

# Mooresville Christian Academy

## PARENT & STUDENT HANDBOOK

### 5.000 Series

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# Mooresville Christian Academy

## PARENT & STUDENT HANDBOOK

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### VISION

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**To influence and impact the students, families, and the surrounding community, by promoting distinctive, God honoring, Christ exalting, educational culture.**

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### MISSION

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**Mooresville Christian Academy is dedicated to Partnering with families to provide an excellent Christ-centered education, equipping students to grow in faith, learning, leadership and service.**

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### PURPOSE

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**MCA is formed to offer spiritual training that is aimed at bringing the student into a correct relationship with God through Jesus Christ, while maintaining a strong academic program.**

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### STATEMENT OF FAITH

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1. We believe the Bible to be the inspired and only infallible authoritative Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19; John 10:30)
3. We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); in His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith alone we are saved (John 3:16-19, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

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7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19- 20, Ephesians 4:30).
8. We believe in the creation of man by the direct act of God. (Genesis 1:26-28; Genesis 5:1-2).

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## THEOLOGICAL DISTINCTIVES

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1. A devotion to **the Glory of God** and the exaltation of **Christ as king** of over all things.
2. A dedication to teaching a **unified view of life and the world**, abolishing the concept of the sacred versus secular, with genuine understanding of God, creation, man, fall and restoration.
3. A reliance upon **God's objective revelation** to man as found in the holy, inspired and inerrant word of God. The Scriptures are both the only authority for life and faith and the lens through which we interpret the rest of creation.
4. A conviction in a **transcendent and unchanging moral law**, grounded in the character and nature of the holy and triune God.
5. A belief that **beauty and value** permeates every field of study and human action and must be integrated throughout all educational programs.
6. A certainty that Christianity gives **meaning and purpose** to all things; including creation, education, history, suffering, vocation, etc.
7. A confidence that all individuals are created in **the image of God** and reflect the glory of the creator in all things. Each person has a meaningful calling in life that becomes clear through teaching, mentoring and discipleship.
8. A commitment to the **mind, the heart and the life** of an individual. All three make up true and living faith. MCA is committed to an academically rigorous curriculum, founded upon strong relationships between faculty and students, as well as training in the application of truth. We do not teach merely facts but work to integrate the minds, hearts, and wills of students as they learn and mature.
9. An understanding that true Christian growth will lead to **flourishing communities and cultural engagement**.
10. A certainty that God wonderfully and immutably **creates each person as male or female**, and that these two distinct, complementary genders together reflect the image and nature of God.
11. A certainty that God created **marriage to be exclusively the union of one man and one woman**, and that sexual activity is to occur exclusively within that union.
12. A certainty that **all human life is sacred and created by God in His image**. Human life is

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of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

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## STUDENT OUTCOMES

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- 1. Christian Truth and Doctrine:** Students will learn to think and live from a Biblical perspective, applying Biblical truth to all of life. Each student will understand the Gospel message of Jesus Christ and be given the opportunity to receive God's message of salvation.
  - 2. Moral Thought:** Students will grow in their understanding of moral truth and reasoning. They will practice and exhibit moral and critical thinking as they grow and mature.
  - 3. Beauty and Value:** Students will learn and grow in appreciation for the beauty and value that permeates all life as they pursue academic understanding.
  - 4. Passion for Learning:** Students will demonstrate a growing passion for life long learning, academic inquiry and academic preparedness.
  - 5. Relationships (Family, Church, Friends and Neighbors):** Students will understand and participate in healthy, committed relationships. They will learn to recognize the worth and value of every human being, especially those who are weak and in need.
  - 6. Respect:** Students will learn and practice respect towards one and another and those in authority.
  - 7. Communication:** Students will be effective in written, oral and media communication.
  - 8. Stewardship (Physical care; Environment):** Students will understand and practice stewardship in all things, including care for their physical bodies, time, finances and the created world.
  - 9. Historical Perspective:** Students will recognize and appreciate their place in human and church history. They will understand their choices and actions are significant and have consequences at all times.
  - 10. Cultural Engagement:** Students will see themselves as part of the larger community and display a desire for service and cultural awareness.
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## **CHRISTIAN PHILOSOPHY AND POLICY** **5.100**

### **CHURCH ATTENDANCE** **5.101**

Hebrews 10:25 says, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching."

Believing that our role at MCA is to assist the home and the Church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their church. We do not feel that we are working in harmony with the home, if the family is not active in church.

### **CHRISTIAN TRAINING** **5.102**

MCA teaches those truths which are central in the evangelical Protestant tradition. We evangelically present that man is sinful in nature and needs to be restored to a right relationship with the Lord Jesus Christ if he is to know peace here and in the glory of God hereafter. It is our purpose to provide a basic academic educational program that has as its integrating center the triune God.

### **COMMUNICATION POLICY** **5.103**

Matthew 18:15 says, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

#### *PURPOSE*

1. To encourage good communications between MCA parents, staff, and Board.
2. To set forth guidelines to be followed in all communication relating to school matters.

#### *PROCEDURES*

1. All school matters of concern should first be referred to the appropriate faculty/staff member, i.e., a classroom matter to the teacher.
2. All matters not resolved by the faculty member should be taken by the concerned parent to the principal.
3. All matters not resolved by the principal should be taken by the concerned parent to the administrator.
4. The concerned person(s) will take matters, which cannot be resolved by the administration, to the Executive Committee of the MCA Board.
5. If the Executive Committee cannot satisfactorily handle the situation, the Board will consider the matter at its next regularly scheduled meeting.
6. If someone contacts a parent about a school matter or concern, the parent should tactfully refer that person to this policy so that they can appeal to the appropriate person.

### **EVANGELISM OF STUDENTS** **5.104**

The education a child receives plays a vital role in his personality development and the life choices he makes in later years. With this understanding, MCA assumes its portion of the responsibility it shares with parents "*to train up a child in the way he should go.*"

The future leaders of our cities, our states and our nation are in our school today. We must do all we can to insure that they receive excellent academic preparation. We will fall short, however, unless



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we provide a Christ-centered learning environment and that emphasizes man's responsibility to God, family and the community of man. It is only with a healthy philosophy of life that a student can properly apply his academic skills.

It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and for each teacher to know where each child in his or her class stands in regard to his or her relationship with Christ. It is the desire of the school that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

## **PRAYER**

**5.105**

Prayer is a vital ingredient in our program of Christian training. Students at MCA are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God, and are given opportunities to pray and to share needs with others as they share their requests with Him.

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## **ADMISSION** **5.200**

### **PREFACE** **5.201**

MCA offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The admission procedure is accomplished through the following sequence.

### **ADMISSIONS** **5.202**

The process of enrollment at MCA prior to final acceptance shall include but is not limited to the following:

1. Submission of properly completed application forms, registration and fees.
2. Parent/student interview with administration to insure that:
  - a. At least one parent expresses a clear testimony of Christian faith in writing;
  - b. The parents desire a Christian education for their child;
  - c. Family beliefs and practices are consistent with the standards, doctrine, and values of the school;
  - d. The child, if middle school age, expresses a desire to attend MCA and agrees to live in harmony with school standards.
  - e. Middle school applicants must submit a written personal testimony.
3. Entrance testing (grades K4-8).

Upon completion of the designated steps, parents are notified as to whether or not their child has been accepted into the school. Students can be accepted with conditions (for example: the student goes to summer school, be tutored or repeat a grade).

Students who have been accepted into the school must have their files complete within the first month of school. This includes having immunization forms, birth certificate, Statement of Cooperation and Agreement, parent testimony, pastor recommendation and previous school records if applicable. The birth date cut-off for entrance into four-year-old kindergarten shall be four by September 1st, kindergarten shall be age five on or before September 1st, first grade students shall be six on or before September 1st. There may be a few exceptions to be approved by the administration.

MCA follows an admissions procedure sequence that benefits both the school and prospective parents. The administrative office conducts interviews first and then classifies admissions decisions into three categories: conditional admission, probationary admission, and denial of admission. Parents are required to complete the forms and pay the application fees prior to the interview and testing. If the student is denied admission, then a portion of the application fee will be refunded.

### **INTERVIEW WITH THE ADMINISTRATIVE OFFICE** **5.203**

The administrative office will schedule an interview with parents who have made application to MCA. The administration may require the student to attend the interview or to be interviewed by the administration at another time. The administrative office must interview the parents before admission to the school is granted.

Parents should bring a copy of the student's grades and achievement test results to the interview. Parents seeking to enroll a student at the beginning of a school year should bring the student's academic information for both the current school year and the previous school year. The administration will use the information to assess the student's academic aptitude and to identify

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possible problems. All students admitted to the school will be expected to perform at or above grade level.

The process for enrollment is as follows:

1. Forms completed;
2. Application Fee paid;
3. Date Set Up for Testing;
4. Interview & Testing.

It is desirable that students who attend the school come from homes that reinforce the values and beliefs taught during the school day. To this end, the administration office will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline policies.

During the interview, the administration will provide a description of the school's activities and will answer any questions that arise. Classroom visits are permissible upon request and by prior arrangement with the administration.

If the information for the student is complete, the parents will be informed of the administration's decision within a week of the interview. If the information is not complete, the decision will be delayed until the required information has been obtained.

## **ADMISSION DECISIONS**

**5.204**

Admission decisions are based on several criteria, among which are:

1. Spiritual Considerations
  - a. Personal Christian commitment of parents and student.
  - b. Willingness of parents and student to be supportive of the school's evangelical Christian philosophy of education.
  - c. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.
2. Behavioral Considerations
  - a. History of acceptable citizenship in previous school experience.
  - b. Agreement of parents and student to abide by the behavior standards established by the school.
3. Academic Considerations
  - a. Documented record of acceptable grades in previous school experience.
  - b. Acceptable scores on achievement tests.
  - c. Prior teacher recommendations
  - d. Essay requirement for middle school (grades 6 – 8) applicants.
4. Personal Considerations
  - a. Student's special interests, talents, and skills.
  - b. School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

Admissions fall into three categories: conditional admission, probationary admissions and denial of admission.

*Conditional admissions* are reviewed yearly for continuing enrollment. A conditional admission for the school year is given to students who:

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1. are performing at or above grade level;
2. attend school regularly; and
3. submitted to school policy and regulations during the previous school year.

In the cases of new applicants, the student will be expected to have submitted to his or her previous school's regulations and policies for the grading period immediately preceding application for entry to the school. (This status can be changed for academic or disciplinary reasons.)

