



# MILLERSVILLE CHRISTIAN ACADEMY

## POLICIES AND PROCEDURES MANUAL

May 2018

**“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: 6-8**

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## **1000. ADMINISTRATION**

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### **1001. Definition of Millersville Christian Academy**

- .10 The name of this school shall be Millersville Christian Academy (MCA).
- .20 Millersville Christian Academy is a ministry of Millersville Baptist Church of Taylorsville, Inc. and therefore the authority falls directly under the governing authority of Millersville Baptist Church.
- .30 Statement of Faith
  - .01 Millersville Christian Academy affirms the North Carolina Christian School Association Mission Statement as a member school of NCCSA. Millersville Christian Academy will be a continuing member of the North Carolina Christian Schools Association. Membership fees will be paid annually from student registration fees.
  - .02 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.
- .40 Statement of Nondiscriminatory Policy

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. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, tuition aid policies, and athletic and other school-administered programs. Notice of this policy will be made in accordance with Internal Revenue guidelines for private schools.

### **1002. Authority**

- .10 Millersville Baptist Church of Taylorsville, Inc., authorizes the Millersville Christian Academy School Board to act, in its behalf, as a Board of Governance over the Academy. The Committee's responsibility includes advising and working with the principal, ensuring the financial solvency of the Academy, and reviewing and approving of the policies of the Academy to be implemented by the school administration.
- .20 The membership of the Millersville Christian Academy School Board shall consist of members in good standing of Millersville Baptist Church

and any other affiliated churches with an appointed school board member. The Millersville Christian Academy School Board functions in behalf of Millersville Baptist Church for the perpetuation of Christian education through Millersville Christian Academy.

- .30 Millersville Baptist Church of Taylorsville, Inc., authorizes the school principal, to formulate and implement school rules, regulations, and procedures. At all times, the principal works in close relationship to the Millersville Christian Academy School Board to see that the policies approved by the School Board are adhered to in the procedures used in the day-to-day operation of the Academy.
- .40 The policy manual of Millersville Christian Academy shall be kept in the principal's office and is available for review.
- .50 The Millersville Christian Academy School Board reserves the right to review, revise and approve policies as needed.
- .60 All ancillary groups come under the authority of the principal and Millersville Christian Academy School Board (e.g. Parent Association, Booster Club).

### **1003. Millersville Christian Academy School Board**

- .10 The School Board is the policy making body of the school, and reports its recommendations to the pastor, deacons and to the church as required.
  - .101 A simple majority of the Millersville Christian Academy School Board members constitutes a quorum.
  - .102 Robert's Rules of Order, latest edition, is the established procedure for all meetings of the Millersville Christian Academy School Committee.
  - .103 The Millersville Christian Academy principal and the Millersville Christian Academy School Board chairman shall conduct a new committee member orientation each year.
- .20 This committee consists of not more than 7 members who have voting rights. Ex officio members are the principal and the pastor or his designee.
- .30 Millersville Baptist Church of Taylorsville, Inc. is responsible for the nomination of all School Board members through its pastor and deacon board.

- .40 Any school board member may be removed from the board by the pastor and deacon board.
- .50 Millersville Christian Academy School Board Member Code of Ethics - A School Board Member is expected to:
  - .501 Be faithful in attendance at all board meetings.
  - .502 Prepare for each committee meeting by reviewing minutes and agenda of past meetings and other materials, which should be reviewed. Also, prepare subcommittee recommendations in advance for placement on the agenda of the committee meeting.
  - .503 Be willing to give time, talent, and financial support with a joyous spirit and faithfully pray for the school.
  - .504 Direct appropriate inquiries and complaints regarding school matters to the appropriate administrative personnel.
  - .505 Commend the staff continually.
  - .506 Refrain from inappropriate discussion of school board business at any non-business functions or gatherings.
  - .507 Use God-given discretion in deciding what matters can be shared with one's spouse so as to cultivate and maintain important partnership relationships with the spouse. Matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings. All personnel information, discussion, and salary/benefits are confidential.
  - .508 Refrain from reprimanding a teacher. Practice the principles of conflicts in relationships found in Matthew 18.
  - .509 Abstain from entering into the day-to-day operation of the school.
  - .510 Any board member with a conflict of interest shall abstain from discussion or vote related to the conflict of interest. Conflict of interest shall include performance of labor, services, and issues related to equipment, supplies or other business functions. A conflict of interest shall also include personnel issues where the committee member has a vested interest in a personnel decision. Committee members work to hold each other accountable in determining conflicts of interest. (Phil. 2:4)



.511 Tender their resignation if they find that they can no longer actively serve on the Millersville Christian Academy School Board.

.60 Duties of the School Board:

.601 Be faithful in attendance at all board meetings. If unable to attend, to be responsible for notifying the principal's Office or the board chair in advance. When a board member cannot attend three (3) successive meetings or misses four (4) meetings total during the calendar year, it is expected that the board member will tender his/her resignation.

.602 Seek the will of God and serve as His instrument

.603 Approve the annual school budget of the school, and receive and review a report of the expense of the school at each of its meetings

.604 Keep personnel issues, discussions, and salaries confidential

.605 Approve the Policies and Procedures Manual, and review, revise and approve it as needed

.6051 The philosophy statements, vision statement, mission statement, and statements of purpose for Millersville Christian Academy will be reviewed annually by the Millersville Christian Academy School Board during a regular scheduled meeting.

.606 Meet as needed throughout the year

.607 Place a high priority on attending as many school functions as possible

.608 Approve the annual school calendar

.609 Be involved with the school through ad hoc committee assignments

**1004. Philosophy: Vision, Mission, Purpose, Core Values and Student Outcomes**

.10 Tradition Statement

“Let every student be plainly instructed and earnestly pressed to consider well, the end of his life and studies is to know God and Jesus Christ which

is eternal Life, John 17:3, and therefore to lay Christ in the bottom, as the only foundation of all sound knowledge and learning.” Harvard College, 1643

.20 Theme Scripture

“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: 6-8

.30 Motto

“Think, learn, and live for Jesus Christ”

.40 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.

.50 Mission Statement

Having been led by the Spirit of God, Millersville Christian Academy will provide Christ-centered excellence in academics, development of strong Christian character, and a Biblical worldview while declaring God’s power to the next generation one student at a time.

.60 Purposes of Millersville Christian Academy Based on Luke 2:52

.601 **Spiritual** - Seek to win to Christ those who are uncommitted. Educate students so that they successfully integrate Christian philosophy into their total life.

.602 **Intellectual** - Provide an academic climate conducive to learning. Promote the learning of necessary skills required for meaningful participation in society as an adult. Nurture competency in communication and research skills, and in the ability to make mature decisions.

- .603 **Social** - Provide students with opportunities for growth in the social skills required for adequate interaction in today's society. Enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy.
- .604 **Cultural** - Promote appreciation for and creativity in the arts. Encourage students to understand and appreciate cultural patterns different from those of their own.
- .605 **Physical** - Promote physical well-being and the opportunity to learn skills that promote a healthy lifestyle.

.70 Core Values

- .701 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.

- .702 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.

- .703 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.

- .704 Teaching students in partnership with parents, faculty, and the local church.

Christian education in a cooperative effort between parents, faculty, and the local church develops the spiritual, environmental, and intellectual culture necessary to sound learning. By necessity, every teacher who teaches from a biblical philosophy of education must exemplify the excellent teaching gifts and qualities of

character and scholarship worthy of a wholehearted commitment to Christ. All teachers must represent the spirit and discipline of their calling and embody the very goals they teach their students. Deuteronomy 6:6-7; Galatians 6:6; James 3:1. (July 2015)

- .705 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 biblical 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; I Timothy 4:15.

- .7051 Marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
- .7052 Children, from the moment of conception, are a blessing and a heritage from the Lord.
- .7053 Gender is both sacred and established by God's design.

- .80 Desired Student Outcomes

- .801 Spiritual

- .8011 Students will have a personal relationship with Jesus Christ.
    - .8012 Students will have the tools to make Godly decisions.
    - .8013 Students will be committed to Bible study and spiritual growth.
    - .8014 Students will apply biblical values to the issues of everyday living.
    - .8015 Students will have a God-centered worldview.
    - .8016 Students will share the truth of the Gospel with others.

- .802 Academic

- .8021 Students will be equipped to attend the college or university of their choice or the vocation that they desire.

- .8022 Students will possess a set body of knowledge commensurate with the grade level/graduation requirements.
- .8023 Students will have good study habits and a commitment to lifelong learning and intellectual growth.
- .8024 Students will have the mind to think in a Christ-like manner.
- .8025 Students will discern between truth and error.
- .8026 Students will successfully compete academically with their peers of like ability.
- .8027 Students will make a commitment to creating quality work and striving for excellence.

.803 Social

- .8031 Students will take responsibility for personal actions by demonstrating biblical principles for living.
- .8032 Students will appreciate and accept themselves and others as unique creations of God.
- .8033 Students will have a lifestyle of service to others.
- .8034 Students will embrace a work ethic that exemplifies honesty, motivation, and integrity.
- .8035 Students will practice Christian morality in interpersonal relationships.
- .8036 Students will reach outside their peer groups to include others.

.90 Desired Parent Outcomes

- .901 Parents will partner with the school recognizing themselves as the primary educator for their children and the school as an auxiliary.
- .902 Parents will reinforce the child's schoolwork at home.

- .903 Parents will volunteer and be involved in the school.
- .904 Parents will value the Christian education experience at Millersville Christian Academy.
- .905 Parents will avail themselves of opportunities to be informed about their students' progress spiritually, academically, socially, and physically.

1.0 The Review and Revision of Philosophy

The philosophy of Millersville Christian Academy shall be made available to each staff member and parents of students in the school. The administrative team shall provide opportunity annually for stakeholders to review and give input regarding the school's mission and vision. All revisions to school philosophy must be approved by the principal and the school board.

**1005. Millersville Christian Academy Goals**

.10 Student Oriented Goals:

- .101 Teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Timothy 3:15-17; II Peter 1:20-21)
- .102 Teach the basic doctrines of the Bible. (Titus 2:1)
- .103 Provide opportunities for students to confess Christ as Savior and Lord. (Romans 10:9-10)
- .104 Teach students to know and obey the will of God as revealed in the Scriptures, thus equipping the students to carry out God's will daily. (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17)
- .105 Impart an understanding of each Christian's place in the Body of Christ and its worldwide mission, providing opportunities for the students' involvement in this task. (Ephesians 4:12; I Corinthians 12:1-31; Matthew 28:19-20)
- .106 Teach biblical character qualities and provide opportunities for students to demonstrate these qualities. (I Samuel 16:7; Galatians 5:22-23)

- .107 Teach students how to develop the mind of Christ towards godliness. (Philippians 2:5; I Timothy 4:7)
- .108 Encourage students to develop self-discipline and responsibility from God's perspective. (I Timothy 4:7; I Corinthians 9:24-27)
- .109 Teach students the respect for and submission to authority from God's perspective.  
(Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
- .110 Help students develop a biblical worldview by integrating life and all studies with the Bible. (II Peter 1:3)
- .111 Teach students to hide God's Word in their hearts through memorization and meditation. (Psalm 119:11 Psalm 1:1-3)
- .112 Teach students how to study God's Word. (II Timothy 2:15)
- .113 Help students develop their self-image as unique individuals created in the image of God and to attain their fullest potential.  
(Psalm 139:13-16)
- .114 Teach students to treat everyone with love and respect as unique individuals created in God's image.  
(Philippians 2:1-4; Ephesians 5:21)
- .115 Teach students how to become contributing members of society by realizing their need to serve others.  
(Galatians. 5:13; Romans 12:10)
- .116 Teach students biblical skills for personal and social relationships.  
(Psalm 119:9; Ephesians 4:12)
- .117 Teach students the biblical view of dating, marriage, and the family. (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33)
- .118 Teach students physical fitness, good health habits, and wise use of the body as the temple of God. (I Corinthians 6:19-20)
- .119 Teach students biblical attitudes toward material things and their responsibility for using them to God's glory.  
(I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31)
- .120 Teach students an appreciation of the fine arts.

- .121 Teach students to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Corinthians 5:20)
  - .122 Teach and encourage students to use good study skills and habits. (II Timothy 2:3-7)
  - .123 Teach students how to research and to reason logically from a biblical perspective. (Hebrews 5:14; Romans 12:2)
  - .124 Teach students creative and critical thinking based upon the proper use of biblical criteria for evaluation. (II Timothy 3:14-17)
  - .125 Teach student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Corinthians 10:11; Romans 13:1-7)
  - .126 Use current affairs in all areas, teaching students how they relate to God's plan for man.
  - .127 Teach students an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use, and preserve it properly. (Psalm 8:6; Hebrews 2:6-8)
- .20 Family Oriented Goals:
- .201 Bring those whom we find that are not Christians to the saving knowledge of Jesus Christ. (II Peter 3:9; I Timothy 2:4)
  - .202 Aid families in Christian growth to help them develop Christ-centered homes. (Ephesians 5:22-33; II Peter 3:18)
  - .203 Cooperate closely with parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
  - .204 Help the parents to understand the school's purpose and program.
  - .205 Assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
  - .206 Encourage regular attendance and involvement in the local church. (Hebrews 10:24-25)



- .207 Encourage parents to realize and fulfill their responsibility for the spiritual, moral, and social education of their children.  
(Deuteronomy 6:4-7; Proverbs 22:6)

#### **1006. Loyalty**

- .10 Loyalty Statement: We hereby declare our uncompromising allegiance to the Government of the United States of America and declare our purpose to assist it in every way morally consistent with our faith. (Mark 12: 17)
- .20 To emphasize the importance of loyalty, the Pledge of Allegiance to the United States flag, the Christian flag, and the Bible will be a part of each chapel service.

