully fenced and gated with limited access during school hours. Four professionally trained and certified security officers from Chesley Brown International are present weekdays and evenings patrolling campus and monitoring the guard house. Cars entering the property must display an MPCS security identification decal; otherwise, visitors will need to stop at the guard house to complete check-in with the guard on duty. Parents of current MPCS students and MPCS student drivers are provided with a security identification decal to be affixed to the inside lower left corner of the windshield.

Gates will be open during carpool times (6:00-8:05 a.m., except on Wednesdays when they will stay open until 8:50 a.m. for “Late Start”). The gates will also be open from 2:00-3:30 p.m. each afternoon for carpool and remain open as needed for afternoon activities.

Once on campus, all parents and visitors must complete a check-in at one of the four visitor management kiosks located at Sewell Cottage, Mulkey Hall main office, first floor of the Murray Arts Center, and the entry of the Murray Innovation Center.

Security cameras (internal and external) are always in use across campus.

Driving on Campus

Parents, students, and visitors are required to adhere to the MPCS driving regulations on campus. Violators may be issued a citation.

• The speed limit on campus is 12 mph and is strictly enforced.

• Stop signs, pedestrian crossings, and reserved parking/fire lane areas must be observed.

• Do not move any barricades or traffic cones.

• Do not park in any designated family auction spots at any time throughout the week and weekend.

• Do not park in a marked handicap parking area without displaying proper tag or plate.

• Anyone driving on campus is required to have a valid driver’s license and valid proof of insurance coverage in their possession.

• Rules and regulations are enforced year-round, including weekends, holidays, breaks, and summer.

• Reckless driving on campus is not tolerated.

• Do not park on the grass, beds, or sidewalks.

• Vehicles on campus may be towed when posing a safety hazard, appearing to be abandoned overnight, or illegal parking.

Third-party Vehicle Services

Third-party vehicle services such as Uber, Lyft, and other ride-sharing services are not condoned by MPCS.

Section 6 - School Hours, Attendance, Absences, and Tardiness

School Hours

School Day Start Times

• All grades: Mondays, Tuesdays, Thursdays, Fridays at 7:50 a.m. (morning drop-off begins at 7:20 a.m.)

• All grades: Wednesdays at 8:35 a.m. (morning drop-off begins at 8:15 a.m.)

School Day End Times

• Preschool through Grade 5 dismiss at 3:00 p.m. (except half-day preschool classes)

• Middle School/High School dismiss at 3:15 p.m.

School Offices - are open from 7:00 a.m. to 4:00 p.m., with the main reception desk covered

until 6:00 p.m.

Late-Start Wednesdays

Wednesday

Wednesday classes for all students begin later to allow our faculty time for professional development. Morning drop-off on Wednesdays is from 8:15 to 8:35 a.m. The official school day begins with the morning devotion and announcements at 8:35 a.m. Students are considered tardy at 8:36 a.m. The school bus pick-up times do not change. If necessary, for households with two working parents, students may be dropped off as early as 7:00 a.m. and will be required to attend a monitored study hall until 8:20 a.m.

Attendance

Class attendance is important for academic growth and the development of a sense of responsibility. Most subject materials are presented in a sequential manner. When a student is not present, a “gap” in learning can result. Clarification, discussion, and instruction are also lost when a student is not in class. Therefore, any unnecessary absences are to be avoided. It is also beneficial for students to learn that time commitments are important; this accountability follows them throughout their lives. Promptness also allows students time to organize him/herself prior to the starting of class. A final consideration is the effect of tardiness on classmates and teachers. Everyone is affected when the class is interrupted by a student arriving late.

MPCS takes an ardent position that regular class attendance is essential for academic continuity and progress. Parents should do whatever necessary to ensure consistent class attendance by their children. Regular tardiness is also viewed as unacceptable behavior by students and will also be addressed by the school’s administration. Parents should note the following regarding attendance and punctuality:

• Parents are strongly discouraged from planning family or other non-school related trips at times that do not correspond to MPCS designated breaks.

• Parents will be notified when a student has reached an unacceptable number of absences during the semester. If the problem persists, disciplinary action will be taken regarding student truancy. Absences may also result in grade failure, lead to repeating a grade, or grade remediation.

• Due to best practices, as well as GHSA regulations, no student who is absent for more than half a day will be permitted to participate in any school-related activity the evening of the school absence.

• Parents should always avoid enabling children by excusing them (i.e. checking them out of school) due to pressures of exams or unpreparedness on the part of a student.

