

MOFFAT COUNTY CHRISTIAN ACADEMY

STUDENT/ PARENT HANDBOOK

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"Train up a child in the way he should go." Proverbs 22:6

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FOREWORD

The Board of Trustees, Principal, and Faculty welcomes you to Moffat County Christian Academy. We are grateful to God for the opportunity to provide a quality, God-centered education to our students. Many hours have been dedicated to ensuring this school year will be a successful one. We are confident it will glorify God and help train up your child in every way. It is our prayer that with God's help, every child will have a positive learning experience and come to know Jesus personally.

Although every effort has been made to include all important rules and regulations, it is impossible to cover all aspects of school life and to foresee what changes may be necessary. Therefore, MCCA reserves the right to make changes, additions, and/or revisions to this handbook that it deems necessary for the good of the school. In the event changes are made, families will be notified of the changes.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Moffat County Christian Academy's faith, doctrine, practice, policy, and discipline, our board of directors is Moffat County Christian Academy's final interpretive authority on the Bible's meaning and application.

MISSION STATEMENT

To provide the students of MCCA with quality, God-centered education; training children in the way they should go (Proverbs 22:6), equipping students (II Timothy 3:16-17) to glorify God (Psalm 86:8) by being a witness for Jesus Christ to the world (Matthew 28:19), through a curriculum which challenges students to attain excellence, enabling them to pursue God's plan for their life (Jeremiah 29:11) and preparing them to be knowledgeable Christian participants in our nation and in our world.

PHILOSOPHY

The philosophy of MCCA is that the Bible is the inspired, infallible, authoritative Word of God, and that God created all things and sustains all things. We believe that every person has been created in the image of God with a unique identity, individual strengths and weaknesses, capabilities, and limitations. By faith in Jesus Christ, an individual enters into a relationship with God whereby he/she is nurtured and matured. Therefore, MCCA is dedicated to the development of moral and spiritual character, as well as the enrichment of the academic and physical well-being of students' lives through growth in Christian ideals.

CHRISTIAN SCHOOL BENEFITS

There are many benefits for a child who attends Moffat County Christian Academy. We attempt to relate to students in a Christ-like manner and impact their lives in a positive way to affect the heart. Three main benefits are listed below:

- The Bible is freely taught. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of life. They are shown that God gives us some absolutes by which to live. They memorize portions of the Bible as a guide through life. Often children will confess Jesus Christ as Savior and will therefore have eternal life.
- Quality education is given. Students get individual attention and encouragement. The basics of reading, writing, and arithmetic are emphasized.
- Students reach their greatest potential in social development. In a Christian atmosphere, excessive ungodly peer pressure is limited, which promotes an atmosphere of spiritual and social prosperity. Students also are taught to defend their faith and impact their generation for Christ. We believe the well-rounded educational program includes core subjects as well as enrichment opportunities such as music, art, and P.E.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; One Savior, crucified, risen, and coming again with life and liberty to all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

ADMISSIONS

Moffat County Christian Academy attempts to serve a large cross-section of students, accepting those with strong potential and abilities who embrace and practice a biblical worldview similar to the one highlighted in our Philosophy Statement. Students develop a Christian worldview by integrating life and studies with the Bible. We seek to aid the development of each child spiritually, socially, physically, and intellectually. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual/bi-sexual/ transgender identification, or inability to support the moral principles of the school. **In such cases MCCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student for any reason.** Because of the general academic pace, rigorous expectations and lack of specialized staff, MCCA does not accept students with moderate to severe learning disabilities or other specialized academic needs. MCCA will try to provide tutorial support to all enrolled students needing extra assistance. For students needing more assistance, beyond the skills of our staff, parents may need to seek tutorial assistance outside the school. MCCA staff will meet with parents to discuss details.

***In accordance with Title VI of the Civil Rights Act of 1964, it is the policy of MCCA to admit and treat all children, parents and staff without regard to race, color, disabling condition, religion or national origin. The school admits students of any race, color, and national or ethnic origin. Each student is granted the opportunity for the same rights and privileges, which allows all students the same possibility to enlist in any program or activity including educational policies, admissions policies, and other school administered programs. MCCA is a private, Christian school and therefore the HOLY BIBLE is our standard for moral and ethical practices.**

In regard to gender issues, we adhere to the scripture that says, "So God created man in his own image, in the image of God created he him; male and female created he them." (GENESIS 1:27 KJV) and "And he answered and said unto them, Have ye

not read, that he which made them at the beginning made them male and female," (MATTHEW 19:4 KJV). The true and ongoing attribute of our Holy God is that He is Creator of all things and all people. We respect the differences between boys and girls and the role each play in nurturing and continuing the human race.

Our secular society differs in their approach to gender identity. It leads to confusion and since scripture says that God is not a God of confusion, we cannot go along with anything but what scripture mandates.

ADMISSIONS CONT.

In order to maintain a high level of moral conduct and quality Christian education, MCCA encourages parents of enrolled students to: Provide a nurturing home environment for their children's mind and soul. Monitor their student's homework habits, encourage and help them learn to their fullest potential. Support the Administration, all classroom staff, the handbook and all school board decisions. Please be available for volunteer assistance to the school, which includes but is not limited to, fundraising, classroom assistance and other special projects. Be in attendance at a Bible believing church. No particular church doctrine will be promoted. Should doctrinal differences arise, discussion will be done with self-control, motivated by a sincere love of God's Word, and love of the body of Christ. The board reserves the right to limit any and all discussion. Where doctrinal differences exist, students shall be encouraged to discuss the issue with their parents or their church leaders.