#### **1007. Membership**

- .10 The voting constituency of the Millersville Christian Academy consists of the membership of Millersville Baptist Church of Taylorsville, Inc.
  - .101 This membership meets annually to approve school board members.
  - .102 Other corporate meetings may be held during the year as special business requires. These meetings are called according to the church's constitution and by-laws.

#### **1008. Administrative Relationships**

- .10 The Millersville Christian Academy School Board is the policy-making body of Millersville Christian Academy and the principal implements the policies of the school board.
- .20 The principal's responsibility is to communicate to Millersville Christian Academy the needs and wishes of the Millersville Baptist Church, and to communicate to the church the needs and wishes of the school. The principal shall also recommend policy to the MCA School Board.
- .30 All Millersville Christian Academy personnel are responsible to the principal or designee.
- .40 The principal works to implement school policy within Millersville Christian Academy.
- .50 The principal has the primary responsibility for supervision of faculty and the day-to-day operation of Millersville Christian Academy.

- .60 The faculty is responsible for supervision of students (further description of teacher responsibilities, job descriptions, are included in the Personnel Policies and Procedures section).

**1009. Curriculum and Co-Curricular Program Philosophies**

- .10 The Millersville Christian Academy curriculum is to be consistent with the statement of faith, vision, mission, purpose, goals, and philosophy.
- .20 All student activities at Millersville Christian Academy will be consistent with the statement of faith, vision, mission, purpose, goals, and philosophy.

## **2000. FINANCIAL POLICIES AND PROCEDURES**

## **2000. FINANCIAL POLICIES AND PROCEDURES**

### **2001. Policy and Procedures**

- .10 Millersville Christian Academy has a direct financial relationship to Millersville Baptist Church. Millersville Christian Academy School Board will submit a budget to Millersville Baptist Church for approval. Its receipts and expenditures come under the supervision of the Millersville Christian Academy School Board.
- .20 The Millersville Christian Academy School Board supplies Millersville Baptist Church with documentation of its receipts and expenditures on a monthly basis in accordance with the approved annual Millersville Christian Academy budget.

### **2002. Salaries**

- .10 The following salaries will be paid by Millersville Christian Academy.
  - .101 Principal
  - .102 Faculty and staff
  - .103 Before and After School personnel
  - .104 Substitute Teachers
  - .105 Other direct employees of Millersville Christian Academy
- .20 Salaries and Payroll
  - .201 All employees are paid in accordance with the financial policies of Millersville Christian Academy.
  - .202 Employees are paid bi-weekly.
  - .203 The Millersville Christian Academy School Board will review and adopt a salary schedule annually.

### **2003. Budget**

- .10 Budget preparations is primarily the responsibility of the principal in consultation with the Millersville Christian Academy School Board.
- .20 Tuition and registration fee schedules for the upcoming year, etc., are to be ready for presentation by the January re-enrollment/registration for the upcoming school year.

### **2004. Fees**

The principal, in combination with the Millersville Christian Academy School Board, establishes annual fees that include registration and testing fees, tuition, and other fees in order for Millersville Christian Academy to pay its debts and remain financially solvent.

.10 Curriculum Fee Policy

.101 All students must pay a curriculum fee annually. Curriculum funds are used for the following:

.1011 Books and curriculum materials

.1012 Field trips (excluding extended field trips)

.1013 Other classroom supplies

.102 The curriculum fee is the same no matter at what time a student may enter Millersville Christian Academy.

.103 Curriculum fee is non-refundable. In case of a family move out of our geographical area, if the position of the child in the class can be filled, the curriculum fees less the application/re-enrollment fee will be refunded.

.104 Curriculum Fee Payments

.1041 New students: A non-refundable curriculum fee deposit is due with each new student application. The balance of the curriculum fee is to be paid upon notification of acceptance.

.1042 A non-refundable curriculum fee for returning students is payable in published installments as prescribed by the principal with the first installment due with the "letter of intent".

.20 Testing Fees

All new students at Millersville Christian Academy **may be** tested by the principal and/or designee for admission. The charge for this service is set by the principal to cover costs incurred.

.30 Tuition Fees

.301 The Millersville Christian Academy School Board, in consultation with the principal, establishes tuition fees annually for all students and fees for before and after school care.

.302 Tuition charges may be paid in 10 equal payments due on the first of each month, August through May inclusive.

.303 Payments are due on the 1<sup>st</sup> of each month and are considered delinquent on the 15<sup>th</sup> day of the month. Section 2006 establishes policy for delinquent accounts.

.304 Since Millersville Christian Academy has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, charges are prorated according to actual number of days enrolled. No deduction will be made in tuition for absence during the school year regardless of a cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and are made effective when such notice is delivered to the school. Students who voluntarily withdraw during the school year will be subject to an early withdrawal fee.

.305 Tuition Refund Policy

.3051 Millersville Christian Academy makes ongoing financial commitments to faculty and staff. Refunding tuition payments is difficult and only done in extraordinary circumstances.

.3052 No portion of tuition will be refunded for a student dismissed by expulsion or for disciplinary reasons.

.3053 Students who are recommended by Millersville Christian Academy staff and administration to leave the school for academic, emotional, or family reasons may receive a prorated refund on tuition.

.40 Before and After School Care

.401 The Millersville Christian Academy School Board establishes hours for the before and after school care program.

.402 The payment of fees for before and after school care are collected weekly. Payment is due by Friday of the week the service is rendered.

.50 Other Fees

The Millersville Christian Academy School Board works in consultation with faculty and the principal in establishing policies for the collection of additional fees using established accounting methods.

- .501 Field trip expenses not covered in registration fees are due in advance according to a timetable established by the teacher in consultation with the school administration.
- .502 Miscellaneous fees for appropriate classes are established by the teacher in consultation with the school administration.
- .503 All other fees follow policy established by the Millersville Christian Academy School Board.

### **2005. Delinquent Accounts**

The principal establishes procedures for handling delinquent accounts.

- .10 All tuition payments are due on the first of each month and are considered delinquent on the 15<sup>th</sup> day of the month.
- .20 If payment is still delinquent after the 1<sup>st</sup> day of the next month, a \$15.00 late charge will be assessed per child per month.
- .30 Accounts 45 days overdue will receive a letter from the principal concerning the tuition payment policy.
- .40 If payment is not made or arranged within 60 days, a letter will be sent by the principal for the purpose of informing the parents that the child is terminated.
- .50 No records will be sent to any other school until payment of all fees is paid in full.
- .60 No student is allowed to attend field trips as long as the tuition account is delinquent.
- .70 All returned checks will be assessed a \$35.00 charge.

### **2006. Purchasing Materials in the Day School**

- .10 The school's division-level administrative assistants serve as purchasing agents for Millersville Christian Academy under the supervision of the principal or his designee and will follow business practices established by Millersville Christian Academy School Board.

### **2007. Fund Raising**

- .10 Fund raising activities are an appropriate part of school activities.

- .20 Millersville Christian Academy recognizes fund raising for the following projects:
  - .201 Additional materials and equipment, which cannot be purchased through the normal budgeting procedure
  - .202 Supplementary funds for students for extended field trips
  - .203 Underwriting extracurricular programs
  - .204 Capital needs
- .30 All proposed fund-raising projects are to be submitted with appropriate information to the Millersville Christian Academy School Board, along with Millersville Baptist Church leadership, for final approval.
- .40 Millersville Christian Academy, in cooperation with Millersville Baptist Church of Taylorsville, Inc., seeks to be very careful in its selection of fund raising projects.
- .50 Our primary method of fund raising will be to ask God (pray) and tell the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support.
- .60 Millersville Christian Academy does not allow access to school families for the purpose of solicitation or selling of goods and services.

## **2008. Solicitation and Acceptance of Gifts**

- .10 Philosophy
  - .101 Millersville Christian Academy commits itself to be a good steward in the fund-raising process believing that all resources are God's resources, regardless of who possesses them. (Deut. 10:14; Ps. 24: 1-2; 1Cor. 10:25-27; 1Tim. 4:4-5)
  - .102 Gifts that bear the appearance of evil or create a stumbling block must be declined. (2 Cor. 8:20-21; 1Tim. 3:2; Romans 14)
- .20 Procedures
  - .201 The primary efforts in requesting gifts will be through individuals, corporations, and matching gifts and grants programs. Gifts will not be requested or accepted from individuals or entities from which Millersville Baptist Church would not solicit or accept funds.



- .202 Regardless of the source of the gift, no conditions may be attached by the donor or assurances given by the recipient without the prior approval of the Millersville Christian Academy School Board, along with Millersville Baptist Church leadership.
- .203 Designated gifts may be made to approved budget items contained in the annual Millersville Christian Academy budget.
- .204 Each gift (money or property), regardless of value, will be acknowledged by a letter of thanks from Millersville Christian Academy to the donor.

### **2009. Financial Records and Financial Statements**

- .10 The financial transactions of the school will be recorded on a monthly basis in the books of record. Said books will include at least a cash receipt and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. Millersville Christian Academy School Board will reconcile the bank statements monthly. The principal will present the financial statements at the regularly scheduled Millersville Christian Academy School Board meeting.
- .20 The financial statements presented will include an income and expense summary sheet. The income statement will reflect the current month's financial report compared to the approved monthly budget as well as the year-to-date financial reports compared to the year-to-date budget.

### **2010. Budgetary Process**

- .10 The annual budget of Millersville Christian Academy will be approved by the Millersville Christian Academy School Board, with approval from Millersville Baptist Church leadership, at its regular meeting. The school board by its vote gives authorization for personnel, capital expenditures and purchase of other items. It also authorizes the principal to implement and administer the budget through established procedures for controlling purchase orders and other authorizations for payment. (1Cor. 14:40)

### **2011. Audits**

- .10 A comprehensive audit will be conducted each year in accordance with the policies of Millersville Baptist Church.

### **2012. Receipts and Disbursements**

- .10 Receipts will be handled in accordance with established policies and procedures of Millersville Christian Academy School Board. All receipts of the school will

be documented and deposited on a timely basis by the school administration. Fiduciary diligence will be exercised, including the enforcement of appropriate checks and balances or such other controls as may be necessary. All deposit slips will be in sufficient detail as to document the account to which the deposit is credited.

- .20 Disbursements will be handled in accordance with established policies and procedures of Millersville Christian Academy School Board. All disbursements for Millersville Christian Academy accounts will be supported by appropriate documentation substantiating the amount, purpose, and approval of expenditure and receipt of goods and/or services. All checks must have two authorized signatures.

### **2013. Financial Policy**

- .10 The financial policies of Millersville Christian Academy will be in accordance with the financial policies of Millersville Christian Academy School Board. Any change, which serves to increase the currently approved budget, must be approved by Millersville Christian Academy School Board and the Millersville Baptist Church leadership.
- .20 Procedures to change the current operating budget
  - .201 Funds will not be committed and spent unless approved by the Millersville Christian Academy School Board and Millersville Baptist Church leadership in the operating year budget.
  - .202 Unbudgeted requests
    - .2021 Requests must be submitted through the administrative team to the Millersville Christian Academy School Board and the Millersville Baptist Church leadership.
    - .2022 After approval, requested funds may be raised for the expenditure or reallocated from unused budget items.
  - .203 Millersville Christian Academy School Board, along with the Millersville Baptist Church leadership, makes the final authorization by a majority vote of committee members at a regularly scheduled meeting. Members may be polled by telephone or electronic mail.
- .30 The Millersville Christian Academy purchase order system or school-issued charge cards will be used for all acquisitions except petty cash items.

- .40 Purchases from and accounting for the established petty cash fund must adhere to the policies of Millersville Christian Academy School Board. Petty cash is not to exceed \$200. Any purchases with petty cash must have a receipt.

## **3000. PERSONNEL POLICIES AND PROCEDURES**

### **3000. PERSONNEL POLICIES AND PROCEDURES**

#### **3001. Employment Policies and Procedures**

- .10 All employees will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school.
- .20 **Statement of Philosophy**  
The educational quality of Millersville Christian Academy depends upon the employment of the most qualified and certified personnel. To accomplish this goal, Millersville Christian Academy attempts to provide salaries, facilities, equipment and opportunity for individual growth and development that are competitive with similar Christian schools.
- .30 **Policy of Non-Discrimination**  
Employment at Millersville Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Millersville Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Millersville Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.
- .40 **Procedures for Recruitment and Selection of Millersville Christian Academy Employees**
  - .401 A prospective employee secures an official Millersville Christian Academy application from the school website. The completed application and all required supporting documents are to be submitted to the Millersville Christian Academy Principal's Office.
  - .402 Submitted applications will be used for the purpose of qualifying prospective employees and completing person and criminal background checks. Prospective employees must also complete a drug test.
  - .403 When an opening becomes available, the principal reviews the applications on file and schedules interviews with applicants as needed.
  - .404 After all selected applicants have been interviewed, a hiring decision will be made.
    - .4041 Upon approval of the employee by the principal, school board chair, and the pastor and/or his designee, an employment contract will be prepared for signatures for employees in Classifications I and V.

(Policy and Procedures 3002).

