

Mt. Calvary  
Christian Academy

*Home of  
the*



Warriors

2017-2018

**Elementary Handbook**

# TABLE OF CONTENTS

A Word from the Pastor .....	3
Our Purpose .....	4
Church-School Relationship .....	4
Church Attendance .....	4
School Board .....	4
Our Statement of Faith .....	4
Mission Statement .....	5
Our Goals .....	6
Our Philosophy .....	7
Philosophy of Accountability .....	7
Patriotism .....	8
Our Affiliations .....	8
School Colors .....	9
School Shield and Mascot .....	9
Non-Discrimination Policy .....	9
Chapel .....	9
Visitors and Guests .....	9
Solicitation .....	10
School Hours .....	10
School Closings .....	10
Early Dismissal .....	10
Absences .....	11
Approved Absences from Class .....	11
Late Arrival/Tardies .....	11
Age Requirements .....	12
Admission Procedures .....	12
Cumulative Records .....	13
Withdrawal .....	13
Finances .....	13
Tuition and Fees .....	14
Fundraising .....	14
Insurance .....	15
Dress Code .....	15
Dress Code for Athletic Events .....	18
School Office .....	18
School Supplies .....	19
Telephone .....	19
Library .....	19
Lost and Found .....	19
The Weekly Warrior .....	19
Standards of Conduct .....	20
Discipline .....	21
Elementary Discipline Procedures .....	22
Detention .....	<del>23</del>
Suspension .....	<del>23</del>
Expulsion .....	<del>23</del>
Boy-Girl Relationships .....	<del>24</del>

Immoral Acts Policy .....	245
Music Policy .....	245
Peace Symbol Policy .....	256
Bullying Policy.....	256
Show <u>and</u> & Tell.....	256
Prohibited Articles.....	267
Conduct at Extracurricular Events .....	267
School-Sponsored Trips & Activities.....	267
Volunteers and Chaperones .....	278
Illness.....	278
Communicable Disease Policy .....	278
Health .....	289
Lice/Scabies Policy.....	2930
Child Abuse .....	2930
General Information .....	2930
Care of Property .....	2930
Classrooms.....	2930
Restrooms .....	304
Gym .....	312
Halls.....	312
Break .....	312
Lunch Program .....	312
Parties.....	323
Parent-Teacher Conferences .....	323
Curriculum .....	334
Private Music Lessons.....	334
Grading and Reporting .....	334
Class Work .....	334
Homework.....	334
Late Work .....	345
Make-Up Work Policy .....	345
Tests .....	356
Report Cards .....	356
Honor Roll.....	356
Awards .....	356
K5 Graduation.....	367
Promotion/Retention .....	367
Help Sessions .....	367
Testing.....	3637
Drop Off .....	367
Pick Up .....	378
Restricted Child Pick Up .....	378
Campus Traffic .....	378
Traffic Pattern Diagram.....	389
Index .....	3940
Parent and Student Handbook Agreement.....	414

## A WORD FROM THE PASTOR

This year Mt. Calvary Christian Academy will begin its 49th year of Christian Education.—Throughout the years hundreds of students have filled our classrooms as godly teachers have provided them a quality, Christ Centered education.—Today we have many graduates all across the continental United States taking the things that they learned at MCCA to provide for their families and at the same time making a difference in this world for the cause of Jesus Christ.

The beginning of this 2017-2018 school year brings with it an exciting time for our ministry.—We are pleased to welcome some new students to MCCA as well as some new teachers who are eager to join our school ministry.—Throughout the years, students have changed and teachers have changed but one thing has remained constant and that's the hand of God on this ministry.—It's with that assurance that we eagerly embark on the journey of a new school year.

For those returning, we welcome you back.—We love and appreciate you.—For our first time attendees, we are so glad to have you apart of the MCCA family.—If we can ever be of any help to you please let us know.—We are a knock on the door or a phone call away.

Once again, thank you for entrusting your child with us as we partner with you to provide them with a quality, Christ-Centered Education.—May God help this 49th year of Christian Education at MCCA be the best year yet!

God Bless You ALL,

A handwritten signature in black ink, appearing to read "Frank Rice". The signature is stylized with a large, looping "F" and "R".

Frank Rice  
Pastor/Administrator

## OUR PURPOSE

Mt. Calvary Christian Academy is a vital ministry of Mt. Calvary Free Will Baptist Church.—Serving the families of the Eastern North Carolina area for more than 40 years, we again dedicate ourselves to be the best Christian school we can possibly be.

The purpose of MCCA is to provide our students with a “Quality Education in a Distinctively Christian Environment.”

## CHURCH-SCHOOL RELATIONSHIP

Mt. Calvary Christian Academy is a ministry of Mt. Calvary Free Will Baptist Church.—Without the vision and support from the congregation of Mt. Calvary Free Will Baptist Church, MCCA could not exist.—Therefore, MCCA will support and promote Mt. Calvary Free Will Baptist Church. While we realize that many of our students and families may not attend Mt. Calvary Free Will Baptist Church we ask that students and parents be supportive of the ministry of Mt. Calvary Free Will Baptist Church and MCCA.—Any student or parent found to be out of harmony with MCCA or Mt. Calvary Free Will Baptist Church will be asked to withdraw from MCCA and find a school and ministry they can support.

## CHURCH ATTENDANCE

We strongly recommend that all MCCA students regularly attend a Bible-preaching church and Sunday school of their choice.—If a student does not have a regular church home, we recommend the ministry of Mt. Calvary Free Will Baptist Church.—We would love to have you come visit with us anytime.—If you should have questions, please feel free to call us at (252) 747-8111.

## SCHOOL BOARD

Because our school is a ministry of our church, the Mt. Calvary Christian Academy School Board is made up of the deacons of Mt. Calvary Free Will Baptist Church.—The Board is answerable to the congregation of Mt. Calvary Free Will Baptist Church in all of its deliberations.

## OUR STATEMENT OF FAITH

1. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and that they are of supreme and final authority in faith and life.

2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is eternal separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in “that blessed hope,” the personal premillennial and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit, and, thereby, become children of God.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost.

## **MISSION STATEMENT**

Mt. Calvary Christian Academy is a Christ-centered, Biblically oriented school to educate children and youth in all areas of educational pursuits with God being at the center of every subject. One of our goals at MCCA is to provide our students with a “Quality Education in a Distinctively Christian Environment.”

The purpose of Mt. Calvary Christian Academy is to give the Christian parent an opportunity to obey the commands of Scripture. *“Train up a child in the way he should go...”* and *“bring them up in the nurture and admonition of the Lord.”* (Proverbs 22:6; Ephesians 6:4). We exist as an extension of the Christian home in our society so the Christian parent will not violate the Scripture which says, *“Cease my son to heed the instruction that causeth to err from the words of knowledge”*

(Proverbs 19:27), and *“Learn not the way of the heathen...”* (Jeremiah 10:2).—There is no way for the Christian, who is responsible for his children's education, to obey the Scripture apart from a Christian education, i.e. every subject is taught according to the principles of and within the framework of the Word of God.—*“The fear of the Lord is the beginning of knowledge.”* (Proverbs 1:7)

## OUR GOALS

### **Spiritually** - *“Let the Word of God dwell in you richly.”*

- To lead each child to personal acceptance of Jesus Christ as Savior
- To enrich the child's devotional life
- To develop a well-balanced and Christ-like personality
- To awaken a realization that God has a purpose and plan for each life
- To develop from Scripture the ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to intelligent witnessing

### **Mentally** - *“Let this mind be in you which was also in Christ Jesus.”*

- To develop a mind-directed life and not a feeling-directed life
- To develop a positiveness in reactions to life
- To discover and develop individual aptitudes
- To cultivate analytical thinking and a priority-directed life
- To impart a command of common knowledge and skills

### **Emotionally** - *“Be strong in the Lord and in the power of His might.”*

- To build a Christ-controlled personality
- To establish an emotional balance
- To enable the child to adjust easily to situations in which he is found
- To develop aesthetic interests and abilities

### **Socially** - *“No man liveth unto himself.”*

- To instill a loyalty to Jesus Christ in all things and at all times.