ADMISSION PROCEDURES

All currently enrolled students are granted first priority in enrolling for each new school year. This gives a family the opportunity to enroll siblings that may not be currently enrolled. Please be advised, enrollment will be open to all other interested families on May 1st. Families who have a student/s already attending MCCA should submit the proper paperwork and fees due before May 1st if they will be re-enrolling their student/s for the following school year.

MCCA requires the following paperwork and fees as part of its admission process.

1. Completed registration packet (printed and signed)
2. \$285.00 application fee, check or cash.
3. Copy:
 - a. Birth certificate
 - b. Immunization records
 - c. Report card-current & 2 previous years
 - d. Transcript
 - e. Standardized test score: 2 previous years
4. The most recent copy of any court documents regarding custody and educational decisions signed by a judge.
5. K-1st Grade Recommendation Form or reading readiness test
6. ***The MCCA school board would like the opportunity to meet with new families before beginning school enrollment.***

*Please note...forms are available at www.mcchristianacademy.org and may be available to be completed online. Please email the recommendation forms as attachments, directly to each individual. Be sure to include your student's full name and current grade in the email. Other items can be emailed directly to secretary@mcchristianacademy.org

CONFIDENTIALITY

All information provided to MCCA for enrollment will be kept in the strictest confidence and shared only with the school personnel on a need-to-know basis. MCCA will NOT freely give, sell or display personal information regarding any of the students, UNLESS requested, IN WRITING, by a parent or guardian of that student. MCCA will submit information to Moffat County School District as requested for the purpose of any partnership that is created between MCSD and MCCA Board of Education.

AGE REQUIREMENTS

Kindergarten: must be 5 years old by August 31st of the year for which they are applying. All other students must be "class age" by August 31st of the year for which they are applying.

*** Consideration for exceptions to this must be approved by the Principal, Administrator and teacher of Moffat County Christian Academy.***

ADMISSION INTERVIEW

New students may be subject to a family admission interview with MCCA staff. Admission interview is an opportunity to discuss philosophy, compatibility, answer your questions and assess whether our program meets your needs. Applicants for grades K – 8 will have an interview scheduled for the student, parents, and staff member(s)

ACCEPTANCE

The decision on acceptance to MCCA is communicated to all families in writing when possible. Please be aware that enrollment is not finalized until registration fees are paid in full.

DEADLINES PROCEDURES

MCCA utilizes continuous enrollment which means that current MCCA students will automatically be enrolled each year. If a new applicant is accepted and if space is available, a letter of acceptance is sent out, and you are given a deadline to respond. Applications after the deadline may be accepted and potential applicants will be placed as space becomes available. MCCA accepts applications year-round and places children based on space available.

TUITION AND FEES

TUITION

Tuition is to be paid in ten equal installments from August through May. Payments will need to be paid on or before the 1st of each month. Any payments received after the 10th of the month are considered late and will result in a \$50 late fee being assessed to the account. Any payments returned for insufficient funds will result in a \$30 fee being assessed to the account.

If tuition is not received by the first day of the following month, the student could be suspended until the account is brought current. The board reserves the right to make exceptions to the tuition policy. Any exceptions made by the board shall apply only to the particular instance under review and will be shared with the effective party as a document signed by both parties (school officials and the family of the student).

For students accepted after Sept, payments will be divided equally for the remaining months. First payment is due with prorated amount by the first of the next full month, but may be made sooner. All account balances must be paid in full by May 10 of the current school year.

FEES

Registration Fee- \$285 per student Due in full with Registration packet. This non-refundable fee is broken out as follows: Curriculum Fee and Testing/Building Fee. **MCCA tuition** is \$285.00 a month for ten months, August through May.

TUITION ASSISTANCE

It is recommended that families in need of tuition assistance should reach out to the School and ask about an application for tuition assistance and available scholarship funding. All applications and assistance is confidential and granted on a case by case basis, if available. Contact School at 1-970-824-0120. ***Please be advised, completing an application does not guarantee assistance will be available.***

REFUNDS / DISCOUNTS

Refunds of tuition or registration fee will be given on a case by case basis should a student be voluntarily or involuntarily withdrawn or dis-enrolled from MCCA at any time. No discounts on tuition can be given to any parent volunteering in a classroom. **MULTIPLE CHILD DISCOUNTS – Families with multiple children enrolled will receive a discount for the 2nd and any subsequent children enrolled from the same household;** \$200.00 a month for ten months, August through May for the second student and any thereafter.

STUDENT WITHDRAWALS

Withdrawals take 48 hours to process. If you need records by a certain time, please contact our main office with advanced notice so that we can prepare all documents. Records, grades, finances, equipment, books, and an exit interview are all items required for withdrawal. Therefore, it takes time to process the information in an orderly, efficient, and precise manner.

In the event a student is removed from MCCA or does not otherwise complete the entire semester for any reason, student records including official transcripts, will not be released until all accounts have been paid in full. Only students whose accounts are current will be allowed to enroll for the following school year.

COMMUNICATION

Communication between parents and school personnel is most important. School information will come in the form of parent conferences, emails and remind 101 text messages.

Parents need to have complete confidence in their child's teacher and this encourages the student to have that confidence as well. This is substantiated in word and deed, and is especially illustrated by following the proper chain of command when communicating through issues, disagreements, misunderstandings, and disputes.

When there is a questionable issue between the student/parent and the teacher, the first step is to talk directly to the teacher. Many times, there is a simple misunderstanding when students bring an issue to the parent. Discussion with the teacher does two things. First, it assures that the parent gets the most reliable information in an efficient fashion. Secondly, it forges a relational partnership between the parent and the teacher. Please ensure that when issues arise, the teacher is notified directly and promptly. Conferencing with administration without discussion with the teacher opposes our policy. If the situation is not resolved after there is discussion between the teacher and student/parent, then administration should be notified. Confidentiality about students is important.