- .4042 A financial agreement for Classifications II, III, IV and VI employees will be provided by the principal.
- .4043 The principal will then review the contract, check all financial arrangements, and sign it.
- .4044 The prospective employee will then be offered the contract for signature.
- .4045 Two copies of the contract will be made. One copy will be given to the employee, and the original will be placed in the principal's Employee Personnel File.
- .4046 Contracts will set forth the general terms and conditions and period of time of employment and the position, salary, and expectations of the employee to be a Christian role model for the students.
- .4047 Contracts for teachers and the principal will be renewed annually unless the principal and/or Millersville Christian Academy School Board recommends non-renewal.
- .405 Candidates not selected will be notified.
- .50 Hiring a Principal
  - .501 It is the responsibility of the Millersville Christian Academy School Board, the pastor and/or his designee, and/or assigned deacons to solicit applications for the principal position.
  - .502 All hiring practices outlined in section 3001.40 will be followed to select the most qualified applicant.
  - .503 The Millersville Christian Academy School Board, the pastor and/or his designee, and/or assigned deacons will hire the principal.
- .60 Releasing a Principal from employment
  - .601 Grounds for Release
    - .6011 Inadequate job performance
    - .6012 Immorality or inappropriate behavior (in accordance with Personnel Policy 3.20)
    - .6013 Insubordination
    - .6014 Neglect of duty
    - .6015 Use of illicit drugs

- .6016 Arrest, indictment and/or conviction of a felony
  - .6017 Advocating treason
  - .6018 Failure to fulfill duties and job requirements
  - .6019 Failure in financial obligations
  - .6020 Harassment including sexual harassment
- .602 Releasing procedures for the Principal
- .6021 The Millersville Christian Academy School Board and the designee from the Office of the Pastor will meet with the principal concerning unfavorable evaluations and/or other grounds for release. The principal will be advised that employment will not be continued.
- .603 The principal has the right to call for a private meeting with the Senior Pastor and/or his designee and the Millersville Christian Academy School Board.
- .604 Upon termination of employment, the principal will be given an employment separation evaluation report and an interview with the Millersville Christian Academy School Board Chair and the designee from the Office of the Pastor.
- .70 Personnel Records
- .701 Maintenance of Records  
The principal's administrative assistant, under the supervision of principal, will maintain personnel records for the staff. The personnel records will contain the employee's application for employment, subsequent contracts, copies of evaluations, sick leave and personal leave records, and other pertinent information related to the employee's work and employment status.

### **3002. Salary and Benefits**

- .10 Millersville Christian Academy has seven (7) personnel classifications:
- .101 Classification I: Contract employees include but are not limited to teachers and school counselors who can be full-time or part-time employees.
  - .102 Classification II: Teaching assistants
  - .103 Classification III: Non-contract school year employees
  - .104 Classification IV: Non-contract year-round employees

- .105 Classification V: Administrative Level  
Includes principals, assistant principals, Head of School, Athletic Director
- .106 Classification VII: Temporary/part-time employees  
Includes substitutes
- .20 Salary
  - .201 Salaries are established annually by the Millersville Christian Academy School Board and are based on educational preparation and experience.
  - .202 The salaries are paid bi-weekly.
- .30 Classification I: Teachers
  - .301 Benefits-eligible personnel are defined as those scheduled to work thirty (30) hours or more per week. All classifications may include benefits-eligible personnel. Part-time employees are defined as those authorized to work less than 30 hours per week.
  - .302 Benefits-eligible employees will receive six sick days annually and may carry forward up to four unused sick days with a maximum of 10 sick days during any one school year. Part-time employees will receive three sick days annually and may carry forward up to two unused days with a maximum of five days during any school year. Personnel will not be paid for unused sick days. Sick leave may be used in the event of serious illness in the immediate family or household. Excessive use of sick leave will require a medical excuse from a doctor. Sick leave can be used in half-day increments—7:30-11:30 a.m. or 11:30 a.m.-3:30 pm.
  - .303 Benefits-eligible personnel will receive two personal leave days per school year with prior permission from the principal. Part-time employees in this classification will receive one personal day. Personnel will not be paid for unused personal days. Such personal leave days may not be accrued.
  - .304 In case of the death of a member of the immediate family or household, the staff member will be permitted up to three days absence with pay. Immediate family or household shall be defined as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, or any relative living with the staff member.
  - .305 The employer's portion of Social Security and Workers' Compensation is provided.
  - .306 Funds for in-service education may be provided for the purpose of upgrading or maintaining certification and for educational seminars as school budget allows. Priority is given to those needing re-certification. Pre-approval from the supervising principal is required. Tuition and/or



course fees up to \$250 per year are reimbursed to the employee after satisfactory completion of the course or semester. Report of grades and receipts are necessary for reimbursement.

.307 Employees may enroll their children as students with priority status at the time of initial employment.

.40 Classification II: Teaching Assistants

.401 Benefits-eligible personnel are defined as those scheduled to work thirty (30) hours or more per week. Part-time employees are defined as those authorized to work less than 30 hours per week. Total days worked per school year appear on the teaching assistant's financial worksheet each year.

.402 Benefits-eligible employees will receive six days of sick leave annually and may carry forward up to four unused sick days with a maximum of 10 sick days during any one school year. Part-time employees will receive three sick days annually and may carry forward up to two unused days with a maximum of five days during any school year. Personnel will not be paid for unused sick days. Sick leave may be used in the event of serious illness in the immediate family or household. Sick leave can be used in half-day increments—7:30-11:30 a.m. or 11:30 a.m.-3:30 pm.

.403 Benefits-eligible personnel will receive two personal leave days per school year with prior permission from the principal. Part-time employees in this classification will receive one personal day. Personnel will not be paid for unused personal days. Such personal leave days may not be accrued.

.404 In case of the death of a member of the immediate family or household, the staff member will be permitted up to three days absence with pay. Immediate family or household shall be defined as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, or any relative living with the staff member.

.405 The employer's portion of Social Security and Workers' Compensation is provided.

.50 Classification III: Non-Contract School Year Employees

.501 Benefits-eligible personnel are defined as those scheduled to work thirty (30) hours or more per week. All classifications may include benefits-eligible personnel. Part-time employees are defined as those authorized to work less than 30 hours per week.

.502 Benefits-eligible employees will receive six days of sick leave annually and may carry forward up to four unused sick days with a maximum of 10

sick days during any one school year. Part-time employees will receive three sick days annually and may carry forward up to two unused days with a maximum of five days during any school year. Personnel will not be paid for unused sick days. Sick leave may be used in the event of serious illness in the immediate family or household. Sick leave can be used in half-day increments—7:30-11:30 a.m. or 11:30 a.m.-3:30 pm.

- .503 Benefits-eligible personnel will receive two personal leave days per school year with prior permission from the supervising administrator. Part-time employees in this classification will receive one personal day. Personnel will not be paid for unused personal days. Such personal leave days may not be accrued.
- .504 In case of the death of a member of the immediate family or household, the staff member will be permitted up to three days absence with pay. Immediate family or household shall be defined as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, or any relative living with the staff member.
- .505 The employer's portion of Social Security and Workers' Compensation is provided.

.60 Classification IV: Non-Contract Year-Round Employee

- .601 Benefits-eligible personnel are defined as those scheduled to work thirty (30) hours or more per week. Part-time employees are defined as those authorized to work less than 30 hours per week. This classification includes exempt and non-exempt employees.
- .602 Employees accrue paid sick leave bi-weekly, up to a maximum of 8 paid days per year. One day of sick leave is equivalent to the staff members' normal work day. Employees may use paid sick leave for their own personal illness or to care for their spouse, children, or parents. Personnel will not be paid for unused sick days. Unused sick leave can be carried forward at the end of the year, but paid sick leave is always capped at 12 days. One week of paid vacation is given after working a school year to be used during the summer months with administrative approval. Sick leave can be used in half-day increments—7:30-11:30 a.m. or 11:30 a.m.-3:30 pm.
- .603 Benefits-eligible personnel will receive two personal leave days per school year with prior permission from the supervising administrator. Part-time employees will receive one personal leave day. Personnel will not be paid for unused personal days. Such personal leave days may not be accrued.
- .604 In case of the death of a member of the immediate family or household, the staff member will be permitted up to three days absence with pay.

Immediate family or household shall be defined as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, or any relative living with the staff member.

.605 Employer's portion of Social Security and Workers' Compensation is provided.

.70 Classification V: Administrative Level

.701 Benefits-eligible personnel are defined as those scheduled to work thirty (30) hours or more per week. Part-time employees are defined as those authorized to work less than 30 hours per week.

.702 Employees accrue paid sick leave bi-weekly, up to a maximum of 8 paid days per year. One day of sick leave is equivalent to the staff members' normal work day. Employees may use paid sick leave for their own personal illness or to care for their spouse, children, or parents. Personnel will not be paid for unused sick days. Unused sick leave can be carried forward at the end of the year, but paid sick leave is always capped at 12 days. Two weeks of vacation are allotted to be used at the discretion of the MCA School Board. Sick leave can be used in half-day increments—7:30-11:30 a.m. or 11:30 a.m.-3:30 pm.

.703 Benefits-eligible personnel will receive two personal leave days per school year with prior permission from the supervising administrator. Part-time employees in this classification will receive one personal day. Such personal leave days may not be accrued.

.704 In case of the death of a member of the immediate family or household, the staff member will be permitted up to three days absence with pay. Immediate family or household shall be defined as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, or any relative living with the staff member.

.705 The employers portion of Social Security and Workers' Compensation is provided.

.706 Allowance for in-service education is provided for the purpose of upgrading or maintaining certification and for educational seminars, as the budget allows. Each employee has up to \$250.00 available for each school year up to the budget limit. Priority is given to those needing re-certification. Approval from the supervisor is required. Tuition and/or course fees are paid to the employee after satisfactory completion of the course or semester. Report of grades and receipts are necessary for reimbursement.

.80 Classification VI: Temporary Part-time Employees

Employees with this designation are not eligible for benefits.

.90 Benefits are subject to change with appropriate notice. It is the desire of the Millersville Christian Academy School Board and administration to improve the benefits for personnel.

**3003. Staff Development Plan**

.10 Employees will endeavor to broaden their knowledge in the educational field by attending workshops and taking advantage of other opportunities to increase the teacher's effectiveness in the classroom.

.20 Certified teachers will maintain current certification credentials and uncertified teachers will actively pursue certification credentials.

.30 Millersville Christian Academy provides limited funds for continuing education which includes maintaining and upgrading of teaching certification. To be eligible for reimbursement from these available funds, an employee must have approval from the principal and the school board before registering for the class. Tuition and/or course fees are paid to the employee after satisfactory completion of the course or semester. Report of grades and receipts are necessary for reimbursement.

.301 In order to encourage teachers and administrators in the pursuit of academic advancement beyond certification and renewal studies, Millersville Christian Academy will accept contributions to a fund which will be maintained for providing all or partial tuition reimbursement for such costs incurred in the attainment of a higher academic degree by said employees. Disbursement of these funds will be made at the recommendation of the principal and the Millersville Christian Academy School Board, if available.

.40 The purpose of staff development:

.401 Help teachers to maintain or upgrade their teacher certification.

.402 Enable employees to become familiar with current issues related to children, such as child abuse and neglect, alcohol and drug problems, and child nutrition.

.403 Enable employees to work effectively with new textbooks and other tools.

.404 Enable employees to become proficient in the use of technology.

- .405 Promote Millersville Christian Academy's initiatives and efforts to meet accreditation standards in each area of the curriculum.
- .50 The principal is charged with the coordination and accountability for all staff development opportunities and this responsibility may be delegated. These duties include:
  - .501 Surveying the staff annually to determine needs and interests.
  - .502 Reviewing each teacher's credentials in order to determine what is required of the teacher in order to keep certification current.
  - .503 Locating within the academic community activities which will enable teachers to meet their requirements.
  - .504 Advising staff of available classes and activities.
  - .505 Assisting teachers in signing-up for classes by completing letters of recommendation if necessary and by informing teachers of the method for obtaining tuition reimbursement from the school.
  - .506 Maintaining a record of work completed by each teacher.
  - .507 Scheduling of training sessions which are required of all teachers in order to meet the school's accreditation requirements, such as classes on child abuse, drug education, nutrition, and computer competency.
  - .508 Scheduling of training sessions for all teachers.
  - .509 Evaluating the effectiveness of individual and group staff development programs yearly.

**3004. Commitment to School Staff**

- .10 Provide an environment which encourages consistent Christian growth based on the truth of God's Word.
- .20 Provide a diverse staff for our students as applications to the school will allow.
- .30 Provide a structure of salary and benefits that allows and encourages staff members to commit their total working attention to their job and encourages longevity.
- .40 Assist teachers in providing a classroom environment with Biblical integration that is enjoyable for teachers and students.

- .50 Encourage and support continual formal and informal spiritual and professional development of teachers.
- .60 Develop a close personal, professional, and spiritual bond between the staff members so they can unitedly serve students and parents.
- .70 Secure the feedback of teachers for the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

**3005. Job Descriptions:** Job Descriptions are located in the appendices of The Policy and Procedures Manual for Millersville Christian Academy. Each staff member will be provided a copy of his/her specific job description.

**3006. Millersville Christian Academy Lifestyle Statement**

Millersville Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the evangelical community worldwide.

Millersville Christian Academy requires its employees to be evangelical Christians who know the Lord Jesus Christ as personal Savior and live their lives as Christian role models both in and out of school (Romans 10:9-10; I Timothy 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees, constituents, or administration.

Millersville Christian Academy expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, living together in a relationship outside of wedlock, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female, and such activities as the use of alcohol, marijuana (legalized or not), illicit drugs and vulgar or profane language (March 2017) (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; I Corinthians 6:9-20; Titus 2:7-8; I Thessalonians 2:10; James 3: 17-18).

Millersville Christian Academy believes that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Genesis 2:18-25), and that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman (Genesis 1:27-28; 2:21-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

To preserve Millersville Christian Academy’s function and integrity its employees must be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12), maintaining a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Millersville Christian

Academy that each employee will have a lifestyle where “. . .He (Christ) might have the preeminence.” (Colossians 1:18) (March 2016)

### **3007. Evaluation**

#### **.10 Purposes**

- .101 The primary purpose of the evaluation process is to ensure the quality of performances and services rendered by each Millersville Christian Academy employee. This process will include an assessment of job performance from which a plan for improvement may be established.
- .102 A secondary purpose of an evaluation is to provide information up which to base employment decisions.

