

# Midland Christian Academy – Student Handbook

## 2021-22

### Mission Statement

Midland Christian Academy is committed to providing a traditional, God-centered education, which recognizes that all people are created in God's image, and therefore strives to cultivate Christian character through patience, Christian principles, and love.

### Philosophy

Midland Christian Academy is a non-denominational ministry of the Midland Church of the Brethren. We accept the New Testament as our rule of faith and practice. We believe the Bible is the authoritative word of God and applies to every area of our lives today.

Recognizing God as our Father, Jesus as our Savior, and the Holy Spirit as our Inner Strength, Midland Christian Academy seeks to incorporate the Word of God in all aspects of its academic study. We believe Christian education will assist students to integrate Biblical truth into each area of their lives.

We employ teachers who are committed to Jesus Christ, and who are prepared to share God's love and principles through examples of their daily lives. All employees are expected to attend the church of their choice. We will maintain a faculty with the skills to effectively teach in this manner.

We recognize the role of parents in the primary training of their children. MCA sees its role as entering into a partnership with parents who desire, first and foremost, a Christ-centered education for their children.

### History

Our Christian school began in 1986, as "Hearts and Hands Preschool". Kindergarten was added in 1989. The name was changed to "Midland Christian Academy" in 1990, when elementary grades were added. Currently, our classes include Preschool through First Grade.

### Admissions

The Midland Christian Academy does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap in the admission of students.

### Admission Policies:

1. **TESTING:** Newly enrolled students will be tested to determine appropriate placement. Children must be 3 years of age by September 30, to enroll in the preschool classes, 4 years of age to enroll in Pre-kindergarten class, and 5 years of age by September 30, to be admitted to our Kindergarten class.
2. **HEALTH FORMS:** All new students must provide a current health form, which indicates immunization records from a physician. Returning students should update the health form if changes occur. Kindergarten registration requires documentation of a doctor's physical examination. The physician or the MCA office may supply the forms.
3. **REGISTRATION FORM:** This form must be submitted ANNUALLY and is accompanied by the registration fee in order to secure the student's place in class.
4. **REGISTRATION FEE:** This is a non-refundable, annual fee, which must accompany the registration form to guarantee enrollment. If 3-year olds are not toilet trained by September, the registration fee will be refunded.
5. **BIRTH CERTIFICATE:** A copy of the birth certificate or certificate of adoption is to be filed for all students before the student is officially enrolled.
6. **DOCUMENTATION OF CUSTODY:** If a legal agreement has been made between parents as to the custody and visitation rights, a copy of the court order must be provided to the MCA office. The most recent court order on file with the MCA office will be honored.

7. **REQUESTS FOR RECORDS:** Upon written parental authorization, we will have the official school records sent to us from the student's previous school.

8. **TUITION FEE:** Prepaid tuition is due by the last business day in June and is discounted by 5%. We also offer a multiple child discount of 10% on the youngest child/children. Deferred payments must be made through FACTS Tuition Management with three payment options:

1. Monthly - to be paid over a 10-month period - August to June.
2. Quarterly
3. Semi-Annually

Note: **All tuition must be paid in full by the end of the fiscal year (June 30<sup>th</sup>).**

Students will not be admitted if tuition arrangements have not been made by the beginning of the school year. If an emergency situation has been discussed, submitted in writing to the Head of School and approved by the MCA Board, dismissal may not be necessary. School records will not be released until all financial obligations have been met.

9. **RETURNED CHECK/NSF:** There will be a non-sufficient funds fee of \$35.

10. **CANCELLATION OF STUDENT ENROLLMENT DUE TO DELINQUENT PAYMENT:** If school tuition and/or care fees are not received within 30 days of the due date (end of the previous month), the school reserves the right to cancel enrollment of a child in any of these programs. A payment plan must be enacted in order for the student to return to school, and any further missed payments will result in dismissal from Midland Christian Academy. If these accounts remain unpaid, the student will be denied enrollment in any summer camps and/or re-enrollment for the following school year.

11. **BOOK FEES:** Book fees are due at time of registration.

