

# PARENT HANDBOOK

## 2014 - 2015

Mount Airy Christian Academy

*A Tradition of Excellence*

Mount Airy Christian Academy, established September 7, 1977, is a member of the Association of Christian Schools International, the Middle States Association, and recognized by the state of Maryland. MACA has dual accreditation for Kindergarten through twelfth grade with ACSI and Middle States.



## Table of Contents

<b>School Philosophy and Foundations</b> .....	<b>1</b>
Mission Statement.....	1
Vision.....	1
Philosophy of Christian Education.....	1
Core Values.....	1
Goals.....	2
Doctrine.....	2
School Motto.....	2
Accreditation.....	2
Lifestyle Statement.....	3
<b>School Organization</b> .....	<b>4</b>
Admissions.....	4
Admission Policies.....	4
Admission Requirements.....	4
Probation.....	5
Transfer.....	5
Daily Operating Procedures.....	5
School Hours.....	5
Office Procedures.....	5
Cell Phones.....	5
Inclement Weather.....	6
Extended Care.....	6
Arrival and Dismissal Procedures.....	7
Financial Matters.....	8
Registration.....	9
Tuition.....	9
Tuition for Partial Day High School.....	9
Tuition Payment.....	9
Incidentals.....	10
Student Activity Charges.....	10
Tuition Assistance.....	10
School Governance.....	11
<b>School, Home and Community</b> .....	<b>12</b>
Attendance.....	12
General Policy.....	12
Required Attendance Forms Information (absence, tardy, early dismissal).....	12
Excused Absences.....	12
Early Dismissal Procedures.....	13
Late Arrival Procedures.....	13
Dismissal from Health Room Procedures.....	14
Work Missed Due to Absence.....	14
Unexcused Absences.....	14
Detention, Fines, Required Conferences, and Other Consequences per Academic Quarter.....	15
Participation in Extracurricular Activities.....	15
Appeal Process.....	15
Communication.....	16

Communication Envelopes .....	16
Homework Notebook/Planners .....	16
Test Folders .....	16
Faculty Communication .....	16
RenWeb .....	16
<b>Discipline .....</b>	<b>16</b>
School Rules .....	16
Class Rules .....	17
Elementary Classroom Discipline .....	18
Secondary Classroom Discipline .....	19
Detention .....	19
Serious Offenses .....	20
<b>Dress Code .....</b>	<b>21</b>
Standard Uniform .....	22
Chapel Uniform .....	24
Physical Education Uniform .....	24
Dress Down Days .....	25
Picture Day .....	25
<b>Special Events .....</b>	<b>25</b>
Boys .....	25
Girls .....	26
<b>Parent Commitment .....</b>	<b>26</b>
Mandatory Meetings .....	26
Mandatory Student Activities .....	27
Parental Involvement .....	27
Parental Concerns .....	28
<b>Instructional Program .....</b>	<b>29</b>
Academic Policies .....	29
Entire School .....	29
Middle School .....	29
High School .....	30
Assessments .....	31
Grading Scale .....	32
Progress Reports .....	32
Report Cards .....	32
Conduct .....	32
Standardized Testing .....	32
Honor Rolls .....	33
Curriculum .....	33
Enrichments .....	35
Instructional Materials and Strategies .....	35
Bible Classes .....	36
<b>Media Center and Technology .....</b>	<b>37</b>
iPad Policies .....	37
General Guidelines .....	37
Damages .....	38
Financial Responsibility .....	38

Library.....	39
Textbook Policies.....	39
RenWeb.....	39
<b>Student Services.....</b>	<b>40</b>
Administrator for Academic and Student Affairs .....	40
Health Services .....	40
School Records .....	40
The Learning Edge.....	41
<b>Student Activities.....</b>	<b>42</b>
Athletics .....	42
Required Paperwork .....	42
Academic Eligibility .....	42
Attendance.....	43
Conduct.....	44
Uniform Code.....	44
Facilities and Equipment.....	45
Student Pickup.....	45
Injuries .....	45
Transportation.....	45
Varsity Letters .....	46
Parent and Fan Guidelines .....	46
Financial Obligations .....	47
Home School Athletic Policies .....	47
Field Trips.....	47
Fine Arts .....	48
Visual Arts.....	48
Drama .....	48
Music.....	48
Student Council Association.....	48
<b>Support Services.....</b>	<b>49</b>
Food Services.....	49
Safety and Crisis Planning .....	50
General Safety Policies .....	50
Emergency Management.....	50
Transportation .....	51
Student Driving Policies.....	51
<b>Addendum A.....</b>	<b>53</b>
<b>Addendum B.....</b>	<b>57</b>



# School Philosophy and Foundations

## MISSION STATEMENT

Mount Airy Christian Academy exists for the purpose of maturing  
its students academically, physically, spiritually, and socially.  
*...Jesus grew in wisdom and stature, and in favor with God and men.*

Luke 2:52

## VISION

Graduates of Mount Airy Christian Academy (MACA) will have acquired academic knowledge, self-discipline, and biblical wisdom preparing them for future studies toward a lifetime ministry of serving for the glory of God.

## PHILOSOPHY OF CHRISTIAN EDUCATION

MACA desires to provide Christ-centered quality education for children. Our purpose is to assist parents in training their children for life. With the Word of God as the base for all we do, we seek to build students' minds through academic instruction and their hearts through character training.

We take great pride in our dedicated and qualified staff. Each teacher and staff member is an evangelical Christian with a heart seeking to serve the Lord by serving the students at MACA. Our staff not only teaches academics, but they also love the children as they seek to point them to the Lord Jesus Christ.

Our philosophy of education is comprised of our foundation which is the Word of God. We build upon it with our academics delivered through our instructional program. Our desire to see our students develop their hearts and minds is also a key component and is fostered with the students as we interact with them in love and discipline.

## CORE VALUES

We believe every student is a unique child of God with potential in Christ.

Parents are entrusted with the education of their children, and we serve to assist them with that God-given job.

God is our ultimate authority; the basis for all knowledge and actions shall be the Bible.

Christ shall be at the center of all we do and say, and our students shall be pointed toward Him at all times.

Through love and discipline, with the goal of a changed heart, we will work to develop each student's character.

A personal relationship with Christ and the development of a biblical worldview are preeminent for each student.

Academic instruction shall be age-appropriate, effective, and constantly improving.

Academic instruction shall address the learning styles of each student within the constraints of time and manpower.

The learning process shall be sequential and systematic.

Our faculty members and staff shall all be born-again Christians with a desire to serve God through loving and serving the students and each other.

The educator shall be the director and facilitator of the learning process.

## GOALS

1. To guide students through the learning process for mastery of concepts and skills appropriate to grade level.
2. To help each student develop appropriate, God-centered social and interpersonal skills.
3. To encourage students to develop personal health and fitness habits.
4. To see each student trust Jesus Christ as his personal Savior and mature in his walk with Him.
5. To assist students in the development of Christ-like character and a biblical worldview.

## DOCTRINE

Every staff member is expected to believe and teach according to the doctrine of Mount Airy Bible Church, located in Addendum A.

We desire to be “equally yoked” doctrinally with the families in our school. Please discuss any differences in doctrine you may have with us. There is room for some differences in opinion; however, realize that we teach from the Bible as we understand it, and there is no room for open debate or for causing confusion among the student body. Therefore, if there is a difference, we ask you to discuss it with your children, but discourage them from speaking about it at school.

We believe the Bible class is the most important class of the day, and as such, it is given a high priority each morning in the elementary grades. Secondary Bible classes are taught daily. Every Thursday is Chapel day. Secondary students have Chapel every Thursday morning. Elementary students have Chapel every other Thursday following the Secondary Chapel. Special Chapels are held throughout the school year for the entire student body. Chapel speakers are in agreement with, and teach according to, our doctrinal statement.

Students are encouraged to develop an active prayer life. Prayer requests are taken daily, and class time is spent in prayer. Students learn that prayer is essential in our Christian life as we spend time talking to God and listening to Him.

## SCHOOL MOTTO

*Cultivating Strong Minds and Passionate Faith*

## ACCREDITATION



Mount Airy Christian Academy (MACA) is fully accredited by the Association of Christian Schools International and Middle States (ACSI).

## LIFESTYLE STATEMENT

Mount Airy Christian Academy requires its employees to be born-again Christians living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12). Employees will conduct themselves in a manner that will not raise questions regarding their Christian testimony.

A Christian lifestyle should reflect the Biblical perspective of integrity, 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 contented under authority, and a commitment to follow the "Matthew 18 principle" when an issue arises with fellow employees or management.

Moral misconduct, including but not limited to homosexual or heterosexual behavior, as defined by Scripture, violates the bona fide occupational requirements of employees being Christian role models. Employees acknowledge that the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; 1 Corinthians 6:9-20).

Personnel will maintain a lifestyle based on Biblical standards of conduct.

# School Organization

## ADMISSIONS

### Admission Policies

Mount Airy Christian Academy (MACA) admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to students of the school. MACA does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, or any other school-administered programs. It does reserve the right to admit only those students whose educational needs can be met by the school.

MACA does not require a student or his parents to be Christians or members of a church. Parents must, however, sign a pledge to support the school's teachings.

Children entering kindergarten must be five years of age on or before September 1 of the term in which they enter school. Exceptions to this entrance age may be made at the discretion of the School Administrator.

### Admission Requirements

1. MACA offers an online application process. On our website, [www.macamd.org](http://www.macamd.org), select "Admissions," and then create an account. Follow the directions to create a new student application. Once you have submitted the application, you will be able to track your admissions status online by logging into your account.
2. All students entering K-12 grade shall be given an assessment to determine readiness for that grade. Please call the office to schedule a testing session. Elementary placement tests seek to determine the grade level on which the applicant is reading and to discover the competency of a variety of math skills. The secondary entrance exam consists of portions of the mathematics and language sections of the Stanford Achievement Test and a short essay question. Scores from an equivalent current standardized test may be accepted at the discretion of the Education Administrator.
3. Parents must submit records from the student's previous school, including the final report card, standardized test scores, and any diagnostic testing, such as IEP/504 plans. These records must show passing grades and acceptable conduct at the previous school. Any pertinent information that is withheld may result in the student's expulsion from the school.
4. Secondary students (grades 6-12) must schedule and attend an interview with the Education Administrator.

Upon completion of all the admission requirements, the Principal will make the decision regarding admission. When a student is admitted to MACA, an acceptance letter will be sent to his parents. This letter will include information to assist with school preparations.

Should a student not be admitted to MACA, the parents will receive a phone call as well as a letter to include one-half of the registration fee. An appeal of an admission decision may be made to the School Administrator who will present the appeal to the School Board. All decisions by the School Board are final.

## Probation

Each student and family who is accepted into MACA is on a two-month probation. At the end of this time period, if there is any question as to the suitability of the student as a member of the school, a parent/teacher/student conference will be held to determine what steps, if any, should be taken to remedy the situation. A student who is dismissed may or may not be allowed to re-enroll at the school, depending on the reason for dismissal. The parents of a student who is dismissed will be responsible for tuition and fees for that month. If it is determined that a student is not going to meet the expectations of MACA, he may be asked to leave at any time.

## Transfer

Students may transfer in at any time up to their senior year and graduate from MACA. Students may transfer in at the beginning of either semester of the school year. The school must be provided with evaluations, a portfolio, or some similar means of evaluating student placement. SAT tests in mathematics and English, standard for all students entering MACA, will be administered unless the current year's scores are available. Secondary students attempting to transfer in during the second semester will be at the discretion of the Administrator. Students who have not attended MACA/HS for three years are not eligible to be valedictorian or salutatorian.

## DAILY OPERATING PROCEDURES

### School Hours

School Day - Mount Airy Christian Academy's school day runs from 8:15 AM to 3:00 PM. The half-day schedule runs from 8:15 AM to 12:00 noon.

Staff Hours – All full-time staff members are present at MACA from 7:35 AM until 3:30 PM. Administrative personnel may remain later. Part-time staff members' hours will vary.

If you would like to make an appointment with a staff member, please contact the school office or email the staff member. If you attend Mount Airy Bible Church, please allow staff members to worship by refraining from discussing school issues during church times. If you need to discuss an issue, call during school hours to schedule an appointment.

### Office Procedures

School offices are open from 8:00 AM to 3:30 PM, Monday through Friday.

Lunches, homework, books, or other items may be left at the main lobby desk to be delivered to a student. Parents should not take students out of class to talk unless it is an emergency.

A parent who wishes to change pick-up procedures must call the appropriate school office before 2:15 PM, but please try to have these arrangements taken care of before the student leaves home in the morning. No guarantee can be made that your student will receive your message if you call at dismissal time.

School phones are for business and emergency use only. Students may use the telephone in the appropriate school office for necessary calls to parents.

Mount Airy Bible Church reserves the right to close school for a half-day in the event of a funeral. Every effort is made to avoid this, but occasionally it is necessary. In such cases, parents will be notified as soon as possible.

### Cell Phones

Students do not need a cell phone during school hours. Cell phone policies are as follows:

1. If an elementary student needs to carry a cell phone to school, parents must send a note to an administrator requesting permission. If granted, the cell phone must remain turned off and kept in his locker.
2. Any secondary student who has a cell phone must have it turned off and in his locker throughout the school day. Phones should not be in the student's pocket or in their backpack. Cell phones should only be used during school with permission. This includes texting. Students should not go to lockers to text, make, or receive phone calls between classes.
3. If a student is caught with a cell phone, using the cell phone, or texting, he will receive an office referral and the phone will be confiscated for the remainder of the day. After dismissal, the student can retrieve his phone from the Administrator.
4. If a student is caught with a cell phone a second time, he will receive a detention, and the phone will be confiscated for one week. After a week, the student's parents must retrieve the cell phone from an administrator.
5. If a student is caught with a cell phone a third time, he will receive a detention and will not be allowed to have a cell phone at school.
6. If we have reason for concern, the school reserves the right to view any electronic device.

If a parent needs to reach a student for an emergency during the school day, he or she may call the offices. Please do not text or call the student.

### Inclement Weather

MACA does not follow one county's inclement weather decision, but takes into account all the communities where our families live. MACA makes every effort to make a decision by 6:30 AM. School delays and closings will be announced on television, FM radio stations, RenWeb emails and text messaging. In addition, parents may also call the school after 6:30 AM to listen to a recorded message.

If school delayed there will be no before care and if inclement weather closes school early, there will be no after care...

Early closings due to inclement weather or emergencies will also be announced via the above-mentioned sources as well as text messaging. Please make every effort not to call the offices to ask about early closings. During inclement weather, the staff is busy listening to weather reports, monitoring other school closings, and contacting local authorities. Incoming calls during this time only delay the process.

### Extended Care

Extended care, a before and after school program is offered by MACA for currently enrolled students.