• Parents will be notified by the school administrator when a student has been tardy for what is determined to be an excessive number of times. If tardiness persists, disciplinary action will be taken against the student, if the tardies are a result of student, rather than parental, issues.

• A student who exhibits a pattern of consistent tardiness or absence may be prohibited from re-enrollment.

• Parents/guardians and students are reminded of the school’s yearly calendar, which provides sufficient vacation periods.

• Early check-outs from school are discouraged.

Excused Absences

- Absence due to personal illness
- Absence due to grave illness of an immediate family member
- Bereavement
- Participation in a school-sponsored event

MPCS reserves the right to question a large accumulation of absences. If absences are excessive, affect the school community, or interfere with the student’s ability to complete assignments, a conference will be called. If attendance concerns are not resolved, the school has the responsibility to take further actions to ensure students attend school. Review each division handbook for additional specifics regarding attendance.

Returning to School after a Mental Health Concern or Absence

Students who experience a mental health issue such as: threat or action to constitute self-harm or harm to others, behavior that impacts day to day school functions resulting from a mental health condition, or other mental health concern that may impact a student’s ability to navigate the school setting must have written documentation from the attending doctor stating the student is clear to return to school. Furthermore, documentation must state the student is not considered a threat to his or herself or others. Parents should also notify the clinic of any medication or health history changes.

Weekly Chapel

Chapel services are held weekly in the Kristi Lynn Theatre of the Murray Arts Center.

Tuesdays: 10:55-11:40 a.m. – High School
1:00-1:40 p.m. – Middle School

Wednesdays: 8:50-9:15 a.m. – Lower School

Preschool chapels take place weekly in the Sewell Cottage.
Tuesdays: 8:05 a.m. – PK3
Wednesdays: 8:50 a.m. – PK4 and TK

Section 7- Student Dress Code and Miscellaneous Policies

Please refer to the MPCS Uniform Guidelines found on the Eagles Nest school store page of the website for detailed dress code requirements and a visual style guide of acceptable wear. There is a direct relationship between dress, grooming, conduct, and success at school. All MPCS students are expected to dress in appropriate uniforms and groom themselves with the formality of school in mind. MPCS depends on parents to work with the school in maintaining appearance standards by checking your child before he/she leaves for school, making sure he/she is dressed and groomed properly. It is understood that enrollment at MPCS means a pledge on the part of both parents and students to abide by the dress code. Please have your child(ren) read, understand, and agree with the policies.

Appearance Standards

In addition to the school uniform, the MPCS dress code includes the following appearance standards:

• Shirts, including spirit wear, must remain tucked in during school hours.

• All clothing needs to fit appropriately, not too tight or too loose, no holes or fraying.

• School-appropriate undergarments are required for all female and male students. This includes bike shorts worn under dresses and skirts for girls in preschool and lower school.

• Long-sleeve shirts or tights that are visible underneath must be solid colors of white, navy, or black without print.

• Khaki bottoms are to be in the traditional khaki color.

• Dresses and skorts should be below or at fingertip length with respect to decency, visible under outerwear, and length is subject to administrative approval.

• Outlandish hairstyles or unnatural hair colors are not allowed.

• Boys hair must be natural hairstyle, off the collar, and out of the eyes. Boys must be clean shaven.

• Hoodies, MPCS spirit sweatshirts (large logo), and MPCS off-color jackets or pullovers are reserved for Fridays only.

• While PK3 and PK4 do not require uniforms, TK does require uniforms.

Guidelines for Dress-Down Days

Throughout the year, MPCS students in all grades will have the opportunity to participate in “dress-down” days. The guidelines for these days for all grades are as follows:

• On special dress-down days, attire must be modest and school-appropriate.

• Clothes cannot be worn too baggy, too loose, or too tight.

• Tops must have sleeves and fully cover midriff (no crop-tops).

• Jeans and pants should be worn at the waist and fit appropriately.

• Jeans with no rips/holes.

• No cut-offs.

• No political or social movement statements or logos.

• No inappropriate logos or advertisements.

• No pajamas; flannel pants acceptable.

• BOYS: Adult shorts must have at least a 7-inch inseam

• GIRLS: Leggings must be paired with a shirt that covers bottom. No shorts or skirts for middle and high school.

• During Homecoming Week and other designated Spirit Days with themed dress days, specific dress guidelines will be communicated with students and parents in advance.

If not adhering to these guidelines, the student must be dressed in normal school uniform.

The administration reserves the right to determine appropriate dress code and may require students to change clothes if attire is deemed inappropriate. If you are unsure if an apparel item meets the criteria, please inquire.