#### **.20 Evaluation Guidelines**

- .201 Each employee, whether contract or hourly, will have at least one evaluation of his/her performance during the contract or annual employment period. This evaluation will provide an assessment of an employee’s performance specifically related to the job description and professional requirements. Employees will review the evaluations with their immediate supervisors and discuss the contents. The evaluation becomes a permanent part of an employee’s personnel file.
- .202 All teachers will create with the principal a professional growth plan. Teachers will receive a written evaluation during the first semester of their teaching and two additional evaluations during the year.
- .203 The assistant principal is evaluated by the principal.
- .204 The principal is evaluated by the senior pastor and/or his designee and the Millersville Christian Academy School Board.
- .205 The evaluative form to be used will be presented, explained, and reviewed by the administrative team during the annual teacher orientation.
- .206 Teacher performance evaluations are completed prior to new contracts for the next school year. Contracts will be issued in the spring of each school year for the next school year.
- .207 Criteria used for evaluation include:
  - .2071 Technical skills
  - .2072 Management skills

- .2073 Relationship skills
- .2074 Professional growth and development
- .2075 Biblical integration
- .2076 Christian role model
- .208 When an evaluation shows an area of needed improvement, the supervisor will summarize the content of the evaluation in writing.
  - .2081 The specific concerns that need to be corrected will be addressed.
  - .2082 The specific steps of actions to correct each problem area, including follow-up dates for feedback will be addressed.
  - .2083 This document will be presented to the employee by the supervisor at a scheduled meeting and the employee will be offered an opportunity to make written comments to the evaluation.
  - .2084 The supervisor and employee will both sign and date the document which will become a part of the permanent personnel file.

### **3008. Discontinuation of Employment**

- .10 The grounds for dismissal for an employee are as follows:
  - .101 Inadequate job performance
  - .102 Immorality or inappropriate behavior
  - .103 Insubordination
  - .104 Neglect of duty
  - .105 Use of illicit drugs
  - .106 Marijuana—legalized or not
  - .107 Arrest, indictment and/or conviction of a felony
  - .108 Advocating treason
  - .109 Failure to fulfill duties or job requirements
  - .110 Revocation or failure to maintain teaching credentials
  - .111 Decrease in school positions- a justifiable decrease in the number of positions in the school due to decreased enrollment, funding, or program changes.
  - .112 Failure in financial obligations
  - .113 Harassment, including sexual harassment
    - .1131 Millersville Christian Academy is committed to providing all employees and students with an environment that is free of sexual harassment. Therefore, Millersville Christian Academy strictly



prohibits all forms of sexual harassment. Sexual harassment includes but is not limited to:

- .11311 Unwanted sexual advances
  - .11312 Offering employment benefits in exchange for sexual favors
  - .11313 Making or threatening reprisals after a negative response to sexual advances
  - .11314 Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
  - .11315 Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
  - .11316 Verbal sexual advances or propositions
  - .11317 Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
  - .11318 Physical conduct such as touching, assault, impeding, or blocking movement.
- .1132 Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the principal or the pastor and/or his designee who will thoroughly investigate the matter in confidence. After reviewing all the facts, Millersville Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including discharge, will be taken against any employee who is found to have engaged in harassment.
- .20 The procedure for dismissal of a Millersville Christian Academy employee
- .201 The pastor and/or his designee, the principal, and the Millersville Christian Academy school board chair will meet with the employee concerning the unfavorable evaluation or grounds for release. The employee is advised that employment will not be continued.
- .30 Appeals process

- .301 As a final course of action, the Millersville Christian Academy employee has the right to call for a private hearing with the principal and two appointed members of the Millersville Christian Academy school board.
- .40 Non-Renewal of Contracts
  - .401 If an employee is not given a contract for renewal, the procedure for dismissal will be used.
  - .402 If an employee does not wish to be considered for contract renewal, it is requested that the teacher submit a written resignation to the Principal as soon as that decision is made.
- .50 Employment Separation Report and Interviews
  - .501 Upon termination of an employee's employment, such employee shall be given an employment separation report and interview with the supervisor prior to leaving. The purpose of the interview is to review the separation form and to assist the employee in determining the type of reference that will be provided by Millersville Christian Academy.

### **3009. Resignations**

- .10 The principal considers the acceptance of a contract with a professional employee to be a mutually binding agreement. A minimum three-week notice of intent to leave during the school year would be expected.
- .20 If an employee does not wish to be considered for contract renewal, it is requested that the employee submit a written resignation to the principal as soon as that decision is made.
- .30 Employment Separation Report and Interviews
  - .301 Upon termination of employment, such employee will be given an employment separation report and interview with the supervisor prior to leaving. The purpose of the interview is to review the separation form to assist the employee in determining the type of reference that will be provided by Millersville Christian Academy.

### **3010. Substitute Teachers**

- .10 Delegation of Authority  
The principal is in control over the employment of substitute teachers for Millersville Christian Academy.
- .20 Qualifications for Substitute

- .201 In order to be eligible for employment as a substitute teacher an individual should:
  - .2011 Complete the employment application, including providing references and submitting to a background check.
  - .2012 Complete an interview with the principal.
  - .2013 Faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school.
- .202 Any of the above qualifications may be waived if the principal and the pastor or his designee deems it necessary.
- .203 Part-time employees meeting these above qualifications may serve as substitute teachers as needed during the workday with the approval of the principal.
- .30 Employment of a substitute teacher is temporary and casual in nature and shall not, and does not, guarantee any frequency of employment. Those individuals, who have evidenced by their actions, dependability, responsibility, and professional competence to be acceptable substitute teachers, are to be most frequently employed.
- .40 Authority and Responsibility of Substitute Teachers
  - .401 When a substitute teacher is given authority over a classroom or any other part of the school program by the principal, the substitute teacher has the same authority, duties, and responsibilities as the regular classroom teacher, and is subject to the policies and regulations of Millersville Christian Academy.
  - .402 The substitute teacher is to follow and implement the prepared lesson plans of the regular classroom teacher to the best of the substitute teacher's ability.
  - .403 In the event of an extended absence, the substitute teacher and the regular teacher are, to the extent possible, to communicate with each other in order to maintain the continuity of instruction.
- .50 Compensation and Pay - Substitute teachers replacing regular teachers who are absent are paid the substitute teacher rate approved by the Millersville Christian Academy School Board.

### **3011. Certification**

- .10 Millersville Christian Academy seeks to employ qualified individuals for faculty and staff positions. It is the desire of Millersville Christian Academy to hire faculty who hold qualified teaching certification. If a staff member does not hold the proper certification, it is expected that they will obtain the proper certification as determined by accreditation.
- .20 All licensed/certified teachers are expected to maintain a teaching license.
- .30 Should a teacher fail to seek certification, or maintain certification/license, termination of employment shall be an option available to the school administration.
- .40 Teachers are expected to obtain North Carolina Christian School Association (NCCSA) Standard Level Certification within the first five years of employment as a teacher.
- .50 Classification V employees must obtain appropriate certifications/license from NCCSA.
- .60 Teachers and administrators who permit their certifications/license to lapse or who fail to have the certification/license updated and on file in the Millersville Christian Academy office may receive a reduction in pay. After one year if the certification/license is not updated the employee may be terminated.

### **3012. Solicitations**

- .10 Soliciting and Selling by School Employees
  - .101 An employee may not solicit, sell, or have any interest in the supplying of goods, wares, merchandise or materials to Millersville Christian Academy.
  - .102 No employee is to act as an agent for a manufacturer, merchant, dealer, or publisher seeking to sell such goods or supplies to Millersville Christian Academy.
  - .103 Employees are not to receive or accept any gift, reward, or gratuity of a substantial nature that could be construed as favorably influencing Millersville Christian Academy to purchase goods and services.
  - .104 Employees are not to make a list of other employees or of students' names and addresses available to a salesman, merchant, or other person who would use the list for selling goods, wares, insurance, etc.
  - .105 Employees are not to use for personal gain any of our school or church facilities, supplies, or equipment.

- .106 All general fundraising efforts (such as mission trips and other church endeavors) concerning ventures outside of MCA must be approved by the principal and school board.
- .20 Soliciting from School Employees
  - .201 Solicitation of Millersville Christian Academy employees is not permitted on school property except for a salesperson of instructional supplies or equipment engaged in normal, necessary business. Prior written permission and/or authorization of the principal is required.

### **3013. Health and Safety**

- .10 Any injury must be reported to the principal's office. The reporting individual is required to complete an accident report form and submit the form to the principal and/or his designee on the school day which the incident occurred.
- .20 The primary responsibility of the school is to provide first aid for minor injuries. All employees of MCA are required to be First Aid and CPR certified. Millersville Christian Academy will provide First Aid and CPR training for all employees.
- .30 Over-the-counter medications will not be provided by the school.
- .40 In accordance with the Occupational Safety and Health Administration Standards, Millersville Christian Academy will maintain and adhere to an Exposure Control Plan. Details of this plan are available in the principal's office.

### **3014. Vacation and Leave**

- .10 Only in preapproved extraordinary circumstances is vacation to exceed five continuous days of absence from Millersville Christian Academy during the regular school calendar.

### **3015. Personnel Absences**

- .10 Personnel Absences - A leave of absence is generally without pay unless the leave of absence is concurrent with one's sick day allotment or personal leave day allotment.

- .20 Procedures of Requesting a Leave of Absence

A written request will be submitted to the principal. The employee will receive a written response in a timely manner.

.30 Leaves Within the Working Day

Millersville Christian Academy recognizes that occasions do arise when employees require time off from a normal work day. Such leaves may be granted at the principal's discretion for the reasons listed below:

- .301 Graduate work or professional study leaves may be granted during the working hours only when a comparable course is not scheduled after working hours. Employees may not be granted a leave during hours in which they have direct responsibility for supervision or teaching without the consent of the principal. The length of the leave granted may not exceed the time for classroom instruction plus reasonable travel time.
- .302 Medical and dental appointments.
  - .3021 The length of the leave is not to exceed the actual time needed for an appointment plus reasonable travel time. In no event may a leave exceed two hours. If an employee is absent for more than two hours the absence will be classified as sick leave.
  - .3022 Leave is not to be granted during the period of the school day when the employee has direct responsibility for supervision or teaching unless:
    - .30221 The employee is ill or injured;
    - .30222 The employee has been requested by the employee's physician to have a medical test or procedure which cannot be scheduled outside the established hours; and/or
    - .30223 Arrangements have been made to assume the employee's responsibilities during their temporary absence.
    - .30224 The employee has been preapproved for professional development.
  - .3023 If any of the above conditions are not met, or cannot be met, the absence is classified as sick leave.
- .303 Court Attendance
  - .3031 A leave of absence is granted in the case of a school related court appearance when a subpoena has been issued.
  - .3032 Non-school related court attendance
    - .30321 A leave of absence will be granted if an employee is subpoenaed as a court witness. The principal determines whether

or not the leave is granted with or without pay. If it is granted with pay, the pay is less the cost of a substitute.

.30322 An employee who is a party to a personal judicial proceeding may take a personal leave or leave without pay to attend court.

.30323 A leave of absence will be granted if an employee is subpoenaed for jury duty.

.40 Special Leave

Under current federal law, pregnancy and related conditions must be treated the same as any other disability or medical condition in the application of employee benefits. (See 3016- Family and Medical Leave)

.50 Mission Trip Leave Policy

Millersville Christian Academy supports missions and encourages its staff to participate in mission trip experiences as time, financial support, and opportunities become available. The following policies are established in order to promote mission opportunities with the Millersville Christian Academy staff.

- .501 Employees may participate in a mission trip each school year. Mission trips must be approved by the principal and the Millersville Christian Academy School Board, who will take into consideration how this absence will affect the school. During the school year, only one staff member may be absent for a mission trip at a time. Staff members wishing to go as a group on a mission trip will need to schedule the trip in the summer when school is out of session.
- .502 The proposal will be presented in writing at least two months prior to the trip to the principal and school board for approval.
- .503 Employees must have an appropriate replacement or substitute approved by the principal.
- .504 Teaching staff are required to provide the substitutes with lesson plans for the duration of the absence. Failure to provide lesson plans will lead to forfeiture of all teacher pay during the absence.
- .505 The length of the mission trip should minimize impact on the students and classroom. It is suggested that mission trips be no more than two weeks. Exceptions require the approval the principal and the school board.

- .506 Deductions in pay will be according to amount of personal leave and sick leave accumulated and available. Sick leave may be used for this special purpose. All additional days will follow policy for absences. Employees will have the cost of substitutes removed from their pay for days which are beyond available personal leave or sick leave.
- .507 Any other exceptions must receive the approval of the principal and school board.

### **3016. Family and Medical Leave**

In accordance with the Family and Medical Leave Act of 1993, Millersville Christian Academy recognizes the right for employees who have worked for at least one (1) year and 1250 hours over the previous 12 months, to be covered under the FMLA of 1993. Millersville Christian Academy provides up to 12 weeks of job-protected leave annually to eligible employees for certain family and medical reasons. This leave may be a combination of paid/unpaid time off, depending on the employee's completed years of service.

Normally, this leave of absence must be requested from the Director of Business and Financial Administration 30 days in advance of the absence. (2014, to align with CBC Policy) In the case of pregnancy or adoption, the teacher needs to also meet with her principal to discuss plans for her absence and anticipated return to school. This is particularly important for teachers whose babies are born or placed in the home between the ending date of one school year contract and the beginning date of the next school year contract.

The normal period of absence for a normal delivery is 6 weeks (8 weeks for a Caesarian delivery). Complications before and/or after the birth can extend the certification period beyond these times. A teacher who is not certified medically disabled by her physician but desires to leave work early in the pregnancy and/or remain out of work longer than the normal period after childbirth may do so with the approval of the principal and the Millersville Christian Academy School Board. While a mother may take up to 12 weeks of job-protected leave at the birth/adoption of a child, only 6 weeks of the leave are eligible for paid benefits unless certified by the physician.

