



# MILLERSVILLE CHRISTIAN ACADEMY

## PARENT-STUDENT HANDBOOK

2018-2019

**“That the generation to come might know them, even the children which should be born: who should arise and declare them to their children: That they might set their hope in God, and not forget the works of God, but keep his commandments: And might not be as their fathers, a stubborn and rebellious generation; a generation that set not their heart aright, and whose spirit was not steadfast with God.” Psalm 78: 6-7**

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# Millersville Christian Academy

## 2018-2019 Parent-Student Handbook

### ABOUT US: Who We Are and What We Believe

#### Mission Statement:

**“That the generation to come might know them, even the children which should be born: who should arise and declare them to their children: That they might set their hope in God, and not forget the works of God, but keep his commandments: And might not be as their fathers, a stubborn and rebellious generation; a generation that set not their heart aright, and whose spirit was not steadfast with God.” Psalm 78: 6-7**

#### Vision Statement:

*Millersville Christian Academy is committed to lead students to a deep and personal knowledge of Christ and His Word, instruct students in order to achieve the highest levels of scholarship, and encourage students to accomplish God’s eternal purposes.*

### ACCREDITATION

Millersville Christian Academy is a member of the North Carolina Christian Schools Association (NCCSA) and fulfilling the accreditation process.

### NON-DISCRIMINATION POLICY

Millersville Christian Academy is operated as an educational institution for the benefit of the families in our community. Millersville Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

### A BRIEF HISTORY OF Millersville Christian Academy

On January 31, 2016, Millersville Baptist Church voted to form a fact-finding committee to gather data regarding community interest and community need for Christian education. The information received revealed surmountable interest in the development of a Christian school. Being continually led by the Holy Spirit, the committee spent countless hours researching Christian education through interviewing multiple Christian education administrators, visiting numerous Christian education facilities, researching Christian curriculum and seeking God’s will throughout. On December 4, 2016, MBC officially voted in favor of the development of a Christian school and Millersville Christian Academy (MCA) was established. As clay in the potter’s hands, our God has molded and formed MCA. Within his timing, he has provided exceptional Christian administration to lead the school with the goal of excellence in academic achievement and biblical integration through the use of research based curriculum. Our motto is to “Think, learn, and live for Jesus Christ”. At MCA, we take that both seriously and literally.

## STATEMENT OF FAITH

Millersville Christian Academy states as its statement of faith that it adheres to the doctrinal position of Millersville Baptist Church of Taylorsville, Inc. found in the Baptist Faith and Message 2000, which states "Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word of God."

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is 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 Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), 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 God (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 by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; 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 condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
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, 5:18).

## CORE VALUES

### TEACHING STUDENTS TO ATTAIN THEIR FULL POTENTIAL IN GOD

Christian education from the Word of God, subject to God's sovereign and providential purpose, brings students to their full stature in Christ. *Genesis 1:1; 26 -28; Isaiah 54:13-17; Revelation 4:11.*

### TEACHING STUDENTS SELF-GOVERNMENT UNDER GOD

Christian education internalizes and applies Biblical principles for the government of home, school, and nation thereby framing the proper response of students to God. *Romans 3:23; John 3:16; John 16:13.*

### TEACHING STUDENTS TO COMMIT THEMSELVES FULLY TO GOD

Christian education challenges students spiritually, morally, socially, physically, and academically to consider how they govern themselves, their habits of work and scholarship, their insight and knowledge of God's providence, and their character development in light of each student's commitment of faith in Christ. *Mark 12:30, 33.*

### TEACHING STUDENTS IN PARTNERSHIP WITH PARENTS, FACULTY, AND THE LOCAL CHURCH

Christian education is a cooperative effort between parents, faculty, and the local church which develops the spiritual, environmental and intellectual culture necessary to sound learning. *Deuteronomy 6:6-7; Galatians 6:6; James 3:1*

### TEACHING STUDENTS TO THINK, LEARN, AND LIVE AS EFFECTIVE CHRISTIAN PEOPLE

Christian education enlightens the understanding, corrects the temperament, forms the habits and manners, and prepares students for useful service. From a Christian worldview of presuppositions consistent with absolute Biblical truth, students learn to discern right action and thinking from which they then exercise a proper role in their families, the Body of Christ, and as citizens of the United States of America. *Romans 12:1-2; 1 Timothy 4:15.*

*AT MILLERSVILLE CHRISTIAN ACADEMY WE DESIRE THAT ALL OUR STUDENTS UNDERSTAND THAT ALL TRUTH IS GOD'S TRUTH.*

### **Millersville as Ministry**

Millersville Christian Academy is a school in which God's guidance and direction are continually sought. Our school is a ministry in leading children/youth to a saving faith in Jesus Christ and development of Christian character. We promote high academic standards, encourage good study habits and strive to help our students achieve skills in creative and critical thinking. Millersville promotes honor of the body as the temple of God, and teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith will be taught and we will encourage each student to apply these principles in daily Christian living. We will help each student develop the whole personality, based on a proper understanding and acceptance of himself and on the full development of his capabilities in Christ. We will encourage the wise use of time as God's stewards. The school will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

### **Communication Is Important**

Our ministry requires that there be close communication between the home and the school. If Millersville Christian Academy is to be an extension of the home, there must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students do seek admission to MCA it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of MCA personnel immediately and privately.