Eagles Nest School Store

The MPCS campus store is in the entry area of Mulkey Hall across from the reception area. Students and parents are welcome to visit the Eagles Nest and purchase school uniforms, spirit wear, school supplies, gifts, and an assortment of refreshments. The Eagles Nest is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

Messages and Deliveries to Students

If urgent information must be relayed to a student during the school day, the school receptionist will relay the message to the classroom teacher. Telephones open at the main receptionist’s desk at 7:00 a.m. Delievery of messages from calls made after 2:30 p.m. cannot be guaranteed prior to school dismissal.

Deliveries to students (flowers, balloons, etc.) during the school day are not encouraged and should not be sent to the school. If deliveries must take place, they should be delivered to the front desk. Students will receive any deliveries at the end of the school day.

Outside food service delivery for students is not allowed (Uber Eats, Door Dash, etc.)

Parent Leadership Groups

At the beginning of each school year, the school-recognized and appointed parent-led groups will seek membership among MPCS families. This includes but is not limited to the following: Parent Teacher Fellowship, MPAC/Band Boosters, and Eagle Backers (athletic boosters).

Facility/Campus Use

Individual Use - Use of any parts of the campus and facilities by individuals must have prior approval from appropriate school administration and be logged with security. This includes but is not limited to: fishing in Lake McDonald, personal use of any athletic facilities, use of playgrounds, and use of other interior spaces. We want our MPCS families to enjoy our beautiful campus and by working with an administrator and security we are better able to provide safety and protection of our students and families.

Events/Group Activities – Many areas of the school campus and facilities are available to reserve and/or rent for activities and events. All these events and activities – internal and external - must be coordinated through the MPCS Director of Events. When appropriate, a fee may accompany use of facilities. External rentals must be aligned with the school mission, fit into the school calendar/schedule of use of facilities, and be processed through the Director of Events.

Section 8 - Carpool, Drop-off, Transportation

Please read the information in this section carefully to help student drop-off and pick-up run as smoothly as possible. If you have any questions or need extra information, please contact carpool@mtparanschool.com.

Morning Drop-offs

Student drop-off begins at 7:20 a.m. on Monday, Tuesday, Thursday, and Friday. On Late=Start Wednesdays drop-off begins at 8:15 a.m. Students should be dropped off at the same location as their afternoon carpool pickup, with two exceptions:

• Kindergarten students may be dropped off at the front entrance of Mulkey Hall.

• Only PK3, PK4, and TK students may be dropped off at Sewell Cottage

Early Care is available every morning from 7:00 to 7:20 a.m. at no charge for students in PK–8th grade. Early care kindergarten through 5th-grade students should enter Mulkey Hall through the main office and report to the Myrick Media Center. Middle School Early Care students should enter Mulkey Hall through the main office and report to the Dining Hall. Early Care for Preschool and TK students is held in the Sewell Cottage.

Early Dismissal Procedures

Student check-out prior to afternoon dismissal must be completed by 2:30 p.m. at the main desk for your child’s grade level. If possible, please notify your child’s teacher by email one day prior regarding any early dismissal needs.

Afternoon Pick-up

Your afternoon carpool pickup location is based on the carpool color assigned to your family. Please use the map and times listed on your carpool cards for reference. No student may be picked up in carpool without a carpool card or a picture of the card on your phone. All HS students (with or without siblings) are required to be picked up at the MIC entrance location of the HS.

Multiple Family (Group) Carpool

If your family would like to carpool with another family or families, please complete the group carpool request form Group Carpool Request located on the MPCS website.

Student Drivers

Students who are eligible to drive to school must obtain a parking permit from the HS office for permission to park on campus. Student passengers(s) being picked up by sibling drivers will watch for the dismissal of “High School Drivers with Lower School and Middle School Siblings” via the "SafeDismissal" system. Lower school students must wait in the dining hall for their high school siblings to come get them. Middle school students are allowed to walk to their sibling’s car. Student passengers being picked up must wait for dismissal from the "SafeDismissal" system before leaving the classroom.

Walkers/Bike Riders

The student walker or bike rider option is available for families living in the Overlook neighborhood directly across from our school campus. A student walker permission form (found on the MPCS website) must be completed for all lower and middle school student walkers. Students will not be permitted to walk home without this completed permission form. Student walkers will be dismissed each day to the blue/orange carpool (Shelton Circle) at 3:15 p.m. In case of inclement weather, please pick your student up in their regularly assigned carpool location. If your student walker has a guest walking with them, the student walker guest form must be completed at least three hours prior to the 3:15 p.m. dismissal time. If possible, please email the teacher of the guest walker to avoid confusion during carpool dismissal.