To develop an understanding of the student's place and obligations in the family

To help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs

To awaken and foster missionary responsibility toward all men

**Physically** - *"Present your bodies a living sacrifice...unto God."*

To develop a respect for the body as the temple of the Holy Spirit

To teach intelligent care of the body

To encourage the yielding of the body as an instrument of God's use

## **OUR PHILOSOPHY**

The purpose of Mt. Calvary Christian Academy is to provide conditions whereby boys and girls can receive the Truth.—\_Jesus instructed His disciples in John 8:32, *"And ye shall know the Truth and the Truth shall make you free."*—\_Not only is it our objective to teach the Truth but also to teach our students how to apply the Truth wisely to their own lives.—\_In John 16:13 we are promised that *"...when He, the Spirit of Truth is come, He will guide you into all truth."*

Our Christian school has the responsibility to provide the best possible education.—\_A biblical viewpoint in the vital areas of life- spiritual growth, education, personal self-discipline, and patriotism-must be strongly stressed to each student during the years of training.—\_We desire to minister to the needs of the whole child and to promote his/her spiritual and moral growth, academic and intellectual progress, and physical and social development.

Additionally, our Christian school is to be an extension of the Christian home and church, and thus provide a continuity of training for Christian young people.

We as Christian educators, desire to train each student to accept individual responsibility to God for his/her actions and challenge him/her to glorify God in every facet of his/her life.

## **PHILOSOPHY OF ACCOUNTABILITY**

Romans 14:11 and 12 says:—\_*"For it is written as I live, saith the Lord, every knee shall bow to me, and every tongue shall confess to*



God.”—So every one of us shall give account of himself to God.—This we firmly believe.

The pastor will someday give an account to God for his role of leadership in the ministry. He is continually accountable to the congregation of Mt. Calvary Free Will Baptist Church.

The principal and staff members are accountable to God as well as to the pastor of the church.—Each reports directly to the pastor.

The teachers are accountable to God, as well as to the principal of the school.—Areas of accountability include the actual classroom teaching, meeting deadlines, following established procedures, and living an exemplary Christian life.

The daycare workers are accountable to God, as well as to the daycare director, for providing love and special attention to our smaller children.

The parents are accountable to God for the selection of a Christian school for their children, for maintaining open communication with teachers, and for fully supporting this institution.

## **PATRIOTISM**

“Patriotism is an inner feeling that is difficult to define; for each of us meets it with a different emotional reaction – a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause.—Where and when these feelings begin we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects.—The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others through good examples in everyday living.”—(Excerpt from *Planned Patriotism*)

## **OUR AFFILIATIONS**

Mt. Calvary Christian Academy is a member of the American Association of Christian Schools, North Carolina Christian School Association and the Southeastern Association of Church Schools.—It is by these associations that we are able to further teacher development and remain abreast of current methods and materials.—Our students

also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian Schools.

## **SCHOOL COLORS**

Our school colors are Royal Blue, Gold and White.

## **SCHOOL SHIELD-----SCHOOL MASCOT**



## **NON-DISCRIMINATION POLICY**

MCCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

MCCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school programs.

## **CHAPEL**

Chapel is an intricate part of the MCCA school program.—Chapel provides a time of spiritual challenge and inspiration to our students.—A variety of speakers and programs will be provided and parents are welcome to attend any chapel program.

## **VISITORS AND GUESTS**

Parents, supporters and prospective students are encouraged to visit MCCA and are warmly welcomed.—All classroom visits should be by appointment only.—Visitors should go directly to the school office and obtain a visitor's pass from the administrator or school secretary.

Drop-in visits are discouraged because they take time from the planned schedule of the teachers and students.—Appointment with teachers should be scheduled for before school, after school or during the teacher's free hour.

Teachers are not to be contacted through their classroom telephones. These phones are for internal school use only. Any correspondence with a teacher should be done through the school office.

**\*Students that have been dismissed from Mt. Calvary Christian Academy may not return to the campus before, during, or after school without the administration's permission.\***

## **SOLICITATION**

Solicitation is forbidden at MCCA without specific administration approval.— This includes the selling of tickets, candy, etc; the distributions of political or religious materials; and the circulation of petitions.

## **SCHOOL HOURS**

Day Care Hours	6:30 a.m. – 6:00 p.m.
School Hours	8:15 a.m. – 3:00 p.m.
Before Care	6:30 a.m. – 7:45 a.m.
ESD	3:15 p.m. – 5:30 p.m.

**\*ESD (Extended School Day) is available for K5 – 12<sup>th</sup> grade.**

No student is to be on school property at any time without adult supervision. This includes the gym, playground and classrooms.

## **SCHOOL CLOSINGS**

In the event that weather conditions make it impractical to have school, such information will be broadcast on the following radio and television stations:

### Radio:

WAGO 88.7

### Television:

WNCT—9

WITN—7

WCTI 12

When possible, school closings will also be announced through SchoolCast. SchoolCast is our automated computer service that calls the primary phone number listed for each student.

## **EARLY DISMISSAL**

Parents wishing to check out students should come to the school office, NOT the classroom.— All check-outs must be handled through the

school office.—Students should not be checked out or leave early unless it is absolutely necessary.—The parents of the student should send a note explaining why the student must leave and the time he/she is leaving.

## ABSENCES

Attendance is a strong character quality that we strive to develop at MCCA.—Absences are excused only for the following reasons: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the administration ahead of time.

When a student returns from an absence, a dated note signed by a parent stating the reason for his absence must accompany him/her. The absence is classified as unexcused until the student has brought in a note.—A student has two days to bring in this note or the absence is classified as unexcused.—Missing a school-sponsored trip or activity will be considered an unexcused absence.

Students who miss more than twenty-six (26) days of a full year will not be promoted. Absences because a student is representing MCCA do not count toward this total. If absent from school, students will not be allowed to participate in any extracurricular activities that day.

## APPROVED ABSENCES FROM CLASS

Parents who would like to have their child excused for a special reason need to fill out an **Absence Request Form** in the school office. This request should be received for consideration at least five days in advance.—If approved, the student is responsible for getting the assignments they will miss and complete them in advance for each class.

Please try to schedule family vacations to be taken when school is not in session.—Approved absences are for special circumstances.—The administration reserves the right to reject or limit cut requests.—If parents still wish to take their child out of school without prior permission or against the administrations recommendation, the student will receive an unexcused absence.—Approved absences may not be taken during SAT tests.

## LATE ARRIVAL/TARDIES

Students are considered tardy when they are not in their designated rooms when the bell rings. It is important that our students learn good

character traits. One key trait is promptness.—We ask that parents assist us in making sure that your child is at school on time.

All students arriving to school after 8:15 a.m. (the tardy bell) should go directly to their classrooms with a note for their teacher. Students will be assigned an after-school detention for every five unexcused tardies.

## **AGE REQUIREMENTS**

5 year kindergarten – 5 years old on or before September 30

1<sup>st</sup> grade – 6 years old on or before September 30

## **ADMISSION PROCEDURES**

1. Obtain a student enrollment packet from the school office.
2. Read all material and sign where needed.
3. Submit the application and registration fee to the school office. Should a student not be accepted by the school the registration fee will be refunded.
4. Submit an official transcript from the school in which the student is presently enrolled.
5. Schedule an interview with the administration and/or admissions committee.—The student and at least one parent/guardian must be present.
6. Take entrance/placement test, if deemed necessary by the administration.
7. Parents will then be notified by the administration if the student is or is not accepted.

**All transfer students must be in good standing (academically and otherwise) with the school from which they transfer.**

8. Once a student is accepted, current immunization records for each student must be turned in to the school office by September 15.
9. Parents must turn in the signed 'Parent and Student Handbook Agreement' form that is located in the back of this book.
10. When home school students transfer into MCCA there are certain requirements that must have been followed. The student must have been enrolled in a home school governing body that was in charge of

curriculum or was taking an approved home school curriculum from an agency that offers home school materials.

