

# Midland Christian Academy – Student/Parent Handbook **2023-2024**

## Mission Statement

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

## Philosophy

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

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

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

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

## History

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

## Admissions

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

## Admission Policies:

1. **TESTING:** Newly enrolled students will be tested to determine appropriate placement. Children must be 3 years of age by September 30 and toilet trained by August 1, to enroll in the preschool classes, 4 years of age by September 30 to enroll in Pre-Kindergarten class, and 5 years of age by September 30, to be admitted to our Kindergarten class.
2. **HEALTH FORMS:** All new students (K – 6<sup>th</sup>) must provide a current Virginia entrance health form, which includes immunization records from a physician or a Religious Exemption Form. Returning students should update the health form if changes occur. Kindergarten registration requires documentation of a doctor's physical examination. The physician or the MCA office may supply the forms.
3. **REGISTRATION FORM:** This form must be submitted ANNUALLY and is accompanied by the registration fee in order to secure the student's place in class.
4. **REGISTRATION FEE:** This is a non-refundable, annual fee, which must accompany the registration form to secure enrollment.

5. **BIRTH CERTIFICATE:** A copy of the birth certificate or certificate of adoption is to be on file for all students before the student is officially enrolled.
6. **DOCUMENTATION OF CUSTODY:** If a legal agreement has been made between parents as to the custody and visitation rights, a copy of the court order must be provided to the MCA office. The most recent court order on file with the MCA office will be honored.
7. **REQUESTS FOR RECORDS:** Upon written parental authorization, we will have the official school records sent to us from the student's previous school.
8. **TUITION FEE:** Prepaid tuition is due by the last business day in June and is discounted by 5%. If paid with credit card there will be a processing fee. We also offer a multiple child discount of 10% on the youngest child/children. Deferred payments must be made through FACTS Tuition Management with three payment options:

- A. Monthly - to be paid over a 10-month period - August to May.
- B. Quarterly
- C. Semi-Annually

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

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

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

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

10. **BOOK AND SUPPLY FEES:** Book and supply fees are due at time of registration.

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

School Days

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

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

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

## **Dress Code**

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

**NOTE:** The MCA School purple t-shirts can only be worn on Fridays or Special Events.

Boys:

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

Girls:

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

**SHOES: Sneakers/Tennis shoes are required every day.** Winter/snow boots are acceptable as needed.

All accessories should be tasteful and simple. Bandanas or fashion novelty headbands (i.e. Cat, mouse, etc.) are prohibited. Hats may be worn outside during recess or P.E. only. No hats are to be worn in the classrooms or buildings. Excessive, distracting accessories are prohibited. No earrings allowed on boys. Boy’s hairline may not reach eyebrows, ears, or collars.

Each Friday is non-uniform or “jean day.” Occasionally, students will have a fun or “School Spirit” day. **Sneakers/tennis shoes are still required for safety purposes.**

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

## **Inclement Weather Closings**

**MCA will follow Fauquier County Public Schools on the first day of inclement weather. MCA will make its own determination for the second day and any subsequent days in that week regarding a delay or closing.** A message will go out via Facebook, the Google Email Group and the Remind app.

**If MCA opens 1 hour late, we will extend half day Preschool and Pre-K classes until 1:00 PM. These children should pack a lunch.** Kindergarten and Elementary will dismiss at their normal time.

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

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

### Attendance

**Classrooms open promptly at 8:50 AM. Your child should arrive at the classroom at that time. Any student Preschool – 6<sup>th</sup> grade arriving after 9:00 am must go to the main office to obtain a tardy slip.** Regular punctual attendance is essential in successfully educating our students. Please avoid sending your child to school late and avoid absences, including Preschool and Pre-Kindergarten as it disrupts the entire class. Elementary students arriving late for school should proceed to the classroom with a responsible adult.

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

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

### Academic goals

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

### Curriculum

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

### Homework

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

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

We desire to be reasonable in the amount of homework assigned. Pre-Kindergarten and Kindergarten students may spend approximately 10-20 minutes on daily homework. Elementary students may spend approximately 15 - 40 minutes on homework.