Dismissal Changes / Riding Home with Another Family

If your student needs to ride home with another family, please email both your child’s teacher and carpool@mtparanschool.com at least three hours prior to afternoon dismissal. For recurring arrangements with other families, please complete the Group Carpool Request Form.

Dismissal Times for Carpool

Afternoon carpool pick-up times for REGULAR SCHOOL DAYS:

• Pink: 11:45 a.m.-12:00 p.m. (half-day students, enter at main entrance in the afternoon)

• Tan: 2:45-3:05 p.m. (full-day students)

• White: 3:05-3:20 p.m.

• Blue/Red/Green: 3:00-3:10 p.m.

• Orange/Gray/Purple: 3:10-3:20 p.m.

• Yellow: 3:15-3:20 p.m.

Afternoon carpool pick-up times on EARLY DISMISSAL DAYS:

• Pink: 11:00 a.m.

• Tan: 11:15 a.m.

• White/Blue/Red/Green: 11:30 a.m.

• Orange/Gray/Purple: 11:40 a.m.

• Yellow: 11:40 p.m.

Section 9 - Travel Policy

School Sponsored Trips

Participation in approved, school-sponsored trips of any kind is restricted to only MPCS students, MPCS students' parents, MPCS staff, administration-approved MPCS alumni, and MPCS staff spouses. If a third-party trip-coordinating company is used, representatives of that company may also attend for the express purpose of facilitating and leading the trips.

Participation in school-sponsored trips is also limited to the dates and transportation method designated by MPCS. Students are not permitted to drive themselves to and from field trip destinations even with parental permission and sign-out.

Students who travel under the school's supervision on ANY school or athletic activity must return with the school group and to the school unless the parent/ guardian signs the student out with the teacher/coach. Due to the school's legal responsibility and liability and for the safety of the student(s), the only people to whom a student will be released on such trips are the student's parents or guardians, unless written notification is provided beforehand.

Field Trips

Field trips are an important enrichment to the educational program. Parents/guardians will have advance notice of a planned school trip away from campus. These trips may be as short as a few hours off campus, or may extend over multiple days. An electronic Field Trip Permission Form will be provided to the parent/guardian for a signature and then must be returned to the teacher before a student’s participation is permitted. The school will arrange transportation to and from a field-trip destination. Only drivers designated by the school will be allowed to transport students.

The majority of these day field trips are included in tuition with transportation, admission fees, and sack lunches (when appropriate) covered at no additional cost to parents. For extended trips there will be a cost for overnight lodging.

Mission Trips, Study Abroad Travel

MPCS offers several opportunities throughout the year for both domestic and international mission trips as well as study abroad opportunities. Details on these opportunities along with guidelines and policies on participation are provided through the Christian Life department and through high school administration at the time the trips are announced.

Section 10 - Academics

FACTS Portal and Canvas

MPCS offers parents the opportunity to access their child’s grades via the FACTS Portal or Canvas. Parents are permitted entry through private access logins to view their child’s grades. Students may access their information if parents choose to give them their access code or through middle/high school granted access. Once class rosters are set in the registrar’s office, the FACTS Portal schedule and class information will be available to parents.

Divisional Academic Policies

Please refer to division handbooks for specific policies regarding grade-level academics.

Extra Credit Policy

MPCS does not offer extra credit. Extra credit is defined as any assignment or activity that has the potential to artificially inflate a student’s grade without directly assessing mastery of the instructional content or learning targets outlined in the curriculum.

Additional assignments or activities provided to students should align with the curriculum and serve to deepen understanding, reinforce learning objectives, or provide opportunities for remediation or enrichment within the course score. Such tasks will be graded and imported to the grade book as an assignment, not points added to an existing assignment. Bonus questions are not given and the maximum grade on any assignment is 100%.

Standard assessment methods include but are not limited to:

• Formative and summative assessments required of or offered to all students

• Daily checks

• Quizzes

• Tests

• Projects

• Presentations

• Papers

Policy for Responding to Challenged Materials

Mount Paran Christian School's (MPCS) mission states, "Providing academic excellence in a Christ-centered environment, Mount Paran Christian School unites with home and church to prepare servant leaders to honor God, love others, and walk in Truth." As such, Mount Paran Christian School is a covenantal Christian school with a specific mission to partner with Christian families in the preparation of their children for a life of flourishing, service, and leadership, all to the glory of God.