Employees will be required to substitute accrued paid Sick Leave and Personal Leave to run concurrently with FMLA. Substitution of paid leave must follow the same terms and conditions of the policy that applies to that paid leave. With his principal's approval, an employee may use up to 5 days of accrued paid sick leave at the birth/adoption of the employee's child.

Instructional employees are subject to special rules. (Instructional employees are defined as employees whose principal function is to teach and instruct a class.) Non-instructional personnel are covered by the regular FMLA policies.

A copy of staff rights under the FMLA is included in the appendix.



- .10 If an eligible instructional employee requests intermittent leave or leave on a reduced schedule and will be on leave for more than twenty percent of the total number of working days over the leave period, Millersville Christian Academy has adopted certain requirements. (See .5011)
- .20 If an eligible instructional employee does not give required notice of foreseeable FMLA intermittent leave or leave on a reduced schedule, certain conditions apply. (See .5013)
- .30 Different rules apply for instructional employees who begin leave more than five weeks before the end of a semester, less than five weeks before the end of a semester, or less than three weeks before the end of a semester. (See .5021)
- .40 Restoration to an “equivalent position” after FMLA leave will be made on the basis of school policies and practices and shall be made known in writing to an instructional employee prior to the beginning of FMLA leave.
- .50 Special Rule Limitations
  - .501 Special Rule #1 Limitations apply to the taking of intermittent leave by instructional employees on a reduced leave schedule.
    - .5011 If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee’s own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period of the leave would extend, Millersville Christian Academy may require the employee to choose either to:
      - .50111 Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment, or
      - .50112 Transfer temporarily to an available alternative position or which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee’s regular position.
    - .5012 These rules apply only to a leave involving more than 20 percent of the working days during the period over which the leave extends. For example, if an instructional employee who normally works five days each week needs to take two days of FMLA leave per week over a period of several weeks, the special rules would apply. Employees taking leave which constitutes 20 percent or less of the working days during the leave period would be subject to the usual rules for taking intermittent or reduced schedule leave.

The usual rules would apply, for example, to such an employee who needs only one day of leave per week. “Periods of a particular duration” means a block, or blocks of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include only uninterrupted periods of leave.

- .5013 If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, Millersville Christian Academy may require the employee to take leave of a particular duration to transfer or temporarily delay the taking of leave until the notice provision is met.
- .502 Special Rule #2 Limitations apply to the taking of leave near the end of an academic semester.
  - .5021 There are different rules for instructional employees who begin leave more than five weeks before the end of a semester, less than five weeks before the end of a semester, and less than three weeks before the end of a term. Regular rules apply except in circumstances when:
    - .50211 An instructional employee begins leave more than five weeks before the end of a semester. Millersville Christian Academy may require the employee to continue taking leave until the end of the term if:
      - .502111 The leave will last at least three weeks, and
      - .502112 The employee would return to work during the three week period before the end of the semester.
    - .50212 The employee begins leave for a purpose other than the employee’s own serious health condition during the five-week period before the end of a semester. Millersville Christian Academy may require the employee to continue taking leave until the end of the semester if:
      - .502121 The leave will last more than two weeks, and
      - .502122 The employee would return to work during the two-week period before the end of the semester.
    - .50213 The employee begins leave for a purpose other than the employee’s own serious health condition during the three- week period before the end of a semester and the leave will last more than five working days. Millersville Christian Academy may require the employee to continue taking leave until the end of the semester.

- .5022 For purposes of these provisions “school semester” means the end of the 2nd and 4th nine-week grading periods which typically end in December and May.
- .503 Special Rule #3 Leave taken during “periods of a particular duration” is counted against the FMLA leave entitlement.
  - .5031 If an employee chooses, or is required to take leave for “periods of a particular duration” in the case of intermittent or reduced schedule leave, or is required to continue taking leave as in the case of leave taken near the end of the term, the entire period of leave taken will count as FMLA leave.
  - .5032 In the case of an employee who is required to take leave until the end of an academic term, if the employee’s leave entitlement under FMLA ends before the involuntary leave period is completed, Millersville Christian Academy will maintain benefits and will restore the employee and provide other FMLA entitlement when the period of leave ends.
- .504 Special Rule #4 Special rules which apply to restoration of “an equivalent position”.
  - .5041 The determination of how an employee is to be restored to “an equivalent position” upon return from FMLA leave will be made on the basis of “established private school policies and practices.” The “established policies” used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee’s restoration of an employee to “an equivalent position” must provide substantially the same protection as provided in the Act for reinstated employees.

### **3017. Loyalty Requirements**

- .10 All employees shall agree to uphold the purposes and objectives of Millersville Christian Academy as stated in the Millersville Christian Academy Policy Manual, the Statement of Faith, and the condition of employment.
- .20 When an employee finds he/she is no longer in harmony with the stated purposes and objectives of Millersville Christian Academy, a resignation must be submitted to the principal.

### **3018. Guidelines for Gifts to Employees**

Employees of Millersville Christian Academy may receive gifts or entertainment as tokens of respect, appreciation, or friendship that are not in exchange for any particular action as an employee. Employees will under no circumstance accept gifts or entertainment that may or could be perceived to impair their ability to serve the best interest of Millersville Christian Academy and students.

### **3019. Guidelines for Cell Phone Usage and 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 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.

### **3020. Cell Phone Usage During Instructional Time**

It is expected that instructional time during the day is protected and any personal use of telephone, cell phone, or other electronic devices would be limited to emergency situations only.

## **4000. STUDENT MANAGEMENT AND SERVICES**

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### **4001. Admission/Enrollment**

- .10 The Millersville Christian Academy School Board and principal establishes admission procedures.
- .20 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.
- .30 Admission screening or testing for Millersville Christian Academy has as its primary purpose to discover if the services provided by Millersville Christian Academy fit the needs of a particular student desiring admission. Fees for testing are established by the administrative team.
- .40 Millersville Christian Academy seeks to admit students who demonstrate average to above average cognitive ability. Additional criteria include but are not limited to, positive teacher recommendations, entrance testing, positive interview, satisfactory achievement as indicated by past grades and testing, and a satisfactory behavior record.
- .50 The Admissions Committee, which may include the principal, Millersville Christian Academy school board, and other appropriate personnel, makes final decisions concerning all applications to Millersville Christian Academy. Upon completion of the admissions process, applicants may be accepted unconditionally or contractually or may be denied admission. Millersville Christian Academy retains the right to make all final placement decisions.
  - .501 “Unconditional admission” means that the student meets all criteria for admission.
  - .502 “Contractual admission” may be offered to applicants with deficiencies in any specified area by the admissions committee. The length of contractual admission can vary within the time frame stated in the contract. If the conditions of the contract are not met within the prescribed time frame, the students may be asked to leave the school.
  - .503 The Admissions Committee may deny admissions if the applicant does not meet the admissions standards and the admissions committee determines that correction of the deficiency during a probationary period would be unlikely. Denial of admission does not prohibit a student from reapplying if deficiencies are corrected.

- .60 Application for admissions:
- .601 All new students entering Millersville Christian Academy submit an application package for admissions. The application fee is a non-refundable fee enabling the applicant to remain in the registration pool until placement or the parent requests that the application be removed from the registration pool.
  - .602 Applications for Millersville Christian Academy are accepted at any time. Priority will be given to siblings of current students, to children of active members of Millersville Baptist Church, to children of Millersville Christian Academy staff, and to children of active members of churches that have given monetarily to Millersville Christian Academy. Special consideration will be given to children that attended Millersville Child Development Center. For the purposes of application, wait list, and admission priority, “church member” means that at least one parent is a member of Millersville Baptist Church or donating churches. Active Members are defined in the Millersville Baptist Church By-Laws.
  - .603 All new students and their parents undergo an interview process with the principal and designated Millersville Christian Academy School Board Members.
  - .604 Once the maximum enrollment for a class is achieved, a waiting list is started. Qualified students will be placed on a waiting list and will be accepted in the order that applications were received for that current school year.
- .70 Procedures for returning students:
- .701 Currently enrolled students who return a letter of intent by the stated deadline have continuous enrollment until parents notify the school that they no longer desire that their child be enrolled at Millersville Christian Academy.
  - .702 In January of each year, a reminder letter is sent to the parent/guardian, which states the date that the curriculum fees for the upcoming school year will be assessed to the student’s account.
  - .703 Millersville Christian Academy school board, in consultation with the principal and teachers, determines whether or not a student may be re-enrolled.
- .80 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).

## **4002. Attendance**

### **.10 Responsibility of Parents, Guardians, and Students**

Parents and guardians of students between the ages of 7-16 are legally responsible to see that their children attend school. All students are expected to be in attendance throughout the school term unless temporarily excused by the school officials due to sickness or other unavoidable cause not constituting unlawful absences as defined by North Carolina General Statutes 115C-378 and 115C-379. (See 4002.403 and 4002.602)

### **.20 Responsibility of School Administration and Faculty**

The responsibility of Millersville Christian Academy is to inform the parents of the attendance rules and regulations which Millersville Christian Academy adheres to in accordance with North Carolina General Statutes 115C-378 and 115C-379.

### **.30 Attendance Regulations - Our policies are designed to promote the following:**

.301 Students will maintain the attendance necessary to successfully meet academic standards.

.302 Parents and guardians receive notification in a prescribed manner consistent with administrative procedures of their child's absences before they become an excessive determining factor with respect to course work completion.

.303 Attendance records are maintained in accordance with state law.

### **.40 Classifications of Absences**

.401 Excused absences include the following: Illness and injury, quarantine, death in the immediate family, medical or dental appointments, immediate family demands which cannot be taken care of outside of school hours and other conditions which are approved by the principal if the need arises.

.402 Plans for prearranged absences are to be submitted in writing by the parent or guardian to the appropriate principal for approval within a reasonable period of time preceding the absence. The principal then excuses the



student if it is for a good substantial cause. Students who attend class trip(s) will be counted present for each day of the trip. Any student not taking part in the class trip is expected to attend school while the class is on the trip. Planned work will be given to the student. Students who choose not to attend school during the planned class trip will be credited with an unexcused absence. Principal may modify required attendance on campus.

- .403 Unlawful and unexcused absences: An unexcused absence would be considered an unlawful absence since Millersville Christian Academy children are under the compulsory attendance law, North Carolina General Statutes 115C-378 and 115-379.

.50 Record Keeping and Reporting

- .501 Each student is assigned to a teacher for the purpose of daily devotions and record keeping related to daily attendance and lunch count. The responsibility of the teacher is to record the attendance of each student assigned.
- .502 Parents are required to provide notice of an absence stating the cause. This notice is to be presented on the first day that the student returns to school.
- .503 Teachers who do not receive a written excuse within 3 school days record the absence as unexcused.
- .504 A student is recorded present if involved in school activities which include field trips or other similar activities.

.60 Excessive Absences

- .601 If a student has been absent for 3 consecutive days and the school has not been notified as to the cause of the student's absence, parents will be contacted by a staff member. Once a student has accumulated 6 absences, the principal or his designee notifies the student's parents or guardians in writing of their student's absences and the responsibility of the Millersville Christian Academy to be in compliance with the compulsory attendance law if the absence cannot be justified. A copy of the notice is kept in the student's file. At 10 unexcused absences, the principal will request a meeting with the student's parents and/or guardian.
- .602 Millersville Christian Academy will notify the Assistant District Attorney in a letter if a student accumulates twenty (20) unexcused absences in the school year. This letter will include a copy of the official school record indicating the dates on which the student was absent from school without a

valid excuse. Copies of the letter are sent to the parents and/or guardians of the student, and a copy is kept in the student's file.

- .603 When absences result in failing grades, Millersville Christian Academy may retain the student in the current grade or deny re-enrollment.
- .70 Missed Assignments - Students are expected to complete missed assignments by following procedures established by the administrative team.
- .80 Tardiness is defined as arriving to school or class after the scheduled time for class or school to begin. Valid reasons for being late are circumstances beyond the control of the student. Excessive tardiness will be addressed with the parent by the principal.
  - .801 When a student misses more than 50% of a school day, the student will be considered absent from school.
  - .802 The principal and/or his designee will notify the parent or guardian when the student has accumulated 6 tardies.
    - .8021 Continued tardiness may result in further discipline according to the school's discipline plan.

#### **4003. Moral Education**

- .10 The administration and faculty of the school work in partnership with parents in the moral education and discipleship of students.
- .20 The principles that govern our policy of moral education and discipleship are summarized into four core points:
  - .201 It is vital that there be a positive, orderly, and safe environment in all school activities.
  - .202 It is essential that the teacher or a Millersville Christian Academy staff member be respected and in leadership command at all time.
  - .203 Discipline may be progressive, depending on the age of the student, the severity of the offense, and/or the number of offenses.
  - .204 Discipline should work to build within students a value system and self-control based upon the Word of God.
- .30 The 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.”

.40 The Student Code of Conduct

Students pledge to obey the Ten Commandments, the applicable laws of civil government, and those rules necessary to maintain a proper learning environment.

“You shall love the LORD your God with all your heart, with all your soul, and with all your mind. You shall love your neighbor as yourself.” At a minimum this means that each student will respect the Christian faith and maintain the highest regard for the person, property and reputation of their fellow students and faculty.

The laws of civil government binding upon the students of Millersville Christian Academy are incorporated by reference and include, but are not limited to, under-age drinking, drug use, assault, battery, defamation, harassment, immorality, bullying, cyber bullying, and theft.

A proper learning environment includes, but is not limited to, regular attendance, punctuality, respect for authority, appropriate dress, neat grooming, modesty in appearance, social and physical contact appropriate to school, and orderly with minimal distractions.

.50 The Pledge of Academic Integrity

“On my honor, I pledge that I have neither given nor received help on this examination.”

.60 The Goal of Moral Education

The goal of the moral education of students is to establish their personal honor and integrity before God and man.

#### **4004. Discipline Policy**

.10 School personnel have the responsibility of maintaining good order and discipline.