When you need to speak to the teacher about your child, please arrange to do so in private. Teachers have been asked not to discuss a child's individual needs or progress while they are on duty, in the hallway, in the Chapel, or while other children or adults are present. Please be respectful of teachers on duty. Their main concern is student safety and should not be distracted.

BIBLE/CHAPEL

A Bible lesson is taught by the teachers, each day to every student and all classes participate in scripture memorization. Everyday, a Chapel Service is held to give students and teachers an opportunity to worship, sing, and fellowship together. The staff, students and outside speakers lead the chapel services. A spirit of reverence should be shown in all chapel services to include being attentive, courteous, and conducting oneself in a manner that is honoring to the Lord.

CODE OF CONDUCT AND EXPECTATIONS

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, purity, morality, and honesty at all times. ***The school and home must work together*** to produce Christ-like, happy, constructive adults.

Moffat County Christian Academy students are expected to conduct themselves properly as Christians and as good citizens both on and off campus and will be held accountable for their actions. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with a teacher, counselor, or principal. It is important for students to be aware that they represent God, their families, their church and MCCA wherever they happen to be. Good citizenship includes an appreciation of American heritage, a sense of patriotism, and pride in and service to the school, church, community, and family. It means having a sense of worth as an individual, showing respect for the rights and property of others, showing helpfulness and courtesy, and showing respect for a lawful society by adhering to lawful practices.

CODE OF CONDUCT AND EXPECTATIONS CONT.

Moffat County Christian Academy expects each student to strive to practice Christian ideals inside and outside the classroom. The school proposes specific rules and when these guidelines are violated the student will be disciplined. Discipline for misconduct may not be specified in some of these rules because it is impossible to list all rules necessary to cover every situation and because an attempt to do so would prevent the development of a right decision-making ability by all students.

SPECIFIC CONDUCT RULES

BEHAVIOR

- **Profanity and Improper Language** – Vulgar, profane, disrespectful speech, suggestive or written language, gestures, and innuendos are prohibited.
- **Computer acceptable policies** – Students should follow all acceptable computer/cell phone use policies.
- **Name calling and teasing, and ostracizing** – Name calling, teasing, and ostracizing others are behaviors that cause hurt feelings and a sense of rejection. Intentionally provoking another student in these ways will not be tolerated.
- **Insubordination/Defiance/Disrespect** – Willfully failing to comply with the rules and regulations of the school or with the directives of school personnel inside and outside the classroom is unacceptable and will not be tolerated. Continued redirection of a student for inappropriate behavior disrupts the class and interrupts the learning process
- **Racial statements** – degrading racial statements are inconsistent with Christian values and will not be tolerated.
- **Stealing** – If an item is found that is valuable or important, students should turn it into lost and found or give it to a teacher.
- **Cheating** – Cheating involves copying homework, allowing others to copy homework, handing in another's work as one's own, plagiarism, and giving or receiving unauthorized assistance on daily work, tests, or quizzes. Honesty is essential for Christian character development; therefore, dishonesty and cheating will not be tolerated on daily work or tests.
- **Forgery** – Students are not to sign their parent's (or guardians) or any other person's name to school related documents.
- **School Property** – School and school affiliated property are to be respected. Marked on, defaced, or broken property is to be replaced at the student's expense, or the student may be required to make repairs. Further discipline may be given. Vandalism is grounds for suspension.
- **Inappropriate Sexual Behavior** - Inappropriate sexual behavior, whether heterosexual or homosexual in tendency, is a serious violation of the behavioral and moral expectations of MCCA and will not be allowed. Objecting to the biblical basis for relationships will not be tolerated.
- **Fighting-Harming self or others** – Fighting, self harming and other acts of violence are prohibited. Students who engage in this type of activity will be disciplined.

HARASSMENT

- **Harassment/Threats/Intimidation** – Verbal, written, or physical taunting, intimidating, putting down, or ridiculing another student(s) is prohibited.
- **Bullying (Definition)** – "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons." The definition includes three components for consideration:
 1. Bullying is an aggressive behavior that involves unwanted, negative actions.
 2. Bullying involves a pattern of behavior repeated over time.
 3. Bullying involves an imbalance of strength.

Remember to use the definition of bullying when trying to classify a situation.

HARASSMENT CONT.

- **Slander, gossip, rumors** – Please directly ask the teacher or administration about a rumor instead of passing it along to others. If you disagree with a decision or a discipline, please do not use social media in an attempt to sway others to your opinion.
- **Sexual Harassment** - unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment unreasonably
- **Sexual Harassment CONT.** interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim or witness of sexual harassment should notify a teacher or school administrator immediately. This includes harassment carried out face to face or through any electronic media.

CELL PHONES AND SOCIAL MEDIA

- **Social Networking** – MCCA recommends all families monitor the internet use by their children. Social networking sites can be accessed in private but are anything but anonymous. Anything placed on these sites can be accessed by anyone. Although MCCA is not able to provide internet access to students at this time, MCCA does use restricted "Wi-Fi" within the school building. MCCA may take appropriate disciplinary action up to and including expulsion.
- **Public Notoriety** – Students are expected to represent MCCA in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions could result in MCCA taking appropriate disciplinary action up to and including expulsion.
- **Video/Photo/Recordings of Others** – Students are not allowed to video or photograph a teacher or other students without permission from that teacher and those students. Photos, videos, etc. are not to be put on the internet without permission of the persons involved. At no time are cameras, cell phones, or other electronic devices allowed during school hours. Negative actions could result in disciplinary action up to expulsion.
- **Cell phones** – Students will be allowed to bring their phones to school, but must adhere to the following rules:
 1. Students are not allowed to possess their cell phones during school hours and all phones will be returned at the end of school hours.
 2. Students are not permitted to possess radios, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school unless prior permission has been obtained by campus administration.