As followers of Jesus Christ, we seek to do all as if unto the Lord (Colossians 3:23), which compels each student to live, love, and learn with the whole heart and mind. Likewise, as a liberal arts institution, we seek to develop a breadth of knowledge within all of our students, as ultimately, a liberal education is one that is meant to be freeing. At MPCS, we agree with St. Augustine that all truth is God's truth, and, we, therefore, understand we are called to explore life's many mysteries, ask big questions, and confront our fears and doubts.

Because we are insistent our students develop the skills necessary to pursue and find God in every aspect of life, we read secular materials, both primary and secondary sources, and make every effort to select quality literature that drives critical thinking and close reading, illustrates complex characterization and universal thematic relevance, lends itself to productive discussion throughout the curriculum, and seeks to enable our students to understand such material through a biblical lens. At times, this can bring about questions from students and parents about the validity and suitability of the materials being explored. As a result, the following procedures have been put into place to deal with such challenged materials.

Meeting with Teacher and Department Chair

If a parent or student questions material used within the classroom, a meeting will take place between the specific teacher, parent, and department chair to discuss the suitability of the questioned material. The goal of this meeting is to create understanding on both sides of the issue and to help the parent see the purpose behind the use of the questioned material. At times, this could also lead to the replacement of the material with more suitable curriculum, if it is deemed necessary.

Meeting with Parents and Dean of Academics and Assistant Head of School for Christian Life

If after meeting with the teacher and department chair the parent still objects, a meeting with the Dean of Academics and Assistant Head of School for Christian Life may be requested. The purpose of this subsequent meeting would be to allow the parents to express their objection to a higher authority and to then allow the Dean of Academics and Assistant Head of School to make a final determination on the challenged material in question and its relevant place within the curriculum. This does not guarantee a change in materials, but also does not exclude this possibility. If a family still opposes specific material once a decision has been made, they may submit a written request to opt out of the classroom unit in favor of an independent study to be determined by the instructor.

At MPCS, we seek to listen and hear the many varied perspectives of our families, knowing that we will not always agree. However, the process is important in ensuring both sides are understood and to further ensure appropriate measures have been taken to settle any disagreement about what is being taught and learned.

Section 11 - Behavioral Policies

MPCS is to assist in training students so they become more self-disciplined and responsible. Students are nurtured in the acknowledgement of, acceptance of, and proper response toward biblical standards of behavior. For students, this involves responding to faculty, staff members, and peers with respect.

No Harassment Policy

We do not and will not tolerate unlawful harassment of our employees or students. Harassment includes, but is not limited to, slurs, jokes, epithets, threats, other offensive remarks, and other verbal, graphic, menacing, or physical conduct relating to an individual's age, race, color, sex, national origin, citizenship status, pregnancy, disability, genetic information, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws. Prohibited harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology.

Sexual harassment includes, without limitation:

• Unwanted sexual advances;

• Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or pictures; cartoons or posters;

• Verbal sexual advances, propositions, requests, or comments;

• Sending or posting sexually-related messages, videos, or messages via text, instant messaging, or social media;

• Verbal abuse of a sexual nature, graphic verbal comments about an individual’s body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations;

• Physical conduct, such as touching, pinching, grabbing, groping, assault, or blocking movement;

• Physical or verbal abuse concerning an individual’s gender; and

• Verbal abuse concerning a person’s characteristics such as pitch of voice, facial hair, or the size or shape of a person’s body, including remarks that a male is too feminine or a female is too masculine.

If you believe that a student is being harassed in any way by an employee, parent, student, or by an employee of a vendor, you should notify a school administrator immediately. Any such matter will be thoroughly investigated, and, where appropriate, disciplinary action will be taken.

Bullying and Cyberbullying Policy

No student shall bully another student or students; either expressed or implied. Bullying behavior is defined as repeated, willful attempts or threats to cause injury, to intimidate, to harass, or to embarrass that substantially interfere with a student’s education or the educational environment. Bullying can be expressed in but not limited to: physical contact, written, verbal, or electronic communication. Cyberbullying is a method of harming or intimidating another student by harassing them through the use of phone calls, text messages, instant messenger, posting or spreading hurtful comments, videos, or audio records online through personal websites and social networking websites such as Facebook, Twitter and Instagram, and any other method. MPCS will not tolerate any bullying or cyber-bullying actions. Cases of bullying will be dealt with in a manner appropriate for the age of the student and the incidents that have occurred.

If students are the victim of such behavior, they are encouraged to discuss the behavior with their parents. Parents and students are required to report any such behavior to a person in authority at school including a teacher, a counselor, or division head.