12. **ORIENTATION PERIOD:** All newly enrolled students will be monitored during the first 6 - 8 weeks of school as to academic readiness, socialization, behavior, etc. Parents will be informed of any concerns the teacher and/or administrator may have regarding the student. The Head of School will make final placement decisions.

#### School Days

3 Day Preschool	Tues. /Wed. /Thurs.	9:00 AM - 3:30 PM
5 Day Preschool	Mon. - Fri.	9:00 AM - 3:30 PM
3 - Day Pre-K	Tues. /Wed. /Thurs.	9:00 AM - 3:30 PM
5 Day Pre-K	Mon. - Fri.	9:00 AM - 3:30 PM
Kindergarten	Mon. - Fri.	9:00 AM - 3:30 PM
Elementary	Mon. - Fri.	9:00 AM - 3:30 PM
Before School Care	Mon. - Fri.	7:00 AM - 8:50 AM
Extended Care	Mon. - Fri.	3:30 PM - 6:00 PM

**All Preschool and Pre-K classes have a half day option: 9:00 AM to Noon.**

All students picked up after 3:45 PM will be sent to Extended Care and will incur charges.

#### Dress Code

All **Kindergarten and Elementary students** are required to abide by the dress code as listed below. Items not listed are considered inappropriate attire and will be considered to be in violation. The appropriateness of dress is based on a "business casual" standard.

- Boys:
- Navy or khaki pants (no jeans), navy or khaki walking shorts
  - A dark or black belt must be worn if the pants have belt loops
  - Polo shirt of the following **SOLID** colors: purple, white or navy blue
  - Purple or navy sweater, V neck, vest, or cardigan
  - White, black, brown or navy blue socks
  - Conservatively colored coats or jackets in cooler weather

- Girls:
- Navy or khaki pants (no jeans or leggings), skirt, walking shorts, skort, capris, or jumper
  - Polo shirt of the following **SOLID** colors: purple, white or navy blue
  - Purple or navy sweater, V neck, vest, or cardigan
  - White, black, brown, navy blue or purple socks
  - Conservatively colored coats or jackets in cooler
  - Hoodies are not to be worn during class.

**SHOES:** rubber soled, casual black or brown or conservatively colored sneakers (no sandals, clogs or fashion type boots). Footwear must be appropriate for use on playground and P.E. Winter/snow boots are acceptable as needed and must be worn inside the pant leg.

All accessories should be tasteful and simple. Hair ties and headbands are gold, silver, black, white, navy, purple or hair colored. Bandanas or other head/hair accessories are prohibited. Hats may be worn outside during recess or P.E. only. No hats are to be worn in the classrooms or buildings. Excessive, distracting accessories are prohibited. No earrings allowed on boys. Boy's hairline may not reach eyebrows, ears, or collars.

Occasionally, students will have a fun or "Spirit" day, such as "Jean Day," or "Bible Character Day." They are to be dressed either in "spirit" attire or in uniform. Other apparel is inappropriate. Shoe dress requirements remain for safety purposes.

Parents will be informed of any dress code violation. Three violations will result in the parent being required to pick the child up from school to change to appropriate attire.

### Inclement Weather Closings

**MCA will follow Fauquier County Public Schools on the first day of inclement weather. MCA will make its own determination for the second day and any subsequent days regarding a delay or closing.** The office answering machine will have a message posted no later than 6:30 AM and a message will go out via the Google Group and the Remind app.

**If MCA opens 1 hour late, we will extend half day Preschool and Pre-K classes until 1:00 PM.**

Kindergarten, and Elementary will dismiss at their normal time.

**If MCA opens 2 hours late, half day Preschool and Pre-K classes will be dismissed at 3:30 PM. These children should pack a lunch.** Kindergarten, and Elementary will dismiss at their normal time.

**In the case of any delayed opening, there will be no before school care.**

### Attendance

**Classrooms open promptly at 8:50 AM. Your child should arrive at the classroom at that time.**

Regular punctual attendance is essential in successfully educating our students. Please avoid sending your child to school late and avoid absences, including pre-school and pre-kindergarten as it disrupts the entire class.