MCCA staff may ask to see a student's cell phone or electronic device at any time for a random check.

MCCA staff members have been instructed to confiscate any cell phone that is not turned in or given to parents. If a student is found using his phone or if the phone rings or in any way disrupts the classroom, the cell phone will be confiscated. Students may request to use the office phone during the school day in the case of an emergency or preferably during their snack break or lunch break in non emergent situations.

Consequences for unauthorized phone use are as follows:

1. **1st Offense** – office referral, phone confiscated and taken to the office, a detention issued, and parents will need to pick up the phone.
2. **2nd Offense** – office referral, phone confiscated and taken to the office, ISS, and parents will pick up the phone. Verbal warning that subsequent offenses will result in confiscation of the phone and the student will not be allowed to bring the phone to school for the remainder of the year.

PROHIBITED ITEMS

- **Weapons** – Possession or use of a gun, a knife or any other item that may be construed as or associated with a weapon such as ammunition is prohibited and may lead to expulsion or other severe disciplinary action.
- **Illegal substances or paraphernalia** - MCCA prohibits the possession or use of substances which may threaten good order, discipline, decorum, and public safety, on school property or at authorized school functions. Such materials or objects may include, but are not restricted to alcohol, drugs, tobacco, matches, lighters or any other drug paraphernalia.
- **Other** – Stolen property, hate material or inappropriate material such as pornography, music, and game devices

Students shall have no reasonable expectation of privacy in areas designated to them for storage of personal belongings on school property, nor shall students have any reasonable expectation of privacy in any belongings they may transport onto school property. MCCA reserves the right to search (with or without cause) any student, automobile, backpack, purse, locker, desk, etc. for suspicion of illegal or unauthorized materials. Students who refuse a search or are found in violation may be suspended or expelled as determined by administration.

DRESS CODE

The students' dress at school should reflect the Biblical principles on modesty and gender distinction. MCCA values the conscious effort of parents in preventing the dress code from becoming a major issue. Students are expected to abide by the dress code, and parents are expected to monitor compliance before their children leave home. There is no way to eliminate all dress code problems, however, with the implementation of a uniform dress code, it is expected that more time may be devoted to the instructional process.

DRESS AND APPEARANCE GUIDELINES:

- All items solicited on clothing or accessories shall be school appropriate and in agreement with school code of conduct. In other words displaying inappropriate symbols, groups, actions, or anything deemed unacceptable by MCCA personnel will be prohibited.
- All clothing must fit properly.
 - Pants worn by students must be well-fitted (not baggy)
 - Only the top button of shirts may be unbuttoned.
 - Undergarments should not be visible.
 - Shorts/Skirts/dresses must be knee length or below and should not contain front slits
 - Shirts and blouses must have sleeves
- **Tennis shoes with socks are required for PE. (This is a safety concern)**
- No caps, hats, or bandanas to be worn inside the building unless approved by the principal for special occasions.
- Dress determined to cause a distraction in the classroom will not be allowed.
 - Modest, non-distracting jewelry is acceptable
 - Everyone shall be neatly and modestly clothed
 - Tight fitting or figure-revealing clothing is not allowed. An example would be leggings worn should be covered with a dress or tunic knee length or longer.
 - All clothing must be clean and in good repair
 - students should wear appropriate shoes everyday (consider the weather and what your class has planned for the day). Shoes must cover toes and have a back/heel strap.

WINTER DRESS CODE:

- Snow boots, snow pants, water resistant jacket, water resistant gloves, hat and scarves are required for outdoor play during the snowy season.
- Snow clothing is not permitted to be worn in the classrooms. Additional time will be given if needed at recess for students to change out of their snow clothing.
- An extra set of clothing is recommended for all students during the snowy season (this includes, extra socks and under garments)

ACTION TAKEN FOR INAPPROPRIATE DRESS

Students who arrive to school out of dress code will be required to call home for a change of clothes or if needed and when available be given clothing to wear for the day. Students will not be allowed to attend class until appropriate attire is provided. A student who repeatedly violates the dress code is subject to suspension from school. Re-admittance will require a parent conference. **Moffat County Christian Academy looks to parents as being responsible for the dress of their child as it adheres to school policy.** Students, who are out of dress code policy during the day, will be approached by MCCA personnel to correct the issue. If the problem persists, then the student will receive an office referral where parents will be notified.

Final decisions on "extreme" situations concerning the dress code are at the principal's discretion

DISCIPLINARY PROCEDURES

The purpose of discipline is to teach, correct, maintain order, and bring the student back into right standing. A goal of discipline is to help the student learn to be self-disciplined. Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the behavior occur again. The consistent, vigorous enforcement of a fair disciplinary program not only insures a better academic climate, but it also helps to develop a sense of responsibility in students.

For discipline to be effective there must be good communication between the school and home and the expectation is that parents support the school in administering the disciplinary program. The school and home must partner together to produce students who become happy constructive adults. Real love for children is demonstrated by firm yet loving discipline where the goal is to change not only the behavior but also the heart. Each student will be disciplined in firm Christian love and according to **individual needs**.

Each teacher is given the responsibility of enforcing classroom and school rules. Administration will be available to assist as needed. We endeavor to treat all students fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include: seriousness of the offense, student's age, frequency of misconduct, and student's attitude. **It is possible that different methods of correction may be administered for the same type offense.** MCCA utilizes the following consequences as part of its disciplinary plan for more severe or persistent and consistent infractions:

DETENTION

30 minutes to be served, after school, during lunch period, or as otherwise assigned. During detention students are given age appropriate duties to perform. Teachers may give additional assignments to complete while serving detention.

