



PARENT/STUDENT HANDBOOK 2019-2020

Mount Airy Christian Academy

A Tradition of Excellence

Mount Airy Christian Academy 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 Association of Colleges and Schools.

Table of Contents

School Philosophy and Foundations	6
Mission Statement	6
Vision	6
Philosophy of Christian Education	6
Core Values	6
Goals	7
Accreditation	7
Doctrine	7
School Motto	7
School Organization	8
Admissions	8
Admission Policies	8
Admission Requirements	8
Provisional Admission	9
Transfer	9
Withdrawal	9
Daily Operating Procedures	9
School Hours	9
Office Procedures	10
Cell Phones	10
Inclement Weather	10
Arrival and Dismissal Procedures	11
Arrival Procedures:	11
Dismissal Procedures:	11
Inclement Weather Procedures:	12
After Care K-8	12
Homework Club High School	13
Financial Matters	13
Enrollment Fees	13
Tuition	13
Incidentals	14
Student Activity Charges	14
Tuition Assistance	15
Delinquent Account Policy	15
School Governance	15
School, Home and Community	17
Attendance	17
General Policy	17
Absences	17

<i>MACA 2019-20 Parent-Student Handbook</i>	3
Make-Up Work	18
Attendance Communication	18
Detention, Fines, Required Conferences, and Other Consequences Per Academic Quarter	18
Participation in Extracurricular Activities	19
Appeal Process	19
Communication	19
MACA @ a Glance	19
Homework Notebook/Planners	20
Test Folders	20
Faculty Communication	20
FACTS	20
Discipline	20
School Rules	20
Class Rules	21
Office Referrals	22
Uniform Violations	22
Off-Campus Behavior	22
Internet and Social Media	22
Detention	23
Serious Offenses	23
Dress Code	25
Standard Uniform	25
Special Event Uniform	26
Physical Education Uniform	26
Dress Down Days	26
Social Events	27
Boys	27
Girls	27
Parent Commitment	27
Parent Meetings	27
Parental Involvement	28
Parental Concerns	28
Instructional Program	29
Academic Policies	29
Entire School	29
Middle School	29
High School	30
Honors/Accelerated Program	30
Credits Awarded in High School	31
Transcripts and Honors—Grade Point Average and Class Rank	31
Assessments	32
Grading Scale	32
Progress Reports	33

<i>MACA 2019-20 Parent-Student Handbook</i>	4
Report Cards	33
Conduct	33
Standardized Testing	33
Honor Rolls	33
Curriculum	33
Kindergarten	34
First Grade	34
Second Grade	34
Third Grade	34
Fourth Grade	35
Fifth Grade	35
Middle School	35
High School	35
Dual-enrollment College1	36
Enrichments	36
Instructional Materials and Strategies	37
Bible Classes	37
Media Center and Technology	39
Chromebook Policies	39
General Guidelines	39
Damages	40
Financial Responsibility	40
Library	41
Textbook Policies	41
FACTS	41
Student Services	42
Academic Dean and Registrar	42
Health Services	42
School Records	42
The Learning Edge	42
Student Activities	44
Athletics	44
Required Paperwork	44
Academic Eligibility	45
Attendance	45
Student Participation	46
Conduct	46
Uniform Code	46
Facilities and Equipment	47
Student Pickup	47
Injuries	48

<i>MACA 2019-20 Parent-Student Handbook</i>	5
Transportation	48
Varsity Letters	48
Parent and Fan Guidelines	49
Financial Obligations	49
Field Trips	49
Fine Arts	50
Visual Arts	50
Drama	50
Music	50
Student Council Association	50
Support	
Services	51
Food Services	51
Safety and Crisis Planning	52
General Safety Policies	52
Emergency Management	52
Transportation	52
Student Driving Policies	52
Addendum	55
Mount Airy Bible Church's Doctrinal Statement	55

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 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 basis 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 members not only teach academics, but they also love the children as they seek to point them to the Lord Jesus Christ.

Our philosophy of education is built on 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/staff members 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.

ACCREDITATION

Mount Airy Christian Academy (MACA) is fully accredited K–12 by the Association of Christian Schools International (ACSI) and Middle States Association of Colleges and Schools (MSA).

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 with secondary Chapel at 8:25 AM. Elementary students have their own morning chapels. Schoolwide Chapels are held throughout the school year for the entire student body. Chapel speakers are in agreement with, and teach according to, MACA’s doctrinal statement.

SCHOOL MOTTO

Providing an excellent education from a Christian worldview

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 school-administered programs. It does reserve the right to admit only those students whose educational and social needs can be met by the school. MACA also reserves the right to refuse admission to students whose home environment, student behaviors, character, or beliefs conflict with MACA's doctrinal statement and a biblical lifestyle.

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, procedures, and policies.

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

Children entering the three-year-old program must be three years old by September 1 of the academic year in which they are admitted and fully potty-trained. Children entering the four-year-old program must be four years old by September 1 of the academic year in which they are admitted and fully potty-trained.

Admission Requirements

1. MACA offers an online application process. On our website, 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. At the end of the process, you will be asked to review the application, submit, and make payment. A non-refundable application fee of \$120 will be required.
2. All students entering grades K–12 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 mathematics and language arts and a short essay question. Scores from an equivalent current standardized test may be accepted at the discretion of the Academic Dean.
3. Parents must submit records from the student's previous school, including the most recent report card, standardized test scores, and any diagnostic testing, such as IEP/504 plans prior to testing. 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 a student interview prior to acceptance at MACA.
5. Parents of elementary students (grades K–5) must schedule and attend a parent interview prior to acceptance.

Upon completion of all the admission requirements, the Head of School will make the decision regarding admission. When a student is accepted to MACA, a formal letter will be sent to the parents. This letter will include information to assist with school preparations.

Should a student not be accepted to MACA, the parents will receive notification, and registration fees will be returned, less the \$120 application fee. An appeal of an admission decision may be made to the Head of School who will present the appeal to the School Board. All decisions by the School Board are final.

Provisional Admission

Each student and family who is accepted into MACA is on provisional admission for the first quarter. 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, in addition to previously billed charges. 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. Entrance tests in mathematics and language arts, standard for all students entering MACA, will be administered unless waived by the Academic Dean. Secondary students attempting to transfer in during the second semester will be admitted at the discretion of the Head of School. Students who have not attended MACA High School for a minimum of three years are not eligible to be valedictorian or salutatorian.