Elementary students arriving late for school must check in at the office with the responsible adult. The tardy slip must be filled out by the adult. Preschool, Pre-K and Kindergarten students fill out the tardy form provided by and returned to the teacher. When your student arrives on time, they begin the day on a positive note. Students who are late, start with a feeling of distress, at the least.

The Head of School and/or teacher will address repeat tardiness and/or continued absences and appropriate action may be taken (possibly to include, but not limited to missing recess, parent conferences, etc.)

Parents will be notified first by phone and followed up in writing of the accumulated tardies and absences. All tardies and absences, whether excused or unexcused, will be recorded. Multiple unexcused tardies and absences affect the academic standing of the student. Regular punctual attendance should be prioritized.

### Academic goals

1. The students will relate biblical passages to present day situations.
2. The students will become familiar with the Old and New Testaments to develop Christian Discipleship.
3. The students will be encouraged to achieve their highest level of ability.
4. The students will demonstrate good work habits by faithfully completing assignments.
5. The students will be provided opportunities for growth in social skills.
6. The students will demonstrate a healthy appreciation for their country.
7. The students will be encouraged to appreciate and participate in creative arts and physical activities.

## Curriculum

MCA offers quality Christian and academic education. Our entire curriculum integrates Biblical truth into all subjects. (*Jesus saith unto him, "I am the Way, the Truth, and the Life; no man cometh unto the Father, but by Me." John 16:6*) Preschool through 2nd Grade utilizes the Abeka system. More information about the curriculum may be obtained at [www.abeka.com](http://www.abeka.com). Additional materials are used to enhance the program. Library books, videotapes, audiotapes, records and field trips also provide many educational experiences. Field trips most often require an additional fee. Art, music and physical education are emphasized as well.

## Homework

Our teachers assign homework to our Pre-Kindergarten, Kindergarten and Elementary students for the following reasons:

1. Completion of unfinished class work.
2. Additional drill and practice; i.e. reinforcement/practice.
3. An extension of classroom learning.
4. To build study habits and a sense of responsibility.

We desire to be reasonable in the amount of homework assigned. Pre-Kindergarten and Kindergarten students may spend approximately 10 minutes on daily homework. Elementary students may spend approximately 15 - 30 minutes on homework.

## Progress Reporting

Pre-kindergarten and Pre-school students receive un-graded progress reports at least 4 times during the school year. This keeps the parents informed of the student's progress in Reading and Math readiness, physical and social abilities and conduct. Parent-Teacher Conferences will be scheduled twice during the school year. Kindergarten and Elementary students receive report cards 4 times during the school year. These students will also receive progress reports half way through each grading period if needed. Both reports will inform the parents of the student's progress in spiritual, social, emotional and physical development, academic readiness, math and phonics.

The following scale is used for Kindergarten grading:

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

The following scale is used for Specials (Art, Music, PE, and Technology) grading and will not be factored for Honor Roll:

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

Elementary grading is based on the Abeka curriculum.

A parent-teacher conference will accompany the first and second progress report. Other conferences may be requested by the parent or teacher to discuss academic progress or unacceptable behavior. Retention or promotion will be determined by the teachers in areas of academics, as well as physical and social development. The decision for retention shall be made with input from the teacher, parent, Head of School and MCA board members.

## Communication

MCA provides information to parents via the Google Group (requires individual sign up), a room representative newsletter and special notices. These are sent home with each student. They may be handed to the parent (or person picking up your child), put into your child's back pack or assignment book or delivered via email. **It is the parents' responsibility to read these newsletters and memos.**

## Food

All students will need to bring a **nutritious** snack and drink to school each day. Candy and other sugary foods are not recommended for snack. They will need to bring a **nutritious** lunch with drink in addition to snack each day.

All food should be well packed in insulated lunch boxes. Students' lunches and snacks will not be kept in a refrigerator or freezer. **Students' lunches will not be warmed in the microwave or stored in the refrigerator as dictated by the Virginia Department of Health.** An optional lunch program is also available for a nominal fee. This program includes parent involvement by picking up lunch orders at local restaurants. If you are available please let the office manager or Head of School know. Order forms will be sent home with a schedule of upcoming lunch options.

