



**MT. BETHEL
CHRISTIAN ACADEMY**

**PARENT/STUDENT
HANDBOOK**
2009- 2010

Mt. Bethel Christian Academy

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The mission of Mt. Bethel Christian Academy is to provide a truly Christ-centered education for our children through an environment which develops and encourages academic excellence, spiritual growth, and a lifelong love and desire for learning.

Your role as parents, and ours as educators, is to ***“Train up a child in the way he should go, so that when he is old he will not depart from it.” (Proverbs 22:6)***

Please help us accomplish this goal by positively helping your child see and understand the importance of the policies in this handbook.

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Mt. Bethel Christian Academy Vision Statement

Mt. Bethel Christian Academy seeks to train and produce students who will contribute in meaningful ways to society as intelligent, thoughtful, humble Christians after they leave the Academy. We believe challenging students academically, and encouraging them to strive for excellence in an environment where the Christian ethic and understanding permeate all elements of the school, will contribute to this effort. Our curriculum follows the Biblical pattern of knowledge, understanding, and wisdom. We believe emphasis on mastering the basic subjects (knowledge), followed by training in critical thinking and reasoning skills (understanding), and teaching written and spoken rhetorical skills (wisdom), will produce more complete students. We teach the Bible at all grade levels to ensure the Christian worldview takes root in the souls of our students. We will teach Latin in elementary school and Logic in middle school – both of which add to students’ understanding in all subjects. Our vision is implemented daily and we take it seriously.

As Christians, we are commanded to strive to make the world a better place. At Mt. Bethel Christian Academy, we believe that producing students who achieve academic excellence and grow and mature with a thorough knowledge, understanding, and love of our Lord Jesus Christ will increase the likelihood that, as adults, they will be successful in life and contribute to society in meaningful ways.

Mt. Bethel Christian Academy Educational Philosophy

Mt. Bethel Christian Academy was established on the foundation of delivering a truly Christ-centered approach to educating our students. As a ministry of Mt. Bethel United Methodist Church, we are committed to offering quality, private Christian education where academic excellence is encouraged in an all-encompassing Christian environment. As a Christ-centered school, our educational philosophy differs distinctively from the secular education practiced in public schools, and in some cases, private schools. While most Christian schools share certain foundational beliefs, we encourage parents to thoughtfully and prayerfully review all elements of a prospective school before deciding on the appropriate environment for their children.

Specifically, Mt. Bethel Christian Academy holds certain foundational beliefs as critical pillars to our educational philosophy.

- I. Parents are directed by God to be responsible for the education of their children. The Academy is a delegated authority by the parents in this effort, but the Academy is not a substitute for parental authority.
- II. Jesus Christ spoke of the importance of education when giving us the greatest commandment; “to love the Lord your God with all your heart, with all your soul, and with all your MIND.” Thus, at Mt. Bethel Christian Academy, academic excellence is pursued in a curriculum which follows the Biblical pattern of knowledge, understanding, and wisdom.

- III. Mt. Bethel Christian Academy is an evangelical school. Students of any race, color, or national origin are eligible for acceptance, but all students will be encouraged to grow in the knowledge and love of our Lord Jesus Christ.
- IV. We believe small class sizes encourage development and absorption of material. Small class sizes also promote a love for learning as individual attention and creativity is enhanced.
- V. We believe the teaching of critical learning and reasoning skills must accompany the mastering of the building blocks of knowledge. In order to succeed in competitive environments, students must be taught to use what they learn.
- VI. We believe students in a Christ-centered education should achieve superior academics while, at the same time, be trained to think thoroughly and act in ways which make them “salt and light” and ultimately perform as disciples of Christ.

Mt. Bethel Christian Academy History

Mt. Bethel United Methodist Church has been a fixture in East Cobb since 1840. Today Mt. Bethel UMC is one of the fastest growing churches in the nation and has many vibrant ministries for our members and the community at large.