Applicants with deficiencies in any of the specified areas may be offered *probationary admittance* for nine weeks if the administration feels the deficiencies will be corrected by the end of that time. Probationary admissions are reviewed each grading period by the administration. If the necessary corrections have not occurred, the student will be denied further admittance. If the administrator and the student's teacher(s) agree it is highly likely the deficiencies will be corrected at the end of a second nine weeks, probationary admission can be extended. Under no circumstances, however, can a student be placed on probationary admittance for more than eighteen school weeks.

*Denial of admission* will be given by the administration if the applicant is deficient in one or more of the specified areas and correction during a nine-week period is unlikely. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

## **COMPLETION OF ADMISSION FORMS**

**5.205**

Parents are required to complete the following forms:

1. Application for Enrollment in MCA;
2. Agreement that Students will be taught in accordance with MCA's Statement of Faith;
3. Emergency and Medical Information Release;
4. Immunization record;
5. Personal Testimony;
6. Statement of Cooperation/Parents Agreement;
7. Field trip & Photo Release;
8. Internet Usage Policy commitment;
9. Pastor Recommendation.

## **APPLICATION FEE**

**5.206**

The application fee (non-refundable) is due when the completed admission forms are returned to the administration office. The enrollment procedures cannot continue until the application fee is received.

## **ENROLLMENT PRIORITIES**

**5.207**

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year. Re-enrollment must be done each year and is not complete until the fee is paid. The re-enrollment fee is non-refundable.

All re-enrollments are subject to the Admission Committee's approval and written notification will be given if rejected. In order to re-enroll all accounts must be current. All students will be prioritized according to their date of application.

Open enrollment will begin after the re-enrollment period.

## **WAITING LISTS**

**5.208**

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Once a maximum number of students have been enrolled for a class, a waiting list will be started. The administrator will inform the Board of Trustees of the number on the waiting list at the next Board of Trustees meeting. If no space is available, the application fee will be refunded in full.

## **CONDITION OF ACCEPTANCE (Tutoring)**

**5.209**

Students who are entering our school may be required to receive tutoring as a condition of acceptance. If a student seems to have received low grades due to lack of effort, the administrator may accept a student on probation.

## **IMMUNIZATION POLICY**

**5.210**

The Indiana General Assembly passed a law (Section 20-8.1.7.9.5) providing for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles). In addition, every child residing in this state, who did not complete grade I before July 1, 1995, shall be immunized against mumps.

### *RELIGIOUS OBJECTION (20-8.1-7-2)*

Sec. 2(a) Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter **unless** the objection is:

1. Made in writing;
2. Signed by the child's parent;
3. Delivered to the school office.

### *EXCEPTION FOR CHILD'S HEALTH 20-8-7-2.5*

Sec. 2.5. Exception for Child's Health. If any physician certifies that a particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health, the requirements of this chapter for that particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health. *As added by Acts 1976, P.L. 103*

### *RECORD OF EXAMINATION; FURNISHING UPON STUDENT TRANSFER 20-8.1-7-9*

Sec.9. (a) MCA shall keep an immunization record of its students. These records shall be kept uniformly throughout the state according to procedures prescribed by the State Department of Health. (b) When a student transfers to another school, MCA will supply their immunization record to the new school within twenty (20) days after the transfer.

### *IMMUNIZATION REQUIRED 20-8.1-7-0.5*

Romans 13:1 says, "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God."

Sec. 9.5. (a) Every child residing in this state shall be immunized against:

1. Diphtheria;
2. Pertussis (whooping cough);
3. Tetanus;
4. Measles;
5. Rubella;
6. Poliomyelitis;
7. Mumps.

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MCA will notify each parent of students enrolling in school that the child must be immunized and that the immunization is required for the child's continued enrollment and attendance unless:

1. The parent or child provides the appropriate documentation of immunity; or
2. Section 2 or 2.5 shown above. As added by Acts 1976. P.L 103, SEC. 3.  
*Amended by P.L. 205-1985, Sec. 1, P.L. 2-1992, Sec. 708; P.L. 192-1993, SEC, 3,*

A parent of students should request a certificate or other documentation of the immunizations from the doctor or the State Board of Health. The immunization program must be completed and dates on file in the office no later than the end of September or the child will be excluded from school until the program is completed.

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## **ACADEMIC AND CURRICULUM 5.300**

### **ACADEMIC STANDARDS 5.301**

It is the belief of MCA that a quality education is the result of

1. a curriculum that integrates God's Truth into all courses and adequately prepares the student for future educational endeavor;
2. teachers that are Christian in philosophy.

Each student is expected to use all available school and home resources and to perform at his or her highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom.

### **PROMOTION POLICY 5.302**

A student may advance from one grade to the next either by placement or promotion. Promotion from grades Kindergarten through 8th grade shall be based on satisfactory completion of the approved course of study for each grade level. Satisfactory completion shall include receiving passing grades in 75% of all academic work; moreover, passing Language Arts and Math are required.

### **ACADEMIC PROBATION 5.303**

MCA is an evangelical school dedicated to the glory of God. It is in existence to help students grow spiritually, emotionally, physically, and academically.

Students in grades two through eight must have a minimum grade point average (GPA) of 2.0 for the previous year of academic studies. Students who fall below a 2.0 average or receive two "F"s by a semester's end will be placed on academic probation for the following semester. Following the conclusion of the probation period, students who have not raised their grades to a 2.0 average with no more than one "F," will be asked to transfer to another school for one year or be retained in the same grade to be approved by the Administrator. The student will be considered for enrollment following two semesters in another school on the basis of the current admissions policy.

### **SCHOOL TESTING 5.304**

Each year, assessment tests (TerraNova 3 and ISTEP) are administered to students in grades kindergarten through 8. A summary report of the results will be sent to each home.

Students in 3rd grade will take the IREAD test in the spring. Students in 8th grade take the EXPLORE Test (ACT), which is used for developing a plan for high school course work.

All 8th grade students take Algebra I. They take the End of Course Assessment (ECA), to receive High School credit in the spring.

### **BIBLE VERSION FOR CLASSROOM USE 5.305**

In the classroom, the New International Version (NIV) will be used for instruction and memory work. For those who prefer their child to use another translation of the Bible) for his or her individual instruction and memory work, arrangements can be made. We require each child to have his or her own Bible and to bring it daily to school starting in 2nd grade.

### **CHAPEL 5.306**

Chapel is held each week. The Administrator or designated individual is responsible for conducting

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the chapel service. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. No talking while coming and going or during the program. During chapel all disciplinary policies will be observed and implemented in dealing with student misbehavior. Chapel shall be an extension of their Christian training, but not the extent of it. An offering will be collected each week to help support a designated missionary.

## **CHRISTIAN SERVICE REQUIREMENTS**

**5.307**

MCA requires that all students in the 6th, 7th and 8th grades participate in volunteer service to local, regional or national church, community or outreach programs.

### *Reason for requiring Service Projects:*

The Board of Trustees and Administration felt that an important part of a Christian education for middle school students is to develop and foster an attitude of willing and joyful volunteer service to church and community. In turn, the students will develop a life-long desire to give of themselves in Christian service.

### *Amount of time required:*

All middle school students must complete no less than 10 hours (five per semester) of unpaid, volunteer service. Any single service opportunity or commitment must be at least one hour in length (service activities that are less than one hour will not be applied to the minimum hours required).

Volunteer service opportunities include, but are not limited to the following examples:

- † Church – Sunday school helper, nursery assistant, missions, outreach programs, facilities and grounds care.
- † Community – Service programs (e.g., Habitat for Humanity), volunteering in hospitals/nursing homes/animal shelters, cleaning and maintaining parks/public property, helping elderly/disabled, assisting at Boy Scout/Girl Scout functions.
- † Outreach & Missions – Food drives, fundraisers for charities, homeless shelters, soup kitchens, national Christian organizations (Promise Keepers, Association of Christian Schools International, etc.).

Note: Volunteer service to MCA that occurs on campus and during normal school hours is not eligible towards the 10 hour requirement.

### *Monitoring and verification of service participation:*

The Home Room teacher shall have the responsibility of overseeing the participation and tracking of each student. A school service project form must be completed for each project and signed by the project leader.

### *Grading*

Grading will use the Pass (A) or Fail (F) method. C+ and above is a passing grade. This grade will appear on the student's permanent record each semester.

## **CITIZENSHIP GRADES (K4-5th GRADE)**

**5.308**

Parents will be informed of the child's conduct with each nine-week report.

## **CLASS PARTIES/HOLIDAY CELEBRATIONS**

**5.309**



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Class parties may be held on dates designated by the administration. We request that any birthday parties be held after school hours.

Listed below are the holidays that we celebrate at Mooresville Christian Academy and how we celebrate them. We ask for your cooperation in supporting our celebration of the holidays at school in the following manner:

*Christmas* – We celebrate the birth of our Lord at this holiday time. Everything in our celebration is centered on this event. Christmas trees and decorations may be hung in the classroom. Santa Claus is not part of the school's celebration of Christmas except for mention of his historical significance to the older students.

*Valentine's Day (K through 5th grade)* – On this holiday we stress friendship and love (especially God's love). Valentines of good taste are usually exchanged at the party.

*Resurrection* – This is the most exciting holiday to us, because of the resurrection of Jesus Christ. Everything in our acknowledgment of this day is centered on that event. We ask that the Easter Bunny not be involved in the school's celebration.

*Other* – Historical emphasis is taught for Columbus Day, Veteran's Day, Thanksgiving Day, Presidents' Day, Dr. Martin Luther King, Jr. Day, etc.

## **COURSE OF STUDY**

**5.310**

MCA provides a graded course of study for grades K4-8. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects MCA statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are ones that promote inductive learning through exploration and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

## **CURRICULUM AND TEXTBOOKS**

**5.311**

It is our aim to provide a Christian education that excels in academic and spiritual instruction. We realize that parents want their young people to be spiritually and academically qualified to assume their proper role in society. Because this is a step- by-step progression, we try to offer instruction at each level in which motivates growth, but is not beyond our students' grasp.

*STUDENTS* – Academically, our students on the whole are average and above average students.

*GOAL* – Our curriculum is designed so every student can work up to his or her potential and to use his or her God-given gifts and talents.