11. Students presently attending MCCA will be given re-enrollment preference until the last day of February each year.
12. New students will be provided the opportunity to register for enrollment in MCCA beginning on the first business day of March each year.
13. **Student admissions are conditional.—All new students are admitted on probation for the first six weeks.—If a student fails to make progress adjusting to our program, parents should find a school better suited for him/her.**

## CUMULATIVE RECORDS

When a new student enrolls in our school and is transferring from another school, a “Request for Records” form must be completed and signed by one of the parents.—Our school or the parent will send this form to the address of the last school attended.

A student’s cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks.—A parent may see the contents of his student’s folder only by contacting the principal.—All information is regarded as confidential.

## WITHDRAWAL

When a parent considers withdrawing a student from school, the parent should first contact a member of the administration before a final decision is reached.—After the appointment, when the final decision is made to withdraw, a “Withdrawal Form” will need to be filled out and signed by a parent. Business arrangements must be made in the business office and all books, uniforms and school possessions must be returned before any student is considered officially withdrawn. Transcripts and other records cannot be released until this is completed.

## FINANCES

Mt. Calvary Christian Academy tries to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.—Prompt payment of tuition and fees are vital and essential to the ongoing operation of MCCA.—Additional contributions from interested friends and parents are welcomed and encouraged.—Gifts are tax deductible.

## **TUITION AND FEES**

Please see the current schedule of tuition and fees. Tuition may be paid in one of three ways:

- 1) Pay in full (5% discount - due by the first day of school).
- 2) By the semester (2% discount - due by the first day of school and January 15<sup>th</sup>).
- 3) By automatic monthly bank draft (FACTS Tuition Management).

If an account becomes two (2) months delinquent the student will not be permitted to attend classes until the account is brought to current status.—There will be a \$25.00 charge for all returned checks.

Should a student enter school during any part of the month, the payments will be pro-rated so that the fair amount of tuition is paid.

Should a student withdraw or be dismissed during the school year, he will be charged the full month's tuition for the month which he withdrew or was dismissed.

No report card will be issued nor will transcripts be forwarded to another school for any student whose account is delinquent.

No student will be allowed to graduate or participate in graduation exercises whose account is delinquent.

We realize that sometimes due to unforeseen circumstances families may enter into financial difficulties.—MCCA will attempt to work with and assist any family that has a genuine difficulty.—Any family who cannot, due to these unforeseen circumstances, pay their bill in a timely manner is requested to take the following steps:

1. Schedule a meeting with the principal to explain the situation and develop a plan for paying their account.
2. Present this plan in writing to the principal for approval.
3. If approved, both parties must sign the approved plan.
4. Follow the plan or your child will not be allowed to remain as a student at MCCA.

## **FUNDRAISING**

To enable MCCA to purchase additional equipment and have special programs while keeping tuition rates as low as possible, we conduct one fall fundraiser, one spring fundraiser and the Fall Festival each year. We also have three fundraising concerts through the MCCA—Concert Series each year. Your participation is strictly on a voluntary basis and is encouraged.

## **INSURANCE**

Mt. Calvary Christian Academy provides excess medical insurance coverage.—This insurance shall be excess (subject to the company's limit of liability for medical payments) over any other valid and collectible insurance available to the insured person.

## **DRESS CODE**

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow.—In light of these principles, we must set an institutional standard for our school.—Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement.—General scriptural guidelines for dress are:

1. Modesty (I Timothy 2:9, II Timothy 2:22)
2. Distinction (Deuteronomy 22:5, I Corinthians 11:14-15)
3. Identification with the Lord and not with the world (I Timothy 4:12, Romans 12:1-2, I John 2:15-16)
4. Appropriate dress for the occasion

We believe there is a definite relationship between a student's attitude toward scholarship and good citizenship and the student's manner of dress and grooming.

No student's manner of dress or grooming shall be permitted to disturb or adversely influence the character or order of a class or the school.—The appearance of MCCA students should reflect good taste at all times with the student taking pride in their appearance without being preoccupied with it.

Cooperation between the home and school regarding the matter of dress guidelines strengthens the academy.—Anytime a parent does not understand a dress infraction he/she should feel comfortable talking with



the teacher involved.—The administration encourages communication so these matters are clearly understood by students, parents and faculty.

Teaching the importance of dressing in a modest manner begins in the elementary grades.—Therefore, no wild fads or clothes of questionable tastes should be worn.

**If a dress code slip is sent home with a student, immediate action should be given to the stated problem.—Removal from class will occur when deemed necessary by the teacher and/or principal.**

Students should abide by these dress code requirements while on campus or at any school function.—Students should *not* change out of dress code prior to leaving campus.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

#### **GIRLS:**

1. Young ladies in K5 through fifth grade will wear dresses or skirts. They must come to at least the middle of the kneecaps when sitting or standing, even when wearing leggings. Sundresses or jumpers with large arm holes or thin straps must be worn with a blouse or jacket. It is wise to make or purchase clothing with hems that allow for growth and to check the length frequently during periods of growth to be sure they meet the standard. Because of recess, girls may wear shorts under their dresses.
2. Girls in every grade beginning with **first grade** are to wear Sunday type dresses or skirts and blouses for chapel.
3. No tennis shoes on chapel days.
4. Blouses or shirts with wild or inappropriate pictures or wording may not be worn. No skin around the midriff may show, including when arms are raised above the head. **Beginning with third grade, T-shirts will not be permitted as regular school attire, except on Fridays.**
5. Tight clothing will not be permitted.
6. Faded or sloppy outfits are not permitted.

7. No excessive or extreme makeup or polishes. Jewelry should also be modest, not gaudy or extravagant.
8. No tattooing or body paints. (Any student transferring in who received a tattoo prior to conversion to Christ will be asked either to have the tattoo removed or concealed at all times.)
9. Normal school attire is expected at all non-athletic school events (i.e. programs, concerts, recitals, etc.).
10. When students are playing in the gym, they **must** wear gym shoes.
11. Shoes or sandals must be worn at all times. **Shoes must stay on feet at all times.**
12. **K5--5<sup>th</sup> graders are not to wear flip flops.**
13. No hats or sunglasses are to be worn at school without teacher permission.

#### **BOYS:**

1. Proper fitting pants must be worn.—No sweatpants, wind suits, or camouflage pants.
2. All shirts must be tucked in.
3. Shirts with wild or inappropriate pictures or wording may not be worn. **Beginning with third grade, boys must wear shirts with collars, except on Fridays.**
4. Faded or sloppy outfits are not permitted.
5. Pants with belt loops must have a belt.
6. For chapel, **1<sup>st</sup> - 3<sup>rd</sup> grade** boys must wear dress pants (no jeans), collared shirt (polo or dress), and dress shoes. **4<sup>th</sup> - 5<sup>th</sup> grade** boys must wear dress pants, a dress shirt, and tie (the tie may be removed after lunch).
7. Dress or casual shoes must be worn on chapel day.—No tennis shoes. Students may change into tennis shoes for recess or PE.
8. Boys are expected to wear socks.
9. No necklaces of any kind may be worn.
10. No tattooing or body paints. (Any student transferring in who received a tattoo prior to conversion to Christ will be asked either to have the tattoo removed or concealed at all times.)

11. Normal school attire is expected at all non-athletic school events (i.e. programs, concerts, recitals, etc.).
12. When students are playing in the gym, they **must** wear gym shoes.
13. Shoes must be worn at all times. **Shoes must stay on feet at all times.**
14. Hair properly thinned and trimmed around the ears. Hair tapered - in keeping with the natural hairline (no sculptured).
15. No hats or sunglasses are to be worn at school without teacher permission.

## **DRESS CODE FOR ATHLETIC EVENTS**

If a student is **participating** in activities such as field day or Jr. Pro basketball, MCCA will allow the students to dress in a more casual way. PE shorts are available in the school office.