### Reporting Progress

Pre-Kindergarten and Preschool students receive un-graded progress reports at least 4 times during the school year. This keeps the parents informed of the student's progress in Reading and Math readiness, physical and social abilities and conduct. Parent-Teacher Conferences will be scheduled twice during the school year.

Kindergarten and Elementary students receive report cards 4 times during the school year. These students may also receive progress reports halfway through each grading period if needed. Both reports will inform the parents of the student's progress in spiritual, social, emotional, and physical development, academic readiness, Math, and phonics.

The following scale is used for Kindergarten grading:

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

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

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

Elementary grading is based on the Abeka curriculum.

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

#### Communication

MCA provides information to parents via the Google Email Group (requires individual sign up), Facebook, Instagram, newsletters and notices. Newsletters and notices may be handed to the parent (or person picking up your child), put into your child's back pack or assignment book or delivered via email. **It is the parents' responsibility to read these newsletters and notices.**

#### Food

1. All students will need to bring a **nutritious** lunch and water bottle each day.
2. Candy and other sugary foods are not recommended.
3. Bottled water dispensers are provided for students to refill their water bottle.

All food should be well packed in insulated lunch boxes. Students' lunches and snacks will not be kept in a refrigerator or freezer. An optional lunch program is also available for a nominal fee. Order forms will be sent home with a schedule of upcoming lunch options.

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

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

At dismissal, noon for half day Preschool and Pre-K and 3:30 PM for full day Preschool, and Pre-K, students must be signed-out before being released. Parents will wait outside the lower church entrance doors. Children will be dismissed to the parent/guardian.

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

If, due to an emergency, a parent may be a *few minutes late* picking up a child, a call will be sufficient. **If more than a few minutes, a call is expected, and extended care fees will be charged and billed at the end of the month.** The child will be dismissed from extended care.

#### Kindergarten, Elementary Arrival & Dismissal

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

Pick up in the afternoon is promptly at 3:30 PM. As parents arrive for dismissal, we ask that they proceed around the U-shaped driveway and park at the front of the office. Kindergarten parents should stay to the right (outer) part of the driveway. Parents of students in grades 1-6 should use the left (inner) part of the loop. Parents should wait in the vehicle for dismissal. Staff will accompany children to their parent's car. Staff may direct traffic in the driveway to assist in timely dismissal.

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

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

#### Field Trips

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

The teacher arranges the field trips. Parent permission forms and fee information will be sent home with each student. The teacher will instruct the chaperones and students on the guidelines of each field trip. Signed permission slips are required for each field trip. Parent transportation may be requested for field trips in lieu of bus rental. Teachers will indicate how many vehicles will be needed and will ask for volunteers to drive. Parents may transport children other than their own with written permission from the other parent issued to the child's teacher.

#### Parent Involvement

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

The school and PSF (Parent-Staff Fellowship) coordinate several fundraisers per year. Fundraisers provide for upgrades to our facilities, equipment and supplies. These funds help to keep down the cost of tuition.

### Illness

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

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

We ask that parents use good judgment and not send a child to school with a fever or if he/she is not feeling well prior to class. As a guideline, **a child cannot return, who has vomited, had a fever of 100 degrees or more or upset stomach in the past 24 hours without medication. Any child recovering from a communicable disease or illness will require a doctor's note certifying they are safe to return to school. MCA reserves the right to make all final decisions necessary to limit the spread of communicable diseases.**

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

### COVID-19

MCA will follow the CDC guidelines.

### Withdrawal

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

### Before School Care and After School Care

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

Before School Care will be offered for children whose parents need to drop them off before 9:00 AM. The hours are 7:00 AM to 8:50 AM.

MCA also provides After School Care as a service to school families who may need childcare for their children.

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

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

### Holidays and Special Events

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

### Resolving differences

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

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

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

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

### Discipline

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

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

- All adults will be addressed as “sir” or “ma’am”.
- Good manners and common courtesy are to be used by all students.
- Students will cease talking when adults speak.
- A student carrying a message to another classroom should knock before entering and then enter the room quietly.
- Students are not to interrupt people by talking to or by walking between the individuals engaged in conversation.
- Students going through doorways should hold the door for people behind them or people coming from the opposite direction.
- Gentlemen should hold the door for ladies.
- Students should remain focused on the teacher at all times regardless of who enters the room.
- All students are expected to speak, answer and act with respect toward other students and adults.
- Students are to follow the classroom rules.
- Chewing gum is not allowed in the building or on the school grounds at any time.
- Students should respect the use of the buildings. Property and equipment are to be treated with care. Good stewardship includes respectful care of all property.
- Profanity is unacceptable.