PROBATION

The conditions and terms of the probation will be determined by the principal who will submit, in writing, these conditions and terms to the parent.

IN SCHOOL SUSPENSION (ISS)

Students placed in ISS at any time during the semester will not be allowed an exemption from final exams and could be placed on behavioral probation. Some ISS offenses include but are not limited to: Skipping class or leaving school without permission, disrespect, cheating by copying homework, profanity or inappropriate language and gestures, excessive tardiness, excessive detentions, forgery. A \$50 fee will be assessed for each in school suspension.

OUT OF SCHOOL SUSPENSION (OSS)

To be served at home, students will be given unexcused absences for these days. During the suspension, the student will not be allowed on campus. Upon returning, students will be held responsible to complete all daily work, homework, quizzes, and tests missed. Parents will be notified to take the student home the day of the occurrence. Students may be asked to withdraw at the end of the school year.

OUT OF SCHOOL SUSPENSION (OSS) CONT.

Students would not be exempt from final exams. The student may not be recognized as an honor graduate. Some OSS offenses include, but are not limited to: Cheating/plagiarism , stealing, gross disrespect/conduct, anger, abusive language, obscene gestures, gross insubordination or defiance, possession or distribution of media that is immoral, vulgar, pornographic, or indecent (written or electronic – phones, laptops, iPads, camera, etc.), fighting or acts of violence, activities that seriously threaten the safety of students or teachers at MCCA (including reckless driving), burglary or attempted burglary of the school, tobacco/alcohol/drugs/drug paraphernalia (matches, lighters, etc.) on or off campus, hazing or intimidation or threatening – including social media, vandalism/defacement of property, possession of a weapon, hacking school computers.

MEET WITH THE BOARD OF MCCA

Any disciplinary action taken by the board shall apply only to that particular case under review.

EXPULSION

Assigned when there are consistent or persistent violations of the MCCA standards or the student demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established by MCCA. Students may also be expelled if the parents refuse to comply with state requirements regarding health records or compulsory attendance. All expulsions are up to the discretion of the Principal and school board.

Whether there is any definite breach of conduct, 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, the student may be required to transfer to another school. Adversarial posture from parents can be cause for dismissal as well.

PHYSICAL RESTRAINT

Any MCCA employee may, within the scope of the employee's duties, use and apply physical restraint to a student when the employee believes it is necessary to:

1. Protect the student from injuring himself
2. Protect another person or student, including the person applying physical restraint, from physical injury
3. Obtain possession of a weapon or other dangerous item
4. Protect property from serious damage
5. Remove the student from a location when the student is refusing a reasonable command – including from a classroom or other school property, to restore or to impose disciplinary measures
6. To gain control and subdue an irrational student

First offense of violating these rules will result in a conference involving the principal/teacher and offending student. Parents will be notified of such conference.

Second offense will result in a conference involving the principal/teacher, offending student, the parents, and the school board.

Third offense will result in the offense going before the board with all parties involved and corrective action may be implemented.

READMISSION

Any student expelled from the school may re-apply to MCCA after he/she has completed one successful semester in another organized school system. As part of the readmission process, the student and parent will meet with a committee consisting of teaching staff, administration, and board member to hear the request. The committee will determine whether the student will be allowed to return to MCCA. If re-enrollment is granted, the student will be in a probation period for the first semester with guidelines/restrictions set by the school administrator.

SCHOOL HOURS-EVENTS OF THE DAY

SCHOOL HOURS

School is in session from 8:00 am to 3:00 pm Monday through Thursday, and 8:00 am to 12:00 pm on Fridays, for all students.

Parents should have their students at school no earlier than 7:45 am and no later than 7:55 am. Students are considered tardy if not with their class at 8:00 am.

OPENING ACTIVITIES

Parents are always welcome to join us for opening activities. Opening activities are held in the Chapel at 8:05 am and students and staff are dismissed by 8:30. **Students are required to attend opening activities.**

Opening Activities include:

- announcements
- pledges to the American flag, Christian flag, and the Bible
- song(s)
- praises & prayer

BREAKS AND RECESS

Kindergarten through 8th grade will have a morning snack and break/recess time.

MEALS (PROVIDED BY PARENTS)

Snack break: **Parents pack your child's snacks:** A healthy snack is recommended for break times. (ie; cheese, fruits, cheese and crackers, vegetables, yogurt....)

MCCA is not equipped to provide lunches at this time. All students must pack their own lunch. **Please DO NOT send a lunch that requires heating of any kind. The appliances located in the kitchen are not available for student use.** On occasion, there is Hot Lunch available for students to purchase on Mondays. Please check the school newsletter/calendar.

END OF DAY

School dismisses at 3:00 pm Monday through Thursday and at 12pm on Friday.

Students should be picked up promptly.

ATTENDANCE

Regular and punctual attendance contributes greatly to a child's success in school but also fosters responsibility and dependability. If a student must be absent, the parent should call the **school office (1-970-824-0120)** that morning between 7:30 am and 8:30 am and inform them of the reason for the absence. **State law requires that students attend school to receive credit.** MCCA refers to the Colorado compulsory education laws to address concerns. Allowable exemptions for the law are religious holy days and documented health care appointments. Students may also receive exemptions for school related activities with prior approval, excluding Chapel.

ABSENCES

All absences will be classified as either excused or unexcused. Excused absences include personal illness, illness or death of a family member, doctor or dentist appointments, school related absences (participation in approved extracurricular activities) and any other extraordinary circumstances approved by the Principal.

UNEXCUSED ABSENCE

- Being absent without the school office being notified is considered an unexcused absence
- The school office will call in the event notification has not been received by 8:30 am.
- Chronic absences will be reviewed by the school board on a case by case basis and may result in a parent conference and corrective action taken.