## Preschool, Pre-K and kindergarten Arrival/Dismissal

Preschool, Pre-Kindergarten and Kindergarten classes are held in the church building. The classrooms open at 8:50 AM. Parents are to park in the church parking lot and walk children into the building using the main church entrance.

At dismissal, noon for half day Preschool and Pre-K and 3:30 PM for full day Preschool, Pre-K, and Kindergarten, students must be signed-out before being released. Parents will wait in the foyer, inside the double doors closest to the child's classroom, until the teachers open the classroom doors. This signals the beginning of the daily signing out. The process is observed for the safety of all the children.

If someone other than the parent is picking up the child, without prior written or verbal parental permission, the teacher will request identification and check the emergency pick-up list on the registration form. **The child will not be released to any one other than a parent or an emergency contact.** If, due to an emergency, a parent may be a *few minutes late* picking up a child, a call will be sufficient. **If more than a few minutes, a call is expected, and extended care fees will be charged and billed at the end of the month.** The child will be dismissed from extended care.

## ELEMENTARY Arrival & Dismissal

Arrival time is 8:50 AM. All students are only to exit the vehicle when accompanied by the drop off staff/volunteers. Please do not allow your child to exit the car unaccompanied.

Pick up in the afternoon is promptly at 3:30 PM. As parents arrive for dismissal, we ask that they proceed all the way around the circle and park beginning at the exit STOP sign on the edge of the traffic circle in an effort to avoid congestion at the point of entry. Parents may wait in the vehicle for the doors to be opened, signaling dismissal. Staff monitors may direct traffic in driveway to assist in timely dismissal.

If someone other than the parent is picking up the child, without prior written or verbal parental permission, the teacher will request identification and check the emergency pick-up list on the registration form. **The child will not be released to any one other than a parent or an emergency contact.**

**Parents conducting business in the office or with a teacher must park in the cemetery parking lot during drop off and pick up.** If, due to an emergency, a parent may be a *few minutes late* picking up a child, a call will be sufficient. **If more than a few minutes, a call is expected, and extended care fees will be charged and billed at the end of the month.** The child will be dismissed from extended care.

## Field Trips

All MCA students will be encouraged to attend several field trips during the course of the year. These trips contribute to the overall academic and discovery philosophy of the school and should be prioritized. Parents will be invited to chaperone trips as the need arises. The number of chaperones will need to be limited on some field trips.

The teacher arranges the field trips. Parent permission forms and fee information will be sent home with each student. The teacher will instruct the chaperones and students on the guidelines of each field trip.

Signed permission slips are required for each field trip. Parent transportation may be requested for field trips in lieu of bus rental. Teachers will indicate how many vehicles will be needed and will ask for volunteers to drive. Parents may transport children other than their own with written permission from the other parent issued to the child's teacher.

## Parent Involvement

Parents are encouraged to assist during parties, field trips and other special events. These are wonderful opportunities for parents to visit with their school family, learn ways they can help the child, and receive information on other special events.

The school and PSF (Parent-Staff Fellowship) coordinate several fundraisers per year. It is suggested that each parent assist with the planning/organization of at least one major fundraiser per year (Auction, Apple Fest, etc.). Fund-raisers provide for upgrades to our facilities, equipment and supplies. These funds help to keep down the cost of tuition.

**MCA requires specific volunteer hours per year per family in lieu of a fee increase. The following hours are required of each family:**

- **4 volunteer hours are required of 3 day preschool and pre-k families in lieu of a \$400 fee**
- **5 volunteer hours are required of 5 day preschool and pre-k families in lieu of a \$500 fee**
- **10 volunteer hours are required of Kindergarten through Elementary students in lieu of a \$1000 fee**

Required hours are based on the family's oldest child. A sign in sheet will be available at each volunteer event. Parents are responsible to sign in and sign out to provide a record of their time at each event. Fulfilled volunteer hours will be tallied and reported to families quarterly. Unfulfilled hours will be billed at \$100/hour beginning in the last quarter in the fiscal year (April, May, June). The amount due may be applied to FACTS or paid in full. If families choose to opt out, the noted fees will be required in full or through FACTS.