*RESULTS* – It is typical for our students to test over a year ahead\* in some areas of the curriculum. This is due to the teacher/student ratio and to the different methods of teaching.

\*What is meant by a year ahead is that the student approaches the work as a student would in the next year group. For example, a student in fifth grade who tests out in math at sixth grade level doesn't mean that he can do sixth grade math, but that he approaches the math as a sixth

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grader would. The score shows some advancement, but not necessarily that he is capable of doing year ahead work.

*REVIEW* – The curriculum is frequently reviewed. We continue to look for and expect our teachers to continue to be aware of and use new, different, and effective methods in teaching our curriculum.

## EXTRA WORK REQUESTS

5.312

Students often ask for extra work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades.

Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment. Repetition is not permissible at the end of the semester as a desperate effort to improve a low grade in the subject.

## GRADING STANDARDS

5.313

The following chart lists the grading standard to be used in the **1st to 8th grade** school program:

LETTER GRADE	PERCENTAGE RANGE	GPA
A+	100	4.0
A	95- 99	4.0
A -	94	3.67
B+	93	3.34
B	88-92	3.00
B -	87	2.67
C+	86	2.34
C	77-85 (P—Passing)	2.00
C -	76	1.67
D+	75	1.34
D	71-74	1.0
D -	70	0.67
F	0-69	0
I	Incomplete	

## Kindergarten Grading Scale

100% - E+
94-99% - E
90-93% - E-
87-89% - S+
76-86% - S
70-75% - S-
69% and below - N

E is Excellent  
 S+ is Above Average  
 S is Satisfactory  
 S- is Below Average

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N is Needs Improvement

## **GRADING/REPORTING PERIODS**

**5.314**

### *GRADES 1-5*

Each semester will be divided into two nine-weeks grading and reporting periods. In computing the final grade for the course, all grades will be determined in the following manner: The 1st nine-weeks and 2nd nine-week's grade for each subject will be averaged to get the semester's grade; the 3rd nine-week's and the 4th nine-week's grades for each subject will be averaged to get the second semester's grade.

### *GRADES 6-8*

Teachers may weight homework, quizzes, and tests. Please refer to the MCA Junior High Syllabus for additional information.

## **GUIDANCE**

**5.315**

The guidance program at MCA is developed to assist parents and students in the academic, social, and spiritual development of each child. Faculty and staff are available to counsel students regarding academic problems, difficulties in classes, problem solving, resolving conflicts, self-understanding, and other areas of concern.

Throughout the course of the school year, the students may experience difficulties in a particular class or in several classes. The student is encouraged to first contract the teacher to determine what can be done. If the problem persists, a parent-teacher conference should be scheduled. Some situations may warrant group conferences involving parents, teachers, and administrators.

Particularly difficult cases may involve referral to outside sources of assistance. Tutors, psychologists, pastors, and other counseling and educational professionals work with the parents and MCA in diagnosing and remediating specific problems, whether they are academic, emotional, or spiritual.

Testing for learning disabilities is available. Mooresville Consolidated Schools Corporation (MCSC) provides testing and evaluation services for MCA. MCSC has trained several of our staff in General Education Intervention (GEI). The steps are as follows:

1. Concern(s) identified by the teacher.
2. Teacher informs principal.
3. Principal reviews teacher(s) request and determines next step (such as
4. interventions, GEI, etc.).

## **HOMEWORK POLICY**

**5.316**

MCA's Board of Trustees recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects,

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and the establishment of good study habits. The completion of homework assignments should be recorded by the teacher and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. Care must be taken, though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority.

A standard policy approved by the Board for all students is as follows:

For grades 6-8, if homework is turned in one day late, there will be 20% reduction in grade. If it is three days late, there will be a 50% reduction. After the third day, the work will not be accepted.

There will be obvious exceptions for illness and emergency situations where the parents are to contact the teacher and allow the teacher to decide on the day the homework will be due.

1. Definition: Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:
  - a. Practice: Most common; given to help students master specific skills; limited to material presented in class.
  - b. Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
  - c. Extension: Given to determine if students can transfer a skill or concept to another situation.
  - d. Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.
2. Teacher's Responsibilities:
  - a. Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.
  - b. The timely and complete response to the student's homework assignment by the teacher is essential. Teachers should make sure that homework assignments are coordinated with other teachers in order to increase communication and cooperation among teachers so that students are not overburdened with heavy workloads from all their teachers at the same time.
3. Student's Responsibilities:

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.
4. Parent/Home Responsibilities:

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable

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place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any question relating to the homework assignment.

5. Guidelines for Teachers:
  - a. Homework should grow logically from classroom instruction.
  - b. Students should not be expected to deal with totally new skills or concepts in completing homework assignments.
  - c. Students should clearly understand the specific objectives, related purposes, process, and due date of each homework assignment. To help students responsibly schedule their homework, they should be notified of the assignment as much in advance as possible. Term papers and long-range projects, which are in addition to regular homework assignments, should be assigned far enough in advance to allow students sufficient time for completion.
  - d. Homework assignments should be reviewed, recorded and included as part of the evaluation of the student's learning program.
  - e. Homework assignments should be made based upon the needs of the individual student or the class as a whole.
  - f. A variety of homework should be assigned to include practice, creative, preparation, and extension assignments. Homework should not be given for disciplinary purposes or merely as "busywork."
  - g. It can be expected that some students may finish their homework assignments in school based on their schedule, study skills, and ability.
  - h. Some time should be provided within the class period to begin the assignment and respond to questions.
  - i. The homework assigned on a secondary level (grades 6-8) by the teacher should be within reasonable limits and with an understanding of the fact that the student may be assigned homework from as many as three other teachers.
  - j. Homework will vary with each grade level. Special circumstances may dictate that more or less homework than is normal may be assigned.
  - k. Homework on the elementary level (K-5) should never be assigned as a class assignment below the third grade, and total home assignments should require no more than one hour per night.
  - l. Elementary pupils of advanced ability who have mastered the work could be excused from routine homework and should be encouraged to spend their time on original and creative expression and/or research.
  - m. Pupils in grades K-2, who are having difficulty and who require more individual help than the teacher can give, may be given extra help by a volunteer.
  - n. No tests, major papers, or projects are to be due on Thursday. Families are to be encouraged to attend church together. Teachers should minimize homework on weekends, holidays, and vacation. Family times should be encouraged during these special times. The principal may give permission to the teacher to make an exception.

## **HONOR ROLL RECOGNITION**

**5.317**

Honor roll gives recognition each grading period to those students, who do well in the academic area.

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## *Honor Roll for grades 4-5*

- † The “A” Honor Roll recognizes those students who earn “A”s in all subjects.
- † The “A/B” Honor Roll recognizes those students who earn all “A”s and “B”s in all subjects.

## *Honor Roll for grades 6-8:*

- † Students with a GPA of 3.20 to 3.74 will be listed on the Honor Roll.
- † Students with a 3.75 or above will be listed on the Merit Honor Roll.

Special certificates will be awarded to honor students at the end of the year.

The Principal’s Award will be given to any student in the 4th through 8th grade who achieves all “A”s throughout the entire school year.

### **APPEAL OF A CLASS GRADE 5.318**

A student, or his or her parents, may request a teacher to improve a grade beyond that which was earned. These requests shall NOT be approved by any teacher acting unilaterally. If the student AND his or her parents wish to appeal a grade, they must submit their appeal in writing to an academic council, comprised of the administrator and two other faculty personnel. Only upon the written approval of the academic council will the official records be modified.

### **INCOMPLETE GRADE 5.319**

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to "F" if the work is not completed within two weeks.

### **INTERNET ACCEPTABLE USE POLICY 5.320**

MCA believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection may be used to meet the goals in our curriculum.

Specifically, students will have the opportunity to enhance their learning through the following:

1. A wealth of additional resources for reference and research;
2. Consulting with experts in a variety of fields;
3. Communicating with other students and individuals in areas or situations they are studying;
4. Learning to conduct searches, evaluate resources, and locate relevant material;
5. Interacting with up-to-date primary sources.

In order to assist students to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing the following:

1. A reliable connection that is protected by the best censorware we can find. Censorware blocks sites that are objectionable for content, language or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
2. Supervision of students while they are using the Internet. The Internet connection will be disabled whenever there will not be adequate supervision (our censorware can do this for us)
3. Training for students (and parents) that clearly spells out what is appropriate and what is

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inappropriate. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and to print.

\*Note: Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. No student will be allowed to use the Internet without the censorware in place unless under the direct supervision of the teacher for specific research. (Example: Sites with tobacco or alcohol would be censored, but a student doing a report on such a topic would be able to access appropriate materials with a teacher present.)

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

“I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow MCA’s basic rules. I will strive to apply Philippians 4:8 to my electronic communication: ‘Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable- if any thing is excellent or praiseworthy-think about such things.’”

An MCA Internet Usage Policy Form (included in the enrollment packet on the MCA website) signed by both the student and parent/guardian must be on file to use the Internet. Students who do not follow the policy will lose computer privileges.

## **LIBRARY** **5.321**

A library is available at the school and will contain up-to-date resource books, biographies, and fiction books. Students are also encouraged to get a card at the public library and use the books and materials available there.

## **MUSIC EDUCATION** **5.322**

Music education is important to the development of the students. Students in grades K-5 will receive instruction in music appreciation, singing, and theory. Precorders and Recorders will be part of the music program for students in grades 3 & 4 respectively. Students in grades 5 – 8 may choose one of the following: band, choir, praise band or drama. Hand chimes are offered for grades 6 – 8 as an elective class. Students participating in band will have instrument selection and rental completed during the first week of school. The music teacher will be responsible for informing the administration and teachers of all scheduled performances. The music department will be responsible for providing all musical programs.

## **PARENT-TEACHER CONFERENCES** **5.323**

MCA believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents (K-8th) will have a parent-teacher conference with their child's teacher(s) at the end of the first nine-weeks grading period. Since the parents and teacher of K4 communicate frequently, there will not be a scheduled parent/teacher conference unless it is warranted.
2. Teachers will also use letters, phone calls, e-mail and regular progress reports as needed to

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communicate with the parents.

3. It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many needs can be met through a simple conference between parent and teacher. *Concerns need to be shared first between the parent and teacher.* The administration is interested in all areas concerning students and the school and will be available for parent-teacher conferences.

## **PHYSICAL EDUCATION**

**5.324**

Physical education (P.E.) is provided for each student during the regular school week. With the exception of K4 and half-day Kindergarten, students will have P.E. outdoors or indoors depending upon the weather and the teacher's discretion.