1. Extended care's morning session begins at 6:30 AM and ends at 8:00 AM.
2. The afternoon session runs from 3:00 PM until 6:00 PM.
3. School rules apply to students while in extended care. The extended care coordinator and team leaders are to be treated with the same respect as regular MACA teachers. Students are to remain in uniform during extended care.
4. Parents may sign a contract for the full year of both morning and afternoon care. Prices as follows are per child:

Full school year – before and after care	\$3100
One semester – before and after care	\$1550
One quarter – before and after care	\$775
One week – before and after care	\$85

5. Parents may use the services of extended care on a daily, non-contracted basis. Prices as follows are per child:
 

Morning Care – single day	\$10
Afternoon Care – single day	\$14
Morning and Afternoon Care – single day	\$24
6. Parents will utilize the back cafeteria entrance for drop off and pick up for extended care. Additional permission to pick up forms will be given to parents who sign contracts. The extended care staff will NOT release your child without proper notification.
7. A light snack will be provided during afternoon care for students staying after 4:00 PM.
8. This is not a program for after-school tardiness. Students who have to be placed here due to their parents' lateness will be charged the regular fee.

## Arrival and Dismissal Procedures

Mount Airy Christian Academy officially begins the school day at 8:15 AM. Students should be seated at their desks and prepared for the school day before this time. The following procedures have been designed to cut down on the morning traffic in the building and to prevent persons outside the school from entering. All policies and procedures have been developed to ensure the safety of the students and their families.

Arrival Procedures – Standard Operating Procedures for morning arrival are as follows:

1. Morning arrival runs from 7:50 AM to 8:10 AM. Students may not enter before 7:50 AM but should be in the building by 8:10 AM.
2. A student is tardy if they have not entered the classroom at 8:15 am. If a faculty/staff member is not at the entrance to greet students, parents must park and enter the main lobby to sign in the student.
3. All vehicles should enter via the main entrance and immediately turn right to circle the perimeter of the parking lot.
4. If you desire to walk your child (ren) to the front lobby, you may then bear left and park in the center row of the parking places.
5. If you are walking to the building from the parking lot, you *must cross at the crosswalk*. Students in grades K-5 may not cross the crosswalk without an adult present.
6. Vehicles, not people, have the right of way at the crosswalk. A member of the faculty will be directing traffic at the crosswalk.
7. If you desire to drop your child(ren) off at an entrance, follow the perimeter of the parking lot, enter the lower lot, circle around, and exit the lower lot, bearing right.
8. Drop-off Station #1 is located at the bottom sidewalk. Two members of the faculty will be there to open car doors. Station #1 is only for secondary students (grades 6-12). Secondary students will exit the vehicle and walk up the sidewalk to enter the building at the secondary entrance.
9. If you are behind someone who is dropping off students at Station #1, you may go around them while they are unloading. After you have passed them, please re-enter the right lane.
10. When you pass the crosswalk and bear to the right, you have your choice of two lanes. Please remain in the right lane to drop off elementary students. If you have no students to drop off, you may choose the left lane to exit.
11. Drop-off Station #2 is located at the main lobby. Two members of the faculty will be there to open car doors. Station #2 is only for elementary students (K-5). Students will exit the cars to the right only and enter the building at the main lobby.
12. Vehicles leaving Station #2 should proceed to the exit in the right lane.
13. Vehicles should merge into left-turning and right-turning lanes onto Old Frederick Road as they come to the end of the parking lot. Please use two lanes to exit.

14. The crosswalk attendee will sound a horn at 8:10 AM signaling the end of drop off.

Dismissal Procedures – Standard Operating Procedures for afternoon dismissal are as follows:

1. All vehicles should enter via the main entrance.
2. If you desire to park in the west parking lot (allowing you to leave before 3:10 PM), you must enter the complex by 2:55 PM. You may enter and turn left and travel to the west parking lot. After walking over to retrieve your child(ren) from their designated dismissal location, you may return to your car and leave at any time via the exit. After 3:00 PM, you must turn right and enter the parking lot. Please use both the left-turning and right-turning lanes onto Old Frederick Road.
3. All other vehicles should enter via the main entrance and immediately turn right, headed towards the perimeter of the parking lot.
4. We ask that you please fill up the parking lot from the top down, pulling forward to fill all rows and all spaces.
5. If you plan to stay after dismissal, either for a scheduled meeting with a teacher or play on the playground, please pull into one of the parking spaces (head first) that face the playground. This will signal that your car is not leaving at dismissal.
6. Please exit your vehicle and pick up your elementary student (grades K-5) from his classroom teacher. Middle school students (grades 6-8) will not need to check out but must remain with the teacher on duty in the parking lot until their ride arrives or they are sent to Aftercare. High school students will be dismissed from their last class. If a middle school student is dismissed to a parent, he must remain with the parent.
7. At 3:10 PM, an air horn will signal the beginning of traffic flow in the east parking lot. All parents and children should be in their cars and off the parking lot for safety reasons.
8. Please follow the instructions of the faculty members directing traffic. There will be one lane of traffic exiting the west parking lot.
9. Vehicles should form into left-turning and right-turning lanes onto Old Frederick Road as they come to the end of the parking lot. Please use two lanes to exit.
10. Students involved in extra-curricular activities under the supervision of school personnel must follow the rules of those activities.
11. Students sixteen and older may pick up their younger siblings after school to wait for parents and other activities. Parents must complete a permission form, available in the school office.

Inclement Weather Procedures – In the event of an inclement weather dismissal, parents will be notified by 2:45 PM via the school sign located at the parking lot entrance. Standard operating procedures for an inclement weather dismissal are as follows:

1. Parents can park in the east or the west lots, but may only enter and exit through the main lobby. The gym will be utilized for games and practices and cannot serve as a cut-through passage. Drivers may not park in front of the building and should not utilize handicapped spaces unless they have proper documentation.
2. Parents may enter the lobby beginning at 2:55 PM. Elementary students will be dismissed at 3:00 PM from classrooms off the main lobby and must be picked up by a parent or approved adult. Middle school students are dismissed at 2:55 PM from class, should visit their locker, and meet their ride in the lobby or parking lot.
3. Drivers may leave the parking lots once they have picked up their students.
4. Please use caution in the parking lots and watch for pedestrians who will be crossing the lots.

## FINANCIAL MATTERS

## Registration

Registration fee 3/1/2013 – 8/1/2013	\$325.00
Registration fee 8/2/2013	\$375.00

## Tuition

The annual cost of tuition is levied on a per-year basis and is determined by the School Board of Mount Airy Christian Academy. Tuition is an annual fee, but may be paid in installments as outlined below. The annual tuition rates for 2014-2015 are as follows:

Pre-K3	\$1,350.00
Pre-K4	\$1,800.00
Elementary School (Grades 1-5 and Full-day K)	\$6,000.00
Middle School (Grades 6-8)	\$6,800.00
High School (Grades 9-12)	\$7,600.00
High School Technology Fee	\$ 150.00
(optional iPad insurance)	\$ 25.00
2 <sup>nd</sup> child receives \$300 discount	
3 <sup>rd</sup> + child (ren) receive \$1,000 discount	
MABC members receive \$400 discount for each child	

## Tuition for Partial Day High School

Technology fee for core classes	\$150.00 per year
Core class (periods 1-6)	\$1,200.00 per class
Elective class (teacher's aide, study hall)	\$500.00 per semester

Regular registration fees apply. *Administration reserves the right to adjust tuition based on individual circumstances.*

## Tuition Payment

Four tuition payment plans are available to students enrolled prior to the start of the school year. Students enrolled after the school year is underway may have fewer payment plans. Families select their payment plan during the online registration process. Payment plan options are as follows:

1. Pay in full by August 1, 2014, or at time of enrollment. A prepayment discount of \$100.00 is applied.
2. Pay in two installments. First payment is due by August 10, 2014; second payment is due by January 10, 2015. A \$50.00 discount is given for each payment. If the second payment is not received by January 10, the discount will be forfeited.
3. Pay in ten equal installments beginning August 1, 2014 and ending May 1, 2015. All payments are due by the tenth of the month.
4. Pay in twelve equal installments beginning August 1, 2014 and ending July 1, 2015. All payments are due by the tenth of the month.

Bills for tuition and incidentals are generated through Smart Tuition and sent to the responsible party via email. Payment methods are as follows:

1. Send cash or check to the school.
2. Pay by credit card or electronic check through Smart Tuition (transaction fees apply).
3. Automatic payment from your bank account (transaction fees apply). Automatic payments allow the choice of two payment dates. You must pre-enroll in the automatic payment option with Smart Tuition. All cafeteria accounts are handled in RenWeb and payments should be sent to MACA via communication envelope.

## Incidentals

Miscellaneous non-tuition charges are added to tuition bills monthly. Charges include, but are not limited to the following:

AM Kindergarten Late Pick-up	\$2.00 per minute after 11:35 AM
Detention	\$10.00 per hour
Emergency Lunch	\$5.00
Excessive Tardies (over 3 per quarter)	\$10.00 for each tardy (over 3 per quarter)
Field Trips	Varies according to location
Late Payment Fee	\$25.00 per month for accounts not paid by the 10 <sup>th</sup> of the month
Missed Mandatory Meeting	\$50.00
Returned Check Fee	\$25.00
Withdrawal Fee	\$500.00 per family

## Student Activity Charges

### MACA Sports Fees

Middle School – per student, per season:

Soccer, volleyball, cross-country, track, wrestling, and baseball	\$ 85.00
Basketball and cheerleading	\$110.00

High School – per student, per season

Soccer, volleyball, cross-country, track, and baseball	\$110.00
Basketball, cheerleading, and wrestling	\$135.00

If a student plays three sports in a year, the third sport will be \$75 for that student.

Mighty Lions	TBD
--------------	-----

## Tuition Assistance

A tuition assistance program is offered to provide assistance to families demonstrating a financial need. Any family in need of financial assistance must contact the finance manager for an application. Once submitted, the Finance Committee of the MACA School Board will keep the application in confidence. The



Committee will review all applications and award financial assistance. Agreements will be issued by the Finance Manager. This process is yearly, and must be completed each year a family is in financial need.

Many families are also blessed with financial benefits making it possible for them to share with other families in need. If you are interested in making a donation to MACA's tuition assistance program, please contact the School Administrator.

## SCHOOL GOVERNANCE

The Lead Administrator is the chief executive officer with direct oversight and management over all aspects of MACA. The Lead Administrator reports directly to the School Board.

The School Board exists for the purpose of oversight, encouragement, general support, and decision-making for MACA. As prescribed in the School Board bylaws, there should be no fewer than six and no more than fourteen board members. Each board member will serve on a minimum of one board committee. The School Board committees include development, finance, grievance, marketing, and personnel. The Board's officers for the 2014-2015 school year include Josh Burgoon - Chairman, Dan Schrider - Vice Chairman, Steve Cissel – Secretary and Frank Russell - Treasurer. Other members serving on the school board are Dave Holly, Sheri Mullikin, Charley Burrall, and Bob Lewis. The board conducts regularly scheduled meetings throughout the school's fiscal year.

The School Board desires to be available for the MACA community and can be reached via email at [schoolboard@macamd.org](mailto:schoolboard@macamd.org).

Because Mount Airy Christian Academy is a ministry of Mount Airy Bible Church, the School Board submits itself to the governing body of the church—the Elder Board. We recognize that the head of the church is our Lord Jesus Christ and to Him we look for all direction and guidance. School Board decisions are subject to review by the MABC Elder Board.

# School, Home and Community

## ATTENDANCE

It is MACA's desire to provide the finest education possible for our students and to guide them in achieving their best mentally, socially, physically, and spiritually. In order to accomplish this goal, we need them to be at school daily from 8:10 AM – 3:00 PM, fully prepared to work. This ensures their best chance at success. This also enables our staff to give them the highest level of instruction and provide them with the greatest learning opportunities. Our experience is that academic success is tied directly to attendance. As a result, we wish to encourage complete attendance and on-time arrivals unless unusual circumstances, such as illness, occur. Our attendance policies are designed to help us meet the needs of our students. In addition, we incorporate State of Maryland standards regarding excused and unexcused absences in order to be as consistent as possible.

### General Policy

Every student is responsible for attending all sessions of every class in which he/she is enrolled. When a student misses class due to an unexcused absence or tardy arrival, he misses vital information that cannot be regained in the positive environment of the classroom. The accumulated result of missed classes and tardies could lead to the failure of a class, fines, and disciplinary action. Students may make up classwork when the absence is excused; however, make-up work for unexcused absences will receive a zero. *Absences are considered unexcused until we receive the completed Attendance Form.* The Attendance Form must be complete and signed by the parent/guardian and submitted to the appropriate office within three school days after an absence. The sooner we receive the form, the easier it is for teachers to adjust grades. These forms are available at the front desk, the Elementary Office, the Secondary Office, or on RenWeb. By completing these forms, parents verify excused absences and offer evidence for our record-keeping. Calling the appropriate school office to update the status of the sick child is also a good idea.

Any absence, early departure, or late arrival due to a medical or dental appointment will be excused with a medical note. Doctors and dentist offices provide these notes. They can be submitted the following day.

### Required Attendance Forms Information (absence, tardy, early dismissal)

Attendance forms, located on RenWeb, at the front desk, or from the school offices, require the following:

- Date of note
- Student's name
- Date(s) of absence/tardy/early dismissal
- Reason for absence/tardy/early dismissal
- Parent/guardian's name and parent/guardian's signature
- Current work and home telephone numbers of parent/guardian

### Excused Absences

In accordance with the State of Maryland and MACA standards, a student may miss school for the following reasons only:

- Death of an immediate family member

- Illness (doctor's note required after five consecutive days absence)
- Court summons
- Religious holiday
- State emergency
- Hazardous weather conditions (That is, weather conditions that would endanger a family on its way to or from school. A school administrator decides whether the weather is hazardous.)
- Lack of authorized transportation
- Special permission from an administrator

If a student misses school for one of these reasons, he must bring an Attendance Form, completed by his parent or guardian within three school days after he returns to school. For example, if a student misses school Wednesday and Thursday and then returns on Friday, he must hand in a note explaining his absence by the following Tuesday. Otherwise, the absence will be considered unexcused.

An administrator may allow a student to miss school for work or other activity if the parent has asked permission at least five school days in advance. Usually, an administrator will excuse a student if he misses school due to one of the following:

- Visit a college campus (Use the College Visit form available on the MACA website or from the Secondary Office.)
- Participate in a college orientation program
- Interview for a job
- Work as part of an approved cooperative education program or missions trip
- Participate in short-term, full-time work
- Participate in a school-sponsored activity
- Family vacations are usually not excused. However, we do understand that unusual circumstances arise. An administrator may excuse the absence. You must receive pre-approval from an administrator at least five days in advance, as vacations are automatically recorded as unexcused absences. Do not assume all vacations will receive pre-approval, so discuss with an administrator at the earliest date possible. If an administrator gives approval, this early notification enables the staff to prepare class assignments ahead of time for the student.

### Early Dismissal Procedures

Students requesting early dismissal must present an Attendance Form to the Elementary or Secondary Office before 8:25 AM. No student will be excused without an Attendance Form from a parent/guardian with the departure time, reason for departure, and a daytime phone number. If an early dismissal need comes up unexpectedly, a parent may come in and complete an Attendance Form at the appropriate school office. Telephone calls requesting early dismissal must be followed up by the parent completing the Attendance Form at the school before the student is released. Students must sign out at the Elementary or Secondary Office when they leave and sign in when they return. Students who fail to sign out will have the classes missed counted as unexcused. In case of an emergency, a student or parent should contact an administrator or school office before leaving the school.