In the summer of 1997, a small group of Mt. Bethel members were commissioned to analyze the interest and demand throughout our community for Christ-centered education for our children. For over 20 years, Mt. Bethel has offered one of our community’s most respected pre-schools, but our analysis in this case looked at education demands for children beyond pre-school age. Our analysis concluded the demand for quality Christian education far exceeded the supply of available options for parents. Following an extensive feasibility study, our congregation voted overwhelmingly to start Mt. Bethel Christian Academy in the fall of 1998. On August 21, 1998, the Academy opened with two kindergarten classes and continued to add at least one grade per year. The Academy program now includes middle school grades as well as lower school.

As a ministry of Mt. Bethel UMC, the Academy is located on the 44 acres owned by the church. Our campus includes three soccer fields, three baseball fields, gym, pond and nature area, and 215,000 square feet of fixed buildings, making our "campus environment" a very stimulating place for students to grow and learn. Due to the extraordinary growth that Mt. Bethel UMC and the Academy have experienced, an education building was constructed in 2002 to provide additional space to better serve our students and the community.

In 2004, Mt. Bethel UMC opened a gymnasium to provide an improved facility for Mt. Bethel sports and recreation. Mt. Bethel Christian Academy is committed to offering excellent facilities to complement the challenging academic and Christian environment which permeates our institution. The Academy is fully accredited through the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS).

GENERAL POLICIES AND PROCEDURES

ACADEMIC PROCEDURES

Admission Procedures:

Mt. Bethel Christian Academy (MBCA) will not deny admittance to any student based on race, color, or national origin. Students must complete the admittance process outlined in the registration packet, return all specified forms with accompanying fees, and undergo the required screening before being considered for admittance. To begin kindergarten, a student must be five years old on or before September 1.

Chapel:

MBCA believes that an integral part of instruction is developing a close, strong relationship with the Lord. In addition to daily classroom devotions and Bible lessons, organized Chapel services are held every week for all Academy students to have the opportunity for praise and worship. Chapel is held every Tuesday at 8:30 AM for lower school and 9:15 AM for middle school. Parents and other guests are always welcome.

Field Trips:

Field trips are scheduled to areas and activities of interest when such trips will enhance the educational experience of the pupils. Admission to local field trip events is covered by tuition. Additional funds may be collected for grade-specific field trips. A field trip permission waiver (on the back of the school application) must be signed for your child to participate in off-site school field trips. This waiver will be active for the duration of a student's attendance at MBCA unless otherwise noted by parents. Parents chaperoning field trips should not bring siblings so that full attention can be on the students. All chaperones must submit a Background Check Release Authorization Form two weeks prior to the field trip. There is a \$20.00 fee paid by the chaperone. Forms are available on the web site at www.mtbethelchristian.org.

Health and Immunization Records:

Health and immunization records, as specified in the MBCA Registration Packet, must be on file in the office prior to the first day of school, as required by state law. MBCA policy also requires that copies of birth certificates for all students be on file prior to the first day of school. Students without complete paperwork will not be able to attend school.

ATTENDANCE

Regular attendance and punctuality are important. Please schedule appointments and family vacations when school is not in session.

Research supports that every day at school, regardless of grade level, is a critical part of a student's education. That which transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. We recommend, therefore, that all students arrive on time to school and attend every class every day.

The school realizes that on occasion, extraordinary circumstances arise, and it becomes necessary for a student to miss a class or even a day of school. Parents can support both the student and the school by giving thoughtful consideration as to whether one's child needs to miss school, and by initiating prompt communication with school personnel with the time and date of the absence.

Absences:

Regular attendance in school is extremely important. More than ten full day absences* per semester are considered excessive. Excessive absences may place a student's promotion in jeopardy or lead to other disciplinary actions. Such cases are dealt with on an individual basis by administration.

**In order not to be counted as a full day absence, students must be:*

Lower School – present 3½ hours of the day

Middle School – present for four or more periods

Excused Absence:

An excused absence is any absence due to:

- illness
- grave illness of an immediate family member confirmed by a parent note
- bereavement
- participation in a school sponsored event

The day a pupil returns to school following any absence, a note must be brought to the teacher written by a parent/guardian stating the student's name, date of, and reason for absence. With an excused absence, students may make up work missed according to the individual lower and middle school policies.