Physical education is important to the development of good physical and mental health. The P.E. curriculum at MCA has been developed for each grade level and is implemented by the P.E. teacher. All activities are planned in the best interests of a child's safety. Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not to participate. If such a note is received, the student will be excused from P.E. class until a note from the physician indicates otherwise.

A student may be excused for not more than three days at a time with a note from a parent. This may be done in cases of minor injury and/or sickness from which the student is recovering. No student will be excused more than three consecutive days unless there is a note from an attending physician.

A student is required to wear tennis shoes for gym class. Second through 5th grade students will be required to wear an MCA P.E. shirt. Any student who does not have the necessary equipment for gym class will not be allowed to participate and his or her non-participation will be reflected in the student's grade. The physical education teacher will determine necessary equipment. Students in grades 6-8 will wear appropriate gym clothes for P.E. class. On Friday, gym clothes are to be taken home by each student to be laundered and returned on Monday.

## **SCHOOL YEARBOOK & NEWSPAPER**

**5.325**

MCA students may be involved in publishing the school newspaper/yearbook.

## **SPANISH PROGRAM**

**5.326**

All students in full day Kindergarten-5 will have Spanish lessons weekly. Junior High students (6th to 8th grade) may choose Spanish as an elective each semester.



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## ATTENDANCE 5.400

### PERFECT ATTENDANCE 5.401

Students will be recognized yearly for perfect attendance, if they were present for every day that there was school and present the full hours of each school day. If a student has a doctor's appointment or another excused reason for leaving school early, he must be present that day at school for at least five hours.

A student, who has been tardy more than five times in a school year, does not qualify for the perfect attendance recognition.

A student enrolling in MCA mid-year may be considered for perfect attendance if he/she had perfect attendance at his or her previous school the first part of the school year.

### ABSENCES/TARDINESS 5.402

Attendance at school provides a student with the *classroom experience*. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up."

For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed. Failure of a student to attend school will be considered an absence. An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. **Only 10 absences are allowed per semester, for any reason.**

*Tardies to school:* To receive an **excused tardy**, a student arriving late must bring a note from the parent(s)/guardian(s) indicating the reason for the tardiness the next school day. Repeated tardies for the same excuse may not be accepted by the principal. For students in 6th-8th grade, a detention will be received on the third tardy and every three tardies afterwards. Examples of unexcused tardies are as follows: overslept, finishing homework, faulty alarm clock, parents stopped to get gas, or car pool ride or riders late.

*Tardies to class:* Students arriving late to class will be sent to the main office for a tardy pass. A one-hour detention is issued upon the third tardy and for every three tardies afterwards. Detention hall will be scheduled one or two days a week and students will be notified in advance.

**Students must be in class by 8:15 a.m. or they will be counted as tardy. Students must be present for five hours for it to be considered a full day. Anything between four and five hours will be considered a half day. Anything less than four hours will be considered a full day absence.**

If your child is sick or injured:

1. If the illness/injury causes absence for three or more days, please call the school informing of progress.
2. Your child is to remain home should any sign of illness be present.
3. When your child becomes ill at school, the parent will be called to take him/her home. Your child is not to remain at school.
4. NEVER send your child to school if he/she has even a slight fever. Be sure your child maintains a normal temperature for a full twenty-four hours before you allow him/her to

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return to school.

Before returning to school:

1. Your child should not return to school until all symptoms of illness have subsided.
2. If your child is absent for one week or more and is under a doctor's care, then we request that the physician sign permission for him to return to school.
3. If your child is under close medical supervision, has had surgery, or has been hospitalized, the school should be notified.

A standard make-up work policy approved by the Board for excused absences is as follows: A student is allowed one day for each day he/she was absent due to sickness to turn in make-up work. The teacher must schedule any make up exams within three school days after the student returns. For example: If a student is absent three days, he/she has three days to turn in make-up work.

When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the administration and teachers, and secure the class assignments for that period of time.

## **\*NOTIFICATION OF A STUDENT'S PARENTS, CUSTODIAL PARENTS, GUARDIAN, LEGAL CUSTODIAN, OR OTHER PERSON RESPONSIBLE FOR HIM WHEN THE STUDENT IS ABSENT FROM SCHOOL.**

When a student is absent from school and a phone call from a parent is not received, then a phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other). The procedure is as follows:

1. First phone call will be made to the home.
2. Second phone call will be made to workplace of person(s) responsible.
  - a. Reasonable attempts will be made to notify the person responsible of the student's absence by phone.
  - b. If the parent does not respond verbally or by note to the office within three (3) school days of the absence, the absence will be considered as an unexcused absence and will result in the student not being allowed to make up the missed work.

## **SCHOOL YEAR FAMILY VACATIONS**

**5.403**

Students will not be permitted to miss more than 10 school days per semester (20 days per academic year) for reasons of sickness or personal reasons (e.g., family vacation, dental appointments, etc.). In addition, any student who is absent from school for family vacations or other personal reasons (not including illness) shall not be absent from class for more than five consecutive school days. If a student is absent from classes due to a planned vacation or other event which has been previously scheduled, the teacher must be notified in advance as early as possible to facilitate making up missed assignments. Students who are absent from class for more than five consecutive school days due to family vacations or other preplanned events will not be allowed to make up work or given credit for assignments missed which are in excess of the five consecutive days of absence.

Parents may write an appeal to the Administrator including the reasons for absences and a request to receive credit for the semester. Students and families are encouraged not to plan vacation time or other activities that might conflict with classroom attendance during the week of the Stanford

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Achievement Test standardized exams. These are given to all students in April, and are posted in the school calendar. These are required exams, and make-up exams will be only given outside of normal class hours and will incur a fee of no less than \$10.00 per hour for each student (the administrator may choose to increase this fee).

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## **BEHAVIOR AND DISCIPLINE** **5.500**

### **PARENT'S RESPONSIBILITY** **5.501**

The first responsibility of guiding children in areas of moral, spiritual, emotional, and social development is delegated to the parents by God. (Eph. 6:4; Deut. 6:5-7)

The divine order or command is set forth in 1 Cor. 11:3 and Eph. 6:1, where we find that "the head of every man is Christ; and the head of the woman is the man; and the head of Christ is God", and "Children, obey your parents in the Lord; for this is right." Children must be guided to recognize this divine chain of command and accept instructions given by parents who, in turn, give an account to God for the instruction of their children. God has given the responsibility to parents not only to train their children to obey them, but also to understand that each individual is responsible directly to God for his actions, attitudes, and performance at full potential.

Since the parents are really the first and prime influence in guiding children in these areas, it is of utmost importance that they accept and carry out their responsibilities fully.

### **SCHOOL'S RESPONSIBILITY** **5.502**

The school must build and develop from the foundation laid by the parents, guiding the child according to Biblical principles. In this sense the Christian school becomes a supporting influence to the home. Thus, without the foundation established in the home, and regardless of the school's diligent efforts, it is unable to adequately guide the child.

### **PHILOSOPHY OF BIBLICAL DISCIPLINE** **5.503**

The ultimate goal for a Christian school, and thus for the process of discipline, is to develop a student who is wise: one who sees life from God's point of view. Our approach to discipline should be based upon the fruit of wisdom. (James 3:17; 1 Thess. 2:7-8)

A Christian school must have a philosophy of discipline based on the Scriptures. Some guidelines as we build toward such a goal are:

1. Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of righteous conduct. It is both positive and negative.
2. Christian love is at the heart of all discipline. Correction and chastening is an essential part of this firmness in love. They must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality or brings about compromise. Both errors produce problems instead of solving them.
3. The responsibility and authority to discipline comes from God. A teacher stands in "loco parentis" - that is, in the parents' stead. He has the same God-given authority they have.
4. All discipline is designed to show the child his sinful nature and lead him to submit himself to God's will. We must be aware of "holding God over his head," thus making him unconsciously dislike Him.
5. Practical helps are found in the Bible; e.g., Proverbs, Hebrews 12, God dealing with Israel, etc.
6. As a Christian school, whenever we find it necessary to discipline the young people, it is imperative that we try to teach them a spiritual lesson through it. Obviously, this involves a prayer time before and after discipline has been administered.
7. Students with continual discipline problems will face progressively firmer discipline until the behavior changes.

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## **BASIS FOR REQUIRING OBEDIENCE**

**5.504**

Required obedience is based upon the Bible. God says that children should obey their parents and others in places of authority. The following texts emphasize this:

"Children obey your parents in all things; for this is well-pleasing unto the Lord." (Col. 3:20)

"Let every soul be subject unto the higher powers." (Rom. 13:1a)

"Obey them that have the rule over you." (Heb. 13:17a)

Students should see us adults living under the authority that God has placed over us. Obedience to authority is not for children only but parents are to train their children to be obedient. Obedient children are a required qualification for a deacon in the church (1 Tim. 3:4, 5). Although the Christian school is not the church, if the school is to be strong, individuals nominated for service on the Board or Faculty should fulfill the requirements listed in 1 Tim. 3.

## **MORAL CONDUCT POLICY**

**5.505**

"Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock." – Matthew 7:24 NIV

The conduct of each MCA student should be morally clean and honoring to our Lord Jesus Christ and is expected 24/7/365. While the discipline policy is designed to cover most issues, there may be other behavior that needs to be addressed throughout the year. The Administrator will deal with these as well as any other issues. Students' compliance with the moral conduct policy demonstrates honor and respect for authorities, as well as respect for each other.

During out of school activities such as after P.T.F. meetings, programs, etc., the students are under direct supervision of the parents unless the school provides supervision. Students on all occasions are expected to act within the principles of representing their families and the school but also our Lord. Major discipline problems at after school activities, e.g., P.T.F. meetings, will be dealt with in a conference with the family/ies, students, and school officials.

## **DRUG ABUSE**

**5.506**

We believe that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances, or material generally acknowledged as being harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle. Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthful lifestyles and avoidance of harmful indulgences and excesses.

Furthermore, since drug involvement is specifically defined and prohibited under Indiana and Federal Criminal Laws, its avoidance is implied by the Biblical injunction to be subject to our governmental authorities. As a matter of policy, Mooresville Christian Academy will investigate fully any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the school.

## **BULLYING POLICY**

**5.507**

**"Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is

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carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

1. unwanted teasing
2. threatening
3. intimidating
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of school or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods

MCA does not tolerate these types of behaviors and instances will be dealt with accordingly.