### **Girls:**

1. A loose fitting T-shirt or sweatshirt with no wild or inappropriate pictures or wording may be worn.
2. No pants, capris, leggings, or walking shorts.
3. **Appropriate loose fitting, knee length** shorts may be worn.— They must cover the middle of the knees while sitting or standing.

### **Boys:**

1. A proper fitting T-shirt or sweatshirt with no wild or inappropriate pictures or wording may be worn.
2. **Appropriate knee length** shorts may be worn. They must cover the middle of the knees while sitting or standing.

Mt. Calvary Christian Academy feels that there may be differences in the attire between students in the classroom and students participating in athletic activities. If a student is not participating in the athletic event, they need to wear classroom dress.

## **SCHOOL OFFICE**

The school office is the “hub” of all school operations.— Therefore, we ask students and parents to be considerate of the time and resources of all office personnel.— The beginning and end of each school day are particularly busy. Office personnel will assist parents and students as

quickly and efficiently as possible.—No student or parent should ever sit behind the secretary's desk nor touch any items on the desk including the computer.

## **SCHOOL SUPPLIES**

Mt. Calvary Christian Academy has limited supplies available in the school office where students may purchase pencils, paper, spiral composition books, pens, book covers, etc.—We encourage students to take advantage of this convenience.—Charging supplies is prohibited.

## **TELEPHONE**

If students need to make a phone call, they will need to use the pay phone located in the school office. The cost is 35 cents per call. Students need to have teacher approval before they make a phone call. All calls made for a sick student will be done by the secretary and will not incur any cost.

## **LIBRARY**

Our school has a library for the benefit of our students.—Students will be responsible for the library books the same way as for textbooks. Books are due one week from the day checked out.—Fines are five cents per day.—Fines will not be charged if the student has an excused absence or if school is not in session for any reason the day the book is due.—We ask that if parents find questionable material in any library book to please notify the school office.—At the end of the year a list of students who owe fines or who have lost a library book will be sent to the office.—The fines must be paid and the lost books accounted for before report cards will be issued.—In the event that a book is lost it must be paid for.

## **LOST AND FOUND**

Lost articles are taken to the office and may be redeemed for \$.50 per item.—Lost and found articles that are not claimed will be sold at special lost and found sales every 9 weeks.—Any items not purchased will then be donated to a charitable organization.—We have established this policy in order to teach the students the responsibility of their personal possessions.—Students should put their name on all personal items that are brought to the school.

## **THE WEEKLY WARRIOR**

Each Monday every student receives a copy of the “The Weekly Warrior.”—This school newsletter is currently one of the most important ways to keep in touch with what is happening at school.—Parents should make sure they get a copy of this every week.—Many questions about school “happenings” can be answered by reading “The Weekly Warrior.”

## **STANDARDS OF CONDUCT**

Mt. Calvary Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life.—There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18).—This growth begins with the initial act of saving faith and continues throughout life.—The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God’s moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14).—The result is a life consecrated unto God and separated from the world.

Mt. Calvary Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians.—A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.—All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9; 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian’s physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Mt. Calvary Christian Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student.—The Academy, therefore, requests each student – whether at home, school, or elsewhere -

- 1.To refrain from participating in worldly activities such as swearing, indecent language, smoking, possession or use of liquor, drugs or tobacco, gambling, dancing, pornography, premarital or extramarital sex, homosexuality or other sexual perversions, and involvement in inappropriate music.
- 2.To maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Mt. Calvary Christian Academy believes that the restrictions named are types of conduct detrimental to the established standards.

Students are expected to abide by these standards throughout their enrollment **whether at home, school, or elsewhere**. Students found to be out of harmony with the Mt. Calvary Christian Academy ideals of work and life and any student who has been arrested by authorities will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

## DISCIPLINE

Discipline is a balance of love and control.—Discipline and order are necessary to the Christian traditional educational process.—Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.—Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life.—Without proper discipline a Christian will never achieve God's will in his life.—Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Discipline in the Christian school is often misunderstood.—Christian schools are often accused of being “too strict”, of not showing love, and not being compassionate.—Consider what the Scripture says:—“Blessed is the man whom thou chasteneth...” (Psalm 94:12)

It is our philosophy that if a teacher is to be respected by his students, the teacher must have the authority to handle matters of discipline.—We do not believe that God's Word gives the church (including our school as a ministry) the authority for physical discipline of children.—That authority belongs to the parents.

The teacher handles most minor discipline problems that occur in the classroom.—Other problems are referred to the administration, which may impose some form of discipline or counseling.—When all other methods of discipline have failed and a student requires a paddling, the parents will be called to come to school and administer the correction.—If

the parent cannot come, the student will be suspended until the correction can be implemented.

Please feel free to consult with the office about any problems or questions that concern the welfare of our students. The desire of the Principal and Faculty is to be of service to both parents and students. Our teachers welcome visits from any parent.—\_Please get with the teacher and find a convenient time for both parties.

~~—MCCA expects full cooperation from both parents in the education of their child. Lack of cooperation may result in the student being asked to transfer to another school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of MCCA, whether or not there is any definite breach of conduct, the student may be requested to transfer.~~

## **-ELEMENTARY DISCIPLINE PROCEDURES**

~~It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. Our discipline may include, but not be limited to the following: counsel by the teacher, warnings, loss of certain privileges, change of seating, report to the parents, written work, detention, suspension and other means as deemed necessary. If, in the opinion of the administration, all reasonable disciplinary actions are exhausted, and the student continues the unacceptable behavior, the student will be expelled. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We look for full support from all our parents. When that support is not given, it is the right of MCCA to expel the student from this church school.K5: —————“Smiley Face” —“Frowny Face”~~

- ~~1. —Everyone starts each day on the “smiley face” and gets to pick from the prize box.~~
- ~~2. —After sufficient warning, name removed from “smiley face” — 5 minutes off next recess~~
- ~~3. —Name placed on the “frowny face” — 10 minutes off next recess & no prize box~~
- ~~4. —Sent to the Principal~~
- ~~5. —Any student continually placed on “frowny face” will be subject to suspension or expulsion.~~

~~1st – 5th grade: ——— “HOW I ACT”~~

~~3rd – 5th grade begins each nine weeks without any slips (please note:  
1st and 2nd grade begins each 3 weeks without any slips)~~

~~After sufficient warning, students receive slips for infractions~~

~~Every 5 slips = 60 minute detention (\$5 fine for detention)~~

~~10 slips = detentions + parent teacher conference~~

~~15 slips = detentions + principal-parent teacher conference~~

~~20 slips = detentions + 1 day suspension~~

~~30 slips = detentions + 2 day suspension~~

~~40 slips = subject to expulsion~~

~~Any student receiving 10 slips in one week will automatically be sent to  
the principal.~~

~~Slips given for:~~

~~H – homework ——— A – attitude~~

~~O – obedience I – irresponsibility ——— C – conduct, cleanliness~~

~~W – wasting time ——— T – talking~~

~~\*\* Any student sent to the principal's office for disciplinary reasons will  
automatically receive three discipline slips.~~

~~\*\* Any severe infraction may result in bypassing normal procedures,  
receiving additional slips and immediate suspension or expulsion.~~

~~\*\* Every elementary student will have a folder that will contain a record  
each day of the discipline level reached by the student.~~

## **DETENTION**

Detention will be served on Thursday afternoons from 3:00-4:00.  
Any student receiving a detention will be notified with a Detention Slip at  
least 2 days in advance.—\_Students must report to the designated  
detention room no later than 3:00.—\_Any student who is tardy to detention  
will be assigned another detention.—\_Detentions must be served on



assigned days unless the student is absent from school.—If absent, the student must serve their detention on the next detention day.—Detention must be served before a student may practice or attend extracurricular events on that day. Also, a fee of \$5.00 must be paid to help defray the cost of the supervising teacher.

We realize that detention hall may work an inconvenience upon parents as well as students.—However, if we are to be successful in this area, we must have 100% parental support.