### **Parental Involvement Is Key**

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the Parent Teacher Community Fellowship program. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in classroom activities, chaperones for field trips, helpers during the holidays, and with other special events.

### **Admission Is a Privilege**

It is important to understand that because attendance at Millersville Christian Academy is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. Millersville Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home and to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

## **ADMISSIONS/ENROLLMENT**

### **PROCESS FOR ADMISSION**

The process for admission to Millersville Christian Academy is as follows:

1. Submit an application for admission with a one-time, non-refundable, Application Fee.
2. The prospective student will go through a screening and interview process which may include standardized achievement and/or ability tests.
3. Both student and parents are interviewed by school officials.
4. Academic records, discipline records, and, if possible, teacher recommendations are received from previous school(s).
5. Immunizations are verified.
6. The Admissions Committee (3-member team) considers the application, reviews testing and academic information, and makes a final decision on admission.
7. The final decision of the Admissions Committee is then communicated to the applicant by phone, email or mail.
8. Upon acceptance the curriculum fee is due.
9. Welcome to Millersville Christian Academy!

## **PROCESS FOR RE-ENROLLMENT**

Students currently enrolled with satisfactory academic and behavioral standing have priority for re-enrollment.

1. An "Intent to Return" letter is sent via e-mail to parents in January.
2. Complete the re-enrollment. Re-enrollment dates are specific for current students and will guarantee placement for the upcoming school year. After re-enrollment closes, registration is open to the public and current students not re-enrolled will be added to the general pool of incoming applicants.
3. Parents make arrangements to either pay in full or by installments the *non-refundable* Curriculum Fee for the next academic year.
4. Welcome to another year at Millersville Christian Academy!

## **PROCESS FOR WITHDRAWAL**

It is assumed and expected that students who enroll at Millersville Christian Academy will attend for the entire school year. We realize that unforeseen events may occur that will necessitate a student leaving the school during the year. In such cases, students withdrawing from MCA should follow these steps:

1. Notify the Office of Admission regarding withdrawal.
2. Meet with the Principal to discuss withdrawal.
3. On the last day of school a withdrawing student shall report to the school office, obtain a withdrawal form and have each classroom teacher sign the withdrawal form, turn in all textbooks to each classroom teacher, and return withdrawal form to the school office.
4. Pay all tuition and fees accrued through the date of withdrawal as well as a \$500 early withdrawal fee.
5. Parents sign a Transcript Release Form.

Note: Transcripts or records will not be forwarded to another school until all financial obligations have been paid. It is the policy of Millersville Christian Academy to withhold report cards until an account is paid in full.

## **FINANCIAL INFORMATION**

### **TUITION**

Tuition is an annual fee. Tuition and fees are posted on the school website.

### **CURRICULUM FEE**

This annual fee is charged to cover textbooks, instructional materials, and special activities and programs.

### **ADDITIONAL FEES & EXPENSES**

Students will, on occasion, need to pay for special supplies and expenses that are important for their educational experience. Information concerning these items will be made available to parents in a timely manner.

### **FUND RAISING**

All fund-raising proposals must be approved by the Millersville Christian Academy School Board.



## ATTENDANCE

Parents and guardians of students between the ages of 7-16 are legally responsible to see that their children attend school.

### SCHOOL DAY SCHEDULE

MONDAY – FRIDAY

KINDERGARTEN - 3rd GRADE

8:15 AM – 2:45 PM

### ARRIVAL AND DISMISSAL

Classroom building opens for students at 7:30 AM.

#### LATE ARRIVAL

Students not in the classroom at 8:15 AM are tardy. Parents with students arriving after 8:15 AM are required to check in with the office and obtain a tardy slip. The student reports to class and gives the tardy slip to the teacher.

#### DROP OFF AND PICK UP

Please use the south entrance (closest to the bridge) off of Hwy. 16. All school traffic must use this entrance to both enter and exit the school. Students are dropped off and picked up in the traffic circle at the educational building. Please pull forward to the numbered cones in order to facilitate multiple cars dropping off at the same time. Follow the instructions of the staff at all times. Part of the healthy separation process is fostered by you dropping your child off and letting them walk in the door. We understand that this is new territory for kindergarteners, but encourage you to not walk them into the building after the first few days of school. If you choose to walk your child in during the first few days, you may park in the lower parking lot and walk your child in at the Narrow Gate entrance. You must stay on the sidewalk at all times until you reach the Narrow Gate entrance. Pick-up in the traffic circle begins at 2:45PM. **Please do not line up to pick up your child before 2:30.** All pick-ups should be made through the pick-up line—do not park and walk up to get your child. Students not picked up by 3:15 PM will need to be picked up in the principal's office. After 3 late pick-ups in a school year, a plan will be developed with the principal, which may include additional fees. **There will be no check-outs after 2:20 unless there is a verified emergency approved by the principal.**

*For safety reasons, please do not drop off students in the parking lot or any area not specified as a designated area. Do not allow students to cross the traffic lanes into the parking lot during drop off and pick up.*

#### EARLY DISMISSAL

Students that leave school before the end of the school day must be excused as follows:

The student must present a note requesting early dismissal from their parents to the classroom teacher. Parent must pick up the student from the office at the appointed time. Parent must sign the student out in the office.