## **SCHOOL BUILDING RULES**

**5.509**

While at school and while en route to and from school, the students will be expected to obey the following rules:

1. Students must show respect for and obey all teachers, staff members, and adult volunteers.
2. Running in the hallways or on the stairs is strictly prohibited.
3. Walk to the right down the stairs and in the halls.
4. Pupils leaving the classroom should go directly to the appointed place and return without delay.
5. Students should not be allowed to disturb other classrooms at any time.
6. Loud noises are prohibited.
7. Littering is prohibited. Students are expected to help maintain the facilities.
8. No writing on desks, walls, etc. is acceptable.

Repeated violations of the above may result in detentions or suspension (in-school or out-of-school).

**Because of the difference in level of maturity in students, there is one system for K4 through 5th grade and a different system for 6th through 8th grade. The K4 through 5th grade discipline plan is listed first, followed by the 6th through 8th grade, and then a section that applies to the entire student body.**

## **K4-5th GRADE DISCIPLINE**

**5.520**

The following types of conduct will not be permitted:

1. Disrespect to teachers, staff, and students.
2. Any threat or bullying will be reported to the principal immediately. \*
3. Any physical threat will be reported to the principal immediately. \*
4. Destroying or defacing school property. (Parents will be expected to pay for repairs or replacement of property damaged by their children.)
5. Fighting.
6. Bullying.
7. Leaving the school grounds without permission.
8. Swearing or unclean language.

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9. Horseplay in the school building.
10. Meddling in other students' property or taking personal property without permission.
11. Smoking and/or possession of tobacco.
12. Cheating, lying, or stealing.
13. Possession of any drug not prescribed by a physician.
14. General disturbances such as talking out in class without permission, interrupting the class, writing notes, throwing objects indoors, or running in the building.
15. Bringing any type of weapon or instrument(s) used as such to school. \*

\* The Administrator will evaluate the incident and may recommend to the Executive Committee of the Board of Trustees dismissal procedures. No student, teacher, or staff member will be allowed to be on MCA property if it has been determined they are a potential danger to *anyone*.

Students who have violated one or more school policies excluding 2, 3, 12 and/or 15 will have a Disciplinary Referral form sent home with them, with the specific violation noted. Infractions of 2, 3, 12 and/or 15 do not require progressive discipline, but will be immediately addressed by the Administration.

Each teacher will have his or her own behavior modification/discipline plan for his or her classroom. Students who habitually abuse classroom rules will be subject to a disciplinary referral. Each teacher will provide an explanation of how his or her plan works and interacts with MCA's disciplinary referrals.

## OFFICE REFFERALS

5.521

Students with multiple infractions of discipline are subject to suspension. Of course, we do not wish any student to be suspended, so to ensure that both students and parents are involved in the behavior correction process the following schedule will be followed:

1. For the first **three (3)** disciplinary problems, Office Referrals will be issued to the student.
2. For the **fourth** time, an Office Referral form sent home; suspension from school; followed up with conference with **the** School Administrator, **two faculty representatives**, parents, and student. The School Administrator may recommend expulsion of the student, pending the outcome of this meeting. Disciplinary measures are exercised in order to assure an atmosphere in which students and teacher can best function to attain the goal of the Christian School (i.e., respect for authority, academic growth, students self-discipline, and ultimately, godly character).

An office referral will result in one or more of the following: student conference, denial of privileges (recess, etc.), corporal punishment, detention, parental conference (possibly phone conference), probation, in-school suspension, out of school suspension, expulsion, or other acceptable disciplinary measures.

## 6th-8th GRADE DISCIPLINE OFFENSES/CONSEQUENCES

5.530

### Offenses

Teachers are expected to handle the discipline of their students and to assist in the overall discipline of all students. The administration is available to help where needed. The teachers will communicate the standards and the rules of his or her classroom. This will be done at the beginning of the course, and the student is responsible to be aware of them.

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**Because a student's behavior outside of school reflects on the testimony of the Lord Jesus Christ and the school, students may be disciplined for actions outside of school.**

There are four levels of infractions for students, which are listed below. The lists are not all inclusive but meant as a sample of the types of infractions included in each level:

Level 1 - Food or any beverage in the hallways, throwing paper, excessive talking, running in the hall, wearing coats or jackets to class, hall pass abuse, and other classroom violations that the teacher sets forth.

Level 2 - Disrespect to anyone, bullying, excessive tardies (on the 3<sup>rd</sup> tardy to class and/or to school per quarter ), profanity (first time), cheating on homework or quizzes or allowing others to cheat, in the building without permission, talking during a quiz or test, and using cell phone during school hours.

Level 3 - Lying, insubordination, fighting, **bullying**, public display of affection, disruption of school, damage to school property, assault, theft, forgery, truancy, leaving building or property without permission, cheating on tests or major projects, pornography, improper Internet usage (chat rooms, e-mail abuse, etc.), sexual harassment or threats, first time possession, use, or distribution of alcohol or tobacco.

Level 4 - (During or outside of school) Inciting others to violence; possession, use, or distribution of alcohol, illegal narcotics, drugs or tobacco; possession or use of weapons or instruments used as such; smoking; acts of gross misconduct; vandalism; sexual harassment; threat (specific and credible).

## **Consequences**

Level 1 - Every third infraction will earn a one-hour detention and a \$10.00 fine.

Level 2 - A one-hour detention and a \$10.00 fine. Note: students cheating will receive a zero on the work that was copied or allowed to be copied. A pattern of cheating may result in an "F" for the nine-week period.

Level 3 - Office referral. One or more of the following: denial of privileges, detention (\$10.00 fine), corporal punishment, probation, Saturday school (\$20.00 fine), in-school suspension, out of school suspension, recommendation of expulsion, suspension from extra-curricular activities, other acceptable disciplinary measures and/or professional counseling may be required.

Level 4 - Out of school suspension (one to 10 days) or expulsion with possible removal from extra-curricular activities from one to three sport seasons. Second offense will be a recommendation for expulsion.

On the **fourth** detention of the semester, the student will earn a Saturday school. On the **seventh** detention of the semester, the student will earn an in-school suspension and a conference will be held with the parent, student, and administration. The accumulation of "Level 1"s starts over at the beginning of each quarter.

## **DISCIPLINARY OFFICE REFERRALS**

**5.531**



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When a teacher decides that a student's behavior, attitude or unresponsiveness to warnings (verbal or written) warrants a referral, he will complete the form and give it to the principal. These will be followed up by the administrator. If necessary, appropriate disciplinary action will be taken.

## **DETENTION HALL** **5.532**

The student will serve approximately one hour after school, usually on Tuesdays or Thursdays, from 3:30 to 4:30 p.m. The student will be required to write during the detention. If the student completes the writing assignment, he/she may work on his or her homework. It is the student's responsibility to do the following: arrangement of transportation, signing in at detention hall on time, having paper and pen/pencil. Students are not allowed to leave detention and go to the office, restroom, library, classroom, locker, phone or talk to others unless the detention hall teacher gives permission. Detentions can only be rescheduled by a parent who calls the principal's office before the scheduled detention. A missed detention will result in the original detention being rescheduled, and at the principal's discretion, a penalty detention may be assigned.

## **SATURDAY SCHOOL** **5.533**

Students assigned to Saturday school must attend from 8:00 a.m. until 12:00 p.m. and there is also a \$20.00 fine. Students will be assigned work to do and may also complete homework. **Failure to attend will result in a one-day out-of-school suspension and an additional \$20.00 fine.**

## **DISCIPLINARY REMOVAL FROM AN ACTIVITY** **5.534**

When a student's presence poses danger to persons or property, or a threat or disruption of the academic process, a teacher may remove (temporarily) the student from the curricular or extracurricular activity. The principal may remove the student from the premises. Parents will be notified of the situation.

## **APPLICABLE FOR K4-8th GRADE** **5.540**

## **SUSPENSIONS** **5.541**

No student shall be suspended unless prior to the suspension the administrator ~~or principal~~:

1. Gives the student written notice of the intention to suspend him/her and the reason(s) for the intended suspension.
2. Provides the student an opportunity to appear at an informal hearing before the principal, administrator, or administrator's designee to give explanation for his or her actions. (It should be noted that the informal hearing is not an adversarial hearing and the student has no right to legal counsel.)
3. If the student is to be suspended, he/she will be told of the suspension and its length.
4. The administrator or principal shall, within twenty-four hours after the time of the student's suspension, notify in writing the parents/guardians/custodians of the pupil. The notice shall include:
  - a. The reason for the suspension.
  - b. The right of the student and his or her parents/guardians/custodians to appeal such action to the Executive Committee of the Board or its designee.

The student may be suspended for not more than ten school days, or beyond the current semester. **For in-school suspensions**, class work will be done, and the student will receive credit for the work.

**For out-of-school suspensions**, class work will be done, and the student will receive credit for the

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work. Tests will be made up when the student returns to class. There will be a 3% penalty assessed on the nine-week grade for each day of the suspension. The 3% penalty may be adjusted in situations with lengthy suspensions.

The student may not participate in any school function, curricular or extra-curricular, during the duration of the disciplinary action. A one-day suspension begins the morning of the suspension and ends the morning of the next school day. Exceptions can be made by the Administrator.

When a student's presence poses danger to persons or property, or a threat or disruption of the academic process, a teacher may remove (temporarily) the student from the curricular or extra-curricular activity. In addition, the principal may remove the student from the premises. Parents will be notified of the situation.

## **DISCIPLINARY PROBATION**

**5.542**

Reasons for disciplinary probation:

### ***1. Attitude***

- a. A rebellious spirit which is unchanged after much effort by faculty and administration
- b. A negative influence upon other students

### ***2. Conduct***

- a. Repeated disobedience
- b. Conduct inside or outside of the school which has an adverse affect upon the school's testimony
- c. Failure of the parents to support the disciplinary procedures of the school

The purpose of a disciplinary probation is invoked to provide a student the opportunity to correct a serious behavioral problem. A conference will be held with parents and administrator to explain why the student is being put on probation. A follow- up letter summarizing the conference will be sent to the parents with a copy to be put in the student's file.

The length of probation will be determined by the administrator. The student's school activities may be limited and positions of trust and responsibility may be withdrawn for the probation period. Two additional conferences will be scheduled during the probation period to evaluate the student's progress. Parents will have the opportunity to share relevant information affecting the decision at any point of the procedure.