Volunteer opportunities include, but are not limited to, school sponsored community events such as the Apple Fest and Auction, classroom activities and specialized subjects, room representative responsibilities, school office tasks, the Giant/Safeway receipt collection and Box Tops for Education Label collection, etc. Several workdays at MCA are scheduled throughout the year also and help is always welcomed. Hours may be spread among varied tasks.

Parents are welcome to visit and/or observe the child's class. Prior notification is required. Young children are not permitted to accompany parents during visits. **All parents and guests must sign in and out in the school office.**

## Illness

When students become ill at school, the parent will be notified. No medicine will be administered without prior written approval on the appropriate forms as mandated by the Commonwealth of Virginia. Those forms are available in the office.

When students are ill and unable to attend school, parents are to call MCA office so that teachers can be notified. Make-up work may be given to the student upon return to school. This work should be returned within a reasonable period of time as determined by the teacher.

We ask that parents use good judgment and not send a child to school with a fever or if she/he's not feeling well prior to class. As a guideline, **parents should not send a child, who has vomited, had a fever or upset stomach, is over-tired, or has had a runny nose (with colored discharge) or cough within the prior 24 hours. Any child recovering from a communicable disease or illness will require a doctor's note certifying they are safe to return to school. MCA reserves the right to make all final decisions necessary to limit the spread of communicable diseases.** A child may plead that he or she feels well enough to go to school. However, we request that parents keep the child home for the day in respect to the teacher and other students. This policy helps to avoid "accidents" or an emotional child whose parents need to be notified shortly after drop-off.

**It is very important to keep the MCA office notified of changes in your home, work and emergency phone numbers.**

## COVID-19 Shut Down Plan

If the Governor orders private schools to shut down and no new learning is to take place, MCA will transition to child care. Otherwise, we will continue because we meet all the CDC requirements. Students will be permitted to attend. Individual devices (e.g. iPad, laptop) will be permitted to allow students to login to the Abeka website and continue their learning. If a parent chooses to keep their child(ren) at home the Abeka login information will be provided. In either case, teachers will be available to assist with the curriculum but they will not be allowed to teach per the guidelines. Assignments will be submitted, graded and returned. Tuition payments will continue to be paid through FACTS.

### Withdrawal

Because the expenses of the school are not reduced by the withdrawal of a student, full tuition for the final month of attendance will be charged if a student is withdrawn. The registration fee, book fees and other fees will NOT be refunded. Please notify the teacher and the MCA office in writing if you plan to withdraw your child. A two-week notice is requested. Students withdrawing during the final grading period will not receive a refund.

### Before school care and Extended Care

Only children who attend MCA are eligible for our care programs.

Before School Care will be offered for children whose parents need to drop them off before 9:00 AM. The hours are 7:00 AM to 9:00 AM.

MCA also provides extended care as a service to school families who may need child care for their children.

Our extended care hours are from 3:30 PM to 6:00 PM.

Children enrolled in the extended care program need to bring a snack. This program includes outdoor play (when possible), arts and crafts, games and other educational and fun activities as planned by the extended care teacher. Dismissal will follow the same procedures as class dismissal previously explained.

### Holidays and Special Events

Many traditional holidays are celebrated throughout the course of the school year. Occasionally, classes will hold parties or have special games or crafts in honor of a holiday. As a Christian school, MCA does not celebrate Halloween. In place of Halloween, fall and harvest themes will be emphasized. Parents are requested not to send specifically Halloween treats or Halloween related materials to school. MCA focuses on the birth of Jesus for Christmas and the resurrection (rebirth) of Jesus at Easter.

### Resolving differences

From time to time individuals may have school-related concerns that need to be addressed. Very often these concerns arise out of a misunderstanding and can result in widespread miscommunication, accusation, or damaged relationships. To avoid such situations, the school board requests that all members of our school community follow the appropriate channels of communication and avoid all manner of gossip or discord. In accordance with the Biblical principles of Matthew 18, all those affiliated with Midland Christian Academy are asked to raise their concerns with the specific individual(s) involved and not with others (including other parents or staff members).