### SEVERE WEATHER CLOSING

In the case of inclement weather, school cancellations will be announced through our Parent Alert system. In addition it will be announced on major local news networks. Cancellation information will be posted at [www.millersvillchristianacademy.org](http://www.millersvillchristianacademy.org).

Please note the following conditions:

- Delayed Start – When MCA announces a delay, we always announce a start time for classes.
- Early Dismissal – When MCA announces a delay, we always announce a release time for students.

### HEALTH CARE AND MEDICINE

#### ILLNESSES

Students are expected to remain at home when they exhibit the following physical conditions:

1. Any communicable disease, until treatment or remission, including but not limited to, chicken pox, pink eye, strep throat, head lice, or ringworm
2. A temperature of 100 degrees or more. The temperature should be normal for 24 hours without medicine before returning to school.
3. Discharge of nose and eyes, cough, sore throat, nausea or vomiting, ear ache, or severe headache.

## **IMMUNIZATIONS**

Students entering school are required to present proof of immunization. All records are checked annually to ensure that students are in compliance with the State immunization laws.

## **MEDICINE**

Students needing medicine during the school day must adhere to the following:

- All medicines taken at school must be prescribed by a doctor.
- All medications must be turned in to the office by a parent in the original package with the label matching the prescription.
- All medications will be stored in the office, unless it is an epi-pen or inhaler, which will be kept with the student's teacher.

## **TREE NUT AND PEANUT ALLERGIES**

In the case of students at Millersville Christian Academy with severe allergies to tree nuts and peanuts and nut products, we will take measures to ensure our student safety. Please let us know if your child has any allergies. Please do *not* send in any snack for a classroom function or party that contains tree nuts or peanuts or snacks processed in facilities that manufacture or use such products. We ask all parents to assist us in making MCA a safe environment for all students.

## **ABSENCES**

Students are expected to be in attendance and on time throughout the school term. Excused absences include the following: illness and injury, quarantine, death in the immediate family, medical or dental appointments, emergency family demands, and other conditions that are approved by the administration. Students must provide the administration with appropriate documentation (i.e. doctor's note, request for pre-approved absence form) for an absence to be excused. *All other absences are unexcused.*

When a student misses more than 50% of a school day, the student is considered absent for the day.

A student is tardy when they are late to any assigned meeting. All tardies other than medical appointments (a doctor's note is required to substantiate a doctor's visit) will be counted as unexcused.

MCA will officially notify parents or guardians of a student's attendance after 5 days of unexcused absences and steps will be made to improve attendance. After 10 days of excused and/or unexcused absences, parents are required to meet with the principal. Students who accumulate 20 or more excused or unexcused absences in a given class will face the possibility of retention. After 30 unexcused absences MCA will notify the District Attorney of the student's chronic absenteeism. Chronic absenteeism may require that MCA retain a student at his/her current grade level or ask the student to withdraw from school.

Students returning to school after an absence must sign in the school office with a written excuse from their parents and any applicable medical documentation.

## **PRE-ARRANGED EXCUSED ABSENCES**

Parents may pre-arrange an excused absence for their student(s) as follows:

- Complete and return the Parent Request for Excused Absence for Educational Opportunity Form at least 1 week prior to the absence to school principal.
- Student(s) must be in good academic standing with a good attendance record to be excused from school.
- Student(s) must make up missed school work.
- At the discretion of the principal and the teacher, other requirements may be stipulated.

# **ACADEMIC PROGRAM**

Curriculum for each subject area will be recommended by the MCA School Board. Curriculum guides will be developed on a systematic basis in all curricula areas. These guides set forth instructional priorities for the school. Teachers are provided appropriate curriculum guides and have input on a

regular basis for revision and development. Curriculum guides constitute the program of instruction for a particular course or grade and will be followed by teachers for classroom instruction. Teachers are permitted and encouraged to use initiative and creativity in their teaching methodology.

The administration and faculty of Millersville Christian Academy want to provide students with a solid foundation of varied literature, and teach them to evaluate these writings for literary excellence as well as Biblical truth. Although MCA does not agree with the world view of every literary work used or situation included in approved selections, we do realize that there is academic value in studying a variety of literature. By allowing students to examine various aspects of our history and culture through literature in light of God's Truth and under the guidance of a Christian teacher, they will have opportunity to further develop a Christian world view. Also, emphasis will be placed on exploring the influence of the Bible on literature and Christian authorship.