## **SUSPENSION**

Suspension may be necessary in more serious matters of misconduct.—This means the student would not be allowed to attend class for the duration of the period of suspension. Further disciplinary action would result in dismissal.—While on at-home suspension, a student must not be on the school grounds, or attend any function.—In-school suspension may be used in lieu of at-home suspension in some cases.—Those serving in-school suspensions may not attend any functions.—A student who has been suspended from school for any reason will receive zeros for all classes missed, will receive a maximum score of 90% on all tests missed and will be required to make up all work missed.

Process:—When a student receives a suspension, a conference with that student's parents and the Principal will be scheduled prior to the suspension.—A written form will be provided with all pertinent information regarding the suspension and signed by the parent.—Scheduling and serving of the suspension will then take place.—Any student receiving three suspensions during one school year will automatically be dismissed.—A fee of \$40.00 will be assessed for an in-school suspension.

## **EXPULSION**

A student may be dismissed from the school at any time he is found to be out of harmony with the rules and policies of the school, regardless if there has been any specific breach of conduct or not.—Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

Elementary: Dismissal occurs when a student is not performing within the boundaries of Christian attitude or conduct.—Students who are dismissed may not be considered for re-enrollment for a minimum of one

full semester.—\_Parents must meet with the administration before re-enrollment will be considered.

The following will result in immediate expulsion:

Attending parties with alcohol or drugs present

Engaging in premarital sex

Willful destruction of church or school property

Possession of a firearm or pretense of possession on campus or at a school activity

Process:—\_When it becomes necessary to dismiss a student a conference will be scheduled with the parents and the Principal.—\_A written form will be provided with all pertinent information regarding the dismissal.—\_The administration will provide assistance to help the parents in finding another school for their child.

**\*Students that have been dismissed from Mt. Calvary Christian Academy may not return to the campus before, during, or after school without the administration's permission.\***

## **BOY-GIRL RELATIONSHIPS**

1. Holding hands, tickling, hugging, embracing, kissing, or similar forms of physical contact are not in good taste and will not be permitted while at school or school-related activities.
2. Students should be discreet in their relationships toward one another at school and at school activities.
3. No form of touching is allowed at school or school-related activities.
4. No couple should ever be alone in an unobservable or secluded location.—\_No couple may be in a classroom, building, or the gym unless an adult is present.—\_Couples are not to sit in parked cars on school grounds.
5. These rules apply even when a student is attending any activity with a non-MCCA individual.

## **IMMORAL ACTS POLICY**

MCCA has Bible based standards and morals.—\_Any behavior that is contrary to these standards will be grounds for immediate dismissal for

any student involved.—Any student, boy or girl, found to have been involved in immoral conduct (based on Biblical principles) whether during the school year or during the summer, will be asked to withdraw from Mt. Calvary Christian Academy.

## **MUSIC POLICY**

The purpose of Mt. Calvary Christian Academy is to give direction to our young people, not only academically, but also spiritually.

Because rock, pop, and country music are part of the counter-culture, which has as its purpose planting seeds of rebellion, immorality, and lawlessness, Mt. Calvary Christian Academy takes a firm stand against any form of secular music.—We consider the listening to this kind of music detrimental to the spiritual, moral, and academic life of a person, which in turn affects the atmosphere of our school.

Parents can support the school in this policy by the principle of replacement - *“And he hath put a new song in my mouth, even praise unto our God...”* (Psalm 40:3) - in substituting wholesome, uplifting music, both Christian and classical, which will address the spiritual, mental, and physical needs of their students as exemplified by David’s ministry before Saul in I Samuel 16:23.

## **PEACE SYMBOL POLICY**

Students are not allowed to wear items or have items (book bags, folders, jewelry, etc.) at school or school functions that have the “peace symbol” on them.—Some have pointed out, that the “peace symbol” in the circle is actually a cross with the arms broken. According to tradition Nero, who despised Christians, crucified the Apostle Peter on a cross head downward. This hideous event resembled the Teutonic cross and became a popular pagan insignia of the day.—In addition, the peace sign of the 1960s is often associated with the “hippie” movement and the many sinful activities that accompanied that time period.

## **BULLYING POLICY**

MCCA is committed to protecting its students, employees and applicants for admission from any form of bullying and harassment for any reason. MCCA believes that all students and employees are entitled to a safe, secure, harassment-free school experience. The following areas of personal conduct will be closely monitored as the school year progresses. Students who have habitual problems in these areas will be asked to withdraw from MCCA.

Some examples of bullying and harassment would be:

1. Name calling, threatening and other verbal harassment.
2. Making fun of clothing, appearance or personal features.
3. Hitting, kicking, pushing and punching.
4. Making degrading remarks about others.
5. Invading, confiscating, hiding, marring or destroying the personal property of others (i.e. lockers, book bags, gym bags, purses, clothing, supplies, etc.)

## SHOW AND TELL

Show and Tell is scheduled for each Friday.—Students may bring toys or items on Show and Tell days only.—Questionable or Prohibited items are not allowed (i.e., Bratz dolls, Pokemon cards, Yu-Gi-Oh!, etc.).

## PROHIBITED ARTICLES

1. Alcoholic beverages, any narcotic, tobacco in any form, prescription/non-prescription drugs.
2. Knives, guns, sling shots, explosives of any kind (including fire crackers), matches, lighters or any other potential weapon—**nothing that even has the appearance of a weapon.**
3. MP3 players, iPods, CD players, electronic games (game boys, PSP, DS, etc.), laptops, playing cards, magazines, pornography of any type, laser lights.
4. Cellular phones. If a parent wants their child to carry a phone, it must not be visible on school property. If caught, the phone will be taken for one week.

## CONDUCT AT EXTRACURRICULAR EVENTS

The prevailing attitude among all those connected with the sports at our school is to be “Christ must be seen in me - in my manner and my conversation - whether I win or lose the game.”—Students and patrons are encouraged to support our games.—The conduct of those participating in or attending athletic events should be such that no reproach is brought upon themselves or Mt. Calvary Christian Academy.

Derogatory remarks should never be “yelled” to officials, spectators, coaches, or players.—Always remember that there may be unsaved people in attendance or participating.

Any student, parent, fan, etc. behaving in a manner that would bring reproach upon Mt. Calvary Christian Academy will be warned.—If the behavior is not corrected the person will be removed from the event.

## **SCHOOL-SPONSORED TRIPS & ACTIVITIES**

Field trips are part of the educational process at MCCA and students are required to attend. A participation quiz grade may be assigned to the subject of the teacher’s choice.—Any student who attends a field trip that is not intended for their class will receive an unexcused absence.

The same standards of conduct and dress required of students at school are also required of students on school-sponsored trips and school-related activities.

Parents visiting the school or attending school functions are also requested to respect these standards in their own dress.

## **VOLUNTEERS AND CHAPERONES**

At times throughout the school year parents or other relatives may be asked, or may volunteer to serve as chaperones for field trips or other activities involving MCCA students.—**All volunteers and chaperones are expected to follow the same standard of conduct and dress as students when serving in these positions.**

## **ILLNESS**

Please do not send your child to school if he or she is vomiting or has a fever of 100° or above.—If they are sick or get sick during school, the parent will be called to pick up the student.—Medication will be given to the child only with a signed permission slip from parents, which the teachers/office will administer.—PLEASE NOTE: Medication must be kept in the school office.

## **SCHOOL POLICY REGARDING ADMISSIONS OF STUDENTS WITH COMMUNICABLE DISEASES**

While it is not the desire of Mt. Calvary Christian Academy to discriminate against any one, but due to the current sinful practices of large sections of American society, it is recognized that certain life-threatening diseases can afflict children. For those students who are

innocently afflicted, Mt. Calvary Christian Academy has a great compassion and sympathy.

Yet we are faced with the challenge of providing a safe haven for those youngsters entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that Mt. Calvary Christian Academy with its limited finances is not equipped to physically care for the needs of very ill students or any student with a communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of Mt. Calvary Christian Academy to recommend, and assist in the locating of a qualified Home Schooling Organization. The concern is twofold; it is that other students not be infected and that the ill students not become infected with other diseases transmitted by fellow students or others within the school family.