An evaluation will be conducted at the end of the probationary period. If the student has demonstrated satisfactory improvement as determined by the principal, the probation period will be lifted and a letter to that effect will be sent to the parents along with a copy to the administrator. If the student has not shown satisfactory improvement, the administrator, and/or faculty may extend the probation period or recommend to the administrator that the student be dismissed from school or denied reenrollment.

A student who has been dismissed may be considered for readmission at the discretion of the administrator.

## **EXPULSION**

**5.543**

A student may be expelled from school for a serious breach of conduct, and/or repeated problems

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with behavior, non-payment of tuition and/or fees, or academic performance.

*Procedure:*

1. In the case of such an offense, the matter will be referred to the Administrator ~~and~~.
2. The Administrator will then make a recommendation to the Executive Committee concerning expulsion.
3. The Executive Committee of the Board of Trustees has the authority to expel any student for non-compliance with the rules and regulations of the school.

## **POLICY RELATING TO SECLUSION AND RESTRAINT**

**5.544**

MCA's discipline procedures incorporate the guidelines from the Indiana State Commission on Seclusion and Restraint in Schools, and its plan is published in the Faculty & Staff Handbook. As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

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## MEDICAL

5.600

### COMMUNICABLE CHILDHOOD DISEASES

5.601

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to administration approval for re-admittance:

1. Chicken Pox;
2. Measles;
3. Mumps;
4. Whooping Cough;
5. Pinworms;
6. Scabies;
7. Ringworm;
8. Impetigo;
9. Pink Eye.

### FIRST AID PROCEDURES

5.602

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file for each student in case the parents cannot be reached.
3. A representative of the school faculty/staff should stay with the child until the parent assumes responsibility. If situation warrants, an ambulance will be called.
4. Internal medication will be given only by or on the order of a physician.

### MEDICAL APPOINTMENT

5.603

If it is absolutely necessary for a child to leave early for a medical appointment, a written request and/or a call to the office must be sent to the child's teacher in advance. No child will be released to anyone other than those authorized by the parent.

### MEDICAL EMERGENCY PROCEDURE

5.604

At the beginning of each school year all students are asked to fill in the information on an "Emergency Card" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary.

In case of minor illness the student will be sent to the office where they may be cared for. Students will not be kept in the office to rest and see if they improve. Students will either be returned to class or parents must make arrangements for them to be picked up within one hour from the time the office calls.

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In case of more serious illness the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Students are to be picked up within 1 hour from the time the office calls the parent.

## MEDICAL/ILLNESS POLICIES

5.605

1. **Temperatures, Fever, Vomiting, and Diarrhea** - Parents will be notified and expected to pick up their children when they are running a temperature of 100 degrees or more. Children running a temperature of 100 degrees or more in the morning before school should be kept at home. Children who are vomiting or have diarrhea will be sent home. Likewise, students who are vomiting or have diarrhea before school should be kept at home.
2. **Pink Eye** - Children who have had "pink eye" should have clear, white eyes with no drainage before returning to school.
3. **Precautions** - Please talk to your child about the importance of hand washing and covering their mouths when they cough or sneeze. We recommend that you caution them against sharing hats, scarves, sweaters, jackets, hairbrushes, and combs to prevent spread of lice.
4. **Asthma Inhalers** - Students with asthma inhalers must leave them in the first aid room until needed unless they have a doctor's note stating that the student needs to have it with them at all times. Inhalers should be kept with the note in the teacher's desk once it has been cleared through the office.
5. **Medicine from Home - Failure to label the medication correctly makes it impossible to know what to give and when. Any medication sent in from home should be clearly labeled with all of the following information or it will not be administered:**
  - a. Name, grade, teacher's name;
  - b. The date sent to school and start/end dates;
  - c. Name of medication;
  - d. Amount to give and at what time.

**\*Note: Students who frequently visit the first aid room with the same symptoms will be advised to seek advice of their family doctor before Tums or Tylenol will be given on a routine basis.**

6. If a student is sick enough to be sent out of more than one class, he/she is sick enough to go home.

## MEDICATION POLICY FOR NON-PRESCRIBED DRUGS

5.606

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring a non-prescribed medication to school, i.e., aspirin, antihistamine, the student may only bring one dose per day.
3. The office staff must be given the form and the dosage for the day; he/she will administer the medicine at the proper time.
4. No student may at any time give medication to another student. If a student shares medication, that student's own will be forfeited and additional disciplinary action will be taken.

## MEDICATION POLICY FOR PRESCRIBED DRUGS

5.607

1. Authorization slip must be filled out and approved.
2. Student may then only bring in one dose per day.

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3. The office staff must be given a note indicating the dosage for the day; and he/she will administer the medicine at the proper time.
4. No student is at any time to give or sell another student medication. If a student does give or sell medication to another student, all privileges to take any medication here at school on their own will be forfeited and additional disciplinary action will be taken.

### **STUDENT ACCIDENT INSURANCE**

**5.608**

Each family at MCA is offered additional accident benefit coverage at a group rate through the school's insurance company.

The school shall provide liability accident insurance to cover school activities. The insurance shall be second carrier for families who have other insurance policies.

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## EXTRA-CURRICULAR AND OFF-CAMPUS

5.700

### BUS POLICY

5.701

*(School bus policy for students)*

1. Students must obey and cooperate with the driver at all times; the driver is the responsible authority on the bus.
2. Students must display the same responsible conduct on the bus as is expected in the classroom.
3. Students must be courteous; loud and boisterous voice, profane language, or indecent conduct is prohibited.
4. Students must not tease or touch one another; fighting, pushing, or shoving is prohibited.
5. Students must help keep the bus clean and neat; eating and drinking on the bus is prohibited, unless previously approved by the bus driver for special events.
6. Students are prohibited from doing the following:
  - a. Bringing animals on the bus;
  - b. Bringing flammable materials on the bus;
  - c. Having or using controlled substances, such as alcohol, tobacco, narcotics, etc., on the bus.
7. Students must not damage the bus or bus equipment; students/parents are financially responsible for any damage resulting from such vandalism.
8. Students must not stand or move about the bus while it is moving.
9. Students must keep hands, feet, and head inside the bus.
10. Students must not open windows or doors except by permission of the driver.
11. Students must not attempt to exit or enter the bus until it has come to a complete stop and the driver has opened the door.
12. Students must not bring games, toys, balls, etc. on the bus unless they are secured in a satchel, bag, or sack.

## EXTRA CURRICULAR ACTIVITIES

5.702

We are a growing program with many opportunities for the student to get involved with activities. A list of activities follows and additional activities can be added, if there is enough interest. Contact the principal for further information.

### ATHLETICS

Currently, we have Basketball, Cross Country, Soccer and Volleyball. Additional sports may be offered when there is sufficient interest.

Athletic programs are primarily designed for 5th-8th grade students. Other students are encouraged to participate in community athletic opportunities until such time as MCA is able to sponsor additional club and sports teams.

For further information, see the Athletic Handbook on MCA's website.

### ACSI ACTIVITIES

These are academic competitions with other Christian Schools. Some of the competitions are math, science, speech, writing, art and spelling.

### CLUBS

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There are other clubs and activities offered: Student Leadership, Drama, Yearbook, Golf, Sign, Math, and Puppets. Additional clubs may be offered as we are able.

## **ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES** **5.703**

In order for students to be eligible for extra-curricular activities such as team sports, teacher's aide, etc., they must meet the following requirements:

1. All students must maintain a 2.0 GPA (the prior quarter) in order to participate in a sport or extracurricular activity.
2. A student may not participate with an "F" in any class. The student can regain his or her eligibility after a period of five school days by having a statement signed by the teacher in the failing class that the grade has been raised to passing.
3. Students, who are ineligible because of the "F," may practice at the principal's discretion.
4. In order for students to participate in extra-curricular activities, they must be in school the day of the activity.
5. Students must be in attendance at school the day after any extra-curricular activity, unless an excused notice, signed by the parent, is given to the office.
  - a. The excuse "I was too tired" IS NOT an excused absence.
  - b. If a student receives an unexcused absence for the above reason, then he/she will be ineligible for the next game day or activity.
6. If a student is suspended from school for any reason, he/she will be ineligible for a period to be determined by the administration.
7. There may be circumstances concerning a student's eligibility that are not covered by the above stipulations; therefore, the school administration will make the final decision concerning eligibility.

Grades will be checked by report card and interim reports. If the student receives a failing grade, then the student may not participate until the grades are passing and at least one week has passed since the failure. Students, who fail at the end of the year, must wait two weeks to be eligible for the next school year.

## **SOCIAL EVENTS** **5.704**

As a co-educational institution, MCA seeks to provide many wholesome activities for development in a Christian environment. A receptive attitude toward this emphasis is an essential qualification for enrollment.

Close, lasting companionships replace the casual, impersonal relationships of a larger institution. Athletics and music groups provide major contributions to the extra-curricular program. In respect to dancing, Romans 14 gives us the proper guidelines, so out of deference to others there will be no dances at MCA.

☞☞Romans 14:13 *"Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother's way."*

☞☞Romans 14:21 *"It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall."*



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## **DRESS CODE** **5.800**

### **DRESS CODE** **5.801**

In accomplishing our objective of training our young people for the future, it is important for students to learn that responsibility and self-discipline in adhering to rules is important. In establishing the following guidelines, we at MCA are recognizing that neat and appropriate dress has a direct correlation to effort and respect. **Neatness** is very important and the Scripture principle of **modesty** must be present in our MCA students.

Parents and/or students will be notified of any dress code violation and immediate compliance will be requested. Continued non-compliance of dress code will be considered as an infraction set forth in our discipline policy. The regular behavior notification procedures will be followed.

### **DRESS CODE FOR SCHOOL** **5.802**

The intent of the dress code is to accomplish the following:

1. Ensure that all students at MCA are modestly and neatly dressed.
2. Facilitate interpretation and enforcement of the dress code by teachers, staff and families.
3. Eliminate confusion and misunderstanding by parents who purchase clothing for their children.

There are three major themes that guide the specific rules that follow:

1. The scriptural principle of modesty must be obeyed.
2. All clothing must not “Bag, Sag, or Drag,” nor be too tight.
3. Solid colors (no pattern, design or logo) are acceptable for all items of clothing.

