

# **The Millard School**

*Parent/Student Handbook*





**STRONGER TOGETHER**

Association of Christian Schools International

*Membership*

*Effective through September 30, 2021*

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### **Mission Statement**

The purpose of The Millard School shall be to operate as an independent Christian school that believes that each child deserves the chance to learn and grow in a joyful atmosphere that nourishes their spiritual, social, emotional, physical, and academic learning experiences through the love of Jesus Christ. TMS will accept and cherish an environment of diversity where specific tools and guidance are utilized so that each child may discover their God-given destiny.

### **Statement of Faith**

1. We believe the Bible to be the inspired, infallible and authoritative Word of God and that all scriptures included in the Old and New Testaments are the complete revelation of His will for the salvation of humanity, and the divine final authority for all Christian faith and life.
2. We believe there is one God who is the creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Genesis 1:26-27, Matthew 28:19, John 10:30).
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), in His sinless life (Hebrews 4:15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His blood shed (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), in His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that even though man is sinful by nature, God is faithful to redeem all who confess and forsake their sin, and is the giver of salvation through His Son, Jesus Christ (John 14:6, Ephesians 4:7).

## **The Holistic Care Approach**

**“Love the Lord your God with all your heart,  
and with all your soul and with all your mind.”  
Matthew 22:37**

Here at the Millard School, we wholeheartedly believe in the use of a holistic approach in the care of our students. Each student has different needs that affect the child as a whole and thus each aspect must be cared for and nurtured. These needs may manifest themselves in one or more of the following areas: emotional, behavioural, and spiritual. In order to determine any cognitive, academic, sensory, or processing deficiencies that stem from these three areas, all of our students at TMS are thoroughly observed, monitored, and screened in all settings. This system is designed in such a way so that students’ individualized needs can be accurately discerned, evaluated, and appropriately accommodated. With the use of properly implemented modifications, our goal is for every student to attain the opportunities presented to them from the Father and to successfully realize their God-given destinies.

*Updated August 2019*

## **Statement of Nondiscrimination**

The Millard School will admit students of any race, color, national and ethnic origin, and grants them all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs.

## **Schoolwide Expected Student Outcomes**

### **Spiritual**

*Students will learn to be spiritual discerners who:*

- Use a biblical perspective to solve problems of everyday life.
- Appreciate and understand who God is and His love for us through the life and death of His Son, Jesus Christ.
- Are able to defend his/her own faith.
- Practice spiritual disciplines: being involved in a church, praying, studying the Bible.

### **Physical**

*Students will treat their bodies as temples of the Holy Spirit who:*

- Accept his/her own worth as God's creation.
- Maintain self-control of his/her own attitude and behavior.
- Take care of God's creation and His blessings to us.
- Behave courteously and graciously in winning and losing.

### **Academic**

*Students will become life-long learners by:*

- Maintaining a desire to always obtain more knowledge and experience.
- Using technology appropriately and responsibly.
- Appreciating and participating in all areas of knowledge: Bible, listening, speaking, language arts, science, history, arithmetic, and fine arts.
- Knowing how to think both critically and logically to determine the best solution to any problem.
- Being academically prepared for the future.

### **Social**

*Students will learn the importance of integrity and understand stewardship by:*

- Using his/her God-given gifts to serve and care for others.
- Respecting others, without discrimination to age, race, culture, and/or faith.

- Understanding Bible stories, including the gospel, and know how to spread that message to others.
- Demonstrating abilities of communication through writing, speaking, reading, and listening.
- Working well with others in both large and small groups by using interpersonal skills.
- Developing and demonstrating a biblical worldview and operating in that perspective.

## **Academics and Curriculum**

Each school calendar year, TMS will fully utilize Abeka curriculum that encompasses 170 days of teacher-led, academic lessons with Biblical worldview from a Christian perspective.

### **About Abeka Curriculum**

Abeka's proven approach to teaching helps teachers teach and students learn. This teacher-directed framework empowers teachers to focus students' attention on the material they need to learn-in a context and sequence that will help them learn it best. At every step, students' learn, apply, and master new concepts and skills.

#### ***Subjects include but are not limited to:***

Reading

English

Mathematics

History

Science/Health

Bible

Music and Drama *(All students will have the option to participate in The Mountain Movers Theatre Company. Participation fees may apply.)*

## **Tuition and Supply Fees**

Each parent is responsible for the full financial support of his or her student(s) at The Millard School. Each student's financial contribution will be treated on an individual basis.