Primary emphases in life sciences will be on physiology and functions of living things, inter-relationships of all organisms, and man's place within God's scheme of creation taught from a creationist's viewpoint. The course of study will expose students to various theories related to origin of life while teaching students to evaluate these theories for scientific truth as well as Biblical truth.

Core curriculum is defined as the essential elements of education. At Millersville Christian Academy, core curriculum is defined by the MCA School Board. In grades kindergarten through sixth, the core curriculum consists of communication skills (reading, spelling, vocabulary, grammar, writing and speaking), mathematics, social studies, science, and Bible.

## **STUDENT SUPPORT SERVICES**

Student Support services available to MCA students consist of spiritual counseling, family counseling, personal counseling, and health care referrals as needed. These services are designed to assist Millersville Christian Academy in maintaining the mental, emotional, spiritual, and physical health of students. Parents may contact the office to arrange for an appointment with one of our counselors.

## **STUDENT ASSIGNMENTS**

The assignment of students to classes or teachers is the sole responsibility of the administration of Millersville Christian Academy. Children may not transfer from one class to another class because of preference for a particular teacher or classmate.

## **TEXTBOOKS**

The classroom textbooks are the property of the school but are issued to the students for use during the school year. Students are responsible for their textbooks as follows:

- It is recommended that students keep textbooks covered at all times.
- Do not use adhesive covers on the textbooks.
- Lost books must be paid for by students.
- Fines will be assessed for excessive wear and tear to texts.
- All textbooks are to be turned in prior to the end of the school year.
- Report cards, transcripts, and participation in graduation are contingent upon a student's account being clear.

## **HOMEWORK**

Homework is assigned regularly and contributes to a student's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits. Class assignments will be posted on the teacher's webpage.

Students are responsible for understanding what the homework assignment requires and the completion of the assignment when due.

Parents are responsible to provide a suitable place, set aside adequate time, provide a proper environment necessary to good learning, and ensure the completion of each assignment.

## **MAKE-UP WORK**

Students are expected to make-up school work due to absence as follows:

- Class assignments are available on individual teacher webpages.
- The classroom teacher will set the time and place for missed tests and exams.
- Student will have 2 days for every day absent to complete their make-up school work to receive full credit. Work received beyond 2 days will be assigned partial credit.

## TUTORING

Tutoring and interventions will be based on individual children and occur throughout the course of the year.

## STUDENT ACADEMIC PROGRESS

If you have any concerns about your child's progress, please contact his/her teacher.

## STANDARDIZED TESTING

MCA will administer nationally-normed standardized achievement tests at the appropriate grade levels.

## GRADING

The purposes of grading are to:

1. Provide an assessment for students and parents of the student's achievement in relationship to the curriculum.
2. Provide an opportunity for teachers to identify areas of needed improvement in order to facilitate instructional assistance and offer prescribed interventions.
3. Recognize excellence and achievement.
4. Provide information to principal and teachers for appropriate student placement.
5. Provide information to secondary agencies concerning student accomplishments.

### GRADING SCALE-LOWER SCHOOL

KINDERGARTEN	1 <sup>ST</sup> Grade	2nd – 3rd GRADE
E Excellent	E Excellent	A 90-100
S Satisfactory	S Satisfactory	B 80-89
I Improving	I Improving	C 70-79
N Needs Improvement	N Needs Improvement	D 60-69
/ Not a focus at this time	/ Not a focus at this time	F 0-59

All of our non-core classes will be factored into a separate grade.

Millersville Christian Academy uses a quarterly grading period. Report cards are available at the end of the grading period. Progress reports, if warranted, are sent midway in the reporting period.

## ACADEMIC HONORS

### ACADEMIC HONORS

Students in grades 2<sup>nd</sup> and above have an opportunity to make the year-end honor roll.

"A" Honor Roll:	All "A"s in core subjects
"A-B" Honor Roll:	No grades lower than a "B" in core subjects

## PARENT/STUDENT/TEACHER CONFERENCES

Conferences with school personnel are offered to families to ensure proper and thorough communication with the school. Designated parent conference days are held following the end of the first quarter. Parent conferences may be scheduled by the principal, teacher, or by parent request at any time. **Parents are expected to talk first with the teacher before involving any administrative personnel.**

## ELIGIBILITY FOR PROMOTION

Millersville Christian Academy weighs carefully many factors in making a decision to promote or retain. MCA reserves the right to either retain or dismiss a student with excessive absences or tardies. Students must pass the current grade before promotion to the next grade level.

### PROMOTION STANDARDS FOR GRADES K-6

Satisfactory completion of these grade levels are determined by the following:

- Teacher evaluation of the daily performance of each student.
- Student performance on standardized and non-standardized tests.