### Late Arrival Procedures

- If you arrive after 8:15 AM (when the morning music begins to play) *with* an excuse note, go to the receptionist desk in the main lobby where you will be issued an *excused* late pass.
- If you arrive after 8:15 AM (when the morning music begins to play) *without* an excuse note, go to the receptionist desk in the main lobby where you will be issued an *unexcused* late pass. This will remain on your attendance record as unexcused unless you bring in an Attendance Form signed

by your parent/guardian within three days. This form must include a telephone number where a parent/guardian can be reached.

- For late arrivals due to illness, a student must bring an Attendance Form with date, daytime phone number, and reason, signed by a parent/guardian. All forms must be verified before they will be considered excused.
- Excessive late arrivals (tardies) may require a doctor's note and/or a parent conference.
- Failure to sign in could result in detention.
- Three unexcused late arrivals (tardies) per academic quarter will be the equivalent of one unexcused absence, which will result in detention.
- Tardies received in secondary classes (including homeroom) throughout the day will also accrue the same as late morning arrivals.
- If a secondary student reaches his classroom and the door is closed, it is the signal that a student is tardy and must have a tardy pass from the Secondary Office, Health Room, or another staff person to enter.

### Dismissal from Health Room Procedures

Students dismissed from school by the Health Room technician or nurse must sign out at the Elementary or Secondary Office. Students who feel ill during the day must report to the Health Room in order to be excused for early departure. Students are not allowed to contact their parents to come pick them up when they feel sick. They must go to the Health Room.

### Work Missed Due to Absence

Upon returning from an absence, students have three days to make up work missed during the period of absence. Absences of more than seven consecutive days will require a make-up schedule designed by the student's teacher(s). Parents of elementary students need to contact the Elementary Office after 3:15 PM. Secondary students will be able to see assignments on RenWeb and usually on their iPad. If they have questions, they may email their teacher(s).

Teachers are obligated to assist students in making up work when the absence is excused; however, they will not accept missed work, give the student a test, or give the student an extension on work that was due if the absence was unexcused. Unless the parents have met with an administrator and have been granted an appeal, work missed during an unexcused absence will receive a zero and not receive extensions.

### Unexcused Absences

An absence for any reason other than those cited as lawful is presumed as unlawful and may constitute truancy. If a student is late to class three times without valid excuses, that is equivalent to one unexcused absence in the class. If a student misses a day of school and is not excused, he will have an unexcused absence in each class missed.

Note: Requests for family travel are *not* excused absences. In cases of very unusual family circumstances, a parent/guardian must contact an administrator at least five days prior to the absence. This does not guarantee that the vacation or travel will be approved.

## Detention, Fines, Required Conferences, and Other Consequences per Academic Quarter

- After two unexcused absences or two unexcused tardies, the student receives a warning.
- After three unexcused absences (or a combination of absences and tardies), the student receives a detention.
- After four unexcused absences (or a combination of absences and tardies), the Elementary or Secondary Office sends a warning letter to the parent/guardian. The Vice Principal may request a parent conference. The student will receive a detention, and the parents are fined \$25.
- After five unexcused absences (or a combination of absences and tardies), the student receives detention, and the parents are fined \$35.
- After six unexcused absences (or a combination of absences and tardies), the parent/guardian must meet with an administrator. The student receives detention and parents are fined \$50.

A student is not permitted to participate in extracurricular activities on the day he has an unexcused absence. An administrator may override this rule, but only under rare circumstances. You must contact an administrator to appeal this rule.

The above actions are minimums. Students will receive zeros for work and can potentially fail classes if they continue missing with unexcused absences.

## Participation in Extracurricular Activities

Any student wishing to participate in an athletic or non-athletic extracurricular activity (e.g. sports, SCA, drama production, etc.) must be in school for the entire day and attend his classes unless:

- he has received prior approval *at least one day in advance* from an administrator. Students should bring their note signed by an administrator to the Elementary or Secondary Office at least the day before and inform the secretary of the extracurricular activity involved,
- or
- the student has brought a note to an administrator that morning and/or the parent has called the school before 8:25 AM in the case of an emergency. An administrator will then make a decision based on the facts of the case,
- or
- an administrator has decided that an extraordinary circumstance exists and has granted an exemption.

Any student who misses classes due to truancy or class cutting will miss the activity (practice/contest, meeting, game, rehearsal, Gala, etc.) for that day or the first day it is discovered. Additional disciplinary action may be imposed by the advisor, coach, Secondary Principal, or School Administrator.

## Appeal Process

We realize that unusual circumstances may occur at any time. Anyone involved may request a conference to talk about absences, fines, detentions, or loss of credit. The conference will include the student, parent/guardian, and an administrator. Contact the Secondary Office to make an appointment with an administrator. After the meeting, an administrator will convey all necessary information to the appropriate staff.

## COMMUNICATION

Good communication between home and school is critical to the success of our students. We make every effort to keep parents informed of their child's progress in all areas of student life.

### Communication Envelopes

The youngest member of each MACA family attending MACA will bring home a communication envelope on the last school day of each week. This envelope will contain vital information such as a weekly newsletter, calendar updates, notes from the Parent Association, and other valuable information. Please watch for this envelope and return it promptly the next school day. It is the parent's responsibility to look for this envelope and review its contents.

### Homework Notebook/Planners

Each child in grades 1-5 is required to purchase a black and white composition notebook to be used as a homework notebook. A parent must review and sign these books daily for students in grades 1-5. Students in grades 6-8 will receive a student planner to serve as their homework notebook. A parent must review and sign this planner weekly during the first quarter for students in sixth grade.

### Test Folders

A test folder will be sent home each Friday for all K-5 students. This is to be initialed and returned the next school day. It is the parent's responsibility to look for this folder and review its contents, initial, and return. This gives the parent information as to how the student is doing academically.

### Faculty Communication

Parents are encouraged to contact individual teachers with classroom questions and the administration with any policy or programming questions. Please feel free to leave a voicemail or send an email if a teacher is unavailable. The teacher will respond as soon as he or she is able.

### RenWeb

RenWeb, our web-based school management program, is utilized to maintain student records. Grades, attendance, and homework information are recorded in this software program. Parents are able to see student grades, homework, and classroom assignments via the Internet. High school class assignments and homework are located on Moodle.

## DISCIPLINE

Mount Airy Christian Academy holds to the philosophy that students learn best when they are in a structured, disciplined environment. We also believe students are to respect and obey authority while in this environment. Clear establishment of rules and consistent consequences for failure to comply with rules are equally important. It is best for the student's development if the home and school cooperate in this regard. *Each student is expected to develop and maintain self-discipline.*

### School Rules

All students (K-12) are expected to comply with the following rules:

1. Dress Code – Students are expected to follow the dress code as outlined in this handbook.

2. Staff members are to be addressed by the students as “Mr.,” “Mrs.,” or “Miss” and their last name. Proper response to staff by students is “Yes, Ma’am” or “Yes, Sir.”
3. Homework – Homework is to be completed the evening of the day it is assigned, unless it is a long-term assignment.
4. Written Communication – K-5 test folders must be signed each weekend and returned on Monday. Communication envelopes must be returned the following school day with the appointed student.
5. Order – Students will walk quietly through the hallway. Students will work quietly, listen carefully, and follow the directions of the teacher. Students should be obedient to those in authority. The lobby area must remain quiet so the receptionist can answer the phones.
6. Attitude/Respect – Students will be respectful to others, of property, and to those in authority. Students will be kind to others, maintain politeness, and strive for a positive attitude.
7. Food – For elementary and middle school students, there is to be no gum chewing in school or on the playground during school hours. High school students must follow a teacher’s class rules. If that teacher allows students to chew gum in his or her class, then they may chew gum in that class. When finished, the gum must be placed in a trash can... All food and drink should be consumed only in the cafeteria. High school students may eat lunch in the courtyard. Exceptions may be made for parties or through administrative approval.
8. Talking – There should be no communication (verbal/non-verbal) in class during tests, quizzes, or instruction time. This includes student e-mail.
9. No electronic equipment, CDs, or toys are allowed, except on special days with prior permission of the classroom teacher. No sharp or blunt objects, scissors, or penknives should be in the student’s backpack or lunch bag.
10. Interaction between students will be encouraging. There is to be no taunting, teasing, name-calling, foul language, talking back, or conversation with sexual or violent content. Acts of physical aggression toward another student are unacceptable.
11. No cell phones are allowed for K-12 students during the school day. Please refer to page 5 of the Parent Handbook for detailed information regarding cell phones.
12. Students may not sell things to each other or teachers, or solicit for organizations other than MACA while on campus.
13. No public displays of affection.
14. Lockers are to be treated with care and regularly cleaned.
15. Students will not have iPods or other personal electronic devices other than school issued iPads at school. Students should not use them before, during, or after school at any MACA function unless special permission is given by the Principal.
16. Harassment of any kind, sexual or otherwise, is not tolerated at MACA. Harassment may include, but is not limited to, the following: teasing, name calling, hurtful comments, spreading rumors, inappropriate touching, and pressure to be involved in inappropriate activities.
17. Any involvement by a MACA student in the use, possession or distribution of illegal substances may result in the expulsion of the student and the involvement of the appropriate authorities.

Each student is personally responsible for his behavior at all times. The conduct of the student after school and outside of school activities is within his control and the responsibility of his parents, unless it harms the ministry of the school. Parents will be provided with information on student activity outside of school that is illegal or harmful, if that information becomes known to MACA.

We determine to point our students toward Christ’s teachings continuously and model Christ-like behavior for them. We will partner with our parents to help students learn what is good, right, and true. Our desire is for students to make wise decisions and seek God’s will in all they do.

## Class Rules

Classroom teachers will have specific class rules and/or requirements in order to accommodate their teaching styles and maintain classroom management. All students are expected to comply with these class rules. Classroom teachers will make their rules known to the students early in the school year. These rules will be readily available for a substitute teacher. It is not our intent to lead the children into frustration over rules, but we do believe a structured environment will be most beneficial for the children as they seek to carry out the goals of Mount Airy Christian Academy.

Positive reinforcement for good behavior will be used in the classroom and across the grades. For example, in the classroom, students may gain time working on a preferred activity or accumulate tickets or prizes as determined by the teacher.

## Elementary Classroom Discipline

In the elementary program, students are encouraged to learn to follow school and class rules. It is understood that at all times, children can easily forget a rule or requirement, and therefore need a gentle reminder. Other times children can display an attitude or action that is not God-honoring, and it is a concern as it goes against what is expected of them.

In order to help students develop a heart of obedience, students in grades K-5 will be disciplined in accordance with their actions and attitude. Our discipline policy is designed to keep parents informed as we train children to have good work habits, a pleasant attitude, and favorable behavior. Any staff member may address a student's attitude or behavior (Proverbs 13:24).

A Responsibility Reminder will be issued when the child does the following: fails to meet dress code, does not turn in required homework, does not have necessary parent signature, is not prepared for class, is out of order, or talks out of turn. These are often the result of forgetfulness. The Responsibility Reminder is just that—a tool to help train the child to be responsible. Each classroom teacher will have consequences for students if they obtain multiple Responsibility Reminder notices. This will be explained in their packet at Back to School Night.

Elementary students can also receive a Student Concern. These will be issued at times when student behavior is unacceptable. Student Concerns will be given when a child has a poor attitude, fails to show respect, does not obey, is not reverent, or displays other attitudes of concern to the classroom teacher. Consequences for Student Concern notices are as follows:

Daily	
<u>Student Concerns</u>	<u>Daily Consequences</u>
1	Warning
2	Parent phone call
3	1-hour detention
4	1 ½-hour detention
5	2-hour detention
6	Send to office

Weekly	
<u>Student Concerns</u>	<u>Daily Consequences</u>
6	Parent phone call
7	1-hour detention
8	1 ½-hour detention
9	2-hour detention



## Secondary Classroom Discipline

Students are to respect and behave according to standards of behavior that would be Christ-honoring. This would be evident in their dress, their language, their actions, and their thoughts. Although our desire is that the student would behave in this manner as evidence of a life dedicated to Christ, we realize that students may not have made professions of faith, or may need more guidance. Therefore, the policies in this handbook are set up for students to follow.

Secondary homeroom teachers will keep a record of uniform violations and failure to return communication envelopes, and issue office referrals for those and other discipline issues as needed. Three uniform violations will result in an automatic detention. Uniform violation tabulations start over each quarter.

The Secondary Office will record tardies and issue office referrals as needed. Three unexcused tardies will result in an automatic detention.

**Classroom Behavior** – The classroom teacher will maintain order in the classroom at all times. Students in the classroom are expected to respect the teacher, be prepared for class, respond the first time to the teacher, and follow all classroom rules. Students are dismissed when the teacher dismisses them, not when the bell rings. Teachers are encouraged to develop classroom incentive plans within the school's guidelines. Class participation, which comprises ten percent of the student's grade in a class, will include the behavior of the student in its computation. The student will also receive a conduct grade in each subject.

Once the class is called to order, the students are to be attentive. If a student is reprimanded by the teacher for disruptive behavior such as talking out of turn, the student may lose class participation points. If the student continues the behavior, he will be given an office referral. The classroom teacher will give office referrals for discipline issues as needed, and for serious offenses, students will be sent an administrator's office immediately. Inappropriate or disallowed materials will be taken from the student and given to an administrator. These may or may not be returned at an administrator's discretion.

**Off-Campus Behavior** – Please be aware that a student's actions off campus can still impact MACA. A student may receive disciplinary action for inappropriate behavior that occurs off campus. It is not MACA's mission to meddle in the off-campus activities, but if the actions affect MACA, or make their way to MACA, it may need to be dealt with by Administration. Examples include drinking, smoking, pornography, etc.

**Internet Use** – Secondary students are encouraged to guard their hearts and minds through careful use of the Internet. Parents should guard their family computers. Students who promote immoral or inflammatory information on the Internet will be disciplined. The school Internet may not be used except for school study and intellectual purposes. All computer lab rules must be followed.

Students need to be cautious about what they post on social media. This should not be a place to criticize authority, policies, or other students. Students with inappropriate comments, content, pictures, or videos may be subject to disciplinary action. Students who are 13 or younger are not legally allowed to have a Facebook account.

## Detention

Parents will be notified when a student has received detention through the RenWeb Behavior Notification. This information will be emailed home, and the detention will need to be served the following Tuesday or Thursday that detention is available. Detention guidelines are as follows:

1. Detention will be served on Tuesdays from 3:15 PM until the designated time. Any school activity the student is involved in will be missed to serve the detention.

2. Students serving detention may write application paragraphs derived from Bible passages, be assigned light chores (such as weeding flower beds, scrubbing scuff marks from hallways, picking up trash on the school grounds, writing from the dictionary) or similar activities. This will not be a time for homework or play. Students will not be allowed to talk to other students. Students will be under the supervision of the Detention Monitor at all times.
3. Parents must enter the building at the end of the assigned detention. Parents are not allowed to serve detention with their child. Students will not be released at the end of their detention. Parents must come in the main lobby and pick them up from the detention monitor.
4. Detention charges will be billed monthly and are payable to MACA. The charge for detention is \$10 per hour.
5. If a student does not show up for his/her assigned detention, the time and charges will double, and a new detention day will be assigned.
6. Parents will be charged a fee for picking up students late from detention. This fee will be the same as the fee charged to families for picking up students late from morning kindergarten or Homework Club. Please refer to the policies for information on these charges.
7. The Detention Monitor will not provide childcare for siblings of students serving detention. Parents may choose to send siblings to extended care and will be charged the club's fees.
8. An accumulation of detentions may indicate that a student is unwilling to adjust his behavior to meet the expectations of the teacher or school. In such cases, an in-house suspension or out-of-school suspension may be necessary. Excessive detentions or suspensions may result in expulsion.