Planned Absence:

Families must notify the school by completing a Planned Absence Form at least one week prior to a planned absence, and returning the form to the reception desk. This form can be found at the MBCA reception desk or online. General assignments may be picked up from the teacher if, and only if, this form has been turned in one week in advance. The teacher will not be required to give extra help on make-up assignments. Tests, quizzes, and assignments must be completed on the day the student returns. Failure to do so results in a zero. If absences occur while standardized tests are being given, make-up tests will not be administered.

Unexcused Absence:

An unexcused absence is any absence not considered excused or planned according to the guidelines above. Any missed assignments will receive a zero.

Early Dismissal:

Student's requesting permission to leave school early, or for any part of the day, should have a written note from home. When the parent is picking up a student early, it is that parent's responsibility to come to the office to sign the child out and to designate the reason for leaving. If the pupil returns to school that same day, the parent should return to the office to sign the student in with a physician's note.

Hours:

Lower School: 8:15 AM – 3:00 PM Monday – Friday
Middle School: 8:00 AM – 3:15 PM Mon., Wed., Thu., and Fri.
8:30 AM – 3:15 PM Tuesday

Inclement Weather:

MBCA will usually, but not always, close when Cobb County schools close due to inclement weather. Tune in to local television or radio stations for information regarding school closings. MBCA reserves the right to alter this policy when deemed appropriate.

Off-Campus during School:

Any time a student leaves campus during the school day, it will be reflected on the attendance record, even if they return to campus before the end of the school.

Tardies:

Students are expected to be at school and in class on time. Any student who is tardy must sign in at the office and get a tardy slip before going to class. Lower school students must be accompanied by a parent. If the student was attending an appointment, a note from the physician's office should be sent. Tardies will be reflected on student's attendance record.

BULLYING POLICY

Students must treat each other with dignity and respect. Each student should feel safe, respected, and valued in our community.

Bullying happens when someone hurts, scares, or intimidates another person on purpose. Usually, bullying happens over and over. Examples of bullying are punching, shoving, and other acts that hurt people physically; spreading bad rumors about people; keeping certain people out of a “group” or trying to manipulate their relationships with others; teasing people in a mean way; and getting certain people to “gang up” on others. Cyber-bullying is when students bully each other using the Internet, mobile phones, or other forms of technology. Examples of cyber-bullying are sending mean text, e-mail, or instant messages; posting inappropriate pictures or messages about others in blogs and on other sites; and using someone else’s user name to spread rumors or lies about someone.

Procedure When Bullying Is Reported:

Any person who believes he or she has been subjected to bullying or has witnessed bullying should report it immediately to their teacher who will report it to the principal. If parents are aware of bullying involving their child, it is the parents’ responsibility to report it to the teacher/principal.

The teacher and/or principal will notify the parents of any allegations and will discuss the procedure to be followed. The school will strive to keep matters confidential, limiting information only to those directly involved.

The principal will discuss the findings with the head of school to evaluate the findings and determine the validity of the report. If the report is substantiated, appropriate disciplinary measures will be taken, including, but not limited to, disciplinary consequences of loss of privileges, probation, suspension, or dismissal. The administration reserves the right to administer appropriate discipline tailored to the incident. If the complaint is not substantiated, the matter will be closed. The parents of the students involved will be advised of the results of the investigation and the consequences issued by the school.

If students are involved in bullying as the bully, a bystander, or the victim, they will meet with the counselor to discuss the situation and how to prevent such incidents from occurring in the future.

CUSTODY POLICY

Copies of custody papers or of guardianship must be on file in the school office in situations where a student is living with a guardian or with one parent following a divorce. Unless we have documentation, we cannot prevent a natural parent from picking up a child.

DISMISSAL

Parents or guardians are asked to make arrangements for the prompt pick up of children at school dismissal times. Students not picked up by the end of carpool will be taken to the After School Program (ASP) and will be billed an ASP charge.

Students who attend activities on the school or church campus after school dismissal must be picked up at dismissal time and returned at the appropriate time for the activity. MBCA staff will not be responsible for the supervision of these students after dismissal.