### **Payment Schedule**

Tuition or supply fee must be paid in accordance to a 10 month academic calendar year. Including the months; August, September, October, November, December, January, February, March, April, and May.

Tuition or supply fee may be paid annually, in full for the entire academic year, or at the beginning of each month. Bi-monthly payments will not be applicable unless prior arrangements have been made with the Principal.

### **Scholarship Recipients**

All scholarship recipients will be treated on an individual basis with a supply fee payment requirement of \$20.00. If payment is not in accordance with the payment schedule the scholarship award may be withdrawn and full-tuition will be expected for the remainder of the school year.

\*If for any reason you choose to withdraw your child during the school year, any tuition paid **will not** be reimbursed. Likewise, if your child is suspended or permanently expelled from TMS, there will be no tuition reimbursement.

### **Hours of Operation**

**Monday-Friday 8:00 a.m. to 3:30 p.m.**

\*Parent drop-off should be no earlier than 8:00 a.m. and no later than 8:20 a.m.

\*Parent pick-up should be no later than 3:45 p.m.

*\*In case of unavoidable circumstances that interfere with drop-off or pick-up, a parent/guardian must notify the school by an appropriate time so arrangements can be made to accommodate.*





## **Attendance Policy**

The administration, staff, and faculty of TMS believe that daily school attendance is vitally important in the continuation of learning not just academically, but socially for life-long endeavors. We also believe that excessive absences hinder the success of the student and provide more challenges for staff to accommodate the learning gaps of the student. Additionally, excessive tardiness causes a disruption in the classroom environment not only for teachers, but for other students desiring to learn.

**Students are considered tardy at 8:20 a.m.**

**School sessions start promptly at 8:30 a.m.**

**Students without an excuse will be determined absent after 8:25 a.m.**

### **TRUANCY DEFINED KRS 159.150**

Students are required to attend regularly and punctually the school in which they are enrolled. Any student who has attained the age of six (6) but has not reached his/her eighteenth (18th) birthday, who has been absent without valid excuse for **three (3) days** or more, or tardy without valid excuse on **three (3) days** or more, is a truant.

**\*Any student who has been reported two (2) or more times is a habitual truant.**

### **KRS 159.180**

Every parent, guardian or custodian of a child (six to eighteen) residing in any school district in this state is legally responsible for any violation of KRS 159.150 to KRS 159.170 by the child. Parents or guardians of truant students may be fined up to \$100.00 for the first offense and up to \$250.00 for the second offense and sentenced to not more than 90 days in jail.

### **NOTES REQUIRED**

- All absences and tardies will be considered unexcused until the appropriate documentation is provided to the school.

- These notes must be submitted to the school **within three (3) days** upon the student's return to school following the absence or tardy event. If the note or documentation is **not** received within **three (3) days** the absence event or tardy will remain **unexcused**.
- **Parent/Guardian Notes: Five (5)** Parent/Guardian notes shall be accepted as excused each school year.
- **Health Care Provider (Doctor) Notes: Ten (10)** Doctor excuses shall be accepted as excused each school year. Excuses must contain the name of health care provider, date and time of appointment, date student can return to school, and signature of provider.

\*Any absence or tardy due to medical reasons that exceeds **ten (10) days** will require completion of a Medical Excuse Form before it is considered excused.

**TARDIES**

- Tardiness to school is inexcusable except in emergency situations.
- Reporting to school late or leaving prior to the end of the school day are both considered tardies and must be verified with excuses or they will be counted as absences.
- Excuses must be submitted to the school within **three (3) days** upon the student's return to school.
- Excuses for tardiness will count toward the **five (5) parent or guardian notes** that are accepted as each school year and the **ten (10) doctor's notes** accepted per school year.

EXCUSED Absences	UNEXCUSED Absences
1. Personal illness or injury	1. Indifference of parent or guardian
2. Death or severe illness in immediate family	2. Working at home or business
3. Medical appointments of students	3. Transportation
4. Religious holidays	4. Distance from school
5. Reporting to court	5. Unknown by school or parent
6. Tests or Examinations	6. Overslept
7. Documented military leave	7. Out of town
8. One (1) day prior to departure of parent or guardian called to active military duty	8. Juvenile detention - jail
9. One (1) day upon return of parent or guardian from active military duty	9. Baby-sitting
10. Other valid reasons as determined by the Executive Director, including trips	10. Childcare

qualifying as Educational  
Enhancement Opportunities

11. Emergency or extreme hardship may be approved at the discretion of the Executive Director.

#### **EDUCATIONAL ENHANCEMENT**

- Students are allowed up to **ten (10) days** to participate in Educational Enhancement Opportunities, pending approval by the Executive Director. Requests for EEO's need to be in writing and submitted for approval at least **five (5) days** prior to the event/trip.