Withdrawal

We realize that circumstances arise in the lives of families which would necessitate withdrawing a student from MACA. A withdrawal is considered official once the Admissions office has received a request for withdrawal in writing from a parent/guardian. Once a withdrawal letter is received, the parent will be contacted to coordinate the return of MACA textbooks, Chromebook, sports uniforms, etc. A financial statement will then be prepared by the finance office in order for the parents to close the account. The withdrawal fee is \$500; families are responsible for the full tuition charge of the month in which the student is withdrawn. Once payment has been made in full for any balance, records will be released.

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.

Office Procedures

School offices are open from 7:50 AM to 3:30 PM, Monday through Friday.

Lunches, homework, books, or other items may be left in the school office to be delivered to a student. Parents should not ask to take students out of class to talk unless it is an emergency.

A parent who wishes to change pickup procedures must call the school office before 2:15 PM, but please try to have these arrangements taken care of before the student leaves home in the morning. We cannot guarantee that the 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 the Head of School requesting permission. If granted, the cell phone must remain turned off and kept in the student's locker.
2. Any secondary student who has a cell phone must have it turned off throughout the school day. Cell phones should only be used during school with permission. This includes texting. Students should not text, make, or receive phone calls between classes.
3. Technology such as smart watches may not be worn or used during the school day.
4. A student who is caught with a cell phone in use, visible, or audible will receive an office referral, and the phone will be confiscated for the remainder of the day. After dismissal, the parent can retrieve the phone from the office. If a student receives a third such violation, he will be placed on probation status and lose cell phone privileges at school.
5. 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 school. 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, FACTS emails and Parent Alert text messaging. In addition, parents may also call the school after 6:30 AM to listen to a recorded message.

Early closings due to inclement weather or emergencies will also be announced via FACTS email and Parent Alert text messaging. All inclement weather announcements will be determined with safety in mind and will be made as quickly as possible.

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 morning announcements. All policies and procedures have been developed to ensure the safety of the students and their families.

ARRIVAL PROCEDURES:

1. Morning arrival runs from 7:50 AM to 8:10 AM. Students may not enter before 7:50 AM, but they should be in the building by 8:10 AM. A student is tardy if they have not entered the classroom by 8:15 AM. If an elementary student is tardy, parents must park and enter the main lobby to sign in the student. Secondary students may sign themselves in when tardy.
2. All vehicles, including student-driven vehicles should enter via the main entrance and immediately turn right to circle the perimeter of the parking lot.
3. If you desire to walk your child(ren) to the front lobby, you must park in the east lot and utilize the crosswalk..
4. 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.
5. Vehicles, not people, have the right of way at the crosswalk. A faculty/staff member will direct traffic at the crosswalk.
6. If you desire to drop your child(ren) off at the school entrance, follow the perimeter of the parking lot, bearing right, and follow the directions of the crosswalk monitor.
7. There will be greeters at the school entrance when you arrive. Students will exit the car to the right only and enter the building at the main lobby.
8. Please use caution when pulling in and out of the morning greeting stations and proceed to the campus exit.
9. Vehicles should merge into left-turning and right-turning lanes onto Old Frederick Road as you come to the end of the parking lot. Please use two lanes to exit.
10. The crosswalk attendee will sound a horn at 8:10 AM, signaling the end of drop off.

DISMISSAL PROCEDURES:

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 the designated dismissal location, you may return to your car and leave at any time via the exit. Please use both the left-turning and right-turning lanes exiting 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. 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.
5. Please exit your vehicle and pick up your elementary student (grades K–5) from his classroom teacher. Secondary students will be dismissed from their last class.
6. 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.

7. Please follow the instructions of the staff member directing traffic. There will be one lane of traffic exiting the west parking lot.
8. Vehicles should form into left-turning and right-turning lanes exiting onto Old Frederick Road as you come to the end of the parking lot. Please use two lanes to exit.
9. Students involved in extracurricular activities under the supervision of school personnel must follow the rules of those activities.
10. High-school students may pick up their younger siblings after school. Parents interested in having high schoolers pick up younger siblings must add the older sibling to the pickup list on Parent's Web.

INCLEMENT WEATHER PROCEDURES:

1. 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.
2. 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 the fire lane and should not utilize handicapped spaces unless they have proper documentation.
3. Parents may enter the lobby beginning at 3:00 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. Secondary students are dismissed at 3:00 PM from class and should meet their ride in the lobby or parking lot. Secondary students are not allowed to loiter on campus unattended after 3:20 PM.
4. Drivers may leave the parking lots once they have picked up their students.
5. Please use caution in the parking lots and watch for pedestrians who are crossing the lots.

After Care K-8

MACA will offer after school care to currently enrolled MACA students K–8. This service is available on full days of school; it is not available on half days or on days when the school closes early for inclement weather or other emergency purposes.

1. After care is offered after each full day of school until 5:45 PM.
2. School rules apply to students while in after care. The after-care leaders are to be treated with the same respect as regular MACA teachers. Students are to remain in their school uniform during after care.
3. A light snack will be provided during after care for those students who stay after 4:00 PM.
4. On nice days, students will play on the playground. The after-care leader will put a sign on the cafeteria door indicating their location.
5. Parents will utilize the rear cafeteria entrance for pickup from after care. The after-care leader will not release a child without proper documentation. Parents must submit approved pickup persons to the school via FACTS.
6. Elementary students will be taken to after care if they have not been picked up by 3:10 PM. Middle-school students will be sent to after care at 3:15 PM.
7. Parents must sign their child out in order to transfer the authority from the after-care service back to the parent. The time of sign-out will be determined by the cell phone of the after-care leader.
8. Fees for after-care service are per family per day and will be placed on the monthly incidentals bill. After care begins at 3:15 PM.

Fees for pickup between 3:16 and 4:00 PM

\$7.50

Fees for pickup between 4:01 and 5:45 PM	\$16.00
Late charge for every minute past 5:45 PM	\$1.50 per minute

Homework Club High School

High-school students will be dismissed from their last class at 3:00 PM. Students who remain on campus after 3:20 PM must go to Homework Club in room 224 (in the Library on Wednesdays). Students may not wait for their ride outside or in other parts of the building after 3:20 PM. Parents will be charged \$10/hour for students in homework club (\$1/minute after 5:00). If a student needs to be somewhere else in the building after 3:20 PM, the supervising teacher needs to inform the Secondary Office.