MAKE UP WORK

A student will be responsible for obtaining and completing all make-up work in a satisfactory manner. Any class assignments and tests missed due to an **excused absence** must be turned in to the classroom teacher **within the time specified by the teacher or administration.**

TARDIES

Tardiness minimizes the importance of valuable classroom instructional time. A student is tardy if he is not in class by 8:00 am. **Tardiness by students is disruptive to others and a distraction to the learning process.** There are occasions when a late arrival to school is unavoidable and may be excused by the MCCA administrator. **Any students receiving three unexcused tardies during a nine-week grading period will receive one detention, 4th tardy results in two detentions, 5th tardy will be counted as an absence and conference will be scheduled with student and parents to discuss future disciplinary action.**

TRUANCY

Your student could be considered truant from school if there is not adequate documentation on file in the school office for any school absence. If three days has passed and the school has been unable to contact you regarding absenteeism, your student will be marked as truant and necessary action will be taken.

CURRICULUM

Instructional materials used are of the highest quality and present subject content in an orderly, developmental sequence. All courses are taught from a Biblical worldview. These books/materials include, but are not limited to the ABEKA curriculum. Some class work will require the use of the internet. Students are expected to use the resource responsibly. Failure to do so will result in disciplinary action and possible loss of internet privileges.

Registration fee includes the cost of all books needed for the student. **If a book is damaged or lost, the parent will be expected to pay for a replacement book.**

Physical Education, Music, and other elective courses are required subjects that teach specific skills, produce mature conditioned bodies, and provide a life lessons and experiences. Students are expected to participate to earn credit for the class. To be excused from PE due to an illness, students must bring a note from home. Students not able to participate in PE for more than three consecutive days will need to provide a note from a doctor.

ADVANCEMENT TESTING

Achievement Tests will be scheduled in April and generally takes two to three days to complete. Afternoon academics will be determined by your students' teachers.

HOMEWORK

The purpose of homework is for reinforcement, practice, remedial activity, and special projects. Work that is incomplete or incorrect may need to be done again. Parents will be notified and students who do not turn in their work will have points deducted or receive zeros. Some homework is graded and some is only for review. Both types of homework are to benefit the student academically and should be completed with equal integrity. Students who are failing a subject or need extra help should take advantage of the opportunities given by the teacher for extra help.

GRADE REPORTING

Progress reports for grades K-8 will be made available upon request.

REPORT CARDS

The school year is divided into four, nine week grading periods, or quarters. Report cards will be made available approximately one week after the end of each quarter. Hard copies will be available upon request.

GRADING SYSTEM

K- 8TH			
A	100-90	E	Excellent
B	89-80	S	Satisfactory
C	79-70	N	Needs Improvement
F	69-0	U	Unsatisfactory

The letter "I" meaning "Incomplete" will be given as a temporary mark for students who have excused absences from school and will be converted to a numeric grade upon completion of make-up work.

AWARDS & HONORS

Students may be recognized each month when they are the go-getter of the month. At the end of the year there will be an award ceremony in which students will be recognized for any achievements they have earned.

PROMOTION

Promotion to the next grade will rely greatly on the teacher's professional judgment and achievement testing in determining whether a student should be promoted or retained. The Principal will work closely with the parents and teacher in deciding the proper course of action based on a student's individual performance and circumstances.-

It is suggested that in grades K through 8th each student must have earned an overall average of 70 or above in the core subjects (Math, Science, Social Studies, ELA, and Bible) to be promoted to the next grade level. Promotion and retention decisions will be made by a committee consisting of a teacher and an administrator.

If a student fails one or more classes and wishes to attend summer school courses or tutoring provided by an outside source, MCCA will look into placement test or other valid information demonstrating successful completion prior to the start of the new school year to add to the student's file.

PARENT/TEACHER CONFERENCES

MCCA encourages communication and welcomes inquiries concerning any student. Each teacher has a designated conference period during which parent conferences may be scheduled. Two (2) Parent/Teacher conferences are scheduled throughout the school year. The first is scheduled after the conclusion of the first quarter, and the second is scheduled, after the conclusion of the third quarter. AT LEAST ONE PARENT OR GUARDIAN is expected to attend each conference. Additional conferences can be requested by either the supervisor or the parents and should be arranged to avoid conflicts with school schedules.

MCCA respects their teacher's family time and privacy. Please refrain from contacting the teachers at their home. Please do not attempt to hold conferences with teachers when they are conducting classroom instruction or during duty times.

MEDICAL HEALTH GUIDELINES

IMMUNIZATIONS

All students must meet the current immunization requirements set forth by the State of Colorado. Parents will provide MCCA with an immunization record signed by an authorized public health person or a certified physician with the day, month, and year when each immunization was given. The school office can provide a list of the current State of Colorado immunization requirements. Parents who choose not to have their child or children immunized must conference with the administrator and provide an immunization waiver.

MEDICAL EMERGENCY AUTHORIZATION FORM

All parents are required each new school year to submit the MCCA Medical Emergency Authorization form with proper signatures and those forms with contacts **MUST** be kept current for the safety of the child. Minor first aid treatments will be administered in the school office by MCCA personnel. In the case of serious injuries or illnesses, emergency procedures to obtain medical or hospital care will be followed and parents notified.

MEDICATIONS

By State Law, Section 12-38-132, C>R>S>, of the "Nurses Practice Act", we are only permitted to administer medications prescribed by your physician. **BUT, MCCA is not equipped at this time to administer any physician prescribed medications to any student during school hours.**

A medical note, from doctor, must be on file in the event that a student is required to be in possession of prescription medicine, such as an asthma inhaler or an epi-pen. The doctor must sign authorization that student is familiar and authorized to self administer these medicines.