Children will not be enrolled who are diagnosed to be carrying any communicable or potentially lethal disease. Students presently enrolled who are then diagnosed to be carrying any communicable or potential lethal disease will not be allowed to remain as students.

They will not be permitted to enroll in regular Mt. Calvary Christian Academy classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, acquired immune-deficiency syndrome (AIDS), etc. (Current medical information published by the U. S. Centers for Disease Control indicated that the human T= lymphotropic virus type III/lymphadenopathy - associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans. The policies presented herein also apply to students known to be infected with HTLV-III/LAV or testing positive for presence of antibodies to the AIDS virus.

## **HEALTH**

In order to align us with the health department requirements for private as well as public schools, please be advised of the following:

1. All prescription drugs and non-prescription medication (including aspirin) must be left at the school office to be administered to the

student as specified by a note from the child's parent/physician.

**Send only enough medication as needed for school hours.**

2. Please notify the office in cases of hepatitis, meningitis, rubella, measles, pink eye or other communicable diseases. Students with such illnesses will not be allowed to attend classes while they are contagious.
3. All students are required to have a current certificate of immunization.
4. It is the desire of MCCA to provide as healthy of an environment as possible for all of our students.—Therefore, when a child becomes genuinely ill the parents will be notified and arrangements must be made to remove the child from school until they become well. Genuine illness includes but is not limited to fever, vomiting, rashes and/or anything else that may be deemed contagious.—Minor headaches, stomachaches and other discomforts that are not serious in nature will be treated at school and the student will be encouraged to remain at school.

### **LICE/SCABIES POLICY**

It is the desire of MCCA to provide the best environment for our students.—This includes the area of health and hygiene.—Therefore, if a student is found to have lice/scabies, parents will be notified. Students may return to school when the appropriate treatment has begun.

### **CHILD ABUSE**

Mt. Calvary Christian Academy has a moral as well as a legal duty to protect all children from abuse.—Therefore, any suspected child abuse will be reported to the administrator who will then investigate the case and, if needed, report the case to the proper authorities.

### **GENERAL INFORMATION**

1. Parents need to notify the school office of any address or phone number changes. This includes home, work or cell phone numbers. We also need a valid email address for all parents to be able to use [InfoDirectMySchoolWorx](#).
2. The playground will be supervised at specific times during the day. The school cannot be responsible for students at other times.—The banks surrounding the parking lot and all wooded areas are off limits.

3. All hardback textbooks should be covered.—\_In case of loss or damage, the student will be billed for the total price of the replacement.
4. In an effort to have consistency and congruency we require that each student use a KING JAMES VERSION (KJV) of the Bible.

## **CARE OF PROPERTY**

God has richly blessed MCCA with the facilities it has.—\_We must be good stewards of all God has given to us.—\_Therefore it is of utmost importance to protect our facilities from willful and irresponsible damage. Any damage to any part of our facilities caused by a student will be repaired or replaced at the expense of the student.—\_Any willful act of damage or vandalism is grounds for expulsion.—\_Defacing school property (writing, carving on desks, lockers, etc.) is a serious offense and will be treated as such.

## **CLASSROOMS**

1. When the bell rings, students are to be in their seats.—\_There should be no talking in the classroom after the bell rings.
2. Students are not to leave their desks without the teacher's permission unless they are extremely sick.
3. Students are expected to take textbooks, paper and pencils or pens to each class, as well as other items required by the teacher.
4. Students are not to bring compositions books, notebooks, lunch boxes, book bags, or other items that have pictures of rock music stars or worldly influences.
5. Students should not play with any unnecessary objects during class.
6. Nothing is to be thrown in the classroom.
7. Before the tardy bell rings, talking in the classroom should be done in an orderly manner.
8. Students are not to write on the chalkboard or tamper with other school equipment at any time without the permission of the teacher.
9. Chewing gum is not allowed on campus from morning care through ESD.
10. Students should never touch anything on the teacher's desk or sit in the teacher's chair.



11. During the break between classes, talking should be done only in an orderly manner.
12. Students should never be in the church auditorium or church offices without special permission unless for chapel or class.
13. No personal grooming is allowed in the classroom.

## **RESTROOMS**

1. Please keep the restrooms neat and clean with the floor free of paper.
2. Please deposit trash in the appropriate container.
3. Excessive waste or misuse of property is a serious offense.
4. There is to be no loud talking, scuffling, or horseplay.
5. Students should obtain a pass before coming to the restroom during class.

## **GYM**

1. No student is to be in the gymnasium without permission and adult supervision.—Specific times will be announced when the gym may be used.
2. Street shoes or shoes which scuff or leave marks should never be worn on the gym floor.
3. Unless a teacher is present, no student is allowed in the gym after school without permission from the athletic director.
4. All trash is to be placed in receptacles provided.
5. No eating or drinking is allowed in the gymnasium.
6. Elementary students will not be allowed to play with a baseball during recess.
7. No students may enter the ballroom for any reason.

## **HALLS**

1. There must be no running or horseplay.

2. Students are to keep their hands off the walls.
3. Students are to talk softly in the hallways.

## **BREAK**

Due to the early departure from home of some of our students, we provide a mid-morning break time. Students may bring or purchase a snack to hold them over until lunch time. Snacks are sold on a cash only basis and cannot be charged. All lunchroom rules apply during break.

## **LUNCH PROGRAM**

Students may bring their lunch from home or purchase it in the school cafeteria.—Lunch orders are taken in homeroom.—NO lunch orders may be received after 8:45 a.m.—In the event that a child forgets his/her lunch or lunch money, they may charge one meal which must be paid in full the following day. If this charge is not paid, then a student may only order a hot dog or ham roll and water until their charges are paid.

Due to the need to have nutritional standards and orderliness in our lunch program these policies must be implemented.—No carbonated drinks (except Sierra Mist) or sweet tea in the elementary (this includes drinks brought from home).—Students who bring their lunch must bring it with them at the beginning of school.—If a parent wishes to bring their child a lunch they must eat with the child.—Please follow the same school policies in regard to the drinks. The office and cafeteria cannot be responsible for holding lunches for students.

Meal tickets of \$20 may be purchased in the school office.—The homeroom teacher will keep this ticket and mark off amounts as your child uses it.—**We encourage our parents to use this method as it cuts down on the exchange of money and reduces the risk of money being lost.**

## **PARTIES**

Parents are reminded that they will be informed of official school activities.—The school calendar has the majority of these listed.—Even though there may be events attended by school personnel, the school is not responsible and will not assume responsibility for supervising the activities of non-school functions.

Parties are permitted at MCCA for classes.—There are times it is possible to do something special for the whole class of which your child is a member.—The teacher will contact you in these instances.

If you would like to recognize your child's birthday, a birthday treat may be brought during snack or lunch. It is necessary to inform the teacher in advance so this can be included in the daily routine.

## **PARENT-TEACHER CONFERENCES**

Parents are urged to seek a conference with a teacher at any time it is deemed necessary.

TEACHERS WELCOME OPPORTUNITIES TO TALK WITH PARENTS; HOWEVER, APPOINTMENTS SHOULD BE MADE SO AS NOT TO CONFLICT WITH REGULARLY SCHEDULED DUTIES. Attempts should not be made to confer with teachers during Open House, at school programs, or at unscheduled times before and after school.—We do ask, however, that parents call or write for a conference with the teacher before coming.—Teachers are willing to work with parents in scheduling conferences at mutually convenient times.

Appointments with administrative staff should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances.—Problems are to be discussed with teachers and others directly involved.—Please do not involve other parents, students, etc., who are not part of the problem or the solution.—Students (or their parents) are asked not to sow discord by talking to others concerning problems they have with the school or a teacher.—Students will not be allowed to remain as part of the student body if this occurs.—Please know that it is the desire of all the staff of Mt. Calvary Christian Academy to solve problems and work toward solutions of any problems involving your children.—We will spare no effort to that end.