#### **ATTENDANCE INTERVENTION AND TRUANCY COURT**

1. When the student is absent from school, the school will call the home.
2. When a student has **three (3) unexcused absences**, the Executive Director will mail the parents a written notice.
3. When a student has **six (6) unexcused absences**, the Executive Director will mail the parents a written notice and schedule a parent conference.
4. When a student under age 16 has **nine (9) unexcused absences**, the Executive Director will file a report with the CEO's of The Millard School and a Final Notice will be served.
5. **Continued unexcused absences will result in action in District Court.**



### **Discipline Code**

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

### **Rules for Every Classroom**

1. No communication without permission. Raise your hand with mouth closed.
  - a. Example-sign language, touching, talking
2. Do not leave your seat without permission.
  - a. Example-Bobbi says, “But Mrs. Kelly I needed to sharpen my pencil!” “I understand Bobbi. Do you remember our classroom rule about getting out of your seat without permission?”
3. Eyes to the front.
  - a. Example-looking around, shuffling through papers, not paying attention.

### **K4-K5 Discipline Code**

- 1) Look (long firm look and do not lose eye contact)
- 2) Say name (use low firm voice privately)
- 3) Stand by desk (place hand on desk and continue with lesson)
- 4) Hide eyes (place hand on their shoulder and ask them to hide eyes no longer than 1 min.)
- 5) Missed play time or loses privilege (loses weekly assigned leader role)
- 6) Heart to heart time (take them away from other students express consequences)
- 7) Principal Involvement (private counsel about behavior will be administered and disciplinary action form will be filled out.)
- 8) Parental Involvement (will be contacted by Principal and options discussed)

### **1st-5th Discipline Code**

- 1) Look (long firm look and do not lose eye contact)

- 2) Say name (use low firm voice privately)
- 3) Stand by desk (place hand on desk and continue with lesson)
- 4) Missed play time or loses privilege (loses weekly assigned leader role)
- 5) Heart to heart time (take them away from other students express consequences)
- 6) Principal Involvement (private counsel about behavior will be administered and disciplinary action form will be filled out)
- 7) Parental Involvement (will be contacted by Principal and options discussed)

### **Middle School Discipline Code**

- 1) Look (long firm look and do not lose eye contact)
- 2) Say name (use low firm voice privately)
- 3) Stand by desk (place hand on desk and continue with lesson)
- 4) Loses privilege
- 5) Heart to heart time (take them away from other students express consequences)
- 6) Principal Involvement (private counsel about behavior will be administered and disciplinary action form will be filled out)
- 7) Parental Involvement (will be contacted by Principal and options discussed)

### **Dress Code**

The dress code of The Millard School is designed around the principle of parental discretion in applying Biblical standards of modesty, moderation, and message/ministry to others. Our goal is to have no educational distractions.

#### **Basic Dress Code for grades K4-4th**

- Shirts should cover the midriff at all times.
- No thin strapped tops.
- Shorts should not be shorter than 3 inches above the knee.
- Clothing with any depictions of alcohol, tobacco, or weaponry is not to be worn.
- Any jeans with holes must be covered with fabric if the holes are 3 inches above the knee, so that no skin shows.
- Hats, hoods on sweatshirts/jackets, bandanas, sweatbands, or sunglasses are not to be worn.

#### **Basic Dress Code for grades 5th-8th**

- Shirts should cover the midriff at all times.
- No thin strapped tops.
- No cleavage.
- Leggings are not to be worn in place of pants. These are considered undergarments only. Leggings must be accompanied by a skirt, shirt, or dress that is mid-thigh.

- Clothing with any depictions of alcohol, tobacco, or weaponry is not to be worn.
- Shorts, skirts, and dresses should not be shorter than 3 inches above the knee.
- Any jeans with holes must be covered with fabric if the holes are 3 inches above the knee, so that no skin shows.
- Underwear must not be shown above the pants line during the day or during a physical activity. The shirt must be tucked into the pants if these are exposed.
- Hats, hoods on sweatshirts/jackets, bandanas, sweatbands, or sunglasses are not to be worn.