Offensive Materials

The school reserves the right to permanently confiscate and destroy immoral or offensive materials (books, magazines, posters, tapes, cards, and other media) brought to school. The administration reserves the right to determine whether an item meets this description and will determine if disciplinary action is necessary.

Right to Safety

In an effort to provide a safe learning environment for all students and staff, students who make verbal or written death threats toward a person or terroristic threats toward the school will be reported to law enforcement. The student’s parents will be contacted, and the student will be removed from campus. The student will receive a minimum three (3) days out of school suspension. MPCS administration may deem a greater consequence. If the student is allowed to return to school, he/she must be seen by a licensed psychologist and provide the school with a written mental health evaluation that states the student is not a threat to self or others.

Integrity Code

MPCS recognizes that developing and instilling integrity in its students is at the core of its mission. The MPCS Integrity Code states the following:

• MPCS students will refrain from lying, stealing, and cheating and will encourage others to do the same.

• Lying is making a false statement or intentionally omitting information that would create a false impression.

• Stealing is taking the property of another without consent.

• Academic dishonesty is unauthorized assistance sought, received, or offered on any schoolwork that could result in an unfair advantage. It is the representation of another’s work as one’s own.

The function the Integrity Code is to:

• Reveal God (Joshua 1:5);

• Develop and maintain a climate that allows the school to function in a decent and orderly manner (I Corinthians 14:40);

• Teach students submission to authority (Hebrews 13:17);

• Instill the values of Christian character (2 Peter 1:5-8);

• Promote and instill self-discipline (Psalm 119:165-168).

A student found guilty of a violation of the Integrity Code shall be subject to possible suspension from the school. Consequences will be determined by school administrators and may vary with the degree of severity of the violation.

Communication Between Home and School

In keeping with our mission to unite home and church with school, communication between parents and teachers is of paramount importance. Should a concern arise that requires one-on-one attention, the parent(s) or teacher should take the matter quickly and respectfully to the other. Each has the prerogative of requesting an administrator’s presence in conferences concerning students.

Our community is called to pray for each other, go to each other in love when dissensions or concerns arise, and hold each other accountable for the implications of their attitudes and conduct. (Matthew 18: 15-17)

No conduct code can hope to address every infraction that might occur. These regulations are not intended to be exhaustive but to provide general guidelines for acceptable behavior.

Sportsmanship Clause

Players and fans are expected to demonstrate appropriate behavior and to show respect for the opponents and fans. Rudeness, poor sportsmanship, and profanity in any form are prohibited and subject to disciplinary action, including exclusion from participating in athletic events.

Section 12 – Technology

All MPCS students grades six through 12 are considered Connected Learning students and are provided with a school device along with Google computer/email accounts. These technology resources are provided to support the school’s mission and curriculum and are available for academic or school-related purposes only. For the protection of students and the school, each student is required to adhere to the Student Responsible Use (of Technology) Policy. Violations of this policy can result in restriction of school computer privileges.

Student Responsible Use Policy

• No student (or parent, staff member) may assume the identity of another student or employee for any reason whatsoever. This includes, but is not limited to, use of another person’s identity in emails, websites, blogs, social media, or recording of activities.

• Students are forbidden from recording and/or posting or publishing any classroom activities without the expressed written permission from school personnel.

• All use of the school’s internet connection for visiting websites and other tasks should be in accordance with the morals and standards of MPCS. All internet usage and visited websites, via our network, regardless of ownership of the equipment, will be logged and reviewed periodically by the EagleTech IT department to maintain the safety of the students and employees.

• Students have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on the MPCS network, web-based subscriptions, and/or technology devices used by the students.

• Students may not allow anyone to use the school-issued device other than their parents or guardians.

• MPCS reserves the right to monitor student use of school computers and computer-accessed content. The privacy of files and electronic messages is not guaranteed in the school setting.

• The IT department continually updates the filtering software used to protect students. This software also tracks student activity on any MPCS-issued device, and keeps track of web searches and browsing history.

• Given the dynamic nature of technology, it is impossible to completely regulate and monitor all information received or sent by students. If a student does access a site which is offensive or inappropriate despite the filters and restrictions, the student must leave the site immediately and report the incident to their teacher or an administrator.

• Software will be provided on all school-issued devices. Our software license agreements do not allow the installation of software on student-owned machines. Students, as well as parents and staff, may not install any software on any school-issued and owned device.

• MPCS has the right to inspect the school-issued device at any time.

• Use of computer resources (without permission) for non-educational activities is prohibited.