.101 The principal has the authority to exercise discipline over Millersville Christian Academy students. The principal will provide the following to the faculty:

.1011 Methods and procedures for maintaining good discipline.

- .1012 Prompt action on disciplinary referrals.
- .1013 Communication with referring teachers and parents when discipline plan warrants.
- .102 The teacher is to cooperate with the principal in promoting good teaching, discipline, and order in the school. The teachers will:
  - .1021 Maintain a climate of discipline and order in the classroom that is conducive to learning.
  - .1022 Communicate to parents the classroom discipline plan (See Parent/Student Handbook)
  - .1023 Give prompt attention to classroom disorder and behavior of students outside the classroom while under the teacher's care.
  - .1024 Establish and maintain appropriate standards consistent with a Christian lifestyle.
  - .1025 Promptly refer serious discipline problems to the school administration.
  - .1026 Communicate to the parents any infractions of the discipline plan.
- .20 Discipline Plan
  - .201 The discipline plan of Millersville Christian Academy is under the authority of the Word of God with the intent “to teach, rebuke, correct and train in righteousness” (II Timothy 3:16). 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.
  - .202 Millersville Christian Academy operates a school-wide discipline plan. Under this plan, teachers diligently, consistently, fairly, and lovingly explain and train students in expected behaviors and then hold them accountable. A child is never physically or emotionally punished.
  - .203 Each teacher will establish rules for the classroom consistent with school wide rules. These rules are to be for observable behaviors, which can be understood by the students. Each teacher states the consequences of negative behavior in a concise manner.
- .30 Minor breaches of conduct will be handled by the classroom teacher.
- .40 Serious Disciplinary Breaches of Conduct

- .401 Serious breaches of conduct include but are not limited to the following: fighting, threats of any kind, bullying and/or cyber bullying, extortion, profanity or verbal abuse of others; dishonesty in any form, such as stealing, cheating, plagiarism; vandalizing or destroying property, arson; immorality, pornography, gambling; 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.
- .4011 Cheating involves taking information from another source and presenting it as your own information. Cheating is defined as copying homework, handing in another's work as your own, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Biblically it is stealing and lying (Exodus 20). Teachers are expected to take precautions in terms of test security and the structure to the classroom testing environment in order to protect students from unnecessary temptation. Cheating results in severe consequences in the discipline plan established by each teacher and the principal. Students are to be informed at the beginning of each school year of the consequences of cheating.
- .4012 Students are not allowed to possess, record, or transmit images deemed inappropriate by the school administration.
- .4013 Cell phones and personal electronic devices are to be kept up and used only when approved by the teacher and principal. Any improper use of the phone or electronic device will be subject to disciplinary action.
- .402 Millersville Christian Academy is committed to providing all students with an environment that is free of sexual harassment. Therefore, Millersville Christian Academy strictly prohibits all forms of sexual harassment. Sexual harassment includes but is not limited to: unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement.
- .4021 Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the teachers and/or principal, who will thoroughly investigate the matter in confidence.

After reviewing all the facts, Millersville Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment.

- .403 Millersville Christian Academy 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.
- .404 Expulsion of a student is determined by the principal in consultation with the school board chair and/or his designee. Expulsion may occur after a student commits a serious breach of conduct or if the breach of conduct is of a nature that the breach requires the removal of the student.
- .405 The principal or designee will make a determination as to the need for involvement of the police in any serious breach of conduct.
- .406 In determining a student's level of discipline for a serious breach of conduct, the principal may take into account the student's prior disciplinary record, parental involvement in further discipline at home, the student's attitude, the student's desire to repent, the student's age and culpability, and the impact of the breach of conduct on the Millersville Christian Academy community.
- .407 Serious breaches of conduct have a cumulative impact on the student's record and are carried in the record from year to year. Two or more serious breaches of conduct can result in expulsion even if they are not in the same school year.
- .408 As with all disciplinary actions, the purpose of discipline in serious breaches of conduct is to redeem and restore if possible.  
(Galatians 6:1)
- .50 Disciplinary Probation
  - .501 Three of the purposes of Millersville Christian Academy, (spiritual, intellectual, and social) relate directly to helping students understand how their behavior affects those around them in an instructional setting. Disciplinary probation provides an avenue for the student who needs a measure of grace and direction.
  - .502 Disciplinary probation is a period of time as determined by the principal during which students are to correct previous behavioral problems.
  - .503 Students may be placed on disciplinary probation whenever there is clear evidence that the student falls below minimum Millersville Christian

Academy behavioral standards. This may be identified as an accumulation of disciplinary actions that lead to suspension, a serious violation accompanied by a history during the current school year of numerous disciplinary actions, or other circumstances deemed inappropriate by the principal.

- .504 Students on disciplinary probation are generally ineligible for extracurricular activities.
- .505 If a student does not show satisfactory improvement to meet Millersville Christian Academy standards, the student may be asked to withdraw at the end of the probationary period. After one full school year, the student may reapply according to admissions policies and procedures then in effect.
- .60 The school follows the discipline procedures contained herein. However, there are circumstances in which the school administration and/or the Millersville Christian Academy school board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

#### **4005. Textbook and Library Book Care**

Media materials and textbooks are provided for use by students at Millersville Christian Academy. The responsibility of the student is to maintain these materials in satisfactory condition throughout the school year. The principal establishes payment procedures for damaged materials. The responsibility of the parent is to pay for lost or damaged materials. Students may be asked to purchase selected materials.

#### **4006. Student Support Services**

Student support services consist of spiritual counseling, family counseling, academic counseling, personal counseling, and health screening as needed. The support services are designed to assist and support Millersville Christian Academy's mission in maintaining the mental, emotional, spiritual, and physical health of the students.

#### **4007. Before and After School Care**

- .10 The principal or his designee is responsible for the supervision of students attending the Before and After School Care Program.
- .20 Workers for the program are provided on an as needed basis.
- .30 Hours of operation are set by the Millersville Christian Academy School Board.

- .40 Cost of the program is monitored by the designated principal who makes recommendations to the Millersville Christian Academy School Board as needed for the adjustment of fees.

#### **4008. Millersville Christian Academy Dress Code**

- .10 The goal of the Millersville Christian Academy dress code is to help students choose appropriate clothing for the purposes of Christian education. Appropriate dress is defined as modest and conducive to the educational process. Clothing is not Christian or non-Christian but we have been provided with Biblical principles to use in exercising personal responsibility for dress and appearance. (Romans 12:1-2; Eccl. 3:1) Specific information is located in the Parent/Student Handbook.
- .20 The school expects the parents to assume responsibility for dress code conformity for their student(s) and to support the school personnel's enforcement of the dress code in a non-confrontational or defensive manner.
- .30 Students in violation of the dress code will be asked to correct the dress, call a parent for additional clothing or be excluded from class with an unexcused absence.
- .40 Students and parents who are unable to support the dress code will need to pursue alternative school placement.

#### **4009. Policy on Child Abuse**

- .10 North Carolina Statutes
  - .101 Article 7A-543 of the Juvenile Code pertaining to child abuse and neglect states that "Any person who has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the Director of Social Services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it..."
  - .102 Article 7A-550 states that "Anyone who makes a report pursuant to this Article, testifies in any judicial proceeding resulting from the report or otherwise participates in the program authorized by this Article, is immune from any civil or criminal liability that might otherwise be incurred or imposed for such action provided that the person was acting in good faith. In any proceeding involving liability, good faith is presumed."

#### **4010. Medication Policy for Non-Prescribed Drugs**

- .10 All medicines taken at school must be prescribed by a doctor.



#### **4011. Medication Policy for Prescribed Drugs**

- .10 Authorization slip from parents with verification of dosage must be filled out and recorded by the appropriate administrative assistant.
- .20 All prescribed medications are kept in a Millersville Christian Academy administrative office, and students are to come to the office to take the medications.
- .30 No student is to give or sell medications to another student. Violations will result in disciplinary actions.
- .40 Appropriate records will be maintained by office personnel.

#### **4012. Immunization Policy**

Millersville Christian Academy will maintain appropriate records for the immunization laws of the State of North Carolina. Students are expected to be in compliance with state immunization laws. All exemptions must be approved by the North Carolina Department of Health.

#### **4013. Parent and Student Agreement to Handbook**

- .10 Parents or guardians and students must annually sign and return the commitment form in the Millersville Christian Academy Parent/Student Handbook.
- .20 Failure to sign and return the statement acknowledging agreement to the policies stated in the handbook may result in the termination of the student at Millersville Christian Academy.

#### **4014. Parent/Teacher Conferences**

- .10 Communication between school and home is vital to the success of each student. Parent/Teacher Conferences are opportunities for face-to-face communication between parent and teacher.
- .20 Matthew 18 is followed in handling all difficult situations which may precipitate the need for conferences. Parents are requested to talk with the teacher before involving any other administrative personnel.

#### **4015. Homework Policy**

- .10 The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits.
- .20 Students are expected to complete all homework assignments. Late assignments may receive an academic penalty determined by the teacher. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress.
- .30 Homework is defined as out-of-class work in a given subject area which is assigned by a student's teacher.

#### **4016. Special Activities**

- .10 All programs, trips, parties, and other activities not scheduled in the official school calendar are to be approved by the administration at least five school days in advance of the event.

#### **4017. Electronic Devices**

- .10 Teachers are responsible for making sure cell phones and other electronic devices are not used in the classroom, unless it is used for academic purposes and approved by the principal.

## **5000. INSTRUCTION MANAGEMENT AND SUPPORT**

## **5000. INSTRUCTION MANAGEMENT AND SUPPORT**

### **5001. Curriculum Planning and Maintenance**

- .10 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.
- .20 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 Millersville Christian Academy 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.
- .30 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.
- .40 An ad hoc committee for curriculum planning will be appointed as needed by the principal and the Millersville Christian Academy School Board designees and will consist of the principal and teachers. This committee is responsible for curriculum planning and instructional material recommendations within appropriate budget parameters.
- .50 Curriculum guides will be updated on a 7-year cycle, unless otherwise necessary. Special attention will be given to the integration of Biblical principles. Curriculum guides are available for public inspection.
- .60 A core curriculum is defined as the essential elements of education. At Millersville Christian Academy, core curriculum is defined by the Millersville Christian Academy School Board.

- .601 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.

## **5002. Grading**

- .10 The primary intent of every academic course is to effect student growth. Growth may be evidenced by retention and utilization of information, the demonstration of skill proficiencies, and understanding and application of concepts. Purposes of grading are to:
  - .101 Provide an assessment of the student's achievement in relationship to the curriculum.
  - .102 provide an opportunity for teachers to identify areas of needed improvement in order to facilitate instructional assistance and offer prescribed interventions.
  - .103 Recognize excellence and achievement.
  - .104 Provide information to teachers and the principal for appropriate student placement.
  - .105 Provide information to secondary agencies concerning student accomplishments.

(See Appendix: Grading Scales)

## **5003. Promotion and Retention**

- .10 Millersville Christian Academy weighs carefully the following factors in making a decision to promote or retain.
  - .101 Elementary School
    - .1011 chronological age
    - .1012 developmental readiness
    - .1013 past retention
    - .1014 level of academic progress
    - .1015 parental support

.1016 attendance records

- .20. Elementary School students must successfully complete the core curriculum of the current grade before promotion to the next grade level. Any exceptions are at the discretion of the principal in consultation with the teacher and guidance staff.

#### **5004. Student Academic Assessment**

- .10 Assessment in the classroom is used to evaluate student achievement in relation to the curriculum. Assessment may be used to evaluate a student's readiness for a course of study.
- .20 Standardized Testing
  - .201 Millersville Christian Academy participates in nationally standardized testing.
  - .202 Necessary additional testing is referred to an outside provider at the parent's expense.

#### **5005. Textbooks and Media Resources**

- .10 Textbooks are the property of Millersville Christian Academy. Teachers and administration are involved in the textbook selection process, subject to the curriculum revision schedule.
- .20 Media resources are the property of Millersville Christian Academy and will be evaluated every three years by the principal, teachers, and Millersville Christian Academy School Board designee for update and revision, unless otherwise needed.

#### **5006. Field Trips**

- .10 All field trips are subject to the approval of the administration and the Millersville Christian Academy School Board at least a month in advance.
- .20 Funding for field trips will be paid by student activity fees or by additional funds from students.
- .30 Teachers are responsible for supervision, safety, and security needs of students.
- .40 Teachers will communicate with parents concerning all field trips. Parents must sign permission slips for students to participate in the field trip.
- .50 All chaperones for field trips must have clear criminal background checks on file.

**5007. Internet Use Policy**

- .10 The goals of using the Internet include enhancing students' opportunities for learning.
- .20 Internet access for students is a privilege, not a right, and may be denied by staff or administration at any time. All users of the Internet will agree to adhere to the Code of Ethics published in the Parent/Student handbook.
- .30 Millersville Christian Academy seeks to protect students from objectionable sites. The school will maintain a reliable connection and an appropriate computer firewall.

**5008. Class Size**

- .10 Millersville Christian Academy will maintain class size enrollment consistent with the age and needs of the students as well as the scheduling needs of the school.
- .20 Regular or core subject class size will not exceed the guidelines established by accrediting agencies.

## **6000. SCHOOL COMMUNITY RELATIONS**



**6000. SCHOOL COMMUNITY RELATIONS**

**6001. The principal shall serve as the public relations officer of Millersville Christian Academy.**

**6002. Parent/Teacher Relationships**

- .10 The desire of Millersville Christian Academy is that teachers maintain an open and regular line of communication with the parents.
- .20 The Parent Association is in place to assist in building relationships between the teacher and parent.

**6003. Volunteers**

- .10 Parent Volunteers
  - .101 The Millersville Christian Academy School Board authorizes the school administration to develop a volunteer program using parents and friends of the Millersville Christian Academy to assist the teachers.
  - .102 Volunteers are to be screened and trained according to an established procedure developed by the administrative team.