# EXTRA-CURRICULAR ACTIVITIES AND AFTER SCHOOL PROGRAMS

## SERVICE PROJECTS/SCHOOL OF SERVICE

Millersville Christian Academy seeks to involve our students in the community around us. To encourage students to minister to the needs of others, students in grades K-12 participate in service projects each year through our School of Service (SOS) program.

## ELEMENTARY SCHOOL

Extra-curricular activities may include, but are not limited to, chorus, arts festivals, Robotics Club, NCCSA Student Activities, and activities such as Math Olympics, spelling bees, geography bees, writing festivals, and speech meets.

## STUDENT COUNCIL AND EXECUTIVE LEADERSHIP COUNCIL

It is our goal at Millersville Christian Academy to provide opportunities for our students in 2<sup>nd</sup> grade and up to pursue and develop leadership, interests, and talents both in and beyond the classroom. One way is by serving on the Student Council. Class representatives for Student Council are elected from all grades. All Student Council representatives work directly with a faculty advisor to channel ideas and suggestions and unify the student body in spirit and cooperation with the administration towards common goals. Elections are held at scheduled times during the school year.

## EXTENDED CARE

Millersville Christian Academy will offer if the interest is high enough to justify the program. Cost will be determined depending on the number of children needing these services. Daily activities will be planned, including scheduled times to play games, outside recreation, and quiet times for homework.

# BEHAVIORAL EXPECTATIONS AND DISCIPLINE PLAN

We believe discipline is a very important part of the learning environment. It is our goal to be consistent and fair in our discipline.

**Student Code of Honor:** "I pledge on my honor as a Millersville Christian Academy student to be honorable in conduct, honest in word and deed, diligent in study and service, and respectful of the rights of others."

**Pledge of Academic Integrity:** "On my honor, I pledge that I have neither given nor received help on this examination."

### Code of Conduct:

Students are expected to adhere to these Biblical principles:

- |  |                                       |
|--|---------------------------------------|
| • Respect God                              | I Corinthians 6:19-20; Matthew 15:8-9 |
| • Respect yourself                         | Psalm 119; I Corinthians 6:19         |
| • Respect others                           | Philippians 2:3; Proverbs 18:24       |
| • Respect property                         | Proverbs 3:9                          |
| • Do your best                             | Colossians 3:17                       |
| • Do what is right                         | Philippians 4:8                       |
| • Treat others like you want to be treated | I Thessalonians 5:15; Matthew 7:12    |

Each individual teacher has developed specific classroom rules based upon these principles.

## SCHOOL DISCIPLINE PLAN

**Being a student at MCA is a privilege, and students are expected to be respectful, responsible, and cooperative.**

The principles that govern our policy of moral education and discipline are summarized into four core points:

1. It is vital that there be a positive, orderly and safe environment in all school activities.

2. It is essential that the teacher or a MCA staff member be respected and in leadership command at all times.
3. Discipline may be progressive depending on the age of the student and the severity of the offense and/or the number of offenses.
4. Discipline should work to build within students a value system and self-control based upon the Word of God.

Discipline is the process of teaching and training students in expected behaviors. Millersville Christian Academy operates under a school-wide discipline plan. Under this plan, teachers and administrators diligently, consistently, and lovingly train students in the expected behaviors and then hold them accountable. No student has the right to behave in a manner that disrupts or interferes with the teacher's right to teach or another student's right to learn. Parents are expected to support the school's discipline plan.

Minor breaches of conduct are handled by the classroom teachers.

Serious breaches of conduct include but are not limited to the following: bullying and/or cyberbullying, fighting, threats of physical harm, extortion, profanity or verbal abuse of others; dishonesty in any form: such as stealing, cheating, and plagiarism; vandalizing or destroying property; arson, immorality; unauthorized absence from school or assigned class; possession and/or use of controlled or illegal items or substances, such as weapons, look-alike weapons, drugs, alcohol, tobacco, fireworks, pornography, and gambling, on campus or at school activities. Students are not allowed to possess, record, or transmit images and messages deemed inappropriate by the school administration, which includes inappropriate pictures, images, or text which mentions or refers to Millersville Christian Academy, MCA personnel, and/or students of MCA on any publicly accessible locations or social networks.

Millersville Christian Academy is committed to providing all students with an environment that is free of sexual harassment, and strictly prohibits all forms of sexual harassment.

***MCA reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to, admonition, counseling, probation, suspension, and expulsion.***

## DISCIPLINARY PROBATION

Students may be placed on disciplinary probation whenever there is clear evidence that the student's behavior falls below the standards of Millersville Christian Academy. A student may be placed on disciplinary probation based on the following factors:

- Deliberate defiance and disobedience
- A rebellious spirit (sewing discord, negative, mocking or scorning attitude) which is unchanging after much effort by teachers
- Several detentions in a quarter
- An in-school suspension or out-of-school suspension

A student placed on disciplinary probation will be placed on a disciplinary contract and have a specified time to correct poor behavior or attitude. At the end of the period, the principal will evaluate the student's recent behavior and decide to lift the probation or recommend the student withdraw from MCA. Any serious behavior problem which occurs during disciplinary probation may result in the immediate withdrawal of the student. Students on conduct probation are generally ineligible for extracurricular and co-curricular activities, such as sports events, field trips and overnight class trips.