FINANCIAL MATTERS

Enrollment Fees

Grades K-12	January 1 - July 31	August 1 and following
Application Fee	\$120.00	\$120.00
Registration Fee	\$250.00	\$300.00

Lions' Pride Preschool	January 1 - July 31	August 1 and following
Application Fee	\$25.00	\$25.00
Registration Fee	\$100.00	\$125.00

Tuition

The annual cost of tuition is on a per-year basis as determined by the School Board of Mount Airy Christian Academy. Payments received for tuition are non-refundable. Annual tuition rates for 2019-2020 are as follows:

Preschool 3	\$ 1,900.00
Preschool 4	\$ 2,350.00
PreKindergarten 4	\$ 4,000.00
Elementary (K-5)	\$ 7,800.00
Middle School (6-8)	\$ 8,800.00

High School (9-12)	\$ 10,300.00
--------------------	--------------

Multiple child discounts are available for students in K-12 only:

Second Child	\$ 300.00
Third Child	\$ 600.00
Fourth Child + more	\$ 900.00

High-school students must attend a minimum of the first five periods of the day in addition to homeroom. Homeschooled students may register for a core academic class at a cost of \$1,900 per class.

Incidentals

Miscellaneous non-tuition charges will be billed through FACTS, separate from the monthly tuition payments. Charges may include but are not limited to the following:

Extended Care: After Care (Grades K-8) Homework Club (grades 9-12)	See explanation of fees on page 13
Chromebook Insurance	\$25 per year
Detention	\$10 per hour
Emergency Lunch	\$6.00
Excessive Tardiness	\$10 each tardy over 5 per quarter
Late Payment Fee	Assessed at 1% for the past balance due
Returned Payment Fee	\$30.00

Student Activity Charges

Mighty Lions Teams - K-5	TBD; will be announced prior to sign ups.
MS Sports: Soccer, Volleyball, Cross Country, Track & Field, Baseball	\$200.00
MS Sports: Basketball & Cheerleading	\$225.00

HS Sports: Soccer, Volleyball, Cross Country, Track & Field, Baseball	\$250.00
HS Sports: Basketball, Cheerleading	\$275.00

Tuition Assistance

A tuition assistance program is offered to provide assistance to families demonstrating a financial need. Any family in need of tuition assistance may apply from their FACTS account. All applicants must be fully registered to be considered for tuition assistance. Once submitted, the Finance Committee of the MACA School Board will keep the application in confidence. The committee will review all applications and make the final decisions on all tuition assistance awards. Agreements will be issued by the Finance Manager. This process is yearly and must be completed each year that a family is in financial need. In divorced families, both parents will be required to apply for financial assistance.

Families who have balances due from the current and/or previous school years including incidentals must first pay those balances or make arrangements with the Finance Manager before applying for tuition assistance. Parents whose accounts go into arrears more than 60 days risk losing their tuition assistance discount unless prior authorization is obtained from the MACA Finance Manager.

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 Head of School.

Delinquent Account Policy

Auto-debit payments returned for insufficient funds will be assessed 1% of the amount due as well as a \$30 returned payment fee. Past due payment made on invoices will be assessed 1% of the amount due as well as a \$30 late fee. You must contact Finance Manager in writing no later than 4 business days prior to the FACTS payment date if you are not able to make payment on time. Late fees will not be reversed.

Accounts that are 45 or more days in arrears: Students may be prohibited from participating in extracurricular activities, field trips, retreats, etc.

Accounts that are 60 or more days in arrears: Students may be suspended from classes and the account will be referred to the School Board for consideration and possible referral to a collection agency. The family will be contacted by the school, and a meeting between the family and a MACA School Board Finance Committee member will be set to occur within one week.

No records will be released on students until delinquent accounts are paid in full.

It is the family's responsibility to contact the MACA Finance Manager and be proactive in their tuition management plan.

SCHOOL GOVERNANCE

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

The School Board exists for the purpose of oversight, encouragement, general support, and financial planning for MACA. As prescribed in the School Board bylaws, there should be no fewer than six and no more than fourteen board members. The board's officers for each school year will be announced annually at Back to School night. The board conducts regularly scheduled meetings throughout the school's fiscal year.

Because Mount Airy Christian Academy is a ministry of Mount Airy Bible Church (MABC), 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, 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 or she is enrolled. When a student misses class due to an 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 tardiness could lead to the failure of a class, fines, and disciplinary action. Students are required to complete all work missed due to an absence.

Students may miss no more than eight days per quarter, 15 days in a semester, and or 19 days total for the year. Absences beyond this amount will result in failing a course or grade level. Students may be required to complete summer grade recovery or a course or grade level. The administration reserves the right to make exceptions based on serious health situations.

Elementary students will be marked as absent if they arrive after 10:00 AM or depart prior to 1:00 PM. Secondary students are marked absent or present in each class.

Absences

In accordance with the State of Maryland and MACA standards, a student may miss school for the following reasons without prior notification:

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

A student may miss school due to the following reasons but the absence should be communicated to the school office at least five school days in advance:

- Visit a college campus (Use the College Visit form available on the MACA website or from the Registrar's 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
- Religious holiday
- Family travel

Make-Up Work

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 must contact the teacher for student work by 9:00 AM in order to pick up work that day. Secondary students will be able to see assignments on FACTs or Moodle. If they have questions, they may email their teacher(s). Age-appropriate support must be provided. Work missed from unexcused absences will not receive credit.

Attendance Communication

When a student is absent, tardy, or requesting an early dismissal communication should be sent to the school office and directed to Mrs. Jeanine Webster in one of two ways.

1. Parents can use the MACA Attendance form
2. Parents can send an email to Jeanine.Webster@macamd.org or a note on paper with the following information:
 - a. Date of note
 - b. Student's name
 - c. Date(s) of absence/tardy/early dismissal
 - d. Reason for absence/tardy/early dismissal
 - e. Parent/guardian's name and signature
 - f. Contact phone number for parent/guardian
 - g. Attach doctor's note if applicable

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, which is subject to a \$10 fee.
- After four unexcused absences (or a combination of absences and tardies), the office sends a warning letter to the parent/guardian. The administration may request a parent conference. The student will receive a detention, which is subject to a \$10 fee, and the parents are fined \$25.
- After five unexcused absences (or a combination of absences and tardies), the student receives a detention, which is subject to a \$10 fee, and the parents are fined \$35.

- After six unexcused absences (or a combination of absences and tardies), the parent/guardian must meet with the Head of School. The student receives a detention, which is subject to a \$10 fee, and the parents are fined \$50.

A student is not permitted to participate in extracurricular activities on the day he has an unexcused absence. The Upper School Principal may override this rule but only under rare circumstances. You must contact the Upper School Principal 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 extracurricular activity (e.g. sports, SCA, drama club, 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 the administration. Students should bring their note signed by a member of the administration to the office at least the day before and inform the leader of the extracurricular activity involved,
- or
- the student has brought a note to a member of the administration that morning and/or the parent has called the school before 8:25 AM in the case of an emergency. The Upper School Principal will then make a decision based on the facts of the case,
- or
- the Upper School Principal has decided that an extraordinary circumstance exists and has granted an exemption.