GENERAL ILLNESS/COMMUNICABLE ILLNESSES

Please contact MCCA when your child is ill and describe the illness. Parents must make every attempt possible to pick up their child within one hour of notification. For the safety and well-being of ALL, **students must be free of any fever for 24 hours without medication before being allowed to return to school.** If an antibiotic is prescribed, the child must complete 24 hours of treatment before he/she can return to school.

If a specific diagnosis is made, such as strep throat, conjunctivitis, chicken pox, diarrhea, head lice, rash, temperature of 101 degrees or above, etc., let MCCA know so other families can be alerted. Clearly these illnesses would make it necessary for a child to stay at home. It will be at the principal's discretion when a child will return. * Please refer to chart:

Keep Your Child Home for the Following Illnesses:

DISEASE	SYMPTOMS/RETURN TO SCHOOL
Diarrhea	If diarrhea accompanies vomiting, fever or stools are watery and frequency is twice what is normal. May return 24 hrs. AFTER all vomiting & diarrhea has stopped.
Chicken Pox	Children with uncomplicated chicken pox may return on the 6 th day after the rash appears or after blisters are crusted and dried over.
Conjunctivitis (Pink eye)	Your child may return to school after a full 48 hours without any signs or symptoms.

RSV Respiratory Syncytial Virus	Once a child is infected, spread is rapid. An infected child does not need to be excluded unless they are not well enough to participate.
DISEASE	SYMPTOMS/RETURN TO SCHOOL
Upper Respiratory Complications	Large amounts of yellow-green nasal discharge, extreme sleepiness, ear pain, fever. Consult with your physician to determine if your child should be in preschool.
Head Lice	If no nits are present, may return 24 hours after treatment.
Rash	If your doctor determines (in writing) the rash is not contagious, child may return to preschool.
Coxsackie Virus (Hand, foot and mouth disease)	Child may attend after sores are scabbed over.
Fifth's Disease	Child no longer contagious once symptomatic rash appears.
Strep Throat	48 hours after treatment and child has been fever free for 24 hours.
Hepatitis A	1 week after onset of jaundice and when able to participate in child care/school activities.
Herpes	If area is oozing and cannot be covered, e.g., mouth sores.
Impetigo	48 hours after treatment starts.
Ringworm	Two days return after treatment starts.
Scabies	Two days after treatment begins.
Roseola	Seek medical advice. A child with a rash but no fever may return to preschool.

HEALTH INSURANCE

MCCA carries liability insurance coverage for school related incidents. All regular health and family insurance is the responsibility of the parents.

RESPONSIBILITY FOR MCCA PROPERTY

Parents are responsible for the actions of their children to the extent that school property may be damaged or destroyed. In such event, parents will be required to pay for any repairs to the damaged property. If the damage is such that it cannot be repaired, the parent will pay for the replacement of the destroyed property.

RESPONSIBILITY FOR PERSONAL PROPERTY

Students are responsible for the care of personal belongings while at school. It is highly recommended that students leave valuable items and cash at home. MCCA is not responsible for lost, damaged, or stolen items. Stolen items should be reported to the administrator or teacher immediately. Any items found by school employees or students will be taken to the school office. Students missing items should check there to claim their items. Any unclaimed items that remain in the office for a period of 30 days or more will be sold and/or donated to charities.

CLOSED CAMPUS/SECURITY

MCCA is a closed campus. Doors will be locked at 8:00 am and will remain locked during school hours. If a parent needs access to their student prior to 3:30 pm, the doorbell for access from outside, is located inside the first door. Students are not to leave school grounds for any reason during school hours without the permission of the Principal. If a student must leave during the school day, parents should notify the school office in writing of the time they will be leaving and who will be picking them up. **The parent or designated adult must meet the student in the school office and sign the student out on the designated forms with a member of the office staff.**

VISITORS

Parents and others are welcome to visit MCCA. For the safety of those within the school and to avoid disruption of instructional time, **ALL visitors must first report to the main office.** Visitors must be listed on the student's profile as an emergency contact or the parent of the student must notify the school. All visitors should be prepared to show identification and are expected to maintain the highest standards of courtesy and conduct. Visits to the classroom during instructional time are permitted with the approval of the principal if the duration or frequency does not interfere with instruction. Trespassing or loitering on school premises is strictly prohibited.

CONTACTING YOUR STUDENT DURING SCHOOL HOURS

If you need to contact your student during the course of the school day, please call the school office (1-970-824-0120). For matters requiring immediate attention, a message will be given to your student's teacher, who will then give it to your student and they will be permitted to return your call from the school office. If your call does not require immediate attention, your student will be allowed to return your call after school hours

A student's use of the school telephone is for emergencies only.

PARKING

All vehicles are required to park in a designated parking space. Stopping in the middle of the parking lot is prohibited.

SCHOOL CLOSURE

In the event MCCA will be closed due to weather or other unforeseen occurrences, MCCA staff will notify students and families of school closure.

FIELD TRIPS

Field trips may be conducted throughout the year to supplement classroom education. The Principal will approve all field trips and notice will be sent to parents. Permission slips and medical release forms signed at the beginning of the year will be taken along on field trips. Fees and expenses for field trips are not included in the tuition and are payable in advance.

Students will follow proper dress code for field trips as specified in the dress code section of the student handbook. Field trips are considered an extension of the classroom; therefore, students are required to follow all MCCA rules and regulations. Students must be present at the beginning of the school day in order to attend a field trip or special guest speaker assembly. Parent participation is encouraged and greatly appreciated. Students, staff and parents attending a field trip may be asked to wear the MCCA field trip T-shirt. They are available for \$15 in the office. Please contact the school to purchase one.

OUTDOOR PLAY

All students will spend time outside everyday unless the weather is unbearable or the school has scheduled a special event that day. If your child is too sick to play outside, please keep them home. When the weather requires it, please send appropriate clothing for your child.