• MPCS utilizes Canvas as the school learning management system. Students grades six through 12 are required to track assignments, homework, and announcements through Canvas.

• MPCS students must maintain the same standards of any “face-to-face” communications in digital communications as when on the MPCS campus or at MPCS-sponsored events.

• The school-issued devices and accessories are the property of MPCS. If a student withdraws or is suspended, expelled, or terminates enrollment for any reason, the tablet and accessories must be returned to MPCS in the condition they were issued. Any damage to the device or missing accessories will be charged to the student/parent account.

• Report any problems, damage, or theft immediately to your teacher and IT office.

• School-issued devices are intended for use at school each day. Students are responsible for bringing their device (fully charged) to all classes, unless specifically instructed not to do so by their teacher.

• Save data to your Google Drive, where it will be automatically backed-up for you.

• Ensure that files received from anywhere outside the school are virus-checked before you open them. This includes files on USB drives. If in doubt, ask the IT department to scan it for you.

• If you suspect that you may have a virus, disconnect from the network, and notify a teacher.

• No MPCS-owned or MPCS-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law.

Virtual Learning

MPCS may offer virtual classes during inclement weather or as directed by administration. During virtual classes, students are expected to conform to all acceptable use policies, should dress and behave in the same manner as at school (no uniforms require), and should login to their Canvas accounts at the appropriate class start times. Enrollment in a virtual learning environment and/or use of a school-owned device means parents provide permission for the private use of that recording by MPCS.

Lower school students are not issued school-owned devices. For lower school students to participate in virtual learning, parents/guardians must provide access to a computer device owned by the family.

Home internet services are the responsibility of the parents or guardian. MPCS staff can only provide general guidelines and advice, not hardware or software support to the family.

Artificial Intelligence (AI) Policy Statement

In this innovative era, AI presents opportunities to enrich education but requires prudent oversight to align with our dedication to academic integrity and the affirmation of our God-given creative capacities. AI tools must be used transparently within the classroom. All AI-assisted work must be declared in academic submissions, with any AI-generated content properly cited. To maintain clarity and integrity, any use of AI in assignments should receive prior approval.

Device Care and Maintenance

• MPCS will service and repair the school-owned device through the EagleTach Help Desk in the IT department. Third-party repair is prohibited. Damaged laptops should be brought to EagleTech as soon as any damage occurs. Students whose computers are being repaired will be issued a loaner device until their assigned device is ready for pick-up.

• Cords and cables must be inserted and disconnected carefully to prevent damage to the device.

• Tablets must never be left in an unlocked locker, car, or any unsupervised area.

• Students must not remove any labels or Asset Tags.

• Students may not use skins or stickers to personalize their tablet case.

• Do not remove any serial numbers or identification placed on the tablet.

• Keep the equipment clean. For example, do not eat or drink while using the tablet.

• Do not expose your device to extreme temperatures or direct sunlight for extended periods of time.

• Tablets should always be within the protective case when not in use.

• Incidents of theft must be reported in writing to the EagleTech IT department.

Section 13 - Marketing and Communication

Forms of Communication

• The MPCS Website serves as a promotional tool for the school, as well as a means of communication for the MPCS community (via the Eagle Family portal).

• is the hub for all information regarding the school for perspective families and for our current families (via the MPCS family portal on the site).

• The *Weekly Word* is an e-blast communication sent each Wednesday with information on upcoming events and happenings at MPCS.

• Text Notifications are used to communicate information to our families regarding pressing news or inclement weather.

• Electronic communications (e-blasts) are sent periodically to our community regarding important upcoming events, changes in institutional policies, or significant announcements. Requests for e-blasts should be submitted to the marketing and communications office at least 48 hours prior to the actual date of required send.

• *The Wingspan* is an annual 40+ page magazine covering many aspects of MPCS life on and off campus, academics, extracurricular, athletics, arts, Christian Life, and more.

• The MPCS Mobile App provides our families on-the-go information, school directory, athletics calendar, and upcoming events information all on your personal device.

• MPCS also communicates with families via multiple social media accounts:

- Facebook - @mtparanschool, @MPCAthletics
- Twitter - @mtparanschool, @MPCAthletics, @MPCSArts, @MPCSChristianLife, and @MPCSAlumni
- Instagram - @mtparanschool, @MPC.Athletics
- LinkedIn - Mount Paran Christian School, Mount Paran Christian School Alumni
- YouTube - Mount Paran Christian School

• The *WingTips* blog (found on the website) and the From The Mount podcast provide valuable and insightful information on topics relating to parenting and Christian education.