**6004. Fund Raising Activities**

- .10 All fund raising is approved by the Millersville Christian Academy School Board after consultation with the principal and is limited in scope to the purchase of special items, materials, and supplies which are needed by Millersville Christian Academy, but are outside the normal constraints of the budget process. Fund raising activities are also used to supplement the costs of extended field trips.

**6005. Visitors**

- .10 Millersville Christian Academy is a closed campus. Individuals wishing to visit the school during the school day must make arrangements to attend one of the scheduled tours or must gain permission to visit through the principal or his designee. Violators will be asked to leave.
- .20 All visitors will be asked to wear a school provided visitor's tag.

## **7000. SCHOOL CALENDARING AND SCHEDULING**

## **7000. SCHOOL CALENDARING AND SCHEDULING**

### **7001. Annual Calendar**

- .10 The annual calendar is completed in the fall prior to the start of the next school year.
- .20 The calendar is prepared by the principal with final approval by the MCA School Board.
- .30 MCA seeks to meet the standards of the North Carolina Department of Non-Public Instruction and our accrediting organizations related to the school calendar. MCA will make up days missed due to inclement weather as necessary in order to meet expected standards. Make-up days will be determined by the MCA School Board in consultation with the principal.

### **7002. Length of School Day**

- .10 The length of school days is established by the MCA School Board upon recommendation by the principal

### **7003. Daily Schedules**

- .10 The daily schedules are established by the principal.
- .20 Any special programs outside of the normal activity of the school are approved by the principal in consultation with the MCA School Board Chairman and/or his/her designee.

### **7004. Holidays**

- .10 Millersville Christian Academy observes the following holidays: Labor Day, Thanksgiving and the day following, Christmas Eve and Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, and Memorial Day.
- .20 Students and faculty should avoid taking regular absences for the purpose of vacation before or after the conclusion of holidays.

### **7005. Weather**

- .10 In the event of inclement weather, the decision for school closing or the modification of the school schedule is made by the principal in consultation with the MCA School Board.
- .20 Closing and modification to the school schedule will be posted at appropriate sites.

**8000. PHYSICAL: FACILITIES, EQUIPMENT AND SUPPLIES**

**8000. PHYSICAL: FACILITIES, EQUIPMENT AND SUPPLIES**

**8001.** Millersville Christian Academy staff is responsible for oversight and the care of school and church property. Guidelines are published in the Teacher Handbook.

**8002.** Millersville Christian Academy will adhere to the Millersville Baptist Church and school plan for security and safety.

## **9000. INFORMATION MANAGEMENT**

## **9000. INFORMATION MANAGEMENT**

### **9001. Information Management Procedures**

- .10 School personnel, in the fulfillment of their respective functions, may have access to the student records.
- .20 All information maintained related to students and faculty is held in trust by the administration.
- .30 Information is available only to the appropriate individuals who need access to financial records, school academic records, health records, etc.
- .40 Individuals who have legal responsibility for the student may have access to the student records.
  - .401 Any parent desiring records inspection pertinent to their student, will address the request to the principal in writing. Such a request must be honored within 15 working days. Designated school personnel will interpret testing results as necessary. After the records inspection, the notation of this review will be registered in the record. The records file must be viewed in the presence of designated personnel. No materials, test scores, or evaluations may be removed from the file without the permission of the principal or designee.
  - .402 No other person is to have access to these records without the consent of the principal.
- .50 Upon withdrawing from the school or a school transfer, the student records will be sent to the accepting school upon their request and satisfaction of all owed fees. No records will be released to parents or guardians without the principal's approval.

### **9002. Reporting to Parents**

- .10 Millersville Christian Academy provides to parents at the end of each nine weeks a grade report on the academic progress for their student.
- .20 Interim grading reports will be issued as needed.

### **9003. Financial Reporting**

- .10 The principal receives monthly Millersville Christian Academy Financial Statements. The principal will report to the Millersville Christian Academy School Board the financial status at the regularly scheduled meetings.

- .20 The financial records of Millersville Christian Academy are made available to the church through the Millersville Christian Academy School Board and Deacons.

**9004. Release of School Based Information**

- .10 The release of any school based information is the responsibility of the principal.
- .20 School based information which may be given includes the enrollment statistics, the overall averages of student achievement testing and other appropriate, pertinent information.
- .30 Additional information must first receive the approval of the principal before release.

**9005. Retention and Destruction of School Information and Records**

- .10 Retain One Year
  - .101 Grade Books
  - .102 Class attendance books - comments and reports by individual teachers
  - .103 Minor disciplinary records
  - .104 Notes of parent conferences
  - .105 General correspondence
- .20 Retain Two Years
  - .201 School-wide daily absentee lists
  - .202 Application/Admission folders on non-enrolled students
  - .203 Leave-of-absence requests
  - .204 Applications for employment
  - .205 Records of dispensed medicine
  - .206 Faculty schedules and assignments



- .30 Retain Seven Years
  - .301 Press releases, advertising and promotion files, public relations materials, and publications
  - .302 Records of personnel who have resigned, been dismissed, terminated, or who have died after this period.
  - .303 Student counseling records
  - .304 Gift receipt records
- .305 Licenses, contracts, agreements for management, legal, financial, and other services agreements or contracts which have been terminated, contracts with vendors and software and computer hardware
- .40 Retain Ten Years
  - .401 Student government records, student organizations, clubs and activities
  - .402 Operations and maintenance records
  - .403 Pension and retirement compliance files if necessary
  - .404 Long range planning studies
- .50 Retain Twenty Years
  - .501 Pertinent health records as required by law
  - .502 Tax records
  - .503 Investment records
  - .504 Property agreements, appraisals, and evaluations
- .60 Retain Thirty Years
  - .601 Medical records for each employee who has blood borne pathogens exposure
- .70 Retain Permanently
  - .701 Student admission, enrollment, student standardized tests (summary sheets)
  - .702 Donation history of families and foundations

- .703 Accident records, safety and injury records, records of insurance against loss, damage, injury, lawsuit records, personal injury claims, long-term disability claims, insurance policy records
  - .704 Yearbooks - photographic archives
  - .705 Accreditation applications and reports
- .80 General Statements
- .801 All financial records are to be retained in accordance with the Millersville Christian Academy School Board financial policy.
  - .802 All records should be searched periodically to remove inappropriate outdated information as described above.
  - .803 All discarded records are to be destroyed. Only general information types of materials may be recycled.
  - .804 Procedures are in place for maintaining both medical and training records. If Millersville Christian Academy should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Director for the National Institute of Occupational Safety and Health (NIOSH) will be notified at least three months prior to the disposal of records. The records will be transmitted to NIOSH if required by the Director within the three month period.

## **APPENDICES**



## APPENDIX II

## GRADING

The purpose of grading is 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

MCA 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.

#### GRADING SCALE

<b>KINDERGARTEN</b>	<b>1<sup>st</sup> GRADE</b>	<b>2<sup>nd</sup> GRADE &amp; Above</b>
S Satisfactory	E Excellent	A 90-100
I Improving	S Satisfactory	B 80-89
N Needs Improvement	I Improving	C 70-79
<i>I</i> Not a focus at this time	N Needs Improvement	D 60-69
	<i>I</i> Not a focus at this time	F 59 - 0

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

Year-end Honor Roll-(starting in 2<sup>nd</sup> grade) "A" Honor Roll requires all "A" grades in all subjects. The "A-B" Honor Roll permits no grade lower than a "B" in all subjects.

# Your Rights Under The Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered

employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

## Reasons For Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

## Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

## Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Unlawful Acts By Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.



U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division  
Washington, D.C. 20210

WH Publication 1420  
June 1993

• U.S.G.P.O. 353-808

## APPENDIX IV: PRINCIPAL POSITION DESCRIPTION

**Position Title: Principal**

**Salary Grade Level:** Category 5

**Incumbent:**

**Reports To:** MCA School Board

Direct Supervision of: Lower and Upper School Principals, Admissions Director, Development Coordinator, Athletic Director, Director of Guidance, Financial Coordinator, Coordinator of Academic Programs

Works in Collaboration with: Millersville Christian Academy School Board

**Prepared by:** MCA School Board

**Date:**

**Approved by:** MCA School Board

**Date:**

**Last Review/Update:**

### SUMMARY STATEMENT

The principal is to prepare the next generation of spiritual leaders for the church, missions and societal leadership. As the chief administrator and supervisory leader of the school, the principal is responsible for the oversight of all Millersville Christian Academy functions, including the spiritual, academic, and financial integrity of the school. The principal seeks to achieve academic excellence while maintaining strong biblical principles and the life-changing truths that serve as the foundation of Christian education. This person is also a key player in the relationship between the school, church, and community.

### PRINCIPAL DUTIES

It is the responsibility of the principal to provide spiritual leadership to the school.

- To cast a spiritual vision that focuses on fulfilling the vision of MCA, training students to be academically excellent and spiritually mature to produce the next generation of Christian leaders throughout the world.
- To shepherd children and families in the school so that we make, mature, and multiply disciples of Jesus Christ.
- To nurture and promote the spiritual growth of staff, students and families.
- To guide the school in a healthy and collaborative church partnership, working closely with the Senior Pastor and the Millersville Christian Academy School Board of Millersville Baptist Church.
- To teach periodically in the absence of the Senior Pastor and/or Associate Pastor when asked.
- To attend Millersville Christian Academy executive staff meetings.

It is the responsibility of the principal to provide **academic and administrative leadership** to the school.

- To assume ultimate responsibility for the management and operation of the school in accordance with accreditation standards, federal and state laws and regulations, and school policies.
- To oversee the accreditation of all school levels with the appropriate accrediting organizations.
- To maintain a high level of competence in the field of education and school administration.
- To lead short and long-range strategic planning efforts and establish, measure, and hold accountable those responsible for progress in strategically vital areas.
- To develop and maintain a cost-effective organizational structure.
- To lead, equip, and empower the staff.
- To develop and implement processes for professional development for all personnel.

- To work with Millersville Christian Academy School Board to develop, maintain and grow a list of prospective faculty.
- To seek to continually improve the quality of the academic program, including conducting a regular program of assessment through appropriate testing tools.
- To oversee the teachers in the evaluation of instructional materials, including textbooks, technology, media acquisitions and other instructional materials.
- To encourage faculty to develop strategies, techniques, and activities which reflect instructional diversity, alternatives, and flexibility.
- To maintain high standards of student safety, creating a nurturing, safe, friendly environment.
- To conduct and enforce discipline as necessary in accordance with school policy.

The principal is responsible for the financial integrity of the school through budgeting and increasing enrollment.

- To direct the development of the school's annual budgeting process.
- To implement appropriate financial controls.
- To monitor financial performance and lead contingency planning as necessary.
- To maintain enrollment at a high level by developing and maintaining a consistent, transparent and constructive dialogue with parents, students, and church leaders; implement strategies to promote a cooperative spirit among the school's personnel and parents to enhance the educational and social climate of the school; encourage meaningful volunteerism by all enrolled families.
- To attract new students by working with the Millersville Christian Academy School Board to establish appropriate admissions policies and procedures and ensure compliance with such policies and procedures; develop and implement effective strategies to ensure the attainment of recruiting goals; expand the reach of the school through church and community partnerships; serve as the chief spokesperson for Christian education in our community.
- To take the lead role and personal responsibility for identifying, cultivating, and soliciting major donors.
- To oversee the development and management of special project and capital fundraising programs for the advancement of the school.

#### **OTHER DUTIES:**

- **Major Function: Christian Environment**  
The principal stimulates and nurtures a Christian atmosphere for the students of the Millersville Christian Academy, with spiritual, academic, social, and intellectual excellence, and the integration of the Christian philosophy of Millersville Christian Academy into the entire school program.
- **Major Function: General Planning**  
The principal ensures that all procedures and schedules are carried out to the fullest for the school. The principal is responsible for an overall, long range plan for the school's growth and educational development.
- **Major Function: General Coordination**  
The principal oversees the coordination of the school within the legal, financial, and organizational structures of the Millersville Christian Academy system. The principal will define responsibilities of each staff member and exhibit organizational activities.
- **Major Function: Enhancement of Personnel Skills**  
The principal foresees and promotes activities that stimulate professional growth for staff members with the purpose of increasing the quality of the school curriculum and the education of each student.



- **Major Function: Curriculum Goals**  
The principal supervises school goals for given subjects and class development, involving the faculty in the participation and interpretation of specific curriculum goals, in order to meet the needs of the school and to maintain high curriculum goals.
- **Major Function: Work Relationships**  
The principal establishes, implements, and evaluates all procedures which are used to run the daily schedules of the school.
- **Major Function: Evaluation of Performance**  
The principal evaluates each faculty member by an instructional guideline to maintain an up-to-date teaching program. The principal supervises and appraises overall staff performance. The principal evaluates students' performance by maintaining current student data and testing guidelines, by supervising disciplinary actions outside the classroom teachers' duties, and by evaluating student disciplinary problems. The principal is responsible for disciplinary and/or other counseling of students. The principal establishes the lines of authority and enforces those guidelines.
- **Major Function: Organizational Efficiency**  
The principal organizes the wide range of responsibilities given with accurate time management. The principal maintains school inter-communication and encourages good relationships with and between students, teachers, and parents.
- **Major Function: Orientation and Special Programs/Projects**  
The principal is responsible for the orientation of new students and staff. The principal will identify all extra-curricular activities, field trips, projects, etc., and approve their programs. The principal will be responsible for the oversight and approval of these activities and conclude the instructional and educational value of these programs.
- **Major Function: Supplies/Equipment**  
The principal manages, directs, records and accounts for all school material and equipment which are school property and used to carry out school programs. The principal is responsible for the purchase of all necessary material and equipment for the school within budgetary parameters. The principal involves the staff in choosing and determining the use and priorities of educational and physical equipment available to the school.
- **Major Function: Services**  
The principal organizes and provides support to necessary services and equipment used to maintain the school program. The principal will make use of available resources and services which will aid in the educational, social, physical, and spiritual development of Millersville Christian Academy students.
- **Overall View of Duties**  
The principal oversees all daily routines, duties, and scheduling of the staff, working with and for teachers' preparations, school programs, and necessary changes to maintain a smooth and balanced system. The principal gives emphasis to the curriculum and to the accreditation requirements of the school. The principal must be able to manage time, opportunity, and available resources and maintain policy procedures and guidelines and then legislate that procedure while overseeing those responsible for effectively carrying out their assigned jobs. The principal will oversee other duties as assigned.