Any student who is assigned a detention will serve as scheduled and will miss any extracurricular activity on that day. 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, or Upper School Principal.

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 the Head of School. Contact the office to make an appointment with the Head of School. After the meeting, the Head of School 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.

MACA @ a Glance

The administration will publish a weekly newsletter to be distributed on Fridays. This will be emailed directly to parents.

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 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.

FACTS

FACTS, our web-based school management program, is utilized to maintain student records. Grades for all students K–12 and attendance are recorded in this software program. Elementary and middle-school assignments are posted on FACTS; high school assignments are posted on Moodle, our learning management system.

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 as assigned.
4. Written Communication—K–5 test folders must be signed each weekend and returned on Monday.
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. 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 email.
9. No electronic equipment, CDs, or toys are allowed, except on special days with prior permission of the classroom teacher. Students will not have iPods or other personal electronic devices other than school issued iPads/Chromebooks at school. Students should not use personal electronic devices before, during, or after school or at any MACA function unless special permission is given by the administration.
10. No sharp or blunt objects, scissors, or penknives should be in the student’s backpack or lunch bag.
11. Interaction between students must 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.
12. No cell phones are allowed for K–12 students during the school day. Please refer to the School Organization chapter of this handbook for detailed information regarding cell phones.
13. Earbuds or headphones may not be worn in school. High school students may have these accessories in their backpack for use at the teacher’s request for classroom work.
14. Students may not sell things to teachers or other students or solicit for organizations other than MACA while on campus.
15. No public displays of affection.
16. Lockers are to be treated with care and regularly cleaned.
17. 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.
18. Any involvement by a MACA student in the use, possession, or distribution of illegal substances and/or THC, cannabis, nicotine, e-cigs, alcohol or any other harmful substance may result in expulsion of the student and the involvement of the appropriate authorities.
19. Possession and/or use of flammable substances, firearms, personal protection spray devices, or dangerous weapons, which include slingshots, sand clubs, metal knuckles, daggers, knives, guns of any type, throwing stars, and devices intended to injure a person by electric shock may result in 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.

Office Referrals

All students K–12 should follow the school rules and the rules of the teacher while in their classroom. Failure to do so will result in the student being sent to the office via an office referral. Students will meet with Mr. Korn to discuss their misbehavior. Parents will receive a copy of the office referral and will be notified of any disciplinary action resulting from the student's failure to follow the school and/or classroom rules.

Uniform Violations

Classroom teachers will keep a record of uniform violations. Elementary students will take home a uniform violation notice in their homework notebook. Secondary students will receive a verbal notice. Three uniform violations will result in a detention and will be subject to a \$10 fee. Uniform violation tabulations start over each quarter.

Off-Campus Behavior

Please be aware that a student's actions off-campus still can impact MACA. A student may receive disciplinary action for inappropriate behavior that occurs off campus. It is not MACA's mission to meddle in off-campus activities, but if the actions affect the ministry of MACA, or make their way to MACA, it may need to be dealt with by the administration. Examples include the following:

1. Failure to maintain appropriate personal and family relationships
2. Illegal behavior activity, including use, possession, and/or distribution of illicit drugs
3. Use of alcohol, nicotine products, or excessive use of prescription drugs
4. Use of vulgar, profane, threatening, and/or abusive language
5. Failure to show love and respect for others
6. Sexual immorality as defined in Scripture
7. Not dressing or being in conformity with one's biological sex at birth
8. Changing one's biological sex or any other violation of the unique roles of males and females
9. Failure to use restrooms, locker rooms, and/or changing facilities in conformity with one's biological sex at birth
10. Anything else that violates the tenets of Scripture and/or of MACA's doctrinal beliefs as set forth in its Statement of Faith.

Internet and Social Media

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 should not play games online during the school day.

Students need to be cautious about what they post on social media. This should not be a place to criticize MACA's 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 social media account.

Detention

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

1. Detention will be held after school from 3:10 to 4:10 PM or at the determination of the Upper School Principal.
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 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, parents will still be billed for the missed detention and two detentions will be assigned in its place.
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 After care.
7. The Detention Monitor will not provide childcare for siblings of students serving detention. Parents may choose to send siblings to after 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. 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 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
- Use, abuse, possession or distribution of controlled substances, Cannabis, THC, nicotine, e-cigs, alcohol, or any other harmful substance.
- Threats, verbal or physical
- Continual disregard for school rules
- Persistent negative attitude impacting and influencing the school environment
- Vulgarity
- Sexual immorality as defined in Scripture (Leviticus 18:22, Romans 1:24–32, Romans 12:1–2, 1st Corinthians 6:9–20; Ephesians 4:1–11; 5:3–5; 1st Thessalonians 4:3–8; 1st Timothy 4:12; 2nd Timothy 2:19–22; 1st Peter 1:15–16; 2:15–17; 1st John 3:1–3), including the use or viewing of pornography; promiscuity; incest; bestiality; extramarital, bi-sexual, premarital (including cohabitation or sexual behavior outside the confines of marriage), and/or homosexual behavior or activity; sexual harassment; sexual abuse or improprieties towards minors as defined by Scripture and federal or state law; and/or any other violation of the unique roles of male and female (Romans 1:21–27; 1st Corinthians 6:9–20).
- 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
- Failure to maintain appropriate personal and family relationships
- Not dressing or being in conformity with one's biological sex at birth
- Changing one's biological sex or any other violation of the unique roles of males and females
- Failure to use restrooms, locker rooms, and/or changing facilities in conformity with one's biological sex at birth
- Anything else that violates the tenets of Scripture and/or of MACA's doctrinal beliefs as set forth in its Statement of Faith.

A student may be suspended, expelled, or placed on probation at the discretion of the administration. A written record of this action, through a FACTS 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 administration.

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 that what students wear strongly influences their behavior. Therefore, having an appropriate dress code is vital to school culture. The dress code at MACA serves a three-fold purpose: to encourage modesty, to promote unity, and to cultivate a scholarly environment.

The dress code is to be upheld by students at all times. Failure to do so will result in disciplinary action. We do not believe in having standards for the sake of merely having standards. The following dress code has been discussed in multiple faculty forums, with input and final decision-making coming from a team of faculty/staff. Likewise, the faculty/staff will consistently hold the students accountable for following the dress code. Students must dress in conformity with the biological sex that God gave them at birth.

Standard Uniform

All students may wear khaki or navy uniform pants. Students may also wear khaki or navy uniform shorts that are at least midthigh in length (until October 31 and after March 31). Belts must be worn at all times with looped pants or shorts and must be solid brown, black, or navy.