• Chat Groups are offered through the MPCS mobile app, providing a safe platform for teams, clubs, and classes to communicate in real time.

Keeping Contact Information Updated

To facilitate communication as needed, it is important that all parents/guardians supply the school with accurate home and work phone numbers and home addresses. Change of information forms may be found on the website Eagle Family Portal. Parents not wishing to have their phone numbers and address published should turn off this feature within the Facts Portal.

MPCS Logos

Please contact the marketing and communications office prior to using the MPCS logo on any merchandise, uniform, or promotional item. The MPC eagle head logo is a registered federal trademark ®. Parents, faculty and staff, families, outside vendors, or non-approved third-party websites may not individually produce MPCS-branded apparel or any items with the Mount Paran Christian name or likeness. At no time should the MPCS logo be altered in any fashion, including changing of colors and skewing of size, nor may it be reproduced by parents or companies without expressed permission.

Promotional Pieces and Letters

To ensure consistency in style and to best facilitate communication and knowledge within our school community, it is requested all letters, general mailings, press releases, flyers, tickets, invitations, t-shirts, and programs be submitted to the communications office for proofing and approval prior to printing, with final approval coming from the director of marketing and communications. This includes materials produced by staff, students, and parents.

Section 14 - Fundraising and Development

As an independent school, Mount Paran Christian School relies upon two main sources of income – tuition and charitable contributions (fundraising). All fundraising is conducted in a coordinated manner that supports the school's strategic, programmatic, and capital needs, at the same time minimizing the solicitations of parents and the school community. To this end, the development office, by the direction of the board of trustees, assumes responsibility for authorizing and overseeing all fundraising activities conducted at MPCS. The development office reserves the right at any time to cancel a fundraiser that has been established outside the policies and procedures outlined in this handbook. Opportunities for charitable contributions include:

Annual Fund

The yearly school-wide Annual Fund is the number one fundraising and development priority of the school as it supplements the school budget and operational expenses not covered by tuition alone. It is the combined participation of our trustees, staff, faculty, parents, grandparents, and alumni that is the most important factor in measuring the success of the annual drive. A high participation rate makes the school a more viable candidate for foundation grants.

Capital Campaign

A capital campaign is a comprehensive campaign based on needs for capital improvements. Many organizations rarely enter a capital campaign; however, when they do, the campaign is well-planned and lasts a few years. The campaign is designed to fund strategic projects such as new buildings, renovations, additions, equipment, and capacity building. Capital campaign gifts are above and beyond annual giving and, unlike other gifts to the school, can be multi-year pledges, depending on the total amount.

Financial Assistance

Twenty-five percent of all contributions to the Annual Fund are allocated to financial assistance. Additionally, the school accepts monetary gifts directed generally toward financial assistance. According to IRS guidelines, gifts of financial assistance may not be designated for a particular student or family. MPCS will only accept and acknowledge gifts directed generally to financial assistance. Payments may be made directly on a particular student’s account through the business office and without acknowledgement for tax benefit.

Planned Giving

Planned giving (an inclusion of MPCS in a will or a donation through a trust, annuity, insurance policy, or a bequest) benefits future generations and potentially results in a much larger gift than an individual could make during his/her lifetime.

Stock Donations

MPCS gratefully accepts gifts of stock. Please contact the development office for guidance and specific stock transfer instructions.

Gifts in Kind

Donations of valuable goods and services rather than money (e.g. computers, musical instruments, printing services, etc.) must be approved in advance by the development office and through the area administrator for its usefulness in the school. Gifts in kind will be acknowledged through the development office. However, by law, value for tax purposes must be determined by the donor.

Endowment

MPCS has an established endowment to begin building financial security for the school. Gifts may be made to the endowment and directed by the donor in two main areas: operational (building maintenance, etc.) and financial aid. Donors who contribute $100,000 or more may choose to establish a named endowment fund or scholarship.

Fundraising Projects

While fundraising above and beyond the MPCS established programs is not encouraged, the school recognizes there are times when it is appropriate and necessary to raise funds for projects not covered by the operating budget. All fundraising efforts (including drives and collections), whether for needs at the school itself or for another charitable cause, must be approved both by the appropriate area administrator and by the development office before any planning or communication of the fundraising project takes place. This includes drives to raise money or goods for an external charitable cause, solicitation of individuals or businesses for cash, sponsorship, or in-kind donations, and appeals to MPCS families for classroom, missions, or club donations.

A complete policy handbook on charitable contributions, fundraising guidelines, and giving is available through the development office.

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