## **CURRICULUM**

In the elementary, MCCA uses the "A Beka Book" curriculum and Postive Action for Christ for Bible.

## **PRIVATE MUSIC LESSONS**

Private music lessons (i.e. piano, voice) are made available to students of MCCA.—In order to participate in these, arrangements should be made directly with the teacher of these lessons.—These

lessons are not part of the normal school program and therefore scheduling must be made with each individual student.

## GRADING AND REPORTING

The following grade scale is used at Mt. Calvary Christian Academy:

A.....	90-100	D.....	60-69
B.....	80-89	F.....	0-59
C.....	70-79		

## CLASS WORK

Class work is assigned predominantly in the elementary grades. The purpose of class work is for reinforcement and practice of material that they are learning.—It is not just “busy work.”—Students are expected to complete all class work in the time allotted.

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to aid the student's advancement in his or her studies.—Therefore, each student is required to complete his or her homework assignments.—Homework is given for several reasons.

For Reinforcement: We believe that most students require solid drilling to master material essential to their educational process.

For Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

For Remedial Activity: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

No homework will be assigned on Wednesday nights so students can attend prayer meeting.

Some ways you can help your student with his studies:

1. Parents should see that the student has an assignment notebook to record his assignments when given by the teacher.—Parents should teach their child that the *student* is responsible for copying the assignment and that both parent and teacher expect

it to be done. \*Students are required to purchase an assignment book through the MCCA bookstore.

2. Be sure that your student is provided with a quiet, secluded study place.
3. Keep distractions to a minimum (especially the television, telephone and Internet.)

## LATE WORK

At MCCA all school work is expected to be completed and turned in at the time as assigned by the teacher.— In the event that work is turned in late the following policy will be followed:

**Work not turned in on time will receive a “0”.— There may be an occasion where extenuating circumstances occur; therefore, this will be left up to the teacher’s discretion.**

## MAKE-UP WORK POLICY

When a student has been absent they are responsible for going to the teachers and finding out what work was missed. Student will have two (2) days to turn in their make-up work. (Teacher may give more days in special circumstances).— If the student is late turning in make-up work it will be considered the same as late work and the appropriate points will be taken off.

## TESTS

Even if a student checks in late, he/she is still required to take whatever tests were given prior to his arrival to school that day before he/she leaves.— The student is responsible for getting with the teacher and scheduling a time to take it.

It is the student’s responsibility to see the teacher before or after school the day the work is due.— The work can then be scheduled to be made up at the discretion and convenience of the teacher.

## REPORT CARDS

Report cards covering each nine-week period will be issued at the end of the grading period. Check the school calendar for the exact dates. The final report card for the school year will be available one week following the close of school.

## **HONOR ROLL**

It is the policy of MCCA to recognize students that have achieved outstanding academic marks.—Our honor roll program is one of the ways we strive to reward these students and at the same time encourage all of our students to work to their full potential.—All graded subjects will be averaged to obtain the honor roll.—Recognition of students will be made at the end of each nine weeks grading period.—Students with “incomplete” grades may make the honor roll, however, if the grades come in late they may not be recognized publicly.

Principal’s Honor Roll – All “A’s” (97 average or above)

“A” Honor Roll – All “A’s”

“B” Honor Roll – All “A’s” and “B’s”

## **AWARDS**

Awards and special recognitions are made throughout the school year at MCCA.—Many of these will be made during chapels or special assemblies during the normal school hours.

End of the year awards programs will be scheduled to honor deserving students.—Please check the current school calendar for these dates.—We encourage parents and families to attend these special times and help us in honoring and encouraging your children.

## **K5 GRADUATION**

At the end of the year, the kindergarten students will have a program and cap and gown ceremony.—The following awards will be given:

Smiley Face Awards

Perfect Attendance

Bible Verse Awards

## **PROMOTION/RETENTION**

Kindergarten students who do not meet the qualifications for promotion may be held back. Students who struggle in their classes may also be asked to repeat their grade.

First – fifth grade students who fail three or more subjects (yearly average) will automatically repeat the grade level.—Students receiving

three (3) “D’s” or a combination of three (3) “D’s” and “F’s” will be promoted on a probationary basis only if they complete a school approved summer school program.

## **HELP SESSIONS**

Students who need or will profit from extra help will be asked to attend special help sessions.—Most teachers are available to meet with students after school until 3:30 p.m. on a regularly scheduled basis.—In some instances, assistance may be available prior to school starting. Parents and students need to check with the appropriate teachers for this special help.

## **TESTING**

Mt. Calvary Christian Academy maintains a thorough testing program to measure student’s abilities and progress.—Results of tests are used to help the administration and faculty to work more effectively with each student and to make continual improvements to the curriculum.

## **DROP OFF**

All students who arrive prior to 7:40 a.m. MUST enter through the daycare door and then to the bleachers in the gym.

Students arriving between 7:40 a.m. and 8:05 a.m. should go directly inside to the bleachers.

Students arriving after 8:05 a.m. should go directly to their classrooms (see late arrival/tardy policy).

## **PICK UP**

K5 through fifth grade students will be picked up in front of the school building, next to Main Street. All students not picked up by 3:10 will go directly to ESD and the parents will be responsible for the accrued charges.

## **RESTRICTED CHILD PICK UP**

If parents are separated or divorced and one parent is not allowed to see or pick up a child, we must have on file at the school office a certified copy of the court order of final judgment.

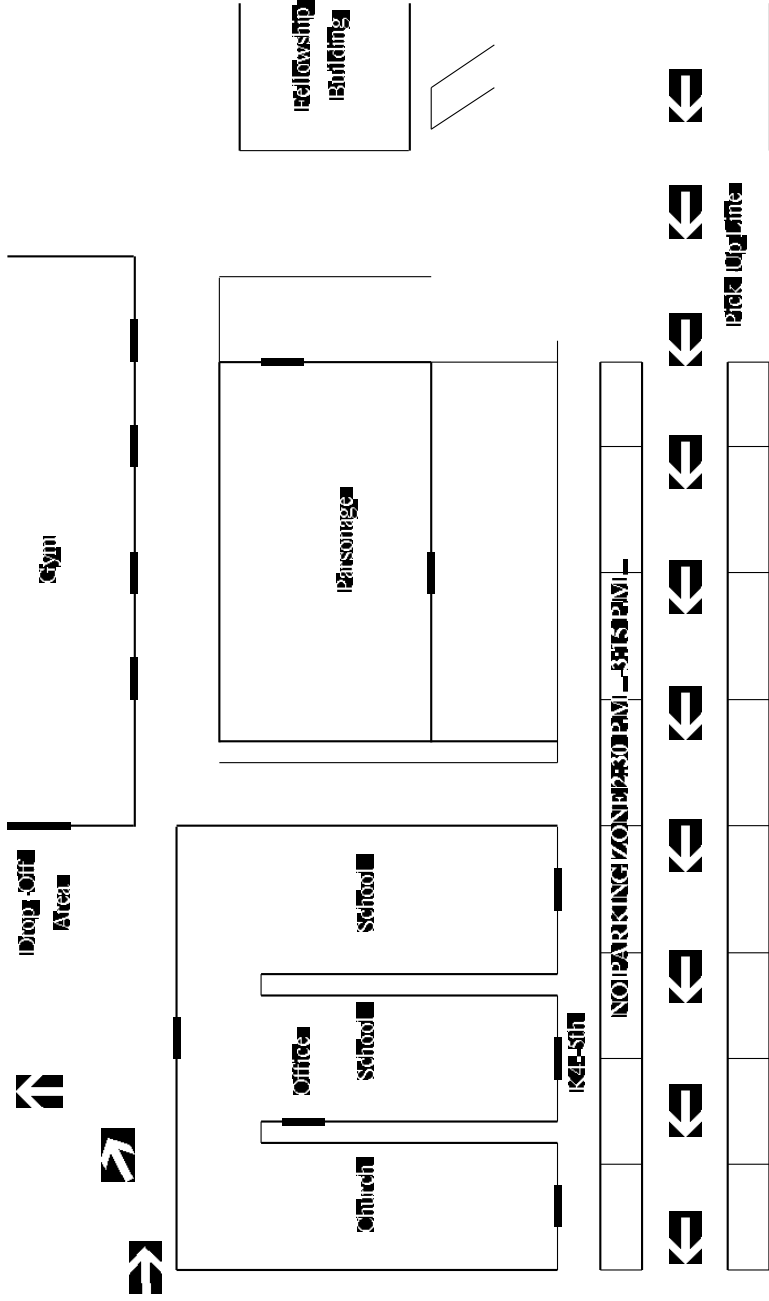
## **CAMPUS TRAFFIC**

The campus speed limit is 10 mph for all vehicles.—Traffic will move in a counter clockwise manner around the lower parking lot.—Any parent

or student driving in a reckless or irresponsible manner will be in jeopardy of losing their driving privileges on campus.