In the event of expulsion, after one full school year, the student may reapply according to admissions policies and procedures then in effect.

## DRESS CODE

Within the mission of Millersville Christian Academy is the concept of training. It is within the concept of training that our dress code has been developed. MCA recognizes that the parent is primarily responsible for training a child and ensuring adherence to the dress code. MCA's school culture is one of modesty and a desire not to offend others. Our purpose is to have a dress code that provides the fewest distractions for both students and teachers.

- Parents are expected to be the first to enforce the school's dress code.
- Dress and hair should not be distracting to teachers, students, and modesty is expected in all clothing choices.
- All clothing should be clean and in good repair. Clothing with holes, rips, or tears should not be worn.
- Clothing and accessories must not have inappropriate or controversial messages, logos, or marketing contrary to the mission, beliefs, values, and goals of MCA and the administration.
- Students may wear long pants, jeans, or knee-length shorts. Girls may wear knee-length skirts or dresses. Knee-length is defined as no more than 3 inches above the knee. Jeggings, leggings, yoga pants, and tights may only be worn under knee-length skirts or dresses.
- Shirts must have sleeves. No undergarments should be visible at any time. Clothing must be modest and must not reveal cleavage, backs, or midriffs. Form-fitting or sheer clothing (unless clothing underneath meets dress code) is not appropriate for school.
- All students must wear footwear. Elementary students are to wear closed-toed and closed-heeled shoes for PE for safety reasons.
- Hair should not be a distraction whether in length (1 Corinthians 11:14) or in color, clean, and neatly maintained, as to not cover the eyes. No man buns and no dread locks may be worn. The principal, along with the School Board, reserves the right to make final decisions on what is an appropriate hair style.
- No body piercing jewelry is to be worn at school or school related events. Only girls may wear earrings.
- Hats and head coverings are not to be worn inside the building during school hours.
- The administration reserves the right to make decisions on items not specifically listed in MCA policy.

The school expects parents to support the Millersville Christian Academy dress code and the school's enforcement of the dress code in a non-confrontational and non-defensive manner.

Students in violation of the dress code must immediately correct the dress in one of the following ways:

1. Change into dress code appropriate clothing that is in his/her possession on campus.
2. Call a parent for dress code appropriate clothing.

Students will not be allowed to cover inappropriate dress with a jacket or other type of outerwear. Students will be excluded from class with an unexcused tardy or absence until the violation is corrected. Students who are unable to support the dress code may need to consider alternative school placement.

## ELECTRONIC DEVICES AND INTERNET POLICY

Cell phones, pagers, and any other electronic communication or game devices are not to interfere with academic instruction. All electronic devices must be turned off and stored out of sight during the school day (from drop-off until parent picks up child) unless authorized by a staff member. Headphones and earbuds can only be used for academic purposes during the school day with teacher's permission. Emergency and/or necessary outside phone calls are to be made from the appropriate teacher designated phone. The definitions, consequences for violation, and exceptions of this policy are as follows:

### Definitions:

Electronic Communication Device (ECD) - Any electronic communication device with the capability to make and receive calls, texts, emails, tweets, posts, photos, gaming, or gain access to the Internet.

**Violations** include inappropriate pictures as determined by the Administration, taking pictures of a person or his/her personal items or intellectual property without permission, and/or disseminating said photos.

Incidental Misuse - Using an ECD during the school day except as permitted.

Personal Misuse - Using an ECD in personal violation of the Student Code of Conduct.

Serious Misuse - Using an ECD to violate the Student Code of Conduct to the detriment or harm of others.

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** ECD will be taken until the end of the day

**3<sup>rd</sup> Offense:** ECD will be taken and the parent must pick it up

**4<sup>th</sup> Offense:** Student will not be allowed to bring an ECD to school

## COMPUTERS AND LABORATORY EQUIPMENT

Students are not permitted to use, move, or alter settings on school computers or laboratory equipment without permission of the designated teacher.

## INTERNET AND NETWORK USAGE POLICY

The use of computers (school or personal) during the school day is for academic purposes only. Violation of this policy will result in the loss of all computer privileges. Students with personal computers will be assisted by staff with the installation of access to the school's wireless network. Personal computers using the school's network must have student-provided and MCA-approved anti-virus software.

The school provides a strong Internet filtering resource but cannot guarantee to block all objectionable sites and materials.