For clarification, please note that the term "uniform pants" describes a traditional style pant. Stretch fabric of any kind including jeggings-style pants, even though they are khaki or navy in color, are not considered traditional uniform pants and are not acceptable for school uniforms. Links to acceptable uniform pants will be posted on the website.

Girls may also wear khaki or navy skirts, falling to the top of the knee. A slit may not go higher than 2" above the knee. Girls in K-5 may also wear khaki or navy jumpers or skorts falling to the top of the knee.

All students must wear and tuck in a solid-colored polo shirts as follows:

- K-8: navy, white, or light blue. They must be plain or with the MACA logo and may be short or long sleeved.
- 9-12: navy, white, light blue, or black. High school polo shirts must have the MACA logo on them and be short sleeved.

PLEASE NOTE: MACA hoodies will no longer be sold as part of the MACA dress code as of the 2019-20 school year. Additional outerwear options will be posted to the website.

All students may wear only a long-sleeved white shirt underneath their polo. All students may wear solid navy sweaters only. All students may wear the ¼ zip (from Land's End only) in class. MACA team and MACA club jackets are also acceptable for class.

Students must wear brown, black, tan, white, gray, or navy shoes (including soles and laces). Shoes must have a closed toe and heel, and heels must be no higher than one and one-half inches. Moccasins, Ugg-style boots, Crocs, and shoes with wheels are not school uniform.

Socks must be solid white, khaki, navy, gray, or black. Solid white or navy tights may be worn under a skirt.

Accessories such as jewelry and makeup are permitted; however, they may not be a distraction. A student may not have any visible tattoos. The only visible piercings allowed are in the ear. The administration reserves the right to ask the student to remove accessories and makeup should it be extreme and a distraction.

Students should have natural hair colors and styles. Extreme haircuts (such as a mohawk or full/partial head shaving), styles, or colors are not acceptable. Boys' hair must be trimmed above the ear and shirt collar and may not hang down over the eyebrows; facial hair is not permitted for students. All students' hair must be to school code for the first day of school; athletes' hair must be to code for the first day of practice for fall sports.

Special Event Uniform

The special event uniform is for all students K-12 and will be requested of students at special school events throughout the year such as awards assemblies, class pictures, field trips, etc.

Students must wear khaki pants or shorts (depending upon the time of year) with a navy polo shirt. They may wear a solid navy sweater, MACA ¼ zip, or MACA team or club jacket. Standard uniform rules are to be followed for socks, belts, and accessories.

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.

The elementary PE uniform must be purchased from our uniform supplier and consists of a MACA gray PE T-shirt, MACA navy blue PE shorts, and a MACA sweatshirt (navy crew or hoodie with lion). Students must also wear tennis shoes and uniform socks. The secondary PE uniform consists of any MACA T-shirt and dark mid-thigh length gym shorts.

Students may wear the PE shorts through October 31 and after March 31. During the middle months, elementary students must wear solid navy sweatpants (purchased anywhere) or MACA solid navy sweatpants. Secondary students may wear solid navy sweatpants or athletic pants.

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. These days are a privilege and should be treated as such. Acceptable clothing for dress down days includes:

- jeans, athletic pants, sweatpants, capris and khakis in good condition (no rips or holes)
- appropriate shirts (no inappropriate slogans or pictures; no tank tops)
- shorts that are mid-thigh in length (acceptable through October 31 and after March 31)
- closed-toe, casual shoes (Please remember normal school activities will take place, such as recess, PE, etc.)
- sweatshirts (no inappropriate slogans or pictures) and sweaters

Students may not wear leggings (or jeggings) or hats. If a student is out of dress code, parents will be called to bring a change of clothes, and a dress code violation will be issued. Students who repeatedly violate this code may lose their dress down privilege.

SOCIAL 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 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 events. In order to help with that standard, dress code guidelines have been established for these 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.

Parent Meetings

The following meetings are held for the benefit of the family and the student. One parent should attend each meeting; however, both parents are encouraged to participate. 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. Parent meetings for the 2019-20 school year are as follows:

1. Back to School Night (for parents of Preschool 3 through 12th grade) will be held Thursday, August 29, at 7:00 PM. At least one parent should attend; no students should attend.
2. First Quarter Parent/Teacher Conferences—These conferences on Thursday and Friday, November 7 and 8, are absolutely essential for discussing student concerns and strengths. Conferences are mandatory for Preschool 3 through 5th grade parents, parents of any new student in grades 6-12, and parents of any secondary student who has an average of 75% or below in a class. If missed, conferences must be rescheduled.

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 first page of insurance policy must be on file at least one week prior to any field trip. This form will be posted on FACTS 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 Head of School. Parents should follow the same dress code for field trips as staff members. 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 as well.
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 August, 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, undergo a background check, and attend a short orientation.
5. **Workdays**—To help prepare the facilities for the start of each school year, MACA hosts summer workdays. If each family were to help for one session, it would be a tremendous blessing to the staff and administration. Duties for these workdays include painting, cleaning, moving furniture and supplies, decorating, etc. There are jobs for every skill set and level of ability.

Parental Concerns

Parents who have a concern should request a meeting with the teacher or staff member to discuss and resolve the concern. If they still have concerns, they should then request a meeting with the Upper School Principal or Head of School. If a resolution is not reached, the parent should contact the School Board, which can be reached at schoolboard@macamd.org.

Instructional Program

ACADEMIC POLICIES

Entire School

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.

Promotion and Retention: High School—Students who do not pass a semester of a course will not receive credit for that class. This may result in a student being required to retake that class or to take an additional course in that subject area to complete Maryland state graduation requirements. In some cases, secondary students will be required to repeat the courses failed, but not repeat the grade. Those students who receive a 70 (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 options can 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 Academic Dean.

Incomplete Grade—When a student is unable to complete the required schoolwork in a subject due to illness or another approved reason, an “incomplete” may be 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 for completion of work. Students are responsible in middle and high school to work out a schedule with the teacher.

Academic Performance—Any student who maintains an academic grade average lower than 75 (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.

Middle School

Change of Schedule—Requests to change a student’s schedule by adding or dropping a class are discouraged once the semester begins. Any change occurring after the first week of a given class 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 Registrar. The deadline to drop a first semester or year-long class is the end of the third week of classes. The deadline for dropping a second semester class is the end of the third week of second semester classes. After these dates, unless special circumstances arise, the class will be

recorded on a student's transcript. The student or parent may start the schedule change process by contacting the Registrar.