EDUCATIONAL TESTING

If any educational or psychological assessments have been administered to a student applying to, or attending MBCA, a current copy should be on file in the administrative offices. The reports will provide information for the classroom teacher to individualize the instruction as much as possible. MBCA has a part-time learning support staff to give additional assistance to students who have documented needs for such support. A team consisting of the learning support staff, the classroom teacher, and MBCA administration will determine which students qualify for additional support. Without a current assessment on file, modifications cannot be made to accommodate the needs of a student, nor can support be given by the learning support staff. All reports must be current (within three years). MBCA reserves the right to request an updated report if the existing one is outdated.

FINANCES

Fees and Tuition:

A complete listing of fees charged by MBCA is available in the school office. A registration fee is collected at the time of registration. Once a student is accepted to the Academy, a deposit is necessary to secure a place for a student entering the school. This deposit is applied to tuition. These funds are non-refundable. At this time, parents choose a tuition payment plan of full-pay, 3-pay, or 10-pay. Full-pay tuition is due by July 10th of the upcoming school year. Parents not paying in full will be required to use FACTS, our tuition management system. For more information about FACTS, please call the Finance Office.

Financial Assistance:

Parents/guardians who are in need of financial assistance are encouraged to apply for financial assistance through the *School and Student Service for Financial Aid* group for the following school year. Applications are available in the MBCA Admission Office or may be submitted online at www.nais.org/financialaid/sss/. All paperwork must be submitted to *School and Student Service for Financial Aid* and MBCA by the published deadline of the current school year in order to receive consideration for the following school year. Full financial disclosure is necessary for financial needs to be fully assessed. A copy of your most recent income tax return must be submitted to the MBCA Admission Office at the time you apply to verify the information on the Parent Financial Statement. All financial documents will remain confidential and will be evaluated by the *School and*

Student Service for Financial Aid and the MBCA Financial Aid Committee. Distribution of financial aid will be made at the discretion of the Financial Aid Committee and is limited and reserved for families with true financial need. Deadline dates and further information will be published yearly on our website at www.mtbethelchristian.org.

Re-registration:

Qualified students will be invited to re-enroll by February 5, 2010. To secure a student's placement for the following school year, re-registration must be completed by the first Friday in February of each calendar year. *Infosnap* codes and instructions will be distributed in January to allow re-registration online. Re-registration is not considered complete until the tuition contract is signed manually or electronically online and the tuition deposit is paid in full. If a student will not be returning to MBCA for the following school year, written notification must be received by the Admission Office prior to the re-registration deadline. Any and all exceptions to this deadline must be communicated in writing to the Admission and Finance Offices.

Returned Checks:

All checks for any fees should be made payable to MBCA. If a check is returned for non-sufficient funds, the amount of the check and all return check charges must be paid in cash.

Tuition Insurance:

MBCA must rely on tuition income to meet its operating expenses. A major portion of the school's expense is related to faculty salaries. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured.

Tuition insurance is required for the 3-pay and 10-pay plans and is optional for the full pay plan. In the event of separation between the school and the student, for any reason, all unpaid tuition becomes due and payable immediately. Without full payment of said tuition and any other unpaid fees, no student records will be released.

HEALTH ISSUES

Allergies:

Please inform the school nurse if your child has allergies and include the information on the Medical and Emergency Card. Please provide an Epi-pen if the condition warrants this precaution.

Asthma:

Please inform the school nurse if your child has asthma and provide a rescue inhaler to be kept in the clinic.

Contagious Disease:

In the case of contagious disease, a student should be kept at home until all signs of the disease are gone or a note of re-admittance is issued from the student's physician. A child should be fever-free, feeling well enough to be in school, and/or on antibiotics for 24 hours before returning to school. The school nurse reserves the right to send students home when it is determined that the health of other students may be in jeopardy.

Please contact the school nurse if a student has a communicable disease (viral or bacterial) so parents of that class have the opportunity to look for symptoms in their own children.

Head Lice:

Should three or more cases of head lice surface in a classroom, the school nurse will check the other students in the classroom. Students who are found to have head lice will be excluded from school and all after school activities until they are treated and cleared by the school nurse. All known cases will be handled as discreetly as possible.