\*This handbook is not all-inclusive. As the year progresses, other issues may arise that need addressing. Changes may be made at any time as deemed necessary by the administration.





## INDEX

- [Absences, 11](#)
- [Admission Procedures, 12](#)
- [Age Requirements, 12](#)
- [Approved Absences From Class, 11](#)
- [Awards, 35](#)
- [Boy-Girl Relationships, 24](#)
- [Break, 31](#)
- [Bullying Policy, 25](#)
- [Campus Traffic, 37](#)
- [Care of Property, 29](#)
- [Chapel, 9](#)
- [Child Abuse, 29](#)
- [Church Attendance, 4](#)
- [Church-School Relationship, 4](#)
- [Class Work, 33](#)
- [Classrooms, 29](#)
- [Communicable Diseases, 27](#)
- [Conduct At Extracurricular Events, 26](#)
- [Cumulative Records, 13](#)
- [Curriculum, 33](#)
- [Detention, 22](#)
- [Discipline, 21](#)
- [Dress Code, 15](#)
- [Dress Code For Athletic Events, 18](#)
- [Drop Off, 36](#)
- [Early Dismissal, 10](#)
- [Elementary Discipline Procedures, 22](#)
- [Expulsion, 23](#)
- [Finances, 13](#)
- [Fundraising, 14](#)
- [General Information, 29](#)
- [Grading and Reporting, 33](#)
- [Gym, 31](#)
- [Halls, 31](#)
- [Health, 28](#)
- [Help Sessions, 36](#)
- [Homework, 33](#)
- [Honor Roll, 35](#)
- [Illness, 27](#)
- [Immoral Acts Policy, 24](#)
- [Insurance, 15](#)
- [K5 Graduation, 36](#)
- [Late Arrival/Tardies, 11](#)
- [Late Work, 34](#)
- [Library, 19](#)
- [Lice/Scabies Policy, 29](#)
- [Lost and Found, 19](#)
- [Lunch Program, 31](#)
- [Make-Up Work Policy, 34](#)
- [Mission Statement, 5](#)
- [Music Policy, 24](#)
- [Non-Discrimination Policy, 9](#)
- [Our Affiliations, 8](#)
- [Our Goals, 6](#)
- [Our Philosophy, 7](#)
- [Our Purpose, 4](#)
- [Our Statement of Faith, 4](#)
- [Parent-Teacher Conferences, 32](#)
- [Parties, 32](#)
- [Patriotism, 8](#)
- [Peace Symbol Policy, 25](#)
- [Philosophy of Accountability, 7](#)
- [Pick Up, 37](#)
- [Private Music Lessons, 33](#)
- [Prohibited Articles, 26](#)
- [Promotion/Retention, 36](#)
- [Report Cards, 35](#)
- [Restricted Child Pick Up, 37](#)
- [Restrooms, 30](#)
- [School Board, 4](#)
- [School Closings, 10](#)
- [School Colors, 9](#)
- [School Hours, 10](#)
- [School Mascot, 9](#)
- [School Office, 18](#)
- [School Shield, 9](#)
- [School Supplies, 19](#)
- [School-Sponsored Trips & Activities, 26](#)
- [Show and Tell, 25](#)
- [Solicitation, 10](#)
- [Standards of Conduct, 20](#)
- [Suspension, 22](#)
- [Telephone, 19](#)
- [Testing, 36](#)
- [Tests, 35](#)
- [The Weekly Warrior, 19](#)
- [Tuition and Fees, 14](#)
- [Visitors and Guests, 9](#)
- [Volunteers and Chaperones, 27](#)
- [Withdrawal, 13](#)

Absences, 11  
 Admission Procedures, 12  
 Age Requirements, 12  
 Approved Absences From Class, 11  
 Awards, 36  
 Boy-Girl Relationships, 25  
 Break, 32  
 Bullying Policy, 26  
 Campus Traffic, 38  
 Care Of Property, 30  
 Chapel, 9  
 Child Abuse, 30  
 Class Work, 34  
 Classrooms, 30  
 Communicable Diseases, 28  
 Conduct At Extracurricular Events, 27  
 Cumulative Records, 13  
 Curriculum, 34  
 Detention, 23  
 Discipline, 21  
 Dress Code, 15  
 Dress Code For Athletic Events, 18  
 Drop Off, 37  
 Early Dismissal, 10  
 Elementary Discipline Procedures, 22  
 Expulsion, 24  
 Finances, 13  
 Fundraising, 14  
 General Information, 30  
 Grading And Reporting, 34  
 Gym, 32  
 Halls, 32  
 Health, 29  
 Help Sessions, 37  
 Homework, 34  
 Honor Roll, 36  
 Illness, 28  
 Immoral Acts Policy, 25  
 Insurance, 15  
 K5 Graduation, 37  
 Late Arrival/Tardies, 11  
 Late Work, 35  
 Library, 19  
 Lice/Scabies Policy, 30  
 Lost And Found, 19  
 Lunch Program, 32  
 Make-Up Work Policy, 35  
 Music Policy, 25  
 Non-Discrimination Policy, 9  
 Parent-Teacher Conferences, 33  
 Parties, 33  
 Peace Symbol Policy, 26  
 Pick Up, 38  
 Private Music Lessons, 34  
 Prohibited Articles, 27  
 Promotion/Retention, 37  
 Report Cards, 36  
 Restricted Child Pick Up, 38  
 Restrooms, 31  
 School Closings, 10  
 School Hours, 10  
 School Office, 18  
 School Supplies, 19  
 School-Sponsored Trips & Activities, 27  
 Show And Tell, 26  
 Solicitation, 10  
 Standards Of Conduct, 20  
 Suspension, 23  
 Telephone, 19  
 Testing, 37  
 Tests, 36  
 The Weekly Warrior, 19  
 Tuition And Fees, 14  
 Visitors And Guests, 9  
 Volunteers And Chaperones, 28  
 Withdrawal, 13

This page intentionally left blank.

## PARENT AND STUDENT HANDBOOK AGREEMENT

Please read this handbook thoroughly, sign the spaces below and return this page to the school office.

As a parent I have read the Student Handbook.        I will cooperate with MCCA by seeing that my son or daughter maintains these high Christian standards whether at home, school, or elsewhere. I also understand that issues not specifically addressed in this handbook will be dealt with on an as needed basis. Any decisions made will be solely at the discretion of the administration.

Mt. Calvary Christian Academy reserves the right to use photographs of you or your children for advertising purposes. This may include postcards, brochures, videos, website or newspaper advertising. Please inform the school office in writing if you do not want your child's pictures used in our promotional materials.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

# Mt. Calvary Christian Academy

*Teaching the Mind,  
Training the Heart*

*Why should we teach...*

## **Bible**

To teach God's Word & truth to His people.

## **History**

To tell His story of how He  
has worked through time.

## **Science**

To discover the principles and  
truth that God has created.

## **Math**

To teach absolutes and order in God's universe.

## **English**

To learn to communicate and read  
God's Word and give it to others.