## Serious Offenses

Students at Mount Airy Christian Academy are expected to follow the example of Christ's behavior found in Scripture. As humans, we make mistakes and may forget a responsibility such as having a notebook signed or wearing the appropriate socks. Although this is a violation of a rule, it may not necessarily have been a willful decision to do wrong. Appropriate discipline is designed to help the students remember their responsibilities.

Unfortunately there are times when behavior is willfully and deliberately wrong. The staff has put together a list of serious offenses that we believe students know are wrong. We would hope and pray students would not engage in such behavior. However, students may, at times, choose such behavior. When a student does commit a serious offense, he/she will be sent to the Principal's office or the Administrator's office. Consequences may include suspension, probation, or expulsion.

Serious offenses include, but are not limited to, the following:

- Cheating/Plagiarism
- Lying
- Stealing
- Profane, suggestive, abusive, or threatening language, and especially the misuse of God's name
- Bullying
- Damage to school property or another person's property
- Fighting or abusive or excessive roughhousing
- Blatant or intentional disrespect/disobedience to authority
- Threats, verbal or physical
- Continual disregard for school rules
- Persistent negative attitude impacting and influencing the school environment
- Vulgarity

- Sexual immorality
- Inappropriate conduct outside of school impacting the school's witness to the community
- Failure of the student's parents to comply with the school's disciplinary procedures

A student may be suspended, expelled, or placed on probation at the discretion of the administrators. A written record of this action, through a RenWeb Behavior Notification, will be emailed to the parents.

A student who receives an In-House Suspension (IHS) will spend the day, or days, in school isolated from the student body. The student will be given classwork and assignments to complete during the IHS. This work will be collected and graded. A student who receives an Out-of-School Suspension (OSS) will be sent home for the day, or for a number of days, and receive a zero in each subject area for that day. Any student with IHS or OSS may not participate or attend any after-school events on the day of his suspension.

Expulsion is permanent dismissal of the student from the school. Violations of serious offenses are violations against biblical principles and are therefore violations against a code of right behavior at Mount Airy Christian Academy. A student who is expelled will not be able to return to the school during that school year. An expelled student may be allowed to return in future years at the discretion of the Secondary Principal and the School Administrator.

Mount Airy Christian Academy reserves the right to suspend or expel any student who does not comply with the standards of the discipline codes set forth in this handbook or who exhibits behavior not conducive to the goals of the school. If a child's behavior is considered unsafe to the student body, he will not be allowed to return to MACA.

It is the desire of Mount Airy Christian Academy's staff and Administration to lead the students into behavior and character that is God-honoring. All aspects of this discipline code have been developed in an attempt to meet this goal and to ensure the safety of the student body.

## DRESS CODE

Mount Airy Christian Academy believes what students wear strongly influences their behavior. We want them to have an appearance that is a good testimony to the Lord. Additionally, we want to discourage competition in dress among the students. While on campus, students are to maintain the dress code.

The biblical principle of modesty is the standard. A student's attire should manifest his/her respect for the school and others by displaying a serious and conscientious attitude about the school and his/her education. Wearing clothes that fall short of this standard tends to negatively influence discipline, manners, habits, and overall behavior. The desire is for our students to look neat and sharp.

The following guidelines should be noted:

1. Students are to arrive at school dressed (shirts tucked in and belts on) and stay properly dressed until 3:00.
2. Color definitions are as follows: Navy is dark blue, not a royal or denim blue. White is a pure white, not an ivory or cream. Khaki is tan.
3. Neat mends are permitted. Patches with wording or pictures are not allowed.
4. Hats are not allowed.
5. Shirts must be tucked in at all times.
6. Unless otherwise instructed, the school dress code will be followed at all school functions.
7. We request that parents maintain the same standards of apparel as students at any school function.
8. The Administration reserves the right to determine what is considered a proper uniform and "faddish" in appearance by school standards.

## Standard Uniform

### Pants:

Students (boys and girls) may wear khaki or navy uniform pants. Pants must be uniform pants purchased from French Toast, Lands' End, or department stores with school uniforms. The back pockets of uniform pants have besom pockets that are cut into the pants rather than attached on the outside. There should be no pockets on the legs. Care must be taken that they fit as uniform pants fit and are not too loose, too tight, or faddish. Girls' uniform pants may be low rise provided they do not fit too tightly and a shirt can be tucked in properly. Flare-style uniform pants are also acceptable. Jeans, denims, corduroys, and cargo pants are not permitted. Pants must be of appropriate length, hitting the front of the shoe. Pants that are too long should be hemmed. Elastic waist pants are permissible in elementary grades and may be worn without a belt.

### Shorts:

Students (boys or girls) may wear khaki or navy uniform shorts from uniform companies such as French Toast or Lands' End. Cargo shorts are not permitted. The shorts must come to the top of the knee. Shorts may not be worn between November 1 and March 1.

### Belts:

Belts must be worn at all times with looped pants or shorts and should be solid brown, black or navy.

### Skirts:

Girls may wear khaki or navy skirts. Skirts are to be to the top of the knee in length. Only one slit is allowed in the skirt, and the slit must not go more than two inches above the knee when sitting or standing.

Elementary girls may wear navy or khaki jumpers with the same length requirements. Skorts in navy or khaki are also permissible in elementary school. Skorts (look like skirt in front and shorts in back) must not be higher than two inches above the knee.

### Shirts:

Students may wear solid-colored polos as follows:

K-8: navy, white, or light blue. They may be plain or with the MACA logo, short sleeve, or long sleeve.

9-12: navy, white, light blue, burgundy, pink, or black. High school polos must have the MACA logo and short sleeves.

Girls may wear blouses as follows:

Elementary girls may wear white uniform blouses with short or long sleeves. No sheer or see-through material is permitted. Girls in upper elementary grades should wear neutral colored undergarments beneath their blouses and polo shirts to provide modesty.

Secondary girls may wear white or light blue blouses with short or long sleeves and buttons all the way down the front. No sheer or see-through material is permitted. Undergarments must be white or flesh colored.

Boys may wear white or light blue dress shirts with short or long sleeves.

Shirts must be tucked in and all but the top button must be buttoned. Shirts are not to be rolled up or bloused. Shirts that look like they are tucked, but are not, are unacceptable. A second shirt worn under the uniform shirt needs to be a white, short-sleeved shirt or a long-sleeved shirt in a matching color of the uniform shirt. The undershirt cannot have writing on it.

Turtlenecks are permitted in elementary classes in white or light blue.

### Sweaters and Sweatshirts

All students may wear MACA sweatshirts and hoodies in class, except on chapel days.

Elementary students may wear solid sweaters in burgundy, navy, or white. Secondary students may wear solid sweaters in burgundy, navy, white, light blue, or gray. Sweaters may be worn any day of the week.

### Shoes

Students must wear brown, black, tan, or navy school shoes, such as loafers, oxfords, Sperry's, etc. with matching laces. They must be closed toe and heel. Heels must be no higher than one and one-half inches, measured from the base of the shoe. Laced shoes must be kept tied. Tennis shoes may be worn with pants or shorts, except on chapel days. Tennis shoes must be black, but may have a small symbol or label in gray or white. The soles and laces must be black.

### Socks

Socks may be white, khaki, navy, gray, blue or black and must be visible above the shoe. White, khaki, or navy tights may be worn. No leggings are permitted with the exception of chapel days in the winter months. If tights/leggings are worn, skirts must still be to the top of the knee.

### Accessories

Elementary girls may wear one ring per hand, one necklace, and a wristwatch. One pair of earrings of any style may be worn, but they must not be larger than a dime. Nails may be painted light or pastel colors. Neon colors or black nail polish are not permitted. Students may wear bracelets, but they should not be excessive in number. If a student wears too many, or if they become a distraction, the student will be asked to remove them.

Elementary boys may wear a tie tack or tie bar with a tie, one necklace that must be under the shirt, and a wristwatch. Students may wear bracelets, but they should not be excessive in number. If a student wears too many, or they become a distraction, the student will be asked to remove them. No other jewelry is permitted for the boys.

Secondary girls may wear one ring per hand and a wristwatch. One pair of earrings of any style may be worn, but they must not be larger than a quarter nor hang lower than one and one quarter inch. Girls may not wear more than two earrings in each ear. It can be two earrings in the earlobe or one stud in the ear cartilage and one earring in the ear lobe. They may wear one necklace under the shirt collar. No unusual materials or unusual styles. Nail polish in any color except black is permitted. No unusual styles.

High school girls may wear makeup; however, it must not be unusual or overdone. Makeup that is deemed to be too much will need to be removed. No body piercings or visible tattoos are allowed. Students may wear bracelets, but they should not be excessive in number. If a student wears too many, or if they become a distraction, the student will be asked to remove them.

No spike jewelry is allowed. The Administration reserves the right to ban any type of jewelry or accessory.

Secondary boys may wear a wristwatch, one ring, and one necklace under the shirt. No other jewelry, body piercings, or visible tattoos are permitted for boys. Students may wear bracelets, but they should not be excessive in number. If a student wears too many, or if they are becoming a distraction, the student will be asked to remove them.

## Hair

Girls should have no unusual hair colors, styles, or accessories. A student whose hair is dyed an unusual color will be required to have the procedure reversed. This includes stripes or accents. Hair may not hang in the student's eyes.

Boys' hair must be trimmed above the ears and shirt collar and may not hang down over the eyebrows. No hair accessories may be worn. No facial hair is permitted. Boys' hair must remain its natural color and should not be dyed, bleached, or highlighted. No Mohawk style haircuts will be allowed. Any student's hair that is altered during the summer must be to school code by the first day of athletic practice for athletes or by the first day of school, whichever comes first.

The Administration reserves the right to follow disciplinary procedures for haircuts, hair colors, or hairstyles deemed faddish by school standards. Parents are expected to comply with any such matter.

## Chapel Uniform

Thursdays are Chapel days at MACA, and all students should come dressed in Chapel uniform. On special occasions, Chapel might be moved to a different day of the week to accommodate a holiday schedule, at which time parents will be notified regarding the need for Chapel uniform. The Chapel uniform might also be required for special programs, field trips, fine arts performances, etc. The Chapel uniform is as follows:

Secondary girls are to wear a blouse or oxford shirt with buttons all the way down the front, a matching plain undershirt, a navy or khaki skirt or pants (no shorts), it is our preference that ladies wear skirts. There will be events where skirts are required. Elementary girls must wear a white blouse/shirt and a navy or khaki skirt or jumper; secondary girls may wear a white or light blue blouse/shirt and a navy or khaki skirt.

Boys are to wear a dress shirt, tie, and pants. Elementary boys must wear a white shirt, navy pants, and a matching tie. Secondary boys may wear a solid color shirt, navy or khaki pants, and a matching tie. Ties must be worn properly for the entire day.

Standard uniform guidelines should be followed for belts, shoes, and socks. However, tennis shoes may not be worn on Chapel day. Also, no sweatshirts, hoodies, athletic jackets, or zipper sweaters may be worn on Chapel days.

## Physical Education Uniform

Any student taking Physical Education (PE) classes will be required to dress in the MACA PE uniform. Elementary students will wear their PE uniform to school on the day they have class; secondary students will change into their PE uniform prior to PE class. Secondary students will receive a zero for the class if they are out of dress code but will be required to participate.

The PE uniform must be purchased through MACA. Forms are given to parents early each summer and may also be downloaded from RenWeb. The PE uniform consists of:

- MACA gray PE t-shirt
- MACA navy blue PE shorts
- MACA sweatshirt (navy crew with lion and/or hoodie)
- White socks
- Tennis shoes

In elementary classes, students may not wear the PE shorts November through March. Instead, they may wear solid navy sweatpants (purchased anywhere) or MACA solid navy sweatpants.

In secondary PE classes, students may wear plain sweatshirts and sweatpants or athletic pants in solid colors of navy blue or gray. The sweatpants or athletic pants may have a white stripe down the leg. The MACA PE shirt must be worn. No printing or logos, other than the MACA logo is allowed.

## Dress Down Days

The first Friday of every month is a dress down day for all students. High school students will also receive a dress down day on the third Friday of each month. Dress down day is a privilege and should be treated as such. If a student abuses it, he may lose it. Acceptable clothing for dress down day includes:

1. Jeans, athletic pants, sweatpants, capris, or khakis in good condition are acceptable. (no rips or holes)
2. Appropriate shirts. Any slogans or pictures deemed inappropriate will result in a parent bringing in an immediate clothing change. No tank tops.
3. Knee-length shorts are acceptable until November 1 and after March 1.
4. Tennis shoes, sandals, or casual shoes. Flip flops are not allowed.
5. Sweatshirts with a logo or picture that is not offensive or a sweatshirt with more than one color (only on dress down days).
6. Pants or shorts with no writing on the back.
7. Hats are not permissible.

If a student is out of code, parents will be called to bring a change of clothes, and a dress code violation will be given. Students who repeatedly wear things that push the rules will lose their dress down privilege.

## Picture Day

Individual student pictures are taken every year in the fall. Parents will have the option to purchase these pictures. The following guidelines must be followed for picture day:

1. Any student may choose to wear their standard or Chapel uniform for his or her pictures.
2. Girls may wear a dress, skirt, or dress pants with top on picture day. The skirt/dress must meet length requirements for standard uniform. Modesty should guide outfit selections.
3. Boys may wear a nice polo shirt with dress pants. The polo shirt must be tucked in.
4. In addition to the standard uniform code, middle school girls may wear light blush and lip gloss for pictures. Eye makeup is not acceptable.
5. The Administration reserves the right to call a parent to bring a change of clothes should an outfit not comply with these guidelines.

## SPECIAL EVENTS

MACA regularly schedules social events for the secondary students to provide quality, chaperoned fellowship. Social events will be publicized in advance. Staff and interested parents will chaperone these events. All special events will comply with the policies and beliefs of MACA and MABC.

It is MACA's desire to have a standard of modesty at all times, including special events. In order to help with that standard, dress code guidelines have been established for special events.

## Boys

1. Nice dress pants, dress shirt, tie, belt, socks and dress shoes are required.
2. Suit coat may be required; matching colors preferred.
3. Shirts must be tucked in at all times.
4. Regular guidelines apply for hair and jewelry.

## Girls

1. Prior to the special event, guidelines will be emailed to the girls and their parents, along with pictures of examples.
2. Dresses for Homecoming and the Gala and other special events must be pre-approved by the dress committee. Dates for the approval process will be emailed.
3. Modesty will be the determining factor regarding dress approval. No cleavage can show while sitting or standing. If the neckline is high enough, no straps are required; a one-strap dress or halter-style dress is permissible as long as the neckline is high enough.
4. Dresses and skirts should come to the top of the knee. Slits should not go higher than two inches above the knee.

## PARENT COMMITMENT

It is the desire of Mount Airy Christian Academy to partner with the parents for the student's education. Communication is vital to the student's success along with commitment to MACA on the part of the parents. We ask that parents commit to our mandatory meetings and activities to ensure a successful school year.