**NO EXTREMES IN FASHION OR HAIR, AS DEFINED BY THE SCHOOL ADMINISTRATION, ARE PERMITTED.**

\*Decisions on appropriate clothing lie with the Principal at TMS. If a student arrives at school improperly dressed, a parent may be contacted to resolve the dress issue.

**Film/Photograph**

On occasion, photographs and videos will be taken on The Millard School students. These pictures may be displayed on bulletin boards throughout the school and may be posted on social media to keep the parents and the public informed about our school. These pictures and videos may also be used in the yearbook. All parents are required to fill out and submit the Permission to Film/Photograph form at the beginning of each school year.

**Medication Policy**

The staff of The Millard School will administer prescription medicines accompanied by a signed and dated Prescription Medication Authorization Form (available upon request). All prescription medications must be in the original container with the name of the child, prescribing doctor, prescription number, and dosage. Over-the-counter medications will be administered accompanied by a signed and dated Over-The-Counter Medication Authorization Form (available upon request). Over-the-counter medications must be in the original container and have the child's name on the bottle.

**Management of Communicable Disease**

It is the parent's responsibility to notify TMS when a child is being treated for a communicable disease so that other parents might be informed of the possibility of exposure. When a student exhibits symptoms, a collaborative determination will be made by the teacher and the executive director regarding the discharge of the student to a parent/guardian.

If the student is to be dismissed, the student will immediately be isolated from the other students. The parent or guardian will be notified to pick up the student within the hour. In cases in which the parent cannot be reached, the emergency contacts will be called.

If a student is picked up for illness, they must follow the following guidelines or provide written doctor's orders before the student may return to school:

- **Fever/Cold/Flu** - Please refrain from school if you exhibit signs of a cold or the flu (chills, fever, cold symptoms, and cough) until your doctor says it is safe to return, or until you are fever free for 24 hours.
- **Vomiting/Diarrhea** - If your child vomits or has diarrhea at school, we will call and ask that you pick them up within the hour. Please do not send them back to school the following day. Instead, wait the recommended 24 hours of no diarrhea or vomiting to return to prevent spreading the illness to others.
- **Other Contagious Illness** - If your child has signs of other contagious illness (rashes, pink eye, hand/foot/mouth, strep etc.) please refrain from attending school until the illness has resolved or your doctor has cleared you to return.
- **Lice** - Please notify the school if your child has lice so that we can take the proper precautions. We will check every student for lice for two weeks following an incident and ensure that the classrooms are thoroughly cleaned. If we find that your child has lice, we will call for you to take them home from school and treat them. We will recheck your child's head upon returning to school. We have a no-nit policy that if we find any nits, your child will be sent back home until they are completely clear. We will inform you if there is a confirmed case of lice in your child's class.

\*There is no reduction in fees or tuition for absences due to illness.

### **Covid 19 Safety Guidelines**

*Applicable considerations taken from the CDC (Center for Disease Control and Prevention) and The Kentucky Department of Education Reopening Guidelines.*

- Morning temperature checks and the use of hand sanitizer may be required of staff, students, and visitors prior to entering the school.
- Morning chapel will be conducted in each individual classroom in order to limit intermingling of mass groups of students.
- Students will remain with the same teacher throughout the majority of the day and intermingling with classes will be limited.

- In the event where a student must leave their classroom to receive intervention services, the appropriate sanitizing and disinfecting will be implemented to ensure the health and safety of the student and staff in the communal intervention space.
- Lunches will be staggered and thorough cleaning will be conducted in between each use. This includes sanitary measures such as wiping down microwaves, counters, refrigerator, seating and table tops. Additionally sweeping and mopping the floors.
- Playground times will be staggered and thorough cleaning of equipment will be conducted in between each use. During each use there will be a no touch rule in which students are encouraged to social distance.
- There will be a reinforcement of handwashing for at least 20 seconds before eating, after using the restroom, or returning from the playground. Hand sanitizer will also be utilized in situations where hand washing is not applicable, for example in the classroom setting.
- Each student will have their own pencil and crayon boxes to eliminate sharing.
- Teachers will be responsible for disinfecting specific areas within the classroom at a minimum of three times a day. This includes door handles, desk tops, light switches, etc., or any area in which students frequently touch.
- To the extent possible in the classroom setting, student seating will be spaced out according to the 6 foot guidelines.
- Students in first grade and up may be required to wear a face mask to the extent possible during school hours. Exceptions may be granted on a case-by-case basis when wearing a face mask would compromise the health and safety of the student. Some students might not be able to wear masks for a variety of reasons. For those who are unable to wear a mask, we will encourage social distancing and implementation of all safety protocols in order to keep our environment clean and safe.
- In the event that a student develops a fever greater than 100.4, the student will be isolated in the appropriate manner and the parent or guardian will be contacted immediately for pick-up.