Head Lice "No Nit" Policy:

The problem of head lice/nits is a common occurrence in schools, and can be difficult to control at home and at school. Even though lice are not a threat to health, they are a frustrating nuisance and are easily spread to others. As a ministry of Mt. Bethel United Methodist Church, we have worked in conjunction with the administration of the church to develop a policy that is sympathetic to the church membership, and at the same time, meets the needs of the school. The following policy will be implemented to control head lice/nit infestation:

- In order to prevent outbreaks in the school setting, any student suspected of having live lice or nits will be sent home. The parents will be asked to consult their child's physician or the local Health Department for verification of the diagnosis and treatment instructions.
- A letter will be sent home to every parent in the class (lower school) or grade level (middle school) informing them of a case of lice in the class and asking for help in preventing the spread of lice.
- After being treated at home, students who have been sent home will be checked when they return to school to make sure the lice/nits have been removed.
- If three or more cases are found in one class, qualified personnel will check every child in the classroom.
- If 25% of the students in one grade are infested, the entire grade will be checked.
- MBCA will make every effort not to interrupt the instructional day of the students; but when more than the average numbers of cases of lice are found, MBCA administration will meet with the administration of the church to determine what measures need to be taken to minimize the spread of lice to the school population and to the church congregation.
- As partners in your child's education, MBCA will do everything in its power to prohibit the spread of lice, but we realize that eradicating lice ultimately is a

parent's responsibility. When a parent works hard to rid their child of a lice infestation, they are actually helping safeguard everyone in the school and church community.

- Parents should notify the school nurse immediately if their child has head lice, so MBCA can take the necessary precautions, and make the other parents in the classroom aware.

Health Policies:

Following are MBCA policies to use in determining when students should remain at home and not be sent to school:

- *Fever*: If 100 degrees or higher, student should be kept at home. Student must be fever free for 24 hours prior to returning to school.
- *Vomiting*: If a student vomits at school, they will be sent home and must not return until he or she has not vomited for a minimum of 24 hours.
- *Gastroenteritis / Diarrhea*: If a student has multiple loose stools, which are not caused by medication or diet, the child should be kept at home.
- *Impetigo*: Student may return after 24 hours of topical or oral antibiotics.
- *Ringworm*: Students may return after starting treatment.
- *Influenza*: Students may return after 24 hours of being fever and symptom free.
- *Conjunctivitis (Pink Eye)*: Students may return when cleared by a physician and after 24 hours of treatment, if bacterial.
- *Croup*: Students may return when breathing comfortably, cough is improved, and fever free for 24 hours.

Medication:

For safety, please notify the school nurse if a student takes medication prior to arrival at school. Authorization to Administer Medication Forms are in the Clinic and must be completed for each over-the counter or prescription medication that is brought to the Clinic. Medication must be in the original container with labels intact; i.e., pharmacy labels on prescription drugs, brand and dosing label on OTC medication. All medication must be transported to and from the Clinic by the parent or other responsible adult. Please do not give medications to the classroom teacher.

Students are not permitted to have medication in their possession on campus. Students who need to take medication during the course of the school day must keep the medication in the clinic and come to the clinic for administration by the school nurse. Medication must be counted and signed in by the school nurse. In certain cases like diabetes or asthma, the school nurse may allow students to carry necessary items after demonstration of proper use, physician, and parent consent.

Minor Injuries:

First aid treatment will be rendered for minor injuries. If an emergency medical situation arises, parents will be notified and medical treatment for the student will be sought at the nearest hospital.

HONOR CODE

In order to instill a sense of honesty, trust, and respect in our students' lives, students are expected to pursue knowledge with integrity. The administration asks that students uphold the MBCA Honor Code stated as follows:

“As a member of Mt. Bethel Christian Academy, I pledge to hold myself and my peers to the highest standards of honesty and integrity. For all work submitted at MBCA for the school year, by God’s grace, I will not give nor receive unauthorized aid for any test, project, quiz, or assignment.”

This includes cheating (receiving or giving answers), lying, stealing, copying another students' work, plagiarism, and deliberate misrepresentation (handing in another's work as your own or forging a signature) in a class.