If there is an issue involving a specific class or teacher, parents are asked first to speak with the teacher directly and not with others (including other parents or teachers) to resolve issues. If there is no resolution, then the parents and teacher, together and in a spirit of cooperation, should meet with the Head of School.

If there is an issue involving school policy, parents are asked to raise their concerns first with the Head of School and not with others (including other parents or staff members). The Head of School is the sole employee of the school board and, as such, acts as mediator between the board and parents. Parents are asked not to approach the board or individual members of the board with any school-related concerns or complaints without first seeking resolution with the Head of School. If resolution is not accomplished, the parents and Head of School, together and in a spirit of cooperation, should seek the prayerful direction and intervention of the school board.

A spirit of complaint within our community greatly undermines the morale of the school and impedes our ability to carry out our mission. (Philippians 2:14-15) In cases where these values and expectations are consistently violated, the school board may find it necessary to ask for the individual's or family's withdrawal from the school community.

### Discipline

MCA provides a Christ-centered learning opportunity for all its students; we believe in disciplining with love. Therefore, we do not permit students to act in an objectionable manner or disregard school rules. **It is the responsibility of the students to respect school rules. We will work with parents in regard to discipline; however, the final decision rests with Administration.**

It is the responsibility of the parents, teachers and Head of School to enforce our school rules, which are as follows:

- All adults will be addressed as “sir” or “ma’am”.
- Good manners and common courtesy are to be used by all students.
- Students will cease talking when adults speak.
- A student carrying a message to another classroom should knock before entering and then enter the room quietly.
- Students are not to interrupt people by talking to or by walking between the individuals engaged in conversation.
- Students going through doorways should hold the door for people behind them or people coming from the opposite direction.
- Gentlemen should hold the door for ladies.
- Students should remain focused on the teacher at all times regardless of who enters the room.
- All students are expected to speak, answer and act with respect toward other students and adults.
- Students are to follow the classroom rules.
- Chewing gum is not allowed in the building or on the school grounds at any time.
- Students should respect the use of the buildings. Property and equipment are to be treated with care. Good stewardship includes respectful care of all property.
- Profanity is unacceptable.
- Fighting is unacceptable.
- Use and/or possession of tobacco, drugs, alcohol, or weapons are strictly prohibited.
- Insubordination and threatening behavior are not tolerated.
- Students must be ready to begin each class with supplies and assignments.
- Students may not use the name of God in a disrespectful manner.
- Any printed material to be distributed must be cleared by Administration.
- Electronic equipment such as laser pointers, pagers, cell phones, radios, personal audio and video equipment, etc. are not allowed during the school day.

### **Discipline Levels**

#### **Elementary Level 1:**

Level 1 offenses are considered lesser infractions that require immediate correction, normally assessed by the teacher. They include, but are not limited to:

<b>Infraction</b>	<b>Description</b>	<b>Minimum Consequence</b>
<b>Tardy</b>	Arriving to school or class late.	Loss of recess after 4 tardies
<b>Dress Code</b>	Improper attire, shirt not tucked, not wearing belt, etc.	Notice to parents
<b>Gum</b>	Chewing gum on school property.	Teacher action
<b>Electronic Device</b>	Use of cell phones, pagers, radio, CD, tape, I pod, MP3, or other personal entertainment devices on school property.	Confiscation of property. May be returned at the end of the day at administration's discretion.
<b>Disobedience of Class Rules</b>	Refusal through attitude or forgetfulness to obey any rules established and communicated by the classroom teacher.	Teacher action (could be behavioral or academic penalty)



**Level 2:**

Level 2 offenses are still considered lesser infractions that require immediate correction, but represent a higher level of offense. Each incident will result in the student receiving in-office detention during at least one specials class. These offenses include:

<b>Infraction</b>	<b>Description</b>	<b>Minimum Consequence</b>
<b>Noncompliance</b>	Failure to follow directions or accomplish tasks assigned by a staff member (other than routine classroom/homework assignments).	In-office Detention
<b>Disrespect</b>	Inappropriate comments or gestures toward others.	In-office Detention
<b>Disruption /Disturbance</b>	Behavior which interferes with the learning of others including the orderly environment of the classroom, school, or its activities.	In-office Detention

**Level 3:**

Level 3 offenses are considered major infractions that require immediate correction involving actions of the Administration. These offenses include:

	<b>Description</b>	<b>Minimum Consequence</b>
<b>Academic Dishonesty</b>	Cheating. Plagiarism. We consider cheating to have components of stealing and lying.	Zero on work. In-office detention. Probation. Administrative/Parent Contact Suspension.
<b>Bullying</b>	Harassing, hurting, frightening or otherwise terrorizing another student whether verbally, mentally or physically.	1st Occurrence: In- office detention, Probation, Administrative/Parent Contact. 2nd: See Refusal to Obey Policies
<b>Dishonesty</b>	Lying, knowingly misrepresenting facts, or otherwise obscuring truth for any reason.	In-office Detention. Probation. Administrative/Parent Contact.
<b>Insubordination/Disobedience</b>	Deliberate refusal to follow reasonable requests of any staff member.	In-office detention. Probation. Administrative/Parent Contact.
<b>Profanity</b>	Use of God's name in a disrespectful manner and/or use of vulgar or obscene language.	In-office detention. Parent Contact.
<b>Tobacco</b>	Possession or use of tobacco or tobacco products on school property or within school buildings.	Suspension. Probation. Administrative/Parent Contact.
<b>Fighting</b>	A physical confrontation involving two or more persons.	In-school suspension. Probation. Parent conference.

<b>Refusal to Obey School Policies</b>	An established pattern of failing to comply with school rules, regulations, policies, procedures, defined in or not otherwise defined in the discipline code.	Suspension/Expulsion. Probation. Parent Conference.
<b>Theft</b>	Taking or obtaining property of another without permission and/or knowledge of the owner.	Suspension/Expulsion. Restitution. Probation. Parent Conference.
<b>Unbecoming Conduct</b>	Misconduct of such a nature that could negatively impact the reputation of MCA within the community. Examples include but are not limited to: disparaging remarks in public, inappropriate posting to the internet, activities which lead to police involvement, etc.	Suspension/Expulsion. Probation. Parent Conference. (More stringent consequences probable).

#### **Level 4:**

Level 4 offenses are considered gross misconduct. Accordingly, the minimum consequences assigned are the harshest punishment available to MCA and are NON-DISCRETIONARY. If the circumstances warrant, involvement of civil authorities may also result.

These offenses include:

<b>Infraction</b>	<b>Description</b>	<b>Minimum Consequence</b>
<b>Firearms/ Weapons</b>	Possession of any gun or device which will expel a projectile by action of an explosive.	Expulsion Report to Authorities
<b>Bomb or Facsimile Bomb Threat</b>	Any explosive device or look- alike; any verbal written or implied threat of an explosive device.	Expulsion Report to Authorities
<b>Arson, False Alarms, Firecrackers</b>	Setting fires, tampering/activating alarms, use of any firecracker, threats, or false information.	Expulsion Report to Authorities
<b>Violent Physical Attack</b>	Aggressive attack against another.	Expulsion Possible Report to Authorities
<b>Alcohol and/or Drugs; Intoxication</b>	The use or intent to sell or give away any dangerous substance on school property or during a school event.	Expulsion Possible Report to Authorities
<b>Threat of violence</b>	Carrying a weapon or any threat made verbally, in writing, etc.	Expulsion Report to Authorities

If a threat is found to be "non credible"; i.e. student was "just joking", MCA will require Christian counseling at the expense of the family. Continued enrollment will be based upon the counselor's/administration's discretion regarding student posing no further threat.

By returning this sheet I acknowledge that I have received and read the Student-Parent handbook.

\_\_\_\_\_  
Parent/Guardian Print

\_\_\_\_\_  
Parent/Guardian Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

Student Name(s)

Grade

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PLEASE RETURN THIS COMPLETED SHEET TO THE MCA OFFICE.