### **Visitors**

All visitors must come in through the front door only, including ARC Corporate employees. Only assigned emergency personnel will have access to the school through any side and back entrances. Visitors must check in with the Administrative Assistant and then the appropriate teacher will be notified. This not only ensures a safe learning environment, but one with as few distractions as possible.

### **Lunch**

Students must either have the lunch provided, or pack their own lunch. Students will need to have an ice pack included in their lunch box, as they will be stored in their respective classrooms until lunch. There will be one/two snack periods each day, and as such parents should pack small healthy choices for their child. Please also include a refillable water bottle.

### **Food Allergies**

Staff of The Millard School must be notified of any food allergies and their severity. These will be documented for each student. Depending on the severity of the allergy the student may require a separate eating space or require an EpiPen to be with a designated employee.

### **Parent Communication**

Open communication between parents and staff is essential. Parents should feel free to speak with the appropriate staff member regarding any concerns. However, because of the necessity of the teachers to be devoted to the safety and supervision of the students, parents should schedule meetings or phone calls so as not to disrupt the learning environment. All mass communication from TMS to the parents will be conducted through our school management system.

### **School Closings and Delays**

We are not bound by the local school district in regards to school closings and delays. In most cases of inclement weather, we will follow the district's call, however, **all decisions will be made at the discretion of the Principal.** We will attempt to follow the local school schedule in

an effort to aid parents who may have children enrolled in the public school as well as TMS. Any communication regarding closings/delays will be made through the school management system.

### **Makeup Work**

In the event of several days missed, it will be at the discretion of the school whether or not to send home makeup work packets and/or utilize Google Classroom to makeup lessons. This decision will be based on the progress of predetermined academic goals of each grade and completion will be mandatory. If a student is doctor-ordered to not to attend in-person classes due to a communicable disease that may put others in jeopardy, then other options may be considered for make-up work.

### **Field Trips**

Field trips are an important part of the learning process as they help to supplement and illustrate a unit of study. Participation on field trips is a privilege. Students should understand that on all field trips they represent a Christian school and that their conduct should reflect this image. Notification will be given in a timely fashion for the parents to return the permission slip authorization form and any applicable fee.

The following are some basic guidelines established to make the field trip as enjoyable and safe as possible.

1. Students are the responsibility of the teachers while at the site, as well as any volunteer parent chaperones.
2. Children who cannot control their behavior in the classroom may not be allowed to participate in field trips.
3. Parents must either provide transportation to and from the field trip site **OR** have a signed transportation permission slip. Carpooling is recommended, but please ensure that all arrangements are set before the day of the trip.
4. Siblings of class members are permitted to participate in the field trip activities. Please note that additional fees may apply.
5. Students must have a signed permission slip and pay any applicable fees to go on any field trip.

### **Personal Property**

All personal items of a student should be properly labeled. Some items are prohibited such as any type of weapon or firearm. Any personal item that promotes alcohol, tobacco products, drugs, crude, vulgar, suggestive, ungodly, or otherwise inappropriate images or words will not be allowed at school. School personnel may extend this prohibition to any item that detracts from the educational environment. Students who violate this rule will have their property confiscated and returned to their parents.

## **Weapons**

Students are not allowed to carry, possess, or use firearms or other deadly weapons, destruction devices, or explosives in or on school property. Any student who brings a weapon to school will be suspended from school and may be expelled if the administration deems necessary. The incident will also be reported to the local authorities for further action.

\*A weapon is considered to be any object (knife, gun, bullets, etc.) which by its nature or use may cause harm. This policy applies to all students, staff members, and visitors of TMS.

\*School personnel are not responsible for any items that are lost, stolen, or damaged when brought to school.

## **Use of Technology**

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles, and meet our educational goals. The Millard School has several technological resources to help students observe events as they happen around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Students should observe the following while accessing online materials:

- Any material accessed should be used for class assignments and/or research only.
- If inappropriate information is accessed mistakenly, the student should report this access to a teacher or administrator immediately.
- TMS has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. Students are ultimately responsible for the content they access.
- Students are strictly prohibited from using the network system to access anything that is considered obscene, condones violence, promotes the use of alcohol or tobacco, cheating, or advocates participation in illegal activities.