### Mandatory Events

The following meetings are held for the benefit of the family and the student. One parent must attend each meeting; however, both parents are encouraged to participate. Absence from required meetings will result in a \$50.00 fee per meeting missed. If you have extenuating circumstances that causes you to miss a required meeting, please submit a written request for the School Administrator to submit to the School Board for consideration. Please make your child's education a priority by planning vacations, appointments, etc., around these meetings. Parents are responsible for all material covered during the meetings. Mandatory events for the 2014/2015 school year are as follows:

1. New Parent Orientation – This parent's only meeting imparts important information regarding the upcoming school year and allows you to meet our administrative staff. The New Parent Orientation will be held on Thursday, August 7 at 7:00 pm. Parents will be instructed on the expectations of the teachers and the activities of MACA's support groups—the Parent Association and the Booster Club.
2. Back to School Night will be held on Thursday, August 28, 7:00 PM. At least one parent is required to attend; no students should attend.
3. First Quarter Parent/Teacher Conferences – These conferences are absolutely essential for discussing student concerns and strengths. First quarter report cards are distributed at the mandatory conferences for K-5. Parents of new secondary students are encouraged to meet with at least two teachers. Parents of any secondary student who has an average of 70% or below in a class must meet with that teacher. If missed, conferences must be rescheduled.
4. Work Days – To help prepare the facilities for the start of each school year, MACA hosts three work days. If each family were to help for one morning, it would be a tremendous blessing to the staff



and administration. Duties for these work days include painting, cleaning, moving furniture and supplies, decorating, etc. There are jobs for every skillset and level of ability.

## Mandatory Student Activities

The following activities are strategically planned and designed with multiple goals for these students. Students are required to attend except for medical reasons pre-approved by the Secondary Principal. These activities are as follows:

1. Middle School Retreat (grades 6-8), Friday, August 29
2. High School Retreat (grades 9-12), September 3 -5
3. Junior Hike – Members of the junior class go on a two-day hike in mid-May.
4. Senior Missions Trip – MACA seniors serve in Costa Rica in late March. Students should plan to raise \$1,200.00 each in support for this missions work.

## Parental Involvement

We welcome parental involvement at MACA. It is our desire to partner with you for the education of your child. We appreciate your help. There are many ways parents can serve.

1. Field Trips – We need chaperones and drivers. Please help us by volunteering so we can offer field trips and special activities. Driver and chaperone instructions are provided before every field trip. Also, any parent desiring to drive on a Mount Airy Christian Academy field trip must complete the Volunteer Driver Application Form. This form and a copy of the driver's license and insurance card must be on file at least one week prior to any field trip. This form will be posted on RenWeb and must be completed every school year. Due to insurance and safety concerns, no students are allowed to ride in fifteen-passenger vans for school trips or functions. Field trips, socials, and retreats are privileges for the students. A student may be prohibited from attending these based on academic or behavioral reasons at the discretion of the Principal.

Parents should follow the same dress code for field trips as staff members. Where the standard uniform is called for, parents should dress in business casual. Where the dress uniform is called for, parents should dress in a more formal style. For a more relaxed trip, such as visiting a farm, a casual dress code is in order. Please be discreet and modest in your dress. Any parent not dressed modestly according to MACA standards will be asked to change. We have standards for our staff and students which we believe chaperones should follow.

2. Booster Club – The MACA Booster Club exists to support the athletic department. Parents are encouraged to serve in this club as it ministers to Mighty Lions (elementary), as well as middle school, junior varsity, and varsity sports teams and coaches.
3. Parent Association – MACA is blessed with a tremendously encouraging group—the parents. The Parent Association works very diligently to support the staff, provide for the students, and improve the overall ministry of MACA. At Back to School Night in September, you will learn more about the many blessings they provide. You will have ample opportunity to assist them as they provide fellowship times, parties, necessary fundraisers, and support for the staff.
4. School Volunteers – Volunteerism from each family is expected at MACA because it enables us to do more for the students. If you are interested, please contact the school office. Teachers also have work that can be done at home by a parent or grandparent. Please check with your child's teacher to see how you can best assist him/her or contact your Parent Association class representative. Long-term volunteers are required to complete an application and attend a short orientation.

5. Work Days – To help prepare the facilities for the start of each school year, MACA hosts three work days. If each family were to help for one morning, it would be a tremendous blessing to the staff and administration. Duties for these work days include painting, cleaning, moving furniture and supplies, decorating, etc. There are jobs for every skillset and level of ability.

## Parental Concerns

If a parent has a concern, they should request a meeting with the teacher to discuss and resolve their concern. If the parent still has concerns, they should then request a meeting with the Administrator. If a resolution is not met, the parent should contact the Administrator. They can be reached at [schoolboard@macamd.org](mailto:schoolboard@macamd.org).

# Instructional Program

## ACADEMIC POLICIES

### Entire School

**Academic Performance** – Any student who maintains an academic grade average lower than 75 or a “C” for more than one quarter is given a student review. In the review, the student’s academic performance is evaluated by the Administration in conjunction with the classroom teacher(s) and parents. At that time, a determination will be made as to whether the student is able to meet the academic requirements of MACA and whether other alternatives need to be examined.

**Homework** – Homework is designed to reinforce material presented in class and for the preparation of special projects. However, the amount of homework may vary over time, between classes, between grades, and between students. If a student is spending an inordinate amount of time on homework, the parent should request a conference with the teacher to determine the reason.

**Incomplete Grade** – When a student is unable to complete the required schoolwork in a subject due to illness or another acceptable reason, an “incomplete” is given. This is a temporary grade and will not become part of the student’s permanent record unless the required work is not completed. Elementary teachers will work with parents to work out a schedule. Students are responsible in middle and high school to work out a schedule with the teacher.

**Promotion and Retention** – Students who fail two or more academic subjects (65 average or an “F”) may be asked to repeat the grade level. In some cases, secondary students will be required to repeat the courses failed, but not repeat the grade. Those students who receive a 70 or a “D” will be recommended to receive summer tutoring or be asked to repeat the course in summer school.

**Tutoring** – Following staff assessment, tutoring may be recommended for students. This may be needed during the school year or during the summer. Parents will receive written notification. The Administration encourages parents to obtain tutoring services from MACA staff members to ensure consistency with our program. Student tutors are also an option. Computer-based tutorials and other one-on-one help will be utilized as needed. Failure in more than one subject may indicate an inability or unwillingness to do the required schoolwork. After a certain point of investment, there may be a time when withdrawal from the school may be recommended or required by the Administrator.

### Middle School

**Change of Schedule** – Permission to change a student’s schedule by adding or dropping a class is discouraged once the semester begins. Any change must be 1) approved by a parent/guardian, 2) agreed to by the teacher(s) of the course(s) involved, and (3) approved by the Education Administrator. The deadline to drop a first semester or year-long class is Friday, September 12, 2014. The deadline for a second semester class is Friday, February 6, 2015. After these dates, unless special circumstances arise, the class will be recorded on a student’s transcript. The student or parent may start the process by contacting the Secondary Office.

**Eighth Grade Final Exams** – In order to better prepare eighth graders for high school, teachers of their academic core classes administer a final in each class. These tests will be scheduled and count no more than 20% of the second semester grade. The teacher may assign a project in place of exams at his or her discretion.

High School Credit – Students who take Algebra I in eighth grade and receive a 75% average or higher receive one high school credit in math. However, if a student really struggles in math, the teacher may recommend that he/she repeat Algebra I in ninth grade to solidify concepts, even if the student has a passing grade.

Service Learning Hours – Students may begin accruing service learning hours the summer after completing seventh grade. See more details about service learning requirements under the high school section.

## High School

Change of Schedule – Permission to change a student's schedule by adding or dropping a class is discouraged once the semester begins. Any change must be 1) approved by a parent/guardian, 2) agreed to by the teacher(s) of the course(s) involved, and 3) approved by the Education Administrator. The deadline to drop a first semester or year-long class is Friday, September 12, 2014. The deadline for a second semester class is Tuesday, February 6, 2015. After these dates, unless special circumstances arise, the class will be recorded on a student's transcript. The student or parent may start the process by contacting the Secondary Office.

### Credits Awarded in High School:

Carnegie Unit – High school credits are established by Carnegie Unit, a time-based requirement for student instruction and assessment at the secondary school level. The basic unit is 120 hours per credit and 60 hours per half-credit. In some pre-arranged cases, MACA will award quarter credits.

Passing/Failing Courses – High school students must earn a 65.5 average or higher to earn a MACA credit. Certain classes, such as *Hermeneutics and Christology* (Bible 12), have additional requirements before a credit is awarded. If a student fails a class, he may retake the class the next school year. The passing grade will replace the failing grade. In some special circumstances, a student may be able to take an online class in order to receive partial credit recovery. This must be arranged and approved by the Education Administrator.

Transfer Credits – High school credits awarded from a public or private high school or middle school will be transferred to a MACA diploma unless a special circumstance exists. Home school credits may be transferred to a MACA diploma if they are properly documented through a recognized oversight agency—the state, a church home school group, or a private home school organization. We will not accept credits that do not have appropriate verification from an oversight organization.

Diploma Programs – MACA offers three programs: General Diploma, College Preparatory Diploma, and Advanced College Preparatory Diploma. If desired, the College Preparatory and Advanced College Diploma program requirements may be found in the *MACA Diploma Programs & Secondary Course Description Guide*.

iPad Program – High school students are required to use their assigned iPad for textbook work, homework, in-class work, quizzes, and tests. Students may hand write class notes. There is iPad training for new students each summer and IT assistants available during class periods.

Mid-Terms and Final Exams – High school students take mid-terms and final exams for each academic core class. A student will be exempt from taking the final exam if his/her overall grade in the class is a 92% or higher.

Service Learning Hours – The state of Maryland requires that each high school graduate accrue 75 service learning hours. This is a minimum requirement for MACA graduates. Student wishing to obtain a College Preparatory Diploma must earn 85 service learning hours. Students wishing to obtain an Advanced College Preparatory Diploma must earn 95 service learning hours. Questions about what qualifies as service

learning may be directed to the Secondary Office. Students may start accumulating hours during the summer between seventh and eighth grade. The form for documentation of service learning hours may be obtained online through RenWeb or through the Secondary Office. Submit completed forms to the Secondary Office.

#### Transcripts and Honors – Grade Point Average and Class Rank

Honors – GPAs for A and AB Honor Rolls, graduation honors, and the minimum requirement for National Honor Society are computed on an elevated grading scale where 95 = A and 92-94 = A-. The GPA is the average of all semesters completed.

Transcripts – MACA transcripts report GPAs on a normal 4.0 scale where an A=4 points. This enables our students to be competitive with other students in regards to college acceptances and scholarship applications. GPAs are computed based on the average of semester grades, not quarter grades. Class rank is determined by the transcript GPAs.

Honors Classes– All MACA high school honors courses are computed on a 5.0 scale where an A= 5 points, B= 4 points, and C= 3 points.

Valedictorian and Salutatorian – Candidates for these two positions must attend MACA High School for a minimum of three years. The ranking will be determined based on the transcript GPA. In the case of a tie, other criteria may be used or there will be co-valedictorians.

## ASSESSMENTS

Student assessments are done regularly through a variety of methods. Results of these assessments are communicated to the parents. Each classroom teacher will post his or her grading weights at the beginning of the school year.

## Grading Scale

All grades issued will be based upon individual scores for homework, tests, quizzes, classwork, reports, projects, and class participation. All aspects of a student's learning are taken into consideration. MACA utilizes the following grading scale:

A+	100	C	75-78
A	95-99	C-	72-74
A-	92-94	D+	70-71
B+	89-91	D	68-69
B	85-88	D-	66-67
B-	82-84	F	65/below
C+	79-81		

## Progress Reports

Students are issued progress reports once per quarter, approximately every four and one-half weeks. A teacher may also call a parent with a concern about academics or conduct; likewise, parents may call or email a teacher with questions as to their child's performance in a particular class. Each student's progress in a particular class may be tracked by the parent or student on RenWeb.

## Report Cards

Report cards are issued four times, every nine weeks, during the school year. The first report cards are distributed by the teachers at Parent/Teacher Conferences. High school report cards are emailed. Second and third quarter report cards are sent home for elementary students via the communication envelopes. Final report cards will be available from the main lobby ten days following the conclusion of the school year. Those remaining will be mailed in mid-June. Account balances must be paid in full before receiving final report cards.

## Conduct

Conduct grades of E (excellent), G (good), S (satisfactory), or N (needs improvement) are also given on report cards. To help students apply biblical principles and instruction, the following considerations go into conduct grades:

1. Respects authority
2. Obeys school rules
3. Is courteous to others
4. Maintains a good attitude
5. Exhibits self-control
6. Acts responsibly

## Standardized Testing

Mount Airy Christian Academy maintains a thorough testing program to measure students' abilities and progress. Results of tests are used to help the Administration and faculty work more effectively with each student and to make continual improvements in the curriculum.

Students in grades 2-8 are issued student achievement tests every other school year in the spring. Tenth and eleventh grade students take the PSAT. Eleventh and twelfth grade students should take the College

Board's SAT test (up to three times) and/or the ACT test. SAT subject tests are also recommended. Students may request guidance through the college application process including advice about taking any other tests requested by colleges.

## Honor Rolls

Honor rolls are published each quarter. Students are recognized for achieving the Administrator's List (all A's) and the Principal's List (A's and B's). Academic awards are announced at Chapel.

## CURRICULUM

Mount Airy Christian Academy offers a full academic program in a traditional classroom setting for students in Kindergarten through high school. Curriculum for each academic subject is chosen for its goals, levels of academic excellence, motivating presentation of content, and level of student success. Listed below is the curriculum by grade:

### Kindergarten

Bible	Purposeful Design
Language Arts (phonics/reading)	Bob Jones
Math	A Beka
Science	Purposeful Design
History (Social Studies)	Thematic Units

### First Grade

Bible	Purposeful Design
Language Arts (phonics, reading/writing, spelling, language)	Bob Jones
Math	A Beka
Science	Purposeful Design
Heritage Studies	Thematic Units Bob Jones

### Second Grade

Bible	Purposeful Design
Language Arts (reading/writing, English)	Bob Jones
Spelling	Purposeful Design
Math	A Beka
Science	Purposeful Design
Heritage Studies	Bob Jones and supplemental materials

### Third Grade

Bible	Purposeful Design
Language Arts (reading/writing, English)	Bob Jones
Spelling	Purposeful Design
Penmanship	A Beka
Math	A Beka

Science  
Heritage Studies

Purposeful Design  
Bob Jones and supplemental materials

Fourth Grade

Bible  
Language Arts (reading/writing, English)  
Spelling  
Handwriting  
Math  
Science  
Heritage Studies

Purposeful Design  
Bob Jones  
Purposeful Design  
A Beka  
A Beka  
Purposeful Design  
Bob Jones an supplemental materials

Fifth Grade

Bible  
Language Arts (reading/writing, English)  
Spelling  
Handwriting  
Math  
Science  
Heritage Studies

Purposeful Design  
Bob Jones  
Purposeful Design  
A Beka  
Purposeful Design  
Purposeful Design  
Bob Jones and supplemental materials

Middle School

Bible  
  
History  
Language Arts  
  
Math  
Science  
  
Latin

6<sup>th</sup>/7<sup>th</sup> Positive Action for Christ  
8<sup>th</sup> Josh McDowell and ACSI  
Bob Jones  
MOSDOS Press Literature  
Bob Jones Grammar  
McDougal Littell  
Christian Schools International,  
Answers in Genesis, and ACSI  
Laboratory Kits  
Classical Academic Press

High School

Bible  
  
English

Purposeful Design  
Supplemental  
MOSDOS Press Literature  
Bob Jones literature  
Assorted novels  
Bob Jones Grammar



History	Bob Jones
Math	McDougal Littell Houghton Mifflin
Science	Bob Jones Laboratory Kits
Spanish	Holt McDougall

Teachers are encouraged to supplement all curriculum with motivating, current resources that provide a biblical worldview.