Eighth Grade Final Exams—In order to better prepare eighth graders for high school, teachers of their academic core classes administer a final exam in each class. These tests will be scheduled and count for 10% in on-grade courses and 20% in Honors courses of the second-semester grade.

Algebra I 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 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.

English 8 Honors—Students who take English 8 Honors in eighth grade and receive a 75% average or higher receive one high-school credit in English.

Service-Learning Hours—Students may begin accruing service-learning hours the summer after completing eighth grade. The high school section contains more details about service learning.

High School

Change of Schedule—Requests to change a student's schedule by adding or dropping a class are discouraged once the semester begins. Any change occurring after the first week of a given class 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 Registrar. The deadline to drop a first-semester or year-long class is the third week of first-semester classes. The deadline for a second-semester class is the third week of second-semester classes. After these dates, unless special circumstances arise, the class will be recorded on a student's transcript. The student or parent may start the schedule change process by contacting the Registrar.

MACA high-school students must be enrolled full time at MACA and seniors must have a minimum of five classes on their schedule for each semester to qualify for MACA graduation.

HONORS/ACCELERATED PROGRAM

MACA offers honors courses for grades 9-12 and accelerated courses for grades 6-8. The grading standard for these courses is very rigid. Students taking these courses are expected to spend considerable time working outside of class. Honors courses are weighted higher than regular classes in regard to GPA. On an honors scale, an A=5 points, a B=4 points, a C=3 points, a D=2 points, and an F=0 points. Students interested in honors or accelerated courses must meet and/or maintain the following requirements:

Students seeking acceptance into the honors or accelerated course track will be required to complete a placement test and score at an adequate level for admission as well as obtain a grade of 82 (B) or above in the subject area class. Students seeking acceptance into honors English may be asked to present a writing sample (minimum of two paragraphs) demonstrating proper grammar and writing ability. Students may take the placement test for no charge once per year. If a student desires to retake the placement test in the same year, there is a \$25 retesting charge.

- Students must be recommended for advanced courses from their prior teacher of the subject area they are seeking to enter as an honors student to qualify to take these classes.
- Students must have a minimum grade in the subject class of 82 (B) or above to be eligible to continue in advanced courses.
- Students in honors classes must maintain a grade of 82 (B) or above in that subject area coursework in order to continue in the program. Students failing to meet the requirement must

meet with the Registrar or the Academic Dean to discuss the need to be moved to the regular class status in any class where their grade falls below 82 (B).

CREDITS AWARDED IN HIGH SCHOOL

MACA senior students are allowed to enroll in college courses; however, if a class is offered on the MACA campus, enrollment in an off-campus course will not be credited to the student's MACA record.

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.

Pass/Fail 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 a summer course in order to receive partial grade recovery. This must be arranged and approved by the Registrar and the teacher of the class in question.

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. Homeschool credits may be transferred to a MACA diploma if they are properly documented through a recognized oversight agency—the state, a church homeschool group, or a private homeschool 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. Diploma program requirements may be found in the *MACA Diploma Programs & Secondary Course Description Guide*.

Technology Program—High-school students are required to use their assigned Chromebook for textbook work, homework, in-class work, quizzes, and tests. There is Chromebook training for new students each summer, and IT assistants are available during school days.

Midterm and Final Exams—High-school students take midterm 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 95% or higher one week prior to the exam. In cases when the final exam is a project or paper, the teacher will have the discretion regarding any exemptions. Students enrolled in a Next Step college class cannot qualify for exam exemption in that class.

Service-Learning Hours—The state of Maryland requires that each high school graduate accrue 80 service-learning hours. This is a minimum requirement for MACA graduates. Students wishing to obtain a College Preparatory Diploma must earn 100 service-learning hours. Students wishing to obtain an Advanced College Preparatory Diploma must earn 120 service-learning hours. Questions about what qualifies as service learning may be directed to the Registrar. Students may start accumulating hours during the summer after completing eighth grade. The form for documentation of service-learning hours may be obtained online through the MACA website. Submit completed forms to the Registrar.

TRANSCRIPTS AND HONORS—GRADE POINT AVERAGE AND CLASS RANK

Honor Rolls—GPAs for A and AB Honor Rolls and graduation honors are computed on an elevated grading scale where 92–100 = A. and are determined only by grades in core classes. To qualify for AB Honor Roll, a student must have at least one A in a core class. Class rank is determined by this elevated

scale. To receive Honor Roll recognition, a student must be enrolled in a minimum of three academic core classes.

Transcripts—MACA transcripts report GPAs on a 4.0 scale where an A (90–100) = 4 points. This enables our students to be competitive with other students regarding college acceptances and scholarship applications. GPAs are computed based on the average of semester grades, not quarter grades.

Honors Classes—All MACA high school honors courses are computed on a 5.0 scale where 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 MACA 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 (e.g., quizzes, tests, and projects). Results of these assessments are communicated to the parents. Each classroom teacher will provide 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 internal grading scale.

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

Progress Reports

Students are issued progress reports once per quarter, approximately every four and one-half weeks. A teacher may also contact 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 FACTS and/or Moodle.

Report Cards

Report cards are issued four times, approximately every nine weeks, during the school year. Middle- and high-school report cards are emailed. Second- and third-quarter report cards are emailed to parents. Final report cards will be emailed to parents within ten days following the conclusion of the school year if the family tuition account is paid. Account balances must be paid in full before receiving final report cards and transcripts.

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 take student achievement tests each school year in the spring. Tenth- and eleventh-grade students take the PSAT in the fall.

Honor Rolls

Honor rolls are published each quarter. Students are recognized for achieving all A's or all A's and B's in core academic classes with at least one A in a core class. Academic awards are given at a quarterly awards assembly.

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 are the publishers of the curriculum by grade:

KINDERGARTEN

Bible	Purposeful Design
Language Arts (phonics/reading)	BJU Press
Penmanship	BJU Press
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
History (Social Studies)	Thematic Units

FIRST GRADE

Bible	Purposeful Design
Language Arts (phonics, reading/writing, language, spelling)	BJU Press, Supplemental Materials
Penmanship	BJU Press
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
Heritage Studies	Thematic Units, BJU Press
Penmanship	BJU Press

SECOND GRADE

Bible	Purposeful Design
Language Arts (reading/writing, English)	BJU Press, Supplemental Materials
Penmanship	Abeka Book
Spelling	Purposeful Design
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
Heritage Studies	BJU Press, Supplemental Materials

THIRD GRADE

Bible	Purposeful Design
Language Arts (reading/writing, English)	BJU Press, Supplemental Materials
Spelling	Purposeful Design
Penmanship	Abeka Book
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
Heritage Studies	BJU Press, Supplemental Materials