Accessing our network, whether from personal laptops brought from home or computers owned by the school, immediately places a student under the school network usage policy. All users of the network 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 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 Millersville Christian Academy'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 anything is excellent or praiseworthy, think about such things."*

# SAFETY AND SECURITY

## TRANSPORTATION SAFETY

Student pickup will be tightly monitored. Parents will be issued dash cards visible through the windshield identifying the student to be picked up. No student will be released to a car without proper student identification card. We will issue these cards for you to give to whoever is responsible for picking up your child. Without a card, you will have to park and come inside until proper verification can be made.

Students are not to ride with other students on any school-related activity (field trips, athletic events, etc.) without signed parental permission and approval from a school official. Students are not to leave campus during school hours via personal transportation without prior written permission from parents and approval from a school office. The only way students are dismissed through the school day is through the school office to people who are on your approved list.

## FIELD TRIPS

- Field trips are trips designed to facilitate and expand the student’s educational experiences.
- Parents willing to serve as drivers and chaperones will complete the volunteer application and any required forms, including a background check.
- The number of parents permitted on each trip is set by the school principal and is limited to that number.
- A field trip is not intended to be used as a family “outing.”
- The privilege of participating in school trips is based on the following criteria:
  1. Students must maintain good behavior at school and school events.
  2. Parents must keep current on tuition and make all payments required for the trip.
  3. Parents must complete any paper work relative to the trip.

### Class Trip Attendance

Students who attend class trips will be counted as present for each day of the trip. Any student not attending the trip is expected to attend school while the class is on the trip. Planned work will be provided, and students who do not attend school during this time will be given an unexcused absence for each day missed.

## BUS AND VEHICLE SAFETY

While riding on a bus or in an automobile the following rules are to be observed:

1. Respect the authority of the driver.
2. Keep all parts of the body and other objects inside the vehicle.
3. Keep the vehicle clean.
4. Respect the vehicle as the property of another.

## SAFETY PRECAUTIONS FOR DROP-OFF AND PICK-UP

1. Drop off and pick-up are only allowed at the educational wing in the designated marked by cones when staff is present during drop off and pick up times. (Morning drop-off: 7:45-8:10 and afternoon pick-up: 2:45-3:10) If your child is late, you must park, bring your child in to the school office, and sign your child in.
2. Do not park, drop off, or pick up, at the Millersville Child Development Center entrance. MCA has its own school entrance and exit.
3. Do not be impatient and fail to follow the traffic flow.
4. Do not encourage students to leave the pick-up area to meet the person picking up the student.
6. Follow the directions of school staff and safety patrol.
7. ***Please refrain from using your cell phone during car pickup or drop-off.***
8. It is unsafe for students to walk between cars.
9. All students will be dismissed from the appropriate area by teachers.

## PARKING

Please do not park along the educational building, where you go into MCA, during school hours.

## SECURITY AUTHORITY

MCA personnel uses video surveillance to monitor the campus. All MCA personnel have the same authority over students as instructional staff. Students, parents and visitors are expected to cooperate with all security procedures in place.

## EMERGENCY STUDENT TELEPHONE USE

In case of an emergency the student should report to the school office and the administrative assistant will assist the student in making the necessary call.

## VISITORS

All visitors to Millersville Christian Academy are to enter the building through the “Narrow Gate” entrance, check in, and receive a visitor’s badge. Please wear your visitor’s badge at all times for the duration of the visit.

## GIFT DELIVERIES FOR STUDENTS

School personnel will not accept gift deliveries (e.g. flowers, balloons) for students during the school day.



## LOST AND FOUND

- Labeled items that are found will be returned to the owner.
- Unlabeled items that are found will be placed in the lost and found.
- All unredeemed items are disposed of at the end of each month.

## SPECIAL ACTIVITIES /PARTIES

Any and all special activities held on behalf of Millersville Christian Academy must be approved by the principal. If you send birthday party invitations for your child to school, we ask that you invite all children in the class. If all children are not invited, conduct your invitations outside of school. We ask that you coordinate any church, youth, and/or recreational invitations through your child's classroom teacher.

# VOLUNTEER OPPORTUNITIES

## Parent Teacher Community Fellowship

The PTCF is a volunteer parent and community organization that is vital to the development of school spirit at MCA, to the fund-raising activities that assist the educational programs, and to sponsoring various extracurricular activities throughout the school year. Join the PTCF to support the students of MCA.

## PARENT VOLUNTEERS

MCA welcomes parent and community volunteers to assist with school-wide events, field trips transporting students, grade level coordinators, prayer warriors, and volunteers at extra-curricular activities. There are needs for volunteers throughout the school at every grade level. Please indicate your willingness to help by completing a volunteer form at the beginning of the school year.

The PTCF and the administration organizes and controls volunteer efforts school-wide. Your volunteer time is crucial to staffing the many activities and events that take place every year. We ask each family to prayerfully consider how you wish to volunteer in the classroom and/or school-wide events. We welcome and rely on your help!