## Enrichments

Core academic curriculum is supplemented with classes that mature the students in areas such as motor skills, the arts, and technology. These supplements are known as enrichments.

**Art** – The art program teaches the techniques used by the great masters of art, broken down to the student’s grade level. Art history is woven in the lessons to familiarize students with the famous names in art. During each class, the students are given art terms and definitions that follow along with the lesson. Students are exposed to a variety of art mediums and techniques.

**Computer Classes** – Students in computer classes receive instruction in keyboarding, the ethics of Internet use, and basic computer skills. The level of instruction in these areas increases with each grade level.

**Library** – Students in all grades receive instruction in library skills under the tutelage of the Librarian. Students learn the Dewey Decimal System, the procedures of the library, and how to perform research using the library’s materials, depending on their grade level.

**Music/Band** – Our music/Band classes teach students to appreciate music through song, study composers, and learn about different kinds of instruments. There are several MACA musical productions each year.

**Physical Education** – MACA’s physical education program provides a wealth of learning opportunities in an environment that emphasizes physical achievement, leadership, and fun. In addition to developing physical fitness and athletic skills, students learn valuable lessons about personal commitment, teamwork, and perseverance—qualities that will serve them well, while seeking God’s glory.

**Latin** – Students in Latin classes learn beginning Latin words and phrases. They also learn to appreciate the foundations of Latin and influence of Latin in history. The level of instruction increases with each grade level.

**Lego Robotics**- This class introduces students to the world of robotics. Students will use creativity, logic and problem-solving skills while learning key STEM (science, technology, engineering, and math) concepts.

In elementary school, the students have these enrichment classes weekly. By middle school, the class material is more in-depth and students have different enrichments each semester. In high school, with the exception of library, the enrichment classes are expanded and deepened and are offered as credit courses.

## INSTRUCTIONAL MATERIALS AND STRATEGIES

MACA believes that each student has been uniquely created and learning can come differently to each child. Instructional methods are varied in order to meet the needs of each student. The Learning Edge,

MACA's resource department, provides assistance and support to teachers in finding strategies that are most successful.

## Bible Classes

Students in grades 1-5 are taught to study the Word of God for themselves as they are guided to find answers in the Bible. The curriculum recognizes the various levels and types of thinking skills necessary to develop the minds of young children. Questions are designed to focus on a wide range of thought processes including knowledge, comprehension, discernment, application, analyzing, and evaluation. All lessons ultimately focus on the development of internal character as discussed in Romans 8:28-29. Students also memorize passages of Scripture that help them apply the principles taught in the Word of God. Study and memorization in these grades comes from the New International Version (NIV) or the King James Version (KJV) translation. Each elementary student is required to have either an NIV or KJV Bible in school.

Secondary Bible classes continue to teach the students how to study the Bible for themselves with an increased emphasis on the application of biblical principles to their own lives. Students are encouraged to "own" their faith. Each secondary student is required to have a New King James (NKJV) Bible.

# Media Center and Technology

## IPAD POLICIES

Mount Airy Christian Academy (MACA) provides an iPad for every high school student to be used for all aspects of teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of these devices. The school's Acceptable Use Policy (AUP) also applies.

### General Guidelines

1. **Monitored Use** – All files stored on the system are the property of the school and are subject to regular review and monitoring. Students should have absolutely no expectation of privacy when using the iPad. Any and all activities performed on the iPad can and will be monitored. Students are responsible for all content on their iPad including browser history, emails, documents, and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the student will be required to explain its presence.
2. **Ownership and Care** – Each iPad is the property of Mount Airy Christian Academy. Students will have an individually assigned and labeled iPad which will be theirs for the duration of their attendance at MACA. Students also must utilize the protective carrying case except when using the iPad. Students should not attempt to modify the iPad hardware in any way, apply any stickers or decorations to the iPad, remove the school-supplied case, swap iPads with another student, dispose of or sell the iPad, or loan the iPad to another person or family member.
3. **Management of iPad Configuration** – The iPad will be managed by the school in the same way that the school's laptop and desktop computers are currently managed. Students should not add to or remove applications from the iPad, create an iTunes account on the iPad, change any configuration settings on the iPad, particularly network configuration, erase the iPad on another computer, synchronize the iPad with a computer outside of school, clear their browser history, except as directed to by staff, or change or disable the access password on the iPad.
4. **AUP Application** – The school's AUP applies to all school-supplied equipment and to all school-supplied Internet connections. Students are reminded that the AUP applies to iPad use in any location—home or school. The school will provide backup and synchronization facilities in school and students will have the opportunity to sync their iPad for backup purposes at least once each week.
5. **Home Use** – Students whose parents have completed the iPad Consent Form will be allowed to take the device home. Please note this privilege may be revoked by the school at any time. Students should charge iPads at home and bring them to school charged. Students should not bring their chargers or sync cables to school. Students are allowed to connect their iPad to other Wi-Fi networks, but the school can only provide limited technical support in doing this.
6. **Online Safety** – In order to support the school's e-Safety aims and to verify compliance with the AUP, student iPads will be subject to random spot-checks of browser history and iPad content and configuration. Any inappropriate material or unauthorized configuration changes will be dealt with under the IT discipline process. Any student found to have cleared his browser history will be deemed to have breached the AUP.
7. **Disciplinary Procedures** – If problems are encountered, students may be subject to temporary or permanent withdrawal of home-use privileges, temporary or permanent withdrawal of school-use privileges, and/or any other disciplinary measure detailed in the AUP.

8. Policy Changes –MACA reserves the right to update/change this policy at any time. Parents and students will be notified of changes through RenWeb email.

## Damages

Occasionally, unexpected problems do occur with the iPad that are not the fault of the user (computer crashes, software errors, etc.). The school technology team will assist students with having these fixed. These issues will be remedied at no cost.

1. Hot Swaps – Temporary replacement iPads, known as hot swaps, are available so that student learning is not disrupted by the repair process. Students are responsible for the care of the swap while it is issued to them. All of the same rules and regulations apply to hot swaps, and students are expected to treat them as if they were their own.
2. Accidental Damage vs. Negligence – Accidents do happen. There is a difference, however, between an accident and negligence. The iPad warranty will cover normal wear and tear along with any defects that may arise during normal use of the device. After investigation by the school technology team and possible determination by Apple, if the iPad is deemed to be intentionally or negligently damaged, the student may be subject to discipline, and the cost of repair or replacement will be charged to the student's account.
3. Lost Equipment – If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or the Administrator know, and a staff member will assist them. The circumstances of each situation involving lost equipment will be investigated individually.
4. Stolen Equipment – It is always a high priority to ensure the safety of our students while at school, and we hope these precautions will help students be safe on the path to and from school. Student safety always comes first. If a student is faced with an unsafe situation, such as theft, the student is advised to let the assailant have the equipment and to contact the police.
5. Reporting Process – If any equipment is reported as stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).
6. Claims – To file a claim at MACA, both the parent and student must be present. The damaged iPad must be presented (or police report if theft has occurred) to the Technology Manager. The parent and student will be required to complete a claim form and pay the deductible. Every effort will be made to replace the iPad immediately with the same model the student had. If the same model is not available, the student may receive an older model iPad but will not receive a newer model.

## Financial Responsibility

MACA families have the option to purchase iPad insurance through the school. All families are encouraged to participate in the insurance option but are not required. Families who do not purchase insurance are responsible for the full replacement cost of the iPad.

### Costs:

- Annual Premium: \$25.00, billed in September each year.
- Deductible: Year 1 – \$150.00; Year 2 – \$125.00; Year 3 – \$100.00; Year 4 – \$75.00 (Deductible amount based on age of device.)
- Replacement model will be the same generation as device being replaced and will be acquired by school at current market value on secondary market (likely a refurbished unit from Apple or from eBay).

The following items will be covered under the policy:

- Accidental damage
- Theft (must be reported to the police if off campus)
- Fire, flood, or natural disaster

The following items are not covered under the policy:

- Loss
- Intentional damage
- Theft that occurs when the iPad is not properly secured (ex. unlocked car)
- Left at home or in book bag without proper protective case

## LIBRARY

The library serves as the hub for textbooks, reading and research materials, and the Accelerated Reading program. Elementary students have weekly scheduled visits to the library while secondary students may utilize the library throughout the day. Information on all the library offers students is made available at Back to School Night.

### Textbook Policies

1. School textbooks are very expensive and students should take care of the textbooks assigned to them. Students are responsible for any damage or loss of textbooks. All non-consumable textbooks should be covered properly with a paper bag. Book socks are not permitted. All textbooks must be covered by September 6 or will receive discipline. Books should remain covered throughout the school year.
2. A fine, 25% of the book's cost per damage level, will be assessed for damage beyond normal wear and tear. The Librarian will make the final decision regarding book condition. A book deemed to be "damaged beyond repair" or lost will require full reimbursement. Students are encouraged to bring books to the Librarian for repair as needed throughout the school year.

## RENWEB

RenWeb is a school management system that provides a web interface for many common tasks done by schools. Features of the system include student information management, access to grades online, student attendance, cafeteria, health management, billing, and student scheduling.

Integrated into a single database, RenWeb provides instantaneous data sharing school-wide via the web, automating school administration, classroom management, and communication with the home.

MACA utilizes RenWeb for online enrollment. The re-enrollment program enables parents to complete and submit enrollment forms on-line through RenWeb along with their registration fee. Once the packet is submitted, a confirmation email is automatically generated. This cuts down the time in the office spent updating student information, mailing confirmation letters, and financial tracking.

For new applicants, we use RenWeb's online application program. In the admissions area of our website, parents can create an online student account and application. Through the online application program, administration can keep better track of the student's admissions process.

Families will have RenWeb accounts which will allow them to access financial and student accounts.

# Student Services

## ADMINISTRATOR FOR ACADEMIC AND STUDENT AFFAIRS

The Administrator for Academic and Student Affairs is available as a resource to all parents and students. This position handles transcripts, standardized testing and college and career planning. This office will also assist student students in course selection and maintain records for graduation requirements and will work with the MACA administration to develop courses and maintain standards for academic success for all students in grades K-12.

This administrator is also a resource for students and parents in all grade levels who have social or emotional concerns. This administrator is available to meet individually and confidentially with students or parents who may be experiencing stress, school anxiety, peer pressure, etc. They will also regularly consult with teachers, administration and parents to make recommendations about how to best support struggling students inside and outside of the classroom.

## HEALTH SERVICES

MACA offers students the services of a registered nurse (RN) full time in the Health Center. The Health Center oversees medical records, student medication, and any illness or accidents that might occur during the school day. Faculty members are also certified in first aid and CPR. The Health Center can be reached via email at nurse@macamd.org.

A current immunization record and a complete record of emergency information are required for each student who attends MACA. These records must be kept current by the parents and the school. All student medications, whether taken at home or at school, should be made known to the school nurse.

Vision and hearing screenings are required for selected grades in accordance with state law. These may be made available on site each year. First aid equipment is available in the Health Center, and an AED is on the premises. Specific procedures will be followed in cases of communicable disease or emergencies as detailed in the *Staff Handbook*.

## SCHOOL RECORDS

Student cumulative records are kept in confidential fire-proof cabinets in the school offices. Cumulative records may not be removed from the school office. Only staff members have access to these files. This includes the Administration and the current teacher. Parents may review their child's file in the school office with an administrative staff member present and with the permission of the Head of School.

When a student transfers to another school, a written request from the school or parent must be received to initiate the transfer of the student's records. MACA reserves the right to determine what records to transfer. Official transcripts for high school students will only be sent in sealed envelopes to schools or other entities as requested by the parent via the Request for Information to support an Application form. All bills must be paid in order for records to be sent.

## THE LEARNING EDGE

The Learning Edge will offer educational therapy services to MACA students with a diagnosed learning disability. The director will work hand-in-hand with teachers as a resource for optimum learning in the classroom, with students needing small group or one-on-one therapy, and with parents for assistance and support. The director will serve full time at MACA.

# Student Activities

## ATHLETICS

The philosophy of athletics at MACA is two-fold. The first applies to how athletics builds character and helps students to become strong Christ-centered men and women. Just as *Jesus grew in wisdom and stature and in favor with God and man* (Luke 2:52), the athletes at MACA accomplish this with Bible studies before practices and games, prayer, and summer sports camps that teach spiritual concepts.

The second part of MACA's athletic policy is to serve God. *For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many* (Mark 10:45). The purpose of man is to glorify God, and man's athletic endeavors are included in that purpose. Properly conducted athletic practices, programs, and events will glorify God by serving as a witness to the community as to the life-changing and life-enhancing power of the blood of Christ.

MACA purposes to develop athletes who learn to:

- Give the glory to God in all situations and at all times
- Set and work toward individual and team goals
- Give their personal best
- Relate to coaches, teammates, opponents, and spectators in a godly manner
- Develop as Christian leaders
- Help encourage and strengthen the fruit of the Spirit (Galatians 5:22) and develop, cooperation, determination, perseverance, self-control, discipline of emotion, commitment, and maturity

MACA purposes to develop an athletic program that is Christ centered, competitive, well equipped, and ministry-oriented. *Similarly, if anyone competes as an athlete, he does not receive the victor's crown unless he competes according to the rules* (2 Timothy 2:5). All students participating in the athletic program will be required to meet certain minimum standards. He or she will also be expected to maintain a proper Christian testimony for the Lord at all times.

### Required Paperwork

A student must have the following forms on file with the Athletic Director before clearance is given to participate in a sport:

1. Athletic Participation Form, due the first day of practice
2. Medical History and Physical Exam Form with a physician's release. Each student must have an annual physical and be cleared to play by a physician before being allowed to play. This form is due by the first day of practice.
3. Emergency Medical Permission Form, which will allow medics to treat an athlete immediately. This form is due by the first day of practice.

### Academic Eligibility

It is the athletes' responsibility to maintain good grades. In order to participate in an athletic activity at MACA, students must maintain an academic average above 75% in the core subjects. Students must also maintain a satisfactory conduct grade. Students' grades will be monitored regularly during each season. The following guidelines will be adhered to:



1. Progress reports are issued every four and one-half weeks. Any student with an academic average below 75% when progress reports are issued will not be eligible to participate in upcoming athletic events. Probation will remain in effect until the next progress report, and the student must raise his/her average above 75% in order for the probation to be lifted. An exception to this rule may be made upon the recommendation of the Athletic Director, with the consent of the student's teachers, and the approval of the Education Administrator.
2. Students on academic probation do not participate in practices or games during the probation period.
3. If an athlete continues to fail throughout the year, it will be the Administration's decision as to whether or not the student will be allowed to participate in future athletic activities.
4. An athlete must be in attendance at school all day in order to participate in a practice or a game unless special permission is given by an administrator. Refer to the Attendance Policy for more information. Attendance for a school day is defined as being admitted to school before 10:00 AM, and staying until 3:00 PM, or arriving at 8:20 AM and not leaving school before 1:00 PM. Individuals with extenuating circumstances may be excused by the Athletic Director and the Education Administrator. It is the responsibility of the student to notify his or her coach if and when a situation arises.
5. Students must have conduct grades of "satisfactory" or better in all classes.