- Fighting is unacceptable.
- Use and/or possession of tobacco, drugs, alcohol, or weapons are strictly prohibited.
- Insubordination and threatening behavior are not tolerated.
- Students must be ready to begin each class with supplies and assignments.
- Students may not use the name of God in a disrespectful manner.
- Any printed material to be distributed must be cleared by Administration.
- Electronic equipment such as laser pointers, cell phones, radios, personal audio and video equipment, trading cards, (Pokémon, Baseball) etc. are not allowed during the school day.

## **Discipline Levels**

### **Elementary Level 1:**

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

<b>Infraction</b>	<b>Description</b>	<b>Minimum Consequence</b>
Tardy	Arriving to school or class late.	Loss of recess time after 4 tardies
Dress Code	Improper attire	Notice to parents
Gum	Chewing gum on school property.	Teacher action
Electronic Device	Use of cell phones, pagers, radio, CD, tape, iPod, MP3, or other personal entertainment devices on school property.	Confiscation of property. May be returned at the end of the day at administration's discretion.
Disobedience of Class Rules	Refusal through attitude or forgetfulness to obey any rules established and communicated by the classroom teacher.	Teacher action (could be behavioral or academic penalty)

### **Level 2:**

Level 2 offenses are still considered lesser infractions that require immediate correction but represent a higher level of offense. Each incident will result in the student receiving in-School detention. These offenses include:

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

### Level 3:

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

<b>Infraction</b>	<b>Description</b>	<b>Minimum Consequence</b>
Academic Dishonesty	Cheating. Plagiarism. We consider cheating to have components of stealing and lying.	Zero on work. In-School detention. Probation. Administrative/Parent Contact. Suspension.
Bullying	Harassing, hurting, frightening, or otherwise terrorizing another student whether verbally, mentally or physically	1 <sup>st</sup> Occurrence: In-School detention, Probation, Administrative/Parent Contact 2 <sup>nd</sup> Occurrence: see refusal to Obey Policies
Dishonesty	Lying, knowingly misrepresenting facts, or otherwise obscuring truth for any reason	In-School Detention Probation Administrative/Parent Contact
Insubordination/Disobedience	Deliberate refusal to follow reasonable requests of any staff member	In-School detention Probation Administrative/Parent Contact
Profanity	Use of God's name in a disrespectful manner and/or use of vulgar or obscene language	In-School detention Parent Contact
Tobacco	Possession or use of tobacco or tobacco products on school property or within school buildings	Suspension Probation Administrative/Parent Contact
Fighting	A physical confrontation involving two or more persons	In-school suspension Probation Parent conference
Refusal to Obey School Policies	An established pattern of failing to comply with school rules, regulations, policies, procedures, defined in or not otherwise defined in the discipline code	Suspension/Expulsion Probation Parent Conference
Theft	Taking or obtaining property of another without permission and/or knowledge of the owner	Suspension/Expulsion Restitution Probation Parent Conference
Unbecoming Conduct	Misconduct of such nature that could negatively impact the reputation of MCA within the community. Examples include but are not limited to: disparaging remarks in public, inappropriate posting to the internet, activities which lead to police involvement, etc.	Suspension/Expulsion Probation Parent Conference (More stringent consequences probable)

**Level 4:**

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

These offenses include:

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

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

**By returning this sheet I acknowledge that I have received and read the Midland Christian Academy 2023-24 Student-Parent Handbook.**

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Parent/Guardian Print

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Parent/Guardian Print

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Date

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Parent/Guardian Signature

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Parent/Guardian Signature

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Date

Student Name(s)

Grade

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**PLEASE RETURN THIS COMPLETED SHEET TO YOUR CHILD'S TEACHER OR THE MCA OFFICE.**