The following clothing is acceptable attire for the school year:

1. All students must wear a solid color or striped polo-type shirt (long or short sleeve), which may have a non-MCA logo but it must be within 3” X 3”. Solid color fold-over turtle neck shirts or mock turtle neck shirts may be worn.
2. Both girls and boys may wear solid color jeans or slacks that do not “Bag, Sag, or Drag,” or fit too tightly. All pants must be worn at the waist and reach the ankle. Leggings are not acceptable.
3. Girls may wear solid, single color skirts or jumpers (no shorter than two inches above the knee) with their polo shirt. Students in grades K4 – 3rd may wear polo style dresses. Skirts or jumpers cannot have any pattern, design or logo (except MCA). Students must wear solid, single color shorts under skirts or jumpers.
4. Solid, single color sweaters, sweatshirts and vests (no logo except MCA) may be worn over the polo shirt.
5. Clothing may be one size too large to allow for children’s growth.
6. Socks or solid color hose are mandatory at all times.
7. Shoes are mandatory (no sandals).
8. Shorts (boys or girls), capris and uniform skorts (girls) may be worn, no shorter than two inches above the knee.

Appearance:

All clothes must be neat, clean and without holes (patches are acceptable, as long as the patches resemble the original material).

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## Hair:

1. Hair should be neat.
2. Boys' hair should not hang over collar, cover eyebrows, or fall past the middle of the ear when combed down.
3. No hairstyle should cover eyes.
4. Extreme cuts are not acceptable. (Mohawks, shaved heads, shaved logos or lines.)
5. No extreme hair colors or color combinations.

## Miscellaneous:

1. Students in K-4 to second grade must have a change of clothing including underwear and socks in their backpack.
2. Students in kindergarten through 2nd grade who cannot adequately tie their own shoes must wear Velcro type tennis shoes for gym class.
3. Shoes must have heels or soles no higher than 2" (this includes tennis shoes).
4. No body piercing except girls' earrings.
5. No tattoos.
6. No wallet chains.
7. No hats or caps in the building (except on special "dress down" days.)

## **PHYSICAL EDUCATION**

**5.803**

1. Kindergarten and 1st grade students should wear regular school clothes to physical education classes. 2nd through 5th graders must purchase a T-shirt to wear during P.E. All students must wear tennis shoes on P.E. days. Wind suits may be worn.
2. During P.E. classes, 6th, 7th, and 8th grade students wear tennis shoes, regulation shorts (solid color shorts no more than 2" above the knee, no soft knit fabrics), shirt, and socks.
3. During sports events, students wear proper shoes, regulation shorts, shirt, and socks.

## **SUMMARY**

**5.804**

The MCA dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in MCA. The intent of the standards is to present a school business atmosphere. The standards are not meant to be divisive or to dictate pseudo-righteousness. The school does not impose rules for students outside of school; rather, the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

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## **SCHOOL OPERATION** **5.900**

### **ARRIVAL & DISMISSAL TIMES** **5.901**

School hours will be from 8:15 a.m. to 3:25 p.m. Students that arrive before 8:00 a.m. are to report to the extended care program. All students not picked up by 3:40 p.m. will be placed in the extended care program.

### **FIELD TRIPS** **5.902**

The educational program shall include excursions and trips by pupils under the supervision and instruction of teachers to museums, art galleries, places of historical nature, industrial, or civic interest, field and woods for nature study and institutions or places of similar character which, in the opinion of the administration, may promote the education of such pupils as authorized to take such a trip. The place to be visited and the method of transportation shall be approved by the administration. Parents will be notified of the location to be visited, date, time, required dress code, cost of the trip (if any), etc.

Written permission from the parent must be on file prior to any student participating in a school field trip. Parents may occasionally be asked to drive and/or chaperone field trips. **Parents that drive or chaperone must** have a completed background check on file in the office, provide the office a copy of their driver's license, and provide proof of auto insurance. Parent drivers/chaperones may not bring younger children unless the trip is specifically authorized as a family event. Many field trip destinations do not allow smaller children. In addition, the parent cannot give full attention and diligence in supervising a group of students if a younger child is included.

### **PERMISSION TO REMOVE PUPILS FROM ACADEMY** **5.903**

No pupils shall be taken from MCA during school hours by a person other than a certified MCA employee, with the following exceptions:

1. By a parent or guardian when properly identified. In cases in which the parents have been divorced or separated, the child may be released only to the parent having legal custody of the child.
2. By another person upon written request, properly verified, of the parent or guardian.
3. By properly identified representatives of law enforcement agencies.

### **INABILITY OF PARENT TO PICK UP A STUDENT** **5.904**

### **5.903**

In the event a parent or guardian is unable to pick up a child from school, the school office must be notified by the parent or guardian of the person the child is to be released to.

# Mooresville Christian Academy

## **ATTENDANCE RECORDS**

**5.905**

The school office will supervise all attendance records. Daily records will be kept for every student and entered on his or her permanent record at the end of the school year.

## **BUILDING NEATNESS AND CLEANLINESS**

**5.910**

We encourage our students to have a great deal of pride in our school and to be appreciative of the fine facilities that the Lord has provided for us. Care should be taken at all times to properly dispose of any trash so that our buildings and grounds do not become littered. Trash receptacles will be provided.

## **RADIOS, CD, CASSETTE OR MP-3 PLAYERS, VIDEO GAMES, CELL PHONES**

**5.911**

Personal articles not needed for a class should not be brought to school. Examples are games, cards, radios, headphones, tape, CD or MP-3 players, pagers, cameras, video games, cell phones, etc. Items brought to school will be placed in the office and returned at a later time. Personal Data Assistants (PDA) may be confiscated, if not used properly in the classroom.

**\*NOTE: Cell phones are not to be seen or heard from 8:15 a.m. to 3:40 p.m. If used improperly, they will be confiscated and a detention issued.**

## **RECESS**

**5.912**

Students are to be prepared to go outside at recess. Appropriate clothing should be worn/sent to accommodate our changing weather. If it is raining or extremely cold (below 20 degrees and/or wind chill of 10 degrees or below), recess will be indoors.

Recess rules:

1. No skateboards or roller-skates.
2. The teacher must OK games brought from home.
3. No kites.
4. Swings:
  - a. No jumping from swings;
  - b. Only one person in the swing at a time;
  - c. Do not swing from side to side;
  - d. Only sit in the seat of the swings;
  - e. No saving the swing;
  - f. No climbing on the swing set, including the bars.
5. Slide:
  - a. Go feet first;
  - b. One student at a time; c. No walking up the slide.
6. On the playground equipment, students will be expected to be courteous in their actions. Taking turns, being careful around others, etc. NO ROUGH PLAY.
7. Use jump ropes for jumping ONLY.
8. No throwing snowballs.
9. Must stay in designated playground area.
10. Do not go out of bounds established by the teacher.

## **EXTENDED CARE**

**5.913**

Due to the number of parents needing to drop students off before 8:00 a.m. and/or pick them up after 3:30 p.m., an extended care program is provided with the following guidelines:

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1. All students arriving before 8:00 a.m. will go to the gym or multi-purpose room. At 8:00 a.m. they will be dismissed to go to their classroom.
2. Any student not picked up by 3:40 p.m. will be sent directly to after school care.
3. The extended care workers may direct the use of the time in a manner that is considerate of the needs of the students involved.
4. The hours will be 6:30 a.m.-8:00 a.m. and 3:40 p.m.-6:00 p.m. All students must be picked up by 6:00 p.m. If they are not picked up by 6:00 p.m. the parent is to pay the extended care worker \$5.00 per fifteen minutes past 6:00 p.m.
5. Any exceptions to the above policy must have the approval of the principal.
6. Children of the staff members are to be in before and after school care unless otherwise engaged in another school activity.

## **CLOSED CAMPUS**

**5.914**

MCA is a closed campus. This means no visiting students are allowed in without prior arrangement or around the school during normal school hours of 7:30 a.m. to 6:00 p.m.

## **PHONE CALLS AND SCHOOL VISITATION**

**5.915**

Neither teachers nor pupils will be available to leave classes to receive phone calls during instruction times (except in cases of extreme emergency). Messages may be left and calls returned during recess or lunch hour. Students are to use the phone **only when necessary**. They are not to use the phone without permission.

## **SCHOOL VISITORS**

**5.916**

Because MCA is a closed campus, all visitors, students or adults, are required to report to the office upon entering school premises. Visiting students and adults are expected to observe all MCA rules and procedures while in the building.

1. *Family members of students.* Parents of present MCA students are welcome to visit classes any time, provided they have made prior arrangements with the school office in order to facilitate their visit. Visits should be timed to avoid interrupting instructional or testing activities; therefore, it is requested that visits with teachers be prearranged.

Parents may visit classrooms after the first two weeks of school.

2. *Guests of students.* Student visitors, friends and relatives are not encouraged to drop in merely for social visits. Lunch guests are limited to parents, grandparents, siblings or pastors. All others must be pre-approved in advance
3. *Parents of prospective MCA students.* Parents of prospective MCA students are welcome to visit classes any time, provided they have made prior arrangements with the school office in order to facilitate their visit. Visits should be timed to avoid interrupting instructional or testing activities; therefore, it is requested that visits with teachers be prearranged.
4. *Prospective student shadows.* Parents of prospective MCA students need to call to make arrangements for a son or daughter to spend a day at the school. Students shadowing classes for a day must check in with the school office as soon as they come on campus.

## **EMERGENCIES**

**5.920**

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## **EMERGENCY CLOSINGS**

**5.921**

In case of inclement weather, school may be cancelled or may close early.

A lot of consideration goes into closing school. The foremost is safety of the children. However, since our families come from several different communities, the weather and road conditions can be different. Although school is closed as a last resort, on occasion, the weather may be too severe to stay open. School closings will be announced by 6:00 AM. There is no childcare provided anytime that MCA is closed.

As always, if you feel the weather is too dangerous and school is in session, it is up to the parent's discretion to keep their child at home (be sure to call and notify the office). Remember, MCA does not necessarily close if the Mooresville Consolidated Schools are closed. The absence is considered excused.

The following TV and radio stations will announce our school closings:

CBS4 Channel 4	WENS 97.1 FM,
WRTV Channel 6,	SCBK 102.3 FM,
WISH Channel 8,	WIJY JOY 96 FM,
WTHR Channel 13,	SPIRIT 95.1 FM,
FOX Channel 59,	WTPI 107.9 FM,
WFMS 95.5 FM,	WXNT 1430 AM, and
WIBC 1070 AM,	WZPL 99.5 FM.