## Attendance

Games – Attendance at games is mandatory. Absences from games, without prior notice given to the coach or Athletic Director, will result in the student not playing in the next game. Games may be played on any day of the week except Wednesdays and Sundays. All rules concerning athletic participation are subject to the Athletic Director and Athletic Director, with the consent of the student's teachers, and the approval of the Education's discretion.

Practices – Attendance at practice is compulsory, and athletes are expected to adhere to the coach's stipulations. Absence from practice, without prior notice given to the coach or Athletic Director, will result in disciplinary action. Consistently missing practices will result in the athlete not playing in games. Practice times vary depending on the season and schedules, so players are asked to fully commit once the season has started. Extra practices may be called during playoff times or at the coach's discretion. Practices cannot take place without a coach or assistant present. On practice days when athletes have practice on campus, students must wait until after cars are dismissed before crossing the parking lot. Siblings are not allowed to stay unattended during practices.

Student Participation – Students may participate in only one primary sport per season. Students should commit to a primary sport and attend all practices and games of the primary sport. Students in grades 10-12 may choose a secondary sport at the discretion of the coaches of both sports. To be eligible to participate in both a primary and secondary sport, students must maintain an 85% academic average. Students who play a secondary sport may work on it by themselves or with the coach when their primary team is not practicing or playing. The Athletic Director will have final say over any awards that are given at the sports banquet.

Students may play on an AAU, club or recreational league team with the permission of the MACA coach, but the MACA team should be first priority. These athletes should be at all MACA practices and games.

Home school students may participate in MACA athletics if they fall under the MACFA umbrella, have a sibling attending MACA, or attend MABC.

## Conduct

MACA athletes should exhibit a Christian lifestyle and represent Christ and the school in a Christian manner at all times. The following conduct guidelines must be followed:

1. All school rules must be followed. Please refer to the discipline section of the Parent Handbook. Everyone involved in MACA athletics must maintain unity and observe and respect school policy. Athletes are leaders and are expected to exemplify Christian leadership by observing school requirements and policies in all areas.
2. Athletes should be obedient to those in authority over them—coaches and officials.
3. Athletes should be diligent, using their strengths and abilities to complete all tasks before them, whether in sports or academics.
4. Athletes should be responsible—doing everything that is expected of them to the best of their ability. Athletes must display capability without constant and direct supervision. They must take initiative and make intelligent decisions.
5. Athletes should be determined and focused, accomplishing goals regardless of obstacles. Faithfulness and effort will be rewarded.
6. Athletes should be confident, using God-given abilities and talents.
7. Athletes should represent the school as part of the Christian community with exemplary behavior wherever they go, as the public will take notice.

The coach and the Administration, in accordance with the specified rules of the school, will deal with conduct unbecoming an athlete. Any violation may result in suspension from a game. A serious violation or repeated violations may result in removal from the team.

## Uniform Code

For home game days during spring and fall sports, each athlete must wear his/her sport jersey or team shirt, khaki uniform pants/shorts and athletic sneakers. Sandals, flip-flops, moccasins, etc. are not allowed.

Athletes are to follow the school dress code when representing MACA. Athletes may not dress in game attire on Chapel days, but rather follow school dress code. During basketball season, athletes should dress up for away games. Athletes should follow dress code for dress up days as outlined in the special events policy on page 47-48.

Girls must have no unusual hair colors, styles, or accessories. The Administration reserves the right to follow disciplinary procedures for haircuts, hair colors, or hairstyles deemed faddish by school standards. For modesty purposes, shorts with writing on the seat are banned from practices and games. Parents are expected to comply with such matters.

Boys must have their hair trimmed above the ears and shirt collar, and it may not hang down over the eyebrows. No hair accessories may be worn. No unusual hair colors or styles are allowed. The Administration reserves the right to follow disciplinary procedures for haircuts, hair colors, or hairstyles deemed faddish by school standards. Parents are expected to comply with such matters.

Uniforms are provided to the students but must be returned at the end of the season. Athletes are responsible for keeping their uniform clean, presentable, and in good condition. Athletes will be billed for uniforms damaged or not returned at the end of the season. Athletes are required to dress in full practice uniforms for all scheduled practices. This includes all afterschool, weekend, and holiday practices. The practice uniform should be neat and well-kept.

Athletes are expected to furnish their own shoes, socks, and other needed items for the sport in which they are competing. Criteria for the shoes will be provided by the athletic department. Team uniform socks for soccer and baseball will be provided by the athletic department and billed to the student's account. Special wraps, braces, or supports must be provided by the athlete.

Students failing to comply with the uniform guidelines may not be allowed to practice, which may result in an unexcused absence.

## Facilities and Equipment

The Lord has blessed MACA with a wonderful facility. Athletes are expected to be good stewards of the school's possessions, use the facilities wisely and with care, and follow these guidelines:

1. Athletes are expected to help return equipment to its original place after practices and games.
2. Misuse of the facilities and equipment will not be tolerated. All damage must be reported immediately to the coach, Athletic Director, or school office. The student will repay in full any loss or damage to school or church property due to neglect, carelessness, or deliberate damage.
3. Equipment and supplies that belong to MACA's physical education or athletic department can only be used for school-sponsored activities.
4. Articles left in the gym or restrooms will be taken to the school lost and found. Valuables will be taken to the school office. Athletes are expected to remember that MACA is a part of the ministry of the church and that the building is a shared facility.

## Student Pickup

1. Athletes must be picked up promptly at the end of practice.
2. Every effort will be made by the athletic department to supply parents with accurate details regarding all games on or before game day, including an estimated end time.
3. Parents are expected to pick up their child no later than the estimated end time of the game. If the student cannot be picked up by the parent by the end of the game, prior arrangements should be made with one of the coaches or the Athletic Director before the day of the game. Although coaches are expected to stay as long as possible or make other arrangements, parents are asked to please be prompt in respect to the coach's family.
4. Students must stay with the coach until picked up. MACA is not responsible for athletes who leave the coach without permission.

## Injuries

In the event an athlete becomes sick or injured during a school game or within school or practice hours, prayer and first aid will be rendered immediately. The parent will be notified of a serious injury and will be given the decision regarding the next step. If the athlete needs further attention and the parent is not available, or in the case of a critical injury, the coach will see that Emergency Medical Services is called or that the athlete is taken to a clinic or hospital. All serious injuries must be reported on an Accident/Injury Form by the following day.

Any athlete who has sustained an injury or health problem requiring a physician's care must receive a medical release from an approved physician before the athlete may return to athletic participation.

## Transportation

MACA arranges transportation to and from games. All students are expected to travel to and from all games in transportation provided by or arranged by the school. The mode of transportation will usually be by bus,

coach, or parent vehicles. Athletes must ride to the games with the team. In case of personal or family inconvenience, other arrangements may be made with the coach's approval. The following guidelines regarding transportation must be followed:

1. Parents may take their child home from an away game once they have received the coach's permission.
2. Athletes traveling to and from games will dress in attire designated by the coach and in keeping with the MACA dress code.
3. Athletes must remain seated while the vehicle they are riding in is moving and refrain from excessive noise and horseplay. School rules are to be followed.
4. Athletes must use seat belts if the vehicle has seatbelts and are not to double buckle.
5. Each passenger is responsible for any damage he or she may cause to the vehicle.
6. The driver of the athletes must adhere to all MACA rules for field trip drivers.
7. iPods and music devices are permitted on bus rides to and from athletic events. If music or content is found to be inappropriate or offensive, the device will be confiscated and the privilege revoked.
8. The driver(s) of the team vehicle(s) is the ultimate authority, and all students must submit to his or her instructions, in accordance with the Athletic Director's instructions and general rules of conduct.
9. Siblings will not be allowed to ride the bus to and from games or practices. There is not enough room on the bus to accommodate. Special exceptions can be made by the Athletic Director if room is available.
10. Any student who does not comply with the above-mentioned guidelines will forfeit his or her right to travel with the team.

## Varsity Letters

The varsity letter is a patch of the letter "M" which can be placed on a varsity jacket. The letter symbolizes high achievement within the athletic domain. In order to attain a MACA athletic varsity letter, one must meet the following requirements:

The athlete must, at the discretion of the Athletic Director:

1. Maintain academic eligibility for the entire season.
2. Have a good behavioral record for that year by having no more than two detentions and having no suspensions.
3. Display a Christ-like attitude throughout the season, as evaluated by the coach.
4. Return the team uniform within one week after the season.
5. Help lead one summer sports camp or participate in another service activity approved by the Athletic Director.
6. Attend the secondary sports banquet (unless excused by the Athletic Director).
7. Attend 90% of all games and practices, unless excused by the coach.
8. Managers must attend at least 75% of the games and practices.

## Parent and Fan Guidelines

Parents and fans are to be supportive of all players on both teams. Parents and fans are to be supportive of the coaches for their team as the authority over their children. Proper perspective on the importance of athletics is to be maintained at all times. MACA parents and fans are expected to exhibit Christ-like attitudes at practices and games. They are expected to represent the school well at all times. Anyone who does not exhibit proper attitude and behavior at MACA athletic events may be asked to leave the premises.

If a parent has a concern, he or she should discuss it respectfully with the coach. If there is still a concern, parents should meet with the Athletic Director.

## Financial Obligations

The sports fees for MACA students are as follows:

Middle School	
Soccer, volleyball, cross-country, wrestling, track, baseball	\$85.00
Basketball, cheerleading	\$110.00
High School	
Soccer, volleyball, cross-country, track, baseball	\$110.00
Basketball, cheerleading, wrestling	\$135.00
Mighty Lions	TBD

If a student plays three sports in a year, the third sport will be \$75.00 for that student. Although school sports fees pay for most expenses, athletes may be expected to pay certain additional expenses, depending on the sport. An athlete must be in good standing with the school and Athletic Department. Athletes will not be allowed to continue in or begin a new season until all financial obligations have been cleared. Current replacement costs will determine the amount for which the athlete will be held accountable in replacing damaged equipment.

## Home School Athletic Policies

If a home school student-athlete wishes to play on a MACA sports team, they must be under the MACFA umbrella, be a sibling of an attending MACA student, or attend MABC.

Students may try out for sports, but must follow the insurance, discipline, and dress code guidelines of the school.

The sports fees for home school students are as follows:

Middle School	
Soccer, volleyball, cross-country, wrestling, track, baseball	\$125.00
Basketball, cheerleading	\$150.00
High School	
Soccer, volleyball, cross-country, track, baseball	\$150.00
Basketball, cheerleading, wrestling	\$170.00
Mighty Lions	TBD

There is no multi-sport discount for home school families.

## FIELD TRIPS

MACA is located in a historically rich area with easy access to many parks, museums, and excellent educational enrichment activities. In order to utilize these resources, students will take field trips throughout the school year. Elementary classes will take a minimum of two trips per year that correspond with their science and history studies. Middle school and high school students will take trips as a department.

The office will send home field trip permission slips and details prior to each trip. Parents who wish to serve as chaperones should respond quickly to the teacher's request, as slots fill up quickly.

School rules should be followed on field trips. The Administration reserves the right to keep a child from going on a field trip or to send a student home from a field trip if the student's behavior is inappropriate.

## FINE ARTS

### Visual Arts

In the Visual Arts Department, it is the goal to use visual media in honor of our Creator God. Students tap into their own creativity to produce works that reveal truth and beauty. Our elementary artists build upon their fine motor skills and explore various art materials. Middle school artists explore the elements of art and principles of design. High school artists take elective-based courses that focus on a particular media and skill. Advanced studio artists have the opportunity to build their own portfolio of work as they develop their own unique concepts and imagery in their media of choice.

The Visual Arts Fine Arts Contest is a competition against other artists at ACSI schools in our region. All students in grades K-12 are encouraged to participate. Artworks of various media completed in or out of school are eligible for submission as long as it was created since the previous year's fine arts contest. Only a limited number of pieces are permitted to advance to the higher level of competition. An in-house art contest will be held at MACA to determine which pieces will advance to the regional ACSI competition.

### Drama

The Drama Club is about fostering an all-inclusive creative process in theater. This includes skills in vocal and physical characterization on stage, as well as other aspects of theater including costuming, hair and makeup, lighting, and sound. Vocal expression includes accents, intonation, volume, and emphasis. Physical expression is explored through various activities including mime. Students will learn techniques for successful expression of characters given scripts and direction. The middle school and high school drama clubs will perform at various events throughout the school year and will combine for one large spring production.

### Music

*Sing to Him a new song; play skillfully with a shout of joy. (Psalm 33:3)*

The number one priority of MACA's Music Department is to bring glory to our Lord and Savior, Jesus Christ. Within each class, the aim is to sharpen musical skills, performance skills, and musical interpretation. As Psalm 33 says, we aim to bring glory to God through our musical performances. Currently, four levels of instrumental music instruction are offered: Beginner Band (4<sup>th</sup>/5<sup>th</sup>), Intermediate Band (5<sup>th</sup>/6<sup>th</sup>), Sixth Grade Band, and a Middle School Band (7<sup>th</sup>/8<sup>th</sup>). High school choir and high school praise team are also offered.

MACA music students have the opportunity to compete in fine arts competitions with other Christian schools. Music opportunities at these competitions include instrumental solos, ensembles, and bands, as well as vocal solos, ensembles, and choirs.

## STUDENT COUNCIL ASSOCIATION

The Student Council Association exists for the purpose of representing the student body to the faculty and staff and to promote a healthy student culture at MACA.

Student Council officers are elected each year from the high school population. Middle school students will also elect representatives. Policies and procedures for the Student Council are outlined in its bylaws.

# Support Services

## FOOD SERVICES

MACA's cafeteria offers the student pre-packaged items such as milk, fruit, ice cream, and snacks for purchase. Elementary students must have a school account (through RenWeb) to purchase items. Secondary students may have an account or pay cash. RenWeb will email parents a "Parent Alert" when lunch accounts are in the negative.

MACA is able to offer subs and chicken sandwiches/nuggets on Mondays and pizza on Fridays in the cafeteria through pre-orders. Details on this will be provided to the parents at Back to School Night.

If a student forgets his lunch, he will be given an emergency lunch and a fee of \$5.00 will be charged to the student's lunch account or to the parent's monthly bill. The student does not have the option to skip lunch. If students continue to not have a lunch, or they do not have available funds on their cafeteria account, they may not receive an emergency lunch.

Microwaves are available with the following guidelines:

1. The microwave is to be used by high school students and adults only.
2. A cafeteria aide must be present when food items are being heated by students.
3. Food items are to be heated in microwave-safe containers. No metal, Styrofoam, or plastic that is not microwave-safe are to be used.
4. Microwaves are for reheating previously cooked food, not for cooking frozen dinners or other food for extended periods of time. Times for reheating should normally be 1-2 minutes.
5. Food items will be covered.
6. Any spills should be wiped up immediately before the next food item is placed in the microwave.
7. Students who abuse the microwaves in any way will be prohibited from using them in the future. Middle school students are not to have others microwave their food for them.