MESSAGES TO STUDENTS

In the event that urgent information must be relayed to a student during the school day, call the office and the message will be delivered to the student. Students will not be called from the classroom to accept telephone calls. Flowers, balloons, gifts, etc. should not be delivered to students during the school day or after school.

Items delivered to the office after the start of the school day, i.e. lunches, textbooks, and homework, will be placed at a designated location that will be checked daily by classroom paraprofessionals. Classroom instruction cannot be interrupted to announce that forgotten items have arrived.

RULES OF GENERAL CONDUCT

1. Students are to treat all adults with respect. Students are to speak with kindness and respect to teachers, parents, paraprofessionals, staff, and any adult they meet in the school. Adults are to be addressed as “Ma’am” and “Sir.” (I Timothy 5:17; I Peter 5:5-6; Matthew 12:37)
2. Students are to treat each other with respect. They are to be “kind to one another, forgiving one another...” They are expected to encourage and edify one another. (Ephesians 4:25-32; Philippians 2:3-5)
3. Students must use appropriate language at all times. (Colossians 4:6; James 3:5; James 5:12; Ephesians 5:1-4)
4. Students are to treat all school property with respect and also respect the property of others. Fighting and arguing will not be tolerated. (Proverbs 16:32; 19:11; Ephesians 4:32)
5. Students are to adhere to the Honor Code; copying or cheating in any form on tests, class work, or homework will not be tolerated. (Proverbs 13:11)
6. Students are not permitted to chew gum in school. (I Peter 2:13-15)
7. Rough housing and fighting are not permitted. (Galatians 5:22-25)
8. Students are expected to demonstrate self-control in the hallways, bathrooms, lunchroom, and stairwells. When walking in the stairwell, students must walk on the right side and remain silent. (Galatians 5:22-25)
9. Students must follow the dress code guidelines at all times. (Romans 12:1-2)
10. Students may not engage in any physical contact that may be deemed as inappropriate in nature. (II Peter 1:4-7)
11. Bullying, threats, or harassment of any kind will not be tolerated. (I Peter 3:8-9; Ephesians 5:1-4)
12. Students are not permitted to bring the following items to school: CD player, IPOD, radio, electronic toy, or obscene material. Cellular phones must be turned off and stored in lockers in middle school or backpacks in lower school during the school day; failure to follow this rule will result in the confiscation of the phone. A parent is responsible for picking up a confiscated phone from the principal. (I Peter 2:13-15)
13. Students are not permitted to bring any firearm or weapon to school. The police will be notified of any student who has a weapon, firearm, or explosive device in their possession. Possession of one of these items will result in expulsion. (I Peter 3:12; III John 1:11)
14. Students are not permitted to be under the influence of or in possession of alcohol or illegal drugs. Students who violate this rule will be expelled. (Ephesians 5:15-18)
15. Students must follow all discipline guidelines during extracurricular activities and at all school-sponsored events. (I Peter 2:13-15; Hebrews 12:11)

RULES OF LUNCHROOM CONDUCT

Students are supervised in the lunchroom by staff. Students are expected to follow the following lunchroom rules. Failure to do so will result in a misbehavior report to the classroom teacher, who will implement disciplinary actions established for the class.

1. Remain in an orderly line while receiving the lunch tray.
2. Remain seated in chairs at the table until dismissed.
3. Talk in quiet voices to immediate neighbors only. Failure to do so will result in a quiet lunch period.
4. Do not share or play with food.
5. Push chairs under tables when rising to leave the lunchroom.
6. A designated student helper will help clean the tables for the next class.
7. No fast food or soft drinks may be brought to school.

SAFETY AND CRISIS PLAN

Fire drills, tornado drills, and code red drills are conducted periodically throughout the school year. Code red drills practice our plan for a total school lockdown. Everyone will move in an orderly and silent manner to points directed by their teachers. In an emergency, MBCA will make every effort to notify parents through appropriate channels.