Weather could cause school to close early in the day. Your radio is your best communication. We try to listen to weather reports carefully during the school day. When school has closed early, in the past we have had to call those names that are listed on the student's application for emergencies in order to get them a ride.

**\*PLEASE BE SURE THAT WE HAVE UP-TO-DATE EMERGENCY NUMBERS TO CALL IF YOU CANNOT BE HOME WHEN CHILDREN ARE DISMISSED EARLY.**

## **FIRE/TORNADO DRILLS**

**5.922**

Periodically, fire/tornado drills will be held. Students and teachers are to immediately follow the classroom evacuation plan designated near the doors of the classroom.

## **EMERGENCY AND AFTERMATH**

**5.923**

In the case of an emergency, whether natural or man-made, parents coming to pick up their children shall obey the first responders, law enforcement officers and/or designated school officials regarding when and where their child(ren) may be met. When you meet your child(ren) make certain that their name(s) have been marked as having been picked up by an *authorized* person. Leaving with your child(ren) without proper notification will only add confusion, delay and disruption for the emergency personnel and others involved including you.

## **LUNCH/MILK PROGRAM**

**5.931**

MCA does not have a hot lunch program. Students are to bring their own lunches to school. Microwaves are available to students in the 4th-8th grade for lunches that need to be heated. Students in K-4 to 3rd grade will need to bring heated lunches in a thermos. Please provide a balanced lunch, for it is essential to your child's best physical and mental health.

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We do provide the opportunity for students to purchase hot lunches, beginning with the second week of school. In the past, our lunch providers were: Gray's, Dairy Queen, and Subway. There will be one selection available per day; menu items will be rotated on a monthly basis. Lunch costs have changed, and prepaid lunch tickets are encouraged. The following payment options are available:

1. 20 lunches \$70(\$3.50/lunch);
2. 10 lunches for \$37.50(\$3.75/lunch); and
3. individual lunch at \$4.25 each.

**We prefer to deal only with checks, and cash is discouraged.** Lunches are to be ordered on the first day of the week. The providers are called and orders placed at 9:00 a.m. **If you have more than one child you must make a separate check for each child.**

For students in K-8th grade who do not have a lunch, they will be provided with a heat up and pudding at a cost of \$4.25. **No outstanding balance will exceed \$12.00.**

Milk or juice may be purchased on a semester/yearly basis. White milk, chocolate milk, or orange juice is available for lunch. A choice of how you can pay for student's drink (milk or juice) has been established as follows:

- Pay by the semester. **\$35.00**
- Pay by the year. **\$67.50**

This fee is a flat rate and there is no credit given for the day(s) students do not attend school (or decide not to drink milk). The payment needs to be on a separate check for each student.

## **FRUIT BREAKS**

**5.932**

In grades K-5, time is taken for a fruit break. Student may bring fruit or any other non-sugar food item for the break. There is no need to bring drinks for the fruit break.

## **SNACK PROGRAM**

**5.933**

There are a variety of snack foods in the vending machines. Students may purchase a snack for fruit break or lunch. Also, students may get a snack at the end of the day if they are staying in extended care.

## **SCHOOL AND PARENT RELATIONS**

**5.940**

The school-parent relations shall be such that the parents are fully informed about the educational program, the strengths and needs of the school, and the services that are available to the school families. An informed citizenry is essential for complete cooperation and support, and the following guidelines are upheld:

1. Mooresville Christian Academy believes that:
  - a. Students are a gift of the Lord and belong to their parents, not to the state or to Mooresville Christian Academy;
  - b. Parents are responsible for the conduct of their children;
  - c. The school derives its educational authority from the parents and stands in "loco parentis" during the school day.
2. Mooresville Christian Academy encourages parental participation in as many programs and activities as possible by:
  - a. Attending/participating in the special programs and activities of the school;
  - b. Aiding teachers on field trips, etc. when asked.
3. Student files are open to parents for review at any time.
4. Mooresville Christian Academy shall undertake special ministry opportunities of prayer and

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assistance in the areas of:

- a. Bereavement;
- b. Class letters to ill students;
- c. Hospital flowers and cards;
- d. Other areas as deemed appropriate by the administration.

## **PARENT'S PAGE**

**5.941**

The "Parent's Page" will be sent home by e-mail every two weeks. Please make sure you receive this newsletter and read it carefully. If your e-mail changes please let us know by sending a message to [kcunningham@mooresvillechristian.org](mailto:kcunningham@mooresvillechristian.org). This is the school's most efficient means of communication with parents.

## **PARENTS' ORGANIZATION**

**5.942**

*PARENT/TEACHER FELLOWSHIP – P.T.F.*

Every parent is a member of the Parent/Teacher Fellowship organization. The P.T.F. holds meetings during the school year. Meeting dates and times will be published in the "Parent's Page." This is a good way for our school families to get acquainted. The purpose of this organization is to promote fellowship among our school families.

## **ROOM PARENTS**

**5.943**

Room parents volunteer at the beginning of the school year under the supervision of the P.T.F. All must submit to a national background check. Room parents will be responsible to:

1. work with the teacher in arranging refreshments and games for class parties;
2. assist in contacting other school families in the classes, if needed;
3. assist if asked by the teacher in art projects, musical events, or dramatic productions by or in the class;
4. seek ways to lift the teacher's workload and remember the pupils, teacher and school in earnest prayer.

## **VOLUNTEERS**

**5.944**

MCA encourages, and relies upon parent volunteers for help in classrooms, on field trips, in the office, and for special events.

All volunteers are protected from exposure to financial liability through the Volunteer Protection Act of 1997. A person in a volunteer capacity is individually protected from liability when an accident or problem occurs if:

1. He/she is acting within the scope of his/her responsibilities
2. He/she was licensed or certified, if that is required for the type of volunteer work being done
3. He/she did not act willfully or recklessly, engage in criminal activity, or act with gross negligence or conscious flagrant indifference to the rights or safety of the individual harmed
4. He/she was NOT operating a motor vehicle, vessel or aircraft.

For the safety of our students, volunteers **must** have a favorable national background check on file in the MCA office before being permitted in the classrooms or in activities involving students. All volunteers working with students at the school shall be required to sign the same statements of commitment required of employees. It is expected that all volunteers follow the guidelines of the MCA dress code so that the students will see consistency and cooperation.



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## **BOARD OF TRUSTEES MEETINGS AND PROCEDURES** **5.945**

An independent, self-perpetuating Board of Trustees governs MCA. An open forum is held from 4:00 p.m. to 4:15 p.m. on regularly scheduled meetings of the Board of Trustees. Meetings are held on the third Tuesday of each month at 4:00 p.m. In order that the busy Board schedule not be unduly disrupted, persons wishing to present concerns or ask questions relevant to school matters should notify the Executive Committee of the Board via the Administrator in advance so that time for them may be included on the agenda (*after referring to the COMMUNICATION POLICY - 5.103 above*). It is understood that some sessions are closed because they deal with staff matters and are necessarily private.

## **MARKING POSSESSIONS** **5.943**

Items which personally belong to students such as Bibles, dictionaries, boots, school jackets, book bags, lunch boxes, etc. should be permanently marked in some easy way so they are not confused with similar items belonging to other students.

## **TUITION & FEES** **5.951**

Tuition and fee information is posted on the MCA website under the Admissions tab. There are several tuition payment plans from which each family may elect. A fee reflecting the cost of managing accounts and the time value of money will be charged for any payment plan other than a one-time, on-time annual payment.

A child may be suspended from school until the financial account is current. Please refer to the Schedule of Fees for additional information.

If financial problems arise, the school is willing to work with you in making special arrangements for payment.

**Your account must be current by the first day of school in order for your student to be admitted.**

## **TUITION ASSISTANCE** **5.952**

Several tuition assistance opportunities are available to help families make MCA possible for their children. Scholarship Granting Organization (SGO) Scholarships, School Choice Scholarships (Vouchers) and MCA Tuition Grant opportunities all require a completed application for consideration. Each program has its own eligibility criteria and requires its own application, access to all is available through the MCA website under the Admissions tab. Questions regarding options and the application process(es) should be directed to MCA staff.

## **SCHOOL CHOICE (VOUCHER) LOTTERY PROCESS** **5.953**

If MCA were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that MCA can successfully accommodate, then MCA would conduct a random lottery drawing of eligible Choice Scholarship students who meet admission standards for MCA at a public meeting.

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Prior to conduct such a lottery, MCA would give preference to the following groups of incoming eligible students:

1. Returning students
2. Returning students' siblings
3. Students coming from a 'feeder' school
4. New students – possible lottery.

## **STUDENT WITHDRAWAL OR DISMISSAL**

**5.954**

Should it become necessary to **withdraw** your child for any reason during the school year, please notify the school in writing as soon as you know. Students transferring to another school should do this at the end of a nine-week period, if possible.

Since MCA has an obligation to its employees and has invested in the student resources for the academic year, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire academic year: therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, the family is obligated for tuition through the full month in which the withdrawal occurs. No school fees are refunded upon withdrawal, as the school has already incurred the costs associated with the enrollment of the student.

Should you decide to withdraw prior to August 1 of the current year and NOT contact the office, there will be one half month's tuition fee due per student (12 month payment plan).

All financial obligations must be met before transcripts are sent to the new school. Report cards will not be issued to any student whose account is not current.

No portion of tuition shall be refunded for a student **dismissed** by expulsion or disciplinary reasons. All financial obligations must be met before report cards or transcripts will be released.

## PLEDGES

### **AMERICAN FLAG:**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **CHRISTIAN FLAG:**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **BIBLE:**

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.

Please pray for the staff as we work with your children. Teaching young minds is an awesome responsibility; however, we are grateful and dependent on the Lord's guidance and help in this ministry.

## M.C.A. SCHOOL SONG

Hail! Mooreville Christian Academy,  
where God's Word is our light.  
Where students learn to love the Lord,  
as well as read and write.

We thank God for His blessing.  
For guidance through each day.  
He has His hand upon our school  
and hears us when we pray.

Lord, keep our Christian school  
strong in the Word of God.  
And help each student day by day  
to spread Its light abroad.

Give strength to all our teachers  
and wisdom from above.  
Make Mooreville Christian Academy  
a beacon of Your love.

- Words and music by L.V. Eicher