The cafeteria will offer a peanut-free table for students with this serious allergy. Friends may join a student with a peanut allergy at this table, provided their lunch is checked by the cafeteria manager.

The following guidelines should be followed by staff, students, and visitors in the cafeteria:

1. Students will not sit at the tables until the cafeteria staff is ready for them. If the cafeteria staff is still cleaning the tables, students should wait until they are finished. When the tables are ready, students are to find seats.
2. There will be no running in the lunch room. Those who need to buy something should line up and wait patiently in line.
3. There will be no yelling in the cafeteria. If the lights are turned off or flickered, students should be quiet.
4. Students will not throw anything in the cafeteria.
5. Students will have all trash thrown away, tables cleaned off, and trash under the table picked up before they will be dismissed. If a student is late to class because their table was not dismissed, he does not have an excuse. The cafeteria staff can issue student concerns or office referrals whenever necessary.
6. Students or parents cannot bring in food for lunch from a restaurant. If the student forgets his lunch, parents may bring a bag lunch and turn it in at the office to be delivered to the student, or the student can get an emergency lunch from the cafeteria.

7. Parents are not allowed to come in on any day to eat lunch with their children. We will have a “Lunch with Me” day scheduled once a month. On “Lunch with Me” day, parents or grandparents may come in to eat lunch with their students. Please do not bring siblings. Parents and grandparents can either order the lunch (pizza, sub, etc.) for that day, or they can bring a bag lunch. Food cannot be brought in from restaurants.
8. High school students should eat in the lunch room or courtyard. The courtyard will be open from August through November 5, and March 15 through June. Students should use the hallways between the cafeteria and the courtyard. The courtyard should not be used unless a staff member is present. Students should not go out the back gate to the cafeteria. If a student has a pass for tutoring/counseling, he may go to see a teacher during lunch Monday-Thursday. He must have the pass ahead of time. He will not be allowed to call for permission. The pass must be shown to the teacher on duty at the top of the steps so we know where the student is. Students may not eat in the halls or lobby.
9. On Fridays, middle school and high school students may eat in the cafeteria, courtyard, or go to a teacher’s room for lunch if they have obtained a pass. If they do not have a pass, students need to eat in the cafeteria. Students should not congregate in the hallways. Students must have a pass from the teacher and show it to the teacher on duty at the top of the steps at the beginning of lunch. Students should remain quiet in the halls at all times. If a student disturbs class or misbehaves, he will lose the Friday lunch privilege and will have to eat in the cafeteria.
10. Former high school students who desire to come and eat lunch with their friends must obtain permission from an administrator ahead of time.

## SAFETY AND CRISIS PLANNING

### General Safety Policies

Visitors – Staff members are required to wear security badges. Parents are considered visitors for security purposes. All visitors must check in at the main lobby first and request a visitor’s badge. No parent is to go directly to the classroom during the school hours of 7:35 AM to 3:30 PM.

Emergency Drills – Regular fire drills are held as determined by the Howard County Fire Department. Drills are signaled by a continuous alarm. Other types of emergency drills may be practiced as well.

Prohibited Items – Weapons on school property pose a threat to the safety of the students and staff and are prohibited. Any student possessing a gun of any type, knife of any type, or other weapon of any type will have that weapon confiscated and will be expelled from school. The student may also be reported to the police at the discretion of the Secondary Principal. Permission for special exceptions for a school project may be given. Matches, lighters, and other flammables are also prohibited.

Pet Policy – Although we realize how exciting a family pet can be, we do not allow them on school grounds. Please leave all animals in your vehicle if they accompany you to MACA.

### Emergency Management

All faculty and staff members are familiar with the policies and procedures published yearly in their Emergency Management Manual. The manual outlines procedures for drills, as well as procedures for a natural disaster, intruder situation, or fire.

All faculty and staff are certified in first aid and CPR.



## TRANSPORTATION

MACA maintains a bus fleet to service students for morning commutes, athletic events, field trips, and some special events. All buses are inspected and maintained regularly. Only adults with a current Commercial Driver's License (CDL) may operate a MACA bus. Students will be issued permission slips to ride the buses for field trips or special events. Bus contracts are issued for morning commutes.

### Student Driving Policies

In order to drive to and from school, the parents of MACA students who have received student drivers' licenses must request a Student Driver Permit. The permit can be obtained from an administrator. After parents have filled out the needed information, the student must see an administrator to receive a parking permit. Permits must be visibly displayed in the front windshield of student vehicles. Vehicles without permits may be subject to towing.

The student must:

1. Have parking permit displayed in front windshield
2. Maintain a clean driving record
3. Park in the designated area
4. Obey all school traffic rules

High school students who have obtained a MACA student driver permit are to enter the facilities via the main school entrance. If they have siblings to drop off, they should follow the route around the perimeter of the parking lot per the traffic flow to drop off their siblings. Once they have passed both drop-off stations, they should follow the west parking lot to the exit. Student drivers without siblings should yield to traffic as they enter the lot and pass along the building to the student parking area. At the end of the lot, student drivers should turn right and head down the service road. Vehicles are to remain on the asphalt and should line up in order arrived, with the first car parked at the designated location.

MACA reserves the right to deny a student driving privileges. Any questions or concerns should be directed to an administrator.



# Addendum A

## MOUNT AIRY BIBLE CHURCH DOCTRINE

THE HOLY SCRIPTURES: We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, without error in the original writings, infallible and God-breathed (2 Tim. 3:16–17; 2 Peter 1:20–21).

THE GODHEAD: We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deut. 6:4; 2 Cor. 13:14).

THE PERSON AND WORK OF CHRIST: We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful man (Jn. 1:1–2, 14; Lk. 1:35; Heb. 5:9).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead (Rom. 3:24–25; 1 Peter 2:24; Eph. 1:7; 1 Peter 1: 3–5; 2 Cor. 5:21).

We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9–10; Heb. 9:24; Romans 8:34; 1 John 2:1–2).

THE PERSON AND WORK OF THE HOLY SPIRIT: We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness and of judgment and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (Jn. 16:8–11; 2 Cor. 3:6; 1 Cor. 12:12–14; Rom. 8:9; Eph. 1:13–14).

We believe that He is the Divine Teacher who guides believers into truth and, that it is the privilege and duty of all the saved to be filled and controlled by the Spirit (Jn. 16:13; Eph. 5:18).

THE TOTAL DEPRAVITY OF MAN: We believe that man was created in the image of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Gen. 1:26–27; Rom. 3:22–23; Eph. 2:1–3; Rom. 5:12).

SALVATION: We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Eph. 2:8–9; Jn. 1:12; 1 Peter 1:18–19).

THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS: We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever (Jn. 6:37–40; 10:27–30; Rom. 8:1, 38–39; 1 Cor. 1:4–8).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh and clearly warns believers to avoid unbelief and licentiousness (Rom. 13:13–14; Gal. 5:13; Titus 2:11–15; Heb. 3:12–13; 6:9).

THE TWO NATURES OF THE BELIEVER: We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and that all claims to the eradication of the old nature in this life are unscriptural (Rom. 6:13; Eph. 4:22–24; Col. 3:10; 1 Jn. 3:5–10).

SEPARATION: We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from all religious apostasy, worldly and sinful pleasures, practices, and associations are commanded of God (2 Tim. 3:1–5; 2 Jn. 8–11; 1 Jn. 2:15–17; 2 Cor. 6:14–7:1).

MISSIONS: We believe that it is the obligation of the saved to witness by life and by work to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Mk. 16:15; Acts 1:8; 2 Cor. 5:19–20).

THE MINISTRY OF SPIRITUAL GIFTS: We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the saints today; and, that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established. This cessation of sign gifts does not preclude that God may in a future dispensation choose to reinstate the gifts of His choosing (1 Cor. 12:4–11; 2 Cor. 12:12; Eph. 4:7–12; 1 Cor. 13:13).

We believe that God does hear and answer the prayer of faith, in accord with His own will for the sick and afflicted (Jn. 15:7; 1 Jn. 5:14–15).

THE CHURCH: We believe that the Church, which is the body of Christ, is a spiritual organism made up of all born-again persons (Eph. 1:22–23; 5:25–27; 1 Cor. 12:12–14).

We believe that the establishment and continuation of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 1 Tim. 3:1–13).

We believe that the ordinances of the Church are baptism by immersion as a mark of our identification with Christ in His death and resurrection (Rom. 6:4); and the Lord's supper, remembering the Lord's death until He comes (1 Cor. 11:26).

DISPENSATIONALISM: We believe in the dispensational view of Bible interpretation but reject the extreme teaching known as "Hyper Dispensationalism", such as that teaching which opposes either the Lord's Table or water baptism as a scriptural means of testimony for the church in this age (Matt. 28:19–20; Acts 2:41–42; 18:8; 1 Cor. 11:23–26).

THE PERSONALITY OF SATAN: We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Job 1:6–7; Isa. 14:12–17; Matt. 4:2–11; 25:41; Rev. 20:10).

THE SECOND ADVENT OF CHRIST: We believe in that "Blessed Hope," the personal, imminent, pre-tribulational, and premillennial coming of the Lord Jesus Christ for His redeemed ones; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom (1 Thess. 4:13–18; Zech. 14:4–11; Rev. 19:11–16; 20:1–6).

THE ETERNAL STATE: We believe in the bodily resurrection of all men, the saved unto eternal life, and the unsaved to judgment and everlasting punishment (Matt. 25:46; Jn. 5:28–29; 11:25–26; Rev. 20:5–6; 12–13).

We believe that the spirits of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord (Lk. 23:43; Rev. 20:4–6; Phil. 1:23; 3:21; 1 Thess. 4:16–17).

HUMAN SEXUALITY: We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality,

lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; Rom. 12:1-2; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4; 1 Pet. 1:13-15).

We believe that the only Scriptural marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23).

**FAMILY RELATIONSHIPS:** We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (Pastors and elders) of the church. Accordingly, only men are eligible for licensure and ordination by the church (Gal. 3:28; Col 3:18; 1 Tim. 2:8-15; 3:4-5, 12).

We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline (Gen 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4; Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7).

**ABORTION:** We believe that human life begins at conception and that the unborn child is a living human being. Abortion is a procedure with the sole purpose of killing the unborn in the termination of pregnancy. We oppose abortion. When extreme medical emergencies arise that threaten the life of the mother, we believe in treatment to save the mother's life, including premature delivery if that is indicated, obviously with the patient's informed consent. This is not abortion to save the mother's life. The purpose is to treat two patients—the mother and the baby—and every reasonable attempt to save the baby's life would also be part of medical intervention. We acknowledge that, in some instances, the baby would be too premature to survive (Job 3:16; Ps. 51:5; 139:14; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44).

**EUTHANASIA:** We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28).

**LOVE:** We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10, 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18).

**LAWSUITS BETWEEN BELIEVERS:** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (1 Cor. 6:1-8; Eph. 4:31-32).

**GIVING:** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to financially support his local church. We believe that God has established the tithe as a general model for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the

support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17).

# Addendum B

## Expanded Table of Contents

<b>School Philosophy and Foundations</b> .....	<b>1</b>
Mission Statement.....	1
Vision.....	1
Philosophy of Christian Education.....	1
Core Values.....	1
Goals.....	2
Doctrine.....	2
<b>School Organization</b> .....	<b>4</b>
Admissions.....	4
Admission Policies.....	4
Admission Requirements.....	4
Probation.....	5
Transfer.....	5
Daily Operating Procedures.....	5
School Hours.....	5
Office Procedures.....	5
Cell Phones.....	5
Inclement Weather.....	6
Extended Care.....	6
Arrival and Dismissal Procedures.....	7
Financial Matters.....	8
Registration.....	9
Tuition.....	9
Tuition for Partial Day High School.....	9
Tuition Payment.....	9
Incidentals.....	10
Student Activity Charges.....	10
Tuition Assistance.....	10
School Governance.....	11
<b>School, Home, and Community</b> .....	<b>12</b>
Attendance.....	12
General Policy.....	12
Required Attendance Forms Information (absence, tardy, early dismissal).....	12
Excused Absences.....	12
Early Dismissal Procedures.....	13
Late Arrival Procedures.....	13
Dismissal from Health Room Procedures.....	14
Work Missed Due to Absence.....	14

Unexcused Absences .....	14
Detention, Fines, Required Conferences, and Other Consequences per Academic Quarter .....	15
Participation in Extracurricular Activities .....	15
Appeal Process .....	15
Communication.....	16
Communication Envelopes .....	16
Homework Notebook/Planners .....	16
Test Folders .....	16
Faculty Communication .....	16
RenWeb .....	16
Discipline .....	16
School Rules .....	16
Class Rules .....	17
Elementary Classroom Discipline .....	18
Secondary Classroom Discipline .....	19
Detention.....	19
Serious Offenses .....	20
Dress Code.....	21
Standard Uniform.....	22
Chapel Uniform .....	24
Physical Education Uniform .....	24
Dress Down Days .....	25
Picture Day .....	25
Special Events .....	25
Boys .....	25
Girls.....	26
Parent Commitment.....	26
Mandatory Meetings .....	26
Mandatory Student Activities .....	27
Parental Involvement .....	27
Parental Concerns .....	28
<b>Instructional Program.....</b>	<b>29</b>
Academic Policies .....	29
Entire School.....	29
Middle School .....	29
High School.....	30
Assessments .....	31
Grading Scale .....	32
Progress Reports .....	32
Report Cards.....	32
Conduct.....	32
Standardized Testing .....	32
Honor Rolls .....	33
Curriculum .....	33



Enrichments .....	35
Instructional Materials and Strategies .....	35
Bible Classes .....	36
High School Internships .....	<b>Error! Bookmark not defined.</b>
<b>Media Center and Technology .....</b>	<b>37</b>
iPad Policies .....	37
General Guidelines .....	37
Damages.....	38
Financial Responsibility .....	38
Library.....	39
Textbook Policies.....	39
RenWeb.....	39
<b>Student Services .....</b>	<b>40</b>
Guidance .....	<b>Error! Bookmark not defined.</b>
Health Services .....	40
Registrar.....	<b>Error! Bookmark not defined.</b>
School Records .....	40
The Learning Edge.....	41
<b>Student Activities.....</b>	<b>42</b>
Athletics .....	42
Required Paperwork .....	42
Academic Eligibility .....	42
Attendance.....	43
Conduct.....	44
Uniform Code.....	44
Facilities and Equipment.....	45
Student Pickup.....	45
Injuries .....	45
Transportation.....	45
Varsity Letters .....	46
Parent and Fan Guidelines .....	46
Financial Obligations .....	47
Home School Athletic Policies .....	47
Field Trips.....	47
Fine Arts .....	48
Visual Arts.....	48
Drama .....	48
Music.....	48
Student Council Association.....	48
<b>Support Services.....</b>	<b>49</b>
Food Services.....	49
Safety and Crisis Planning .....	50
General Safety Policies .....	50

Emergency Management.....	50
Transportation .....	51
Student Driving Policies.....	51
<b>Addendum A.....</b>	<b>53</b>
<b>Addendum B.....</b>	<b>57</b>