FOURTH GRADE

Bible	Purposeful Design
Language Arts (reading/writing, English)	BJU Press, Novels
Spelling	Purposeful Design
Penmanship	Abeka Book
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
Heritage Studies	BJU Press, Supplemental Materials

FIFTH GRADE

Bible	Purposeful Design
Language Arts (reading/writing, English)	BJU Press, Supplemental Materials
Spelling	Purposeful Design
Penmanship	Abeka Book
Math	Houghton, Mifflin, Harcourt
Science	Purposeful Design
Heritage Studies	BJU Press, Supplemental Materials

MIDDLE SCHOOL

Bible	6 th Positive Action for Christ 7 th —Purposeful Design 8 th —Josh McDowell and ACSI
History	BJU Press
Language Arts	MOSDOS Press Literature BJU Press Grammar, Supplemental Material
Math	Holt McDougal
Science	Christian Schools International,

HIGH SCHOOL

Bible	Summit Ministries, Supplemental, <i>Case for Christ</i>
Communication	BJU Press
English	Classical Pieces/Assorted Novels, Heineman
Health	Mosby
History	BJU Press
Math	Holt McDougal, West Publishing

Science	BJU Press, Laboratory Kits
Spanish	Holt McDougal

DUAL-ENROLLMENT COLLEGE1

English	Pearson Education
History	Longman
Public Speaking	McGraw Hill
Business	The Saylor Foundation
Hermeneutics	Moody, Zondervan, Baker Academic, Victor, Logos
Chemistry	Boundless Chemistry
Philosophy	Cengage
Humanities	Pearson Education
U.S. History	
Environmental Science	
Personal and Community Health	

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.

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. 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/Keyboarding—Students in computer classes receive instruction in keyboarding, the ethics of Internet use, and basic computer skills. Instruction includes practical use of presentation platforms such as Microsoft Word, PowerPoint, Excel and Google Docs, Slides, and Sheets.

Library—Students learn the procedures of the library and how to perform research using the library's materials depending on their grade level. Students will utilize the library's resources to participate in the Accelerated Reader Program.

Vocal Ensemble: Chorus, Intro to Music, Worship Team—Our music classes teach students to appreciate music through song, composer study, and instruction about different types of music, as well as performance.

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.

Introduction to Spanish—MS Spanish will introduce the students to the Spanish language and culture. The focus will be on basic expressions essential for everyday communication. Students will be challenged to learn how to respond to simple questions, statements, and commands, using words, phrases, and in some instances, short sentences. Topics include colors, numbers, the body, school personnel, etc.

Latin—MACA Latin classes teach students Latin grammar through lessons peppered with songs, vocabulary, illustrations, stories, games, and engaging activities. This curriculum provides students with a vocabulary-based introduction to Latin. Every lesson in Latin is a lesson in logic. In studying the language, the students gain an academic vocabulary, a mastery of English grammar, and will develop the critical thinking skills that come from the study of a complex, inflected grammar. Curriculum includes *Song School Latin*, *Latin for Children*, and *Latin Alive*.

STEM—Inspired by the nationwide attention on science, technology, engineering, and math education, the result has been the creation of a unique course, simply called STEM. Students attend STEM in addition to their regular science and math classes. The STEM course, however, is not an add-on math, science, or technology course. The goal of STEM is to foster a learning environment in which students are guided to produce original ideas, objects, and structures according to certain specifications using concepts and skills from math, science, and technology. Although students make the math, science, and technology connections, those are still not the main focus of the course. Rather, the mission of the course is to grow students’ capacity for creativity and back-loaded learning in a STEM context.

In elementary school, students have enrichment courses daily, experiencing a large selection of enrichments throughout each week. By middle school, the class material is more in-depth, and students have enrichment courses five days a week. In high school, with the exception of library, the enrichment courses are expanded and offered as elective 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 and students in finding strategies that are most successful. More information about the Learning Edge can be found in the Student Services chapter of this handbook.

Bible Classes

Students in grades K–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 character. 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 New King James Version (NKJV) translations. Each elementary student is required to have either an NIV or NKJV 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

CHROMEBOOK POLICIES

Mount Airy Christian Academy (MACA) provides a Chromebook 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 server or in the cloud 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 Chromebook. Any and all activities performed on the Chromebook can and will be monitored. Students are responsible for all content on their Chromebook 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 Chromebook is the property of Mount Airy Christian Academy. Students will have an individually assigned and labeled Chromebook, which will be theirs for the duration of their attendance at MACA. Students also must utilize the protective carrying case at all times, except when using the Chromebook. Students should not attempt to modify the Chromebook hardware in any way, apply any stickers or decorations to the Chromebook, swap Chromebooks with another student, dispose of or sell the Chromebook, or loan the Chromebook to another person or family member.
3. **Management of Chromebook Configuration**—The Chromebook will be managed by the school. Students should not change any configuration settings on the Chromebook, particularly network configuration, erase the Chromebook, or clear their browser history, except as directed to by staff.
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 Chromebook use in any location—home or school.
5. **Home Use**—Students whose parents have completed the Chromebook 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 Chromebooks at home and bring them to school charged. Students should not bring their chargers to school. Students are allowed to connect their Chromebook to other WiFi networks, but the school can only provide limited technical support for this.
6. Students are not permitted to utilize a personal "hot spot" while at MACA.
7. **Online Safety**—In order to support the school's online safety goals, and to verify compliance with the AUP, student Chromebooks will be subject to random spot-checks of browser history and Chromebook 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.
8. **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.

9. Students should not use their Chromebook to access social media, games, or any website not approved by the teacher during the school day.
10. Policy Changes—MACA reserves the right to update/change this policy at any time. Parents and students will be notified of changes through FACTS email.

Damages

Occasionally, unexpected problems do occur with the Chromebook 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 Chromebooks, 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 Chromebook 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, if the Chromebook 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 administration know, and a staff member will assist them. The circumstances of each situation involving lost equipment will be investigated individually.
4. Stolen Equipment—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, the damaged Chromebook must be presented (or police report if theft has occurred) to the Upper School Principal. The parent and student will be required to complete a claim form and pay the deductible.

Financial Responsibility

MACA families have the option to purchase Chromebook 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 Chromebook.

Costs:

- Annual Premium: \$25.00, billed in September each year.
- Deductible: Year 1 is \$100; Years 2–3 are \$75 each. Deductible amount is based on age of device.
- Replacement model may not be the same as the model being replaced.

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 Chromebook 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 1 or the student will receive discipline. Books should remain covered throughout the school year.
2. A fine of 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.

FACTS

FACTS 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, health management, and student scheduling.