## **Use of Electronic Devices**

ALL student cell phones and electronic devices must be turned off or set to silent. These devices must be put away while in the classroom. At the discretion of the teacher, students may be permitted to use their electronic devices **for academic purposes only**. If a student chooses to use their device at an inappropriate time, the teacher will follow the disciplinary procedures outlined in the handbook.

## **Bullying**

Bullying is the act of using unwanted, aggressive behavior that involves a real or perceived power imbalance towards another person. The behavior is repeated, or has the potential to be repeated, over time. There are three types of bullying. Verbal bullying is saying or writing mean

things, such as teasing, name-calling, making inappropriate sexual comments, taunting, or threatening to cause harm. Social/relational bullying involves hurting someone's reputation or relationships, such as leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public. Physical bullying involves hurting a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures. This information and more can be accessed at [stopbullying.gov](http://stopbullying.gov).

**Bullying will not be tolerated and will be handled with grace, as serious misconduct which could mean suspension or expulsion.**

### **Withdrawal of Student(s)**

In the event that parents or guardians decide to withdraw a student from The Millard School, the Principal and/or Executive Director should be notified immediately. Student records will be released **only** with a Student Records Release form, signed by both the parent/guardian and the Principal and/or Executive Director. Student records will be locked and stored for a minimum of one year after withdrawal. Exit interviews and questionnaires may be conducted with the Principal. In the event of school closure, TMS will work alongside the designated accredited school, association, or local school district to ensure that student records are transferred correctly and efficiently.

### **Criterion for Admissions/Placement in The Millard Christian School**

The student's academic performance is a key component in the admissions/placement decision. In seeking evidence of the student's level of academic performance, each student will be given a grade level assessment in both reading and mathematics. This component will help the admissions committee to determine the student's academic strengths, and whether a student needs extra assistance. The student's grades are considered as a way to communicate the student's commitment to study, participation in class, and the pursuit of excellence in academics. However, the admissions test helps assess the present level of performance in language and mathematical skills which include reading comprehension, vocabulary, reasoning, and mathematical concepts. This component holds the greatest weight in determining admission and placement.

- If a student scores at or above 50% on both the math and reading entrance exam, and has favorable grades on the report card, he/she can be accepted into The Millard Christian School at grade level.
- If a student scores at or above 50% on reading, but below 50% on math, and has favorable grades on the report card, students can be accepted into The Millard Christian School at grade level with Tier I and Tier II interventions in place for math.

- If a student scores below 50% in both reading and math, the student can be accepted into The Millard Christian School with the understanding that the child will be retained to repeat the most recent grade level with Tier I and Tier II interventions in place.
- If a student scores below 50% in reading, but scores above 50% in math, the student can be accepted into The Millard Christian School with the understanding that the child will be retained to repeat the most recent grade level with Tier I and Tier II interventions in place for reading.

TMS offers special services to families in order to provide a God-honoring learning environment for children with special academic needs. While the school recognizes that it may never be able to reach the needs of each individual child, these special services are offered as a means of reaching many who learn differently. It is the vision and commitment of The Millard Christian School to help students perform to their fullest potential. Our goal is for every student to attain the opportunities presented to them from the Father and to successfully realize their God-given destinies.

### **Retention/Placement Policy**

In the event that a student is facing possible retention, the treatment team will review all data related to the student in question and determine a plan for success. This recommendation will be reviewed by The Millard School Board, and, if approved, will be presented to the parents/guardians of the student. If the parents/guardians disagree with the present recommendation, they could face denial of admission to TMS. Likewise, if a student's parents/guardians have disagreed with the recommendation of retention by The Millard School Board, the student will not be permitted to participate in graduation activities.

### **Graduation Policy**

The Millard School will hold graduation ceremonies for students exiting K5 and 5th grade. If a student does not meet graduation requirements for either grade level, he or she may not be permitted to participate in graduation activities. Graduation requirements will be derived from data obtained from student academic progress, standardized testing scores, and TMS placement results. The Millard School Board will make any final decisions regarding graduation participation.

### **Statement of Change**

This handbook is not exhaustive in its contents. Students are subject to all handbook policies while enrolled at The Millard School. TMS reserves the right to change any policy at any time when, in the discretion of the administration, it is determined to be in the best interest of the school.