#### **POSITION REQUIREMENTS OR STANDARDS**

The successful candidate will be a graduate of an accredited college or university preferably with a Master's Degree, preferably with an emphasis in school administration, and three or more years of classroom teaching experience. Preference will be given to applicants with administrative experience in an educational setting with demonstrated leadership qualities. The candidate must be willing to comply with NCCSA Administrator Standards or be qualified for this certification.

The successful candidate must be a professing evangelical Christian who is an active member of a church and thus in agreement with the doctrinal statements of Millersville Baptist Church. A demonstrated dynamic personal relationship with Jesus as evidenced by salvation and a mature walk with Christ is

required. In accordance with I Timothy 3:1-7 and Titus 1:6-9, the successful candidate must be on a disciplined spiritual journey.

- Strong leadership style with the ability to delegate responsibility
- Supervision experience
- Pro-active decision maker
- Skilled at interpersonal relationships
- Broad experience in educational theory and practices
- Strong administration and communication skills
- Value other team members while working in a team style organization
- A well-balanced professional who understands the importance of maintaining proper family relationships, domestic and parenting skills and is able to balance family demands with professional demands
- Capacity to think through consequences of actions and understand the effect on others of those actions

## APPENDIX V: TEACHER POSITION DESCRIPTION

**Position Title:** Teacher

**Salary Grade Level:** Category 1

**Incumbent:**

**Reports To:** Designated Principal

**Prepared by:** Millersville Christian Academy School Board

**Date:**

**Approved by:** Millersville Christian Academy School Board

**Date:**

**Last Review/Update:**

### SUMMARY STATEMENT

The teacher will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

### DUTIES

**Spiritual** - The teacher shall:

- Seek to be a role model in attitude, speech and actions a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Motivate students to accept God's gift of salvation and grow in their faith.
- Lead students to a realization of their self-worth in Christ.

### General Guidelines for Millersville Christian Academy Teachers

- The teacher will integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
- The teacher is responsible for the planning, execution and follow-up materials and activities, according to the particular grade level curriculum on which they will be working.
- The teacher will plan broadly through the use of semester and quarterly plans and objectives.
- The teacher is to strive to keep communications open with parents, keeping parents informed about the child's progress as well as the classroom's extracurricular activities.
- The teacher is responsible for discipline, orderliness, scheduling in the classroom, lunchroom, halls, bathrooms, and playground activities.
- The teacher is to meet periodically with the principal and other teachers to discuss problems and make plans for the enrichment of the basic program.
- The teacher must present a positive attitude toward the parents, the school, and fellow teachers.
- The teacher is to work with the principal in planning and attending Parent Teacher Community Fellowship meetings and other parent education activities.
- The teacher is to begin work according to the approved school calendar in advance of the opening of school and is expected to work after the close of school after the spring semester according to the approved school calendar.
- The relationship between the teacher and student is vital to the education of the child. Therefore, the teacher is responsible to honor this contract with the exception of a personal emergency or extenuating circumstance.
- The teacher will cooperate with the Millersville Christian Academy School Board and administration in implementing policies, procedures, and directives governing the operation of the school.

- The teacher, if unable to support any policy of Millersville Christian Academy, will notify the principal.
- It is expected that each teacher will endeavor to broaden the knowledge in the educational field by attending workshops and taking advantage of other opportunities to increase the teacher's effectiveness in the classroom.
- It is expected that the teacher will endeavor to maintain a Godly life in public and private, thereby providing a Christian role model for children and parents.
- Teachers may be assigned additional duties.

**Specific Responsibilities:**

- The teacher is to arrive at school and begin executing daily plans by 7:45 a.m. each morning and remain until 3:45 p.m. (Part-time teachers must adhere to their specified hours as agreed with the principal.)
- The teacher is to maintain an accurate record of daily attendance, money for field trips, and other appropriate activities.
- The teacher is to keep receipts for money spent and give these to the appropriate day school secretary for reimbursement when pre-approved by the principal.
- Lesson plans will be written at least one week in advance and turned in to the principal weekly.
- The teacher will take inventory of supplies periodically, determine needed items in advance, and then to give the list to the appropriate secretary for purchasing.
- The teacher is to record current grades.
- The teacher will use homework effectively for drill, review, enrichment or project work.
- The teacher will keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure of students under supervision.
- The teacher is to maintain a neat, orderly classroom so that the students will learn to care for and respect personal and school property.
- The teacher is to meet regularly with the principal and other teachers to plan field trips and other enrichment activities.
- When illness occurs the teacher is to contact the principal as soon as possible. The location of prepared lesson plans and substitute packet must be conveyed at this time.
- The teacher is expected to maintain discipline and orderliness at lunch, in the classroom, hallways, bathrooms and playground.
- The teacher is to assist the students as they are picked up after school.
- The teacher is expected to maintain a neat, personal appearance, thereby setting a good example for the students and parents. (I Timothy 2:9)
- It is expected that teachers refrain from gossiping about students, parents, fellow teachers, and will apply biblical principles in solving problems in these areas.
- The teacher will be zealous to protect individual rights and be sensitive to individual needs. The teachers are in a position to receive confidential information and must handle that information responsibly and confidentially.

**POSITION REQUIREMENTS OR STANDARDS**

- The teacher will have made a profession of Jesus Christ as Savior and Lord.
- The employee will faithfully attend and financially support a local church whose beliefs are in agreement with the Statement of Faith of Millersville Christian Academy.
- The staff member will be a person of spiritual maturity with academic and leadership abilities that will allow them to “train up a child in the way he should go.”
- The teacher will reflect the purpose of the school which is to honor Christ in every class and in every activity.
- The teacher shall be a college graduate, certified or certifiable, and one who feels called of God to the teaching profession.
- Other qualifications may be added by the Millersville Christian Academy School Board as deemed appropriate.

## **APPENDIX VI: TEACHING ASSISTANT POSITION DESCRIPTION**

**Position Title:** Teaching Assistant

**Salary Grade Level:**

**Incumbent:**

**Reports To:** Teacher/Principal

**Prepared by:** Millersville Christian Academy School Board **Date:**

**Approved by:** Millersville Christian Academy School Board **Date:**

**Last Review/Update:**

### **SUMMARY STATEMENT**

The teaching assistant is to assist the classroom teacher in all classroom activities.

### **DUTIES**

The teaching assistant will:

- model Christian principles of living.
- seek to promote positive self-esteem in each student.
- use a variety of positive reinforcements in the classroom.
- arrive punctually and with consistent attendance.
- become informed and have a knowledge of the curriculum.
- continually seek additional knowledge in early childhood education and development.
- help promote Millersville Christian Academy in the church and community.
- provide for small teacher/student groupings for interaction in the classroom.
- assist the teacher in introducing the student into the classroom activities as they arrive at school each day.
- aid in setting up centers that are coordinated with the units of study.
- assist the teacher in preparation and serving daily snacks.
- assist the teacher in playground activities and bathroom supervision.
- work with small groups of students in parallel play.
- help with any classroom emergencies such as an injured or sick child.
- share ideas and be open to suggestions from the teacher.
- willingly assume the responsibilities assigned by the teacher and principal.

### **POSITION REQUIREMENTS OR STANDARDS**

- Professes Jesus Christ as Savior and Lord
- Good standing membership in a local church whose beliefs are consistent with the Statement of Faith of Millersville Baptist Church and Millersville Christian Academy
- Relates a Christian lifestyle and experience to daily life and work
- Familiarity with the needs of Millersville Christian Academy and Early Education students

## **APPENDIX VII: PROSPECTIVE EXTENDED CARE COORDINATOR POSITION DESCRIPTION**

**Position Title:** Extended Care Coordinator

**Salary Grade Level:** Category 3

**Incumbent:**

**Reports To:** Principal

**Prepared by:** Millersville Christian Academy School Board **Date:**

**Approved by:** Millersville Christian Academy School Board **Date:**

**Last Review/Update:**

### **SUMMARY STATEMENT**

The Extended Care Coordinator plans and coordinates the activities of the extended care program of MCA and supervises other workers in the extended care program.

### **DUTIES**

- Make long and short range plans that will be filed in the office
- Be responsible for purchasing and maintaining games, supplies and materials
- Keep accurate daily attendance records and weekly totals for billing
- Plan appropriate and varied activities for the students involved
- Set up a discipline plan to maintain a wholesome and safe environment for the students
- Maintain a standard of neatness and orderliness in their area
- Supervise other persons in the extended care program
- Secure substitutes for extended care workers as needed
- Follow a plan for development to increase understanding of the needs of children enrolled in the program
- Model Godly behavior for the parents and students that they come in contact with daily
- Seek to build and nurture those students who attend the program

### **POSITION REQUIREMENTS OR STANDARDS**

- Professes Jesus Christ as Savior and Lord
- Good standing membership in an evangelical church whose beliefs are consistent with the Statement of Faith of Millersville Baptist Church and MCA
- Relates Christian lifestyle and experience to daily life and work
- Familiarity with the needs of students

## **APPENDIX VIII: PROSPECTIVE EXTENDED CARE WORKER POSITION DESCRIPTION**

**Position Title:** Extended Care Worker

**Salary Grade Level:** Category 3

**Incumbent:**

**Reports To:** Extended Care  
Coordinator/Principal

**Prepared by:** Millersville Christian Academy School Board

**Date:**

**Approved by:** Millersville Christian Academy School Board

**Date:**

**Last Review/Update:**

### **SUMMARY STATEMENT**

The Extended Care Worker will assist the Extended Care Coordinator with all extended care activities.

### **DUTIES**

- Assist the Coordinator with introducing the students into the extended care program
- Adhere to the established discipline plan for the program
- Participate in and with students in the planned activities for the program
- Maintain a standard of neatness and orderliness in the room.
- Seek to build and nurture those students who attend the program
- Model Godly behavior for the parents and students that they come in contact with daily

### **POSITION REQUIREMENTS OR STANDARDS**

- Professes Jesus Christ as Savior and Lord
- Good standing membership in an evangelical church whose beliefs are consistent with the Statement of Faith of Millersville Baptist Church and MCA
- Relates a Christian lifestyle and experience to daily life and work
- Familiarity with the needs of students

## APPENDIX IX: ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

**Position Title:** Administrative Assistant

**Salary Grade Level:** Category 4

**Incumbent:**

**Reports To:** Principal

**Prepared by:** Millersville Christian Academy School Board **Date:**

**Approved by:** Millersville Christian Academy School Board **Date:**

**Last Review/Update:**

### SUMMARY STATEMENT

The Administrative Assistant performs a variety of administrative assistant duties and is responsible for maintaining the school management system and accounts receivable for the school.

### DUTIES

- Serves as a member of the administrative assistant team, coordinating administrative assistant functions when necessary, and performs duties pertinent to the team, such as handling telephone duties, calling substitutes, and assisting the team in other functions.
- Performs duties necessary to assist the school principal, including setting up appointments, collection of information, assisting in correspondence, and compiling data for monthly reports.
- Performs in-office duties, including but not exclusively:
  - Answering telephone calls for the principal, teachers, other staff and students;
  - Greeting and responding to visits by parents, visitors, and salespeople
  - Assisting in clerical duties, such as lunch count, attendance, and early dismissals
  - Assisting in the process of generating transcripts, attendance information, and information pertinent to honor rolls and perfect attendance
  - Arranging for use of church facilities as needed by school personnel or school groups
  - Arranging for the use of church transportation vehicles;
  - Assisting the teachers, if time allows, with secretarial support
- Performs in-house duties, including, but not exclusively:
  - Maintain teachers' attendance
  - Prepare payroll information bi-weekly
  - Serve as purchasing agent
  - File records and student files
  - Assist with copying/laminating machines and contacting the appropriate person/company to seek repair/maintenance when needed
  - Supervise the distribution of medications administered at school
  - Evaluate sick students and call parents
  - Attend periodic meetings of administrative and administrative/secretarial teams
  - Maintains a systematic filing system
  - Coordinates the Extended Care after school program
- Attends evening meetings for Parent Teacher Community Fellowship, Open House, etc.
- Assists in maintaining website information
- Perform support: Gradebook, progress reports, report cards, attendance, end-of-year processing, student information, etc.
- Post all monies received by Millersville Christian Academy
- Post all charges to family accounts
- Handle all inquiries concerning student accounts in a timely manner
- Handle any changes in family and student information



- Contact parents concerning billing inquiries
- Complete other assignments as designated by either the principal or the Millersville Christian Academy School Board.

#### **POSITION REQUIREMENTS OR STANDARDS**

- Professes Jesus Christ as Savior and Lord
- Good standing membership in a local church whose beliefs are consistent with the Statement of Faith of Millersville Baptist Church and Millersville Christian Academy
- A teachable spirit
- Ability and willingness to act as a team player
- A pleasant personality
- The capacity to relate to parents, teachers, young students, administrators, and church personnel
- The capacity to maintain an appropriate balance of performing tasks and relating to people
- A self-starter
- Highly proficient in using computers and a willingness to learn new software
- Proficiency in office management
- An ability to manage time well
- Experience in the school environment
- Strong project management and organizational skills
- Manages time well
- An ability to handle stressful/conflict situations
- An ability to handle confidential information and situations