FACTS provides instantaneous data sharing school-wide via the web, automating school administration, classroom management, and communication with the home.

MACA utilizes FACTS for online enrollment. The re-enrollment program enables parents to complete and submit enrollment forms online through FACTS along with their registration fee. Once the packet is submitted, a confirmation email is automatically generated.

New applicants also use FACTS's online application program. In the admissions area of our website, parents can create an online student account and application. Application fees are non-refundable.

Student Services

ACADEMIC DEAN AND REGISTRAR

The Academic Dean and Registrar are available as a resource to all parents and students. These positions handle transcripts, standardized testing, and college and career planning. This office also assists students in course selection, maintains records for graduation requirements, manages the MACA Next Step dual enrollment program, oversees the MACA International Student program, administers the MACA HS Internship program, and works with the MACA administration to develop courses and maintain standards for academic success for all students in grades K–12.

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.

SCHOOL RECORDS

Student cumulative records are kept in confidential fireproof 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. All bills must be paid in full in order for records to be sent.

THE LEARNING EDGE

The Learning Edge offers educational services to MACA students with a diagnosed learning disability. The director works 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. Any

parent requesting that the faculty complete evaluations or forms for their child must do so through the Learning Edge Director.

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. “Jesus grew in wisdom and stature and in favor with God and man” (Luke 2:52), and the athletes at MACA grow 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
- 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. They 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 in the office before clearance is given to participate in a sport. These must be submitted prior to the first practice.

Athletic Participation Form	Online form; link sent to parents
Emergency Medical Permission Form <i>Allows medics to treat an athlete immediately</i>	Online form; link sent to parents
Medical History and Physical Exam Form <i>Each student must have an annual sports physical and be cleared for participation</i>	Hard copy form; must be signed by Physician

ImPACT Baseline Concussion Testing

All MACA middle-school and high-school athletes must participate in IMPACT (Immediate Post-Concussion Assessment and Cognitive Testing). Each athlete must complete testing before participating in tryouts/practices. This initial baseline screening only needs to be completed once each school year. This is done on campus at no cost to the student athlete under the direction of the Athletic Director.

Academic Eligibility

It is the athlete's 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 approximately every four and one-half weeks and report cards are issued approximately every nine weeks. Any student with a core subject 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 marking period, and the student must raise his/her average above 75% in order for the probation to be lifted.
2. Students on academic probation do not participate in practices or games during the probationary 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 Head of School. It is the responsibility of the student to notify his or her coach if and when a situation arises.
5. Student athletes must have conduct grades of "satisfactory" or better in all classes.

Attendance

Games—Attendance at games is mandatory. Absences from games, without prior approval obtained from 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 Sundays. Regularly scheduled games will not be held on Wednesdays; playoffs or make up games due to inclement weather may be scheduled on Wednesdays.

Practices—Attendance at practice is required, 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.

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.

Homeschool 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

On game days for middle and high school teams, each athlete must wear his/her sport jersey or team shirt with khaki uniform pants or shorts. Athletic sneakers per school dress code must be worn. Sandals, flip-flops, moccasins, etc. are not allowed. Student uniforms are to be in conformity with the biological sex God gave them at birth.

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. Prepaid orders for team uniform socks for soccer and baseball will be available. 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.
5. 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 may arrange transportation to and from games. All students are expected to travel to and from all games in transportation arranged by the school. The mode of transportation may 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 seat belts 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. Earbuds/headphones are not permitted on bus rides to and from athletic events.
8. The driver(s) of the team vehicle(s) is the ultimate authority, and all students must submit to his 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 this. 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 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 90% of all games and practices, unless excused by the coach.
7. 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

Sports fees for the 2019-2020 school year are as follows:

Mighty Lions Teams - K-5	TBD: announced prior to sign ups.
MS Sports: Soccer, Volleyball, Cross Country, Track & Field, Baseball	\$200.00
MS Sports: Basketball & Cheerleading	\$225.00
HS Sports: Soccer, Volleyball, Cross Country, Track & Field, Baseball	\$250.00
HS Sports: Basketball, Cheerleading	\$275.00

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 begin or continue a 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.

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 may take trips as a department or as an entire group.

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.

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- and high-school drama club performs at various events throughout the school year.

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.

STUDENT COUNCIL ASSOCIATION

The Student Council Association exists for the purpose of representing the student body to the faculty/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

The MACA cafeteria will have items for sale to all staff and students on a cash basis. These items include milk, ice cream, and water bottles. High-school students may also purchase Gatorade.

Microwaves are available with the following guidelines:

- The microwave is to be used by middle and high-school students and adults only.
- A cafeteria aide must be present when food items are being heated by students.
- Food items are to be heated in microwave-safe containers. No metal, Styrofoam, or plastic that is not microwave-safe can be used.
- 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.
- Food items will be covered.
- Any spills should be wiped up immediately before the next food item is placed in the microwave.
- Students who abuse the microwaves in any way will be prohibited from using them in the future.

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:

- Students will not sit at the tables until the cafeteria staff is ready for them. If the cafeteria staff is still preparing the tables, students should wait until they are finished. When the tables are ready, students are to find seats.
- There will be no running in the lunchroom. Those who need to buy something should line up and wait patiently in line.
- There will be no yelling in the cafeteria. If the lights are turned off or flickered, students should be quiet.
- Students will not throw anything in the cafeteria.
- 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.
- High-school students should eat in the lunchroom or courtyard. The courtyard will be open from August through November 1, 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. 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 so that we know where the student will be. Students may not eat in the halls or lobby.
- Former high-school students who desire to come and eat lunch with their friends must obtain permission from the Upper School Principal 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 before proceeding through the building. 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, personal protection spray devices, sling shots, sand clubs, metal knuckles, daggers, throwing stars, devices intended to injure a person by electronic shock, or other dangerous weapon of any type will have that weapon confiscated and may be expelled from school. The student may also be reported to the police at the discretion of the Head of School. 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/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/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 the Head of School.

This handbook does not serve to bind the school contractually in any way and is subject to change without notice by the Head of School and the School Board.

Addendum

MOUNT AIRY BIBLE CHURCH'S DOCTRINAL STATEMENT

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).

MARRIAGE, GENDER, AND SEXUALITY: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26–27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2–5; Hebrews 13:4).

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18–20; 1 Corinthians 6:9–10). We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery (Genesis 1:26–28).

We believe that, in order to preserve the function and integrity of Mount Airy Bible Church (MABC) as the local Body of Christ and to provide a biblical role model to the MABC members and the community, it is imperative that all persons employed by MABC in any capacity, or who serve as volunteers, or who are members agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MABC (Ephesians 4:29–32).

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).