## VOLUNTEER PROCEDURES AND POLICIES:

1. The principal is responsible for the overall supervision of volunteers.
2. All volunteers must complete a volunteer application to be turned in to the principal's Office. Forms can be found at [www.millersvillechristianacademy.org](http://www.millersvillechristianacademy.org). Volunteers who will not be working under the direct supervision of a MCA staff member must also undergo a background check. Please note that it can take a while before a background check is complete.
3. Volunteers work in cooperation with an assigned teacher or other staff member.
4. Volunteers must sign in and out at the school office with which they are volunteering.
5. Volunteers must wear a nametag at all times while volunteering.
6. Any volunteer who is injured must report to the principal.
7. Volunteers must be prompt. If you will be late, please call the school at 828-352-9600.
8. Volunteers must follow the school and classroom rules as established by the classroom teacher.
9. Volunteers may not bring other children while volunteering.
10. Driving:

PERSONAL CARS: Complete the Volunteer Driver Application Form available in the school office.

CHURCH VEHICLES: All driver applicants must fill out an application to drive for MCA (Monday thru Friday, 8:00 am – 4:00 pm), using the current forms provided by the administrative assistant, located in the MCA school office through the "Narrow Gate".

- *These applications cannot be sent home to be filled out.*
- *We do not accept applications forms that are not provided by the administrative assistant.*
- *There are several other forms that need to be signed during this time by applicants before they can be authorized to drive a church vehicle.*
- *A copy of the driver's license must also be submitted at this time.*
- *A road test may be required.*

All completed applications will be sent to the principal for final approval.

After all approvals are met, the administrative assistant will contact the church insurance carrier to add the driver to the church insurance list.

*Note: Approval process takes from 2 to 3 weeks. Any exceptions to the above procedures must be approved by the principal.*

## **CELL PHONE USE WHILE DRIVING**

Safety is a high priority at Millersville Christian Academy. Employees including part time coaches whose job responsibilities include regular or occasional driving for the school and parent and/or community volunteers who serve as drivers are prohibited from using cell phones or other types of electronic devices (e.g. PDAs) while driving. If acceptance or placement of a call is unavoidable, drivers should pull off to the side of the road and safely stop the vehicle before using the phone. Special care should be taken in situations in which there is traffic, inclement weather, or unfamiliar territory. Under no circumstances are drivers allowed to place themselves or others at risk by their inappropriate use of cell phones or similar devices used in fulfilling school or personal needs during school time or on school errands. Drivers who are charged with traffic violations resulting from the use of their cell phones or other electronic devices while driving will be solely responsible for all liabilities that result from such actions. Violators of this policy will be subject to discipline, up to and including termination.

## **GUIDELINES FOR WORKING WITH STUDENTS**

- Be a good Christian role model.
- Learn the students' names.
- Be sure the students know your name.
- Let the students have time to warm up to you.
- You can do this by talking about things they like.
- Be sure to share what you like with them.
- Listen to students.
- Respect student's privacy.
- Don't criticize others in front of the class.
- Give attention to all students.
- Be clear and concise when giving instructions to students.
- Encourage students who may be struggling, but don't give the answer.
- Don't compare one student to another student.
- Many aspects of the educational experience are to be kept confidential. Be aware of confidentiality guidelines concerning students.
- No spreading discord among the brethren.

## **GUIDELINES FOR WORKING WITH STAFF**

- Listen carefully to the directions given.
- Ask questions if you need assistance.
- Be task oriented.
- Please do not interrupt class unless it is absolutely necessary.
- Be prompt. If you are going to be late, please let the office know.

**Millersville Christian Academy reserves the right to revise the information contained in this Handbook or any stated policies.**

## Millersville Christian Academy PARENT CONTRACT

1. We have read and understand the school's philosophy of Christian education and the Statement of Faith, and are in agreement with the purpose and philosophy of Millersville Christian Academy.
2. We accept the challenge to "train up a child in the way he should go" (Proverbs 22:6); this training will be carried out in the home and we trust MCA to extend that training more completely.
3. We have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand our obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of this school by providing a place at home for study purposes and will give encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude; in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
6. We understand the standards of MCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school or continued disobedience to the established policies of the school.
7. We believe discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
8. We pledge, if for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage and the abuse of other personal property.
10. We will support the school by involvement in parent-teacher conferences, open houses, parent-teacher gatherings, volunteer activities, and other school-sponsored meetings and activities.
11. We give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school grounds. We understand the school does not provide student medical/accident insurance and it is our responsibility to provide our own. Parents will be notified in advance when students will leave the school grounds. We also understand that personal parent vehicles and/or church minibuses or buses, driven only by people who have been approved by school administration, will be used for transportation and hereby give permission for our child to accompany the class on these trips.
12. We understand and will fulfill our financial obligation to pay for the educational services the school provides for our child as outlined in the Student Handbook.
13. We understand that the school reserves the right to change a policy at any time without notice.

We sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment or failure to meet financial obligations will forfeit the student's privilege of attending Millersville Christian Academy.

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Parent Printed Name

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Parent Signature/Date