EMERGENCY/FIRE DRILLS

MCCA will conduct random fire drills throughout the school year. All students are expected to participate in these drills in an orderly manner. Fire escape routes are posted in each classroom.

MCCA has an emergency evacuation plan on file & is available upon parent request.

MEDIA RELEASE

MCCA reserves the right to photograph, interview, or video our students and display his/her work. Photos, interviews, videos, and student's work may be used to promote or advertise MCCA at school functions, in school publications, on the school website, or in outside media or events without issuing any financial remuneration for such usage.

SCHOOL PICTURES

Each year MCCA provides the opportunity for all students to have their picture taken by a professional photographer. Photo packages will be available for purchase on picture day. Siblings are welcome to come and have pictures taken with your students and individually. All scheduled school pictures will be taken first and then siblings will be allowed to be photographed. Please let the school office know or notify the photographer, if your student has siblings that will have pictures taken as well.

MONTHLY NEWSLETTERS

Each month you will receive a newsletter for the coming month. This newsletter will provide you with information regarding any events occurring at MCCA for the upcoming month.

(INVESTIGATION OF) CHILD ABUSE POLICY: (7.701.54)

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado's Children's Code, child care workers are required to report actual or suspected child abuse or neglect. Any persons who are required by law to report such child abuse or neglect are called "mandatory reporters". The State of Colorado includes private school officials, employees and child care workers as such reporters under the law at 19-3-304, which goes on to state; "If a child care worker has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report, or cause a report to be made, of such fact to the county department or local law enforcement agency.

Should any employee or volunteer of Moffat County Christian Academy suspect or have in knowledge of child abuse or neglect, they will immediately report the situation to the Administrator who will then file a report with the Local Law Enforcement Agency or Moffat County Department of Social Services. It is not the school staff's role to investigate suspected child abuse or neglect - only to report it. _

CRAIG POLICE DEPARTMENT

(Families living within City Limits)

300 W. 4th Street, Suite 30

Craig, CO 81625

970-824-8111

Moffat County Sheriff's Department (Families living outside City Limits)

800 W. 1st Street, Suite 100

Craig, CO 81625

970-824-4495

GRIEVANCES

Constructive criticism of the school is welcome when a sincere desire motivates it to improve the quality of the educational program and to equip the school more effectively for the task it is designed to perform. Great care should be taken to follow the proper procedure as outlined in Matthew 18:15-17. As in any family, actions are sometimes taken which do not please every member of the family. Should this occur in your dealing with

GRIEVANCES CONT.

MCCA, we ask that you take the following steps:

1. First and foremost, go to the Father. Prayer for wisdom and guidance should be the first step in resolving any issue.
2. Attempt to resolve the difference on an informal basis. Speak directly with the other party (i.e., teacher, administrator, school family, etc.) remembering to first pray for wisdom and guidance.
3. If the matter remains unresolved, schedule a personal meeting with the Principal in an attempt to resolve the issue
4. Should you not be satisfied with the Principal's response, a letter may be submitted to the board.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem. Telling others stirs up dissension and can lead to the undermining of teacher credibility in the classroom.

BOARD OF TRUSTEES

The Board of Trustees for MCCA meets monthly. Parents of MCCA students are welcome to attend the Open Forum portion of the board meetings. Persons wishing to address the board during the Open Forum should contact the school office at least 7 days prior to the meeting, indicating the topic about which they wish to discuss. Discussion should be limited to ten minutes. If there is a group with the same issue, one individual should be designated as the spokesperson.

Derogatory statements about any board member or employee of Moffat County Christian Academy will not be permitted. Executive session is closed to the general public so the board can discuss prospective gifts or donations, real property acquisition, personnel issues, and employee complaints, security matters, student discipline, or legal issues.

All board trustees can be reached by leaving a message with the school 970-824-0120 or via email moffatcountychristianacademy@gmail.com Communication will be sent from there to the appropriate board member.

Jessica Baker – Secretary
JB Chapman –Board Vice-Chair
Stacey Mathers – Board Chair
Mika Navratil– Board Member
Matthew Hippely - Board Member
Chris Runyan - Treasurer

Board meetings will take place on the last Thursday of every month at 7 pm. They are held at the school in the chapel/cafeteria area. Board meetings in months where holidays will effect, regularly scheduled meetings may be moved to accommodate the holiday. Please contact the school office for any changes.

MCCA STAFF

All staff members can be reached at 970-824-0120 or via school email

Robbie Roberts, Principal
Janet Wright, Administrative Assistant/Secretary
Chris Runyan, Bookkeeper

secretary@mcchristianacademy.org or moffatcountychristianacademy@gmail.com

MCCA Staff may change at any time during the school year. ALL staff or volunteers that come in contact with students must meet all safety/screening requirements. Should you have any concerns about new staff members, please contact Robbie Roberts, School Principal.

PARENT – STUDENT AGREEMENT

We, the parents and the student, have read the MCCA Student Handbook and agree to respect these documents as foundational to the curriculum and authority of Moffat County Christian Academy. We also understand that MCCA reserves the right to make changes, additions, and/or revisions to this handbook that it deems necessary for the good of the school. In the event changes are made, we will be notified of the changes. By signing below, we agree this is a legal binding contract. We, as parents, will require our child to comply with school regulations as set forth in the student handbook and will support the school in word, action, and spirit. We provide MCCA the authority to discipline our child as necessary according to the guidelines stated in the Student Handbook. We understand that a child who persists in unacceptable conduct will face consequences and at the discretion of the Principal and MCCA Board of Education, may not be allowed to remain at MCCA.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

Signature of Student

Date

Please sign and return to the school office.