SCHOOL VISITORS AND VOLUNTEERS

MBCA welcomes visitors. Parents are welcome to visit classes, but these visits are to be prearranged so that the students, faculty, and staff can make necessary arrangements. Classes must not be interrupted, however briefly, by unannounced visits. MBCA requires that any volunteer or visitor come to the receptionist desk first to sign in and pick up a Volunteer Identification to be worn while in the school.

MBCA is thankful for the many volunteers who make the school program a success and who enrich the lives of students. To help ensure the safety of students and the success of their service, MBCA asks volunteers and chaperones to comply with the following guidelines:

- All volunteers and chaperones must submit a Background Check Release Authorization Form two weeks prior to the date of event or the first time which you plan to volunteer on campus. There is a \$20.00 fee paid by the volunteer or chaperone. Forms are available on the web site at www.mtbethelchristian.org.
- Please realize that chaperones are representing the school and upholding its policies. While MBCA acknowledges that there are many different ways for families to express their faith and live the Christian life, the school has policies that try to be non-offensive to the greatest number. All adults, from employees to volunteer chaperones, who are serving on behalf of the school, must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- When volunteering or chaperoning, siblings should be left at home so that

volunteers may devote all their attention to the students under their care.

- Please do not chaperone if the motive is to spend quality time with your child. That is not what the field trip is about. Chaperones will be assigned to oversee a group of students, and each student needs attention and supervision.
- Please refrain from buying treats for the students in your group. Children may have food allergies that you do not know about.
- Each trip may have its own expectations and requirements for chaperones.

While MBCA is extremely grateful to all those who volunteer to chaperone, sometimes there are too many volunteers, which can decrease the value of the trip for students. Please understand that if this occurs, the teachers or administration must set limits.

SOLICITATION

No person or group of persons will be permitted to solicit for personal profit from the staff or families who attend MBCA. Under no circumstances is the Student Directory to be used by individuals for personal or business mailings of recruitment.

SCHOOL NOTES AND INFORMATION

The teachers and office staff try to send all papers and correspondence home with students on Thursdays. Please check your student's book bag every Thursday for any information being sent home.

UNIFORMS

All students attending MBCA are required to wear a school uniform. MBCA strives to maintain a conservative uniform policy. Administration reserves the right to determine the appropriateness of uniforms. Uniforms must be purchased from MBCA approved stores. Students involved in Girl and Boy Scout programs may wear their Scout uniforms on the day of troop or den meetings.

All Fridays are spirit wear days. MBCA considers spirit wear days a privilege for students. Spirit wear qualifies as uniform bottoms with any MBCA shirt.

On designated Dress-Down Days, students may wear full-length jeans with no holes or uniform bottoms and an appropriate top. Appropriate tops must have sleeves and cover the midriff.

Uniform Policy:

- No logos permitted on any article of clothing other than items approved for logo application.
- Chapel uniform pieces are required. No shorts on Chapel days unless administration makes an exception due to extremely hot weather. Students will be notified prior that shorts may be worn.
- When in uniform, shirttails must be neatly tucked in while on campus.
- Blue oxford shirt may not be worn with plaid skirt.
- Dark navy knit polo may not be worn with any solid navy bottom.
- Slacks and shorts must be belted at the waist; baggie slacks or shorts will not be permitted.
- Belts must be worn with items having belt loops.
- Slacks and shorts must be purchased from an approved uniform supplier, i.e., Buckhead Uniform, Uniform Depot, or Lands End.
- Skirts and jumpers should be no shorter than 3" above the bend of knee in back.
- Uniform shorts must be walking length.
- Biker shorts are permitted under skirts, but must not be visible.
- Shorts may not be worn during the time period between Thanksgiving and the beginning of Daylight Savings Time.
- Lower school students must wear socks.
- In lower school, sneakers may not be worn to Chapel unless student has PE that day. In middle school, no student may wear sneakers to Chapel.
- No boots, sandals, backless shoes, or heels higher than two inches are allowed.
- Approved MBCA fleeces with MBCA or Eagle crest may be worn in the school building.
- Lower school students may not wear sweatshirts in class, except for during PE.
- Sweaters or jackets not part of the uniform should be left in cubbies or lockers, except for recess.
- Hair bows and headbands must match or coordinate with the uniform, in MBCA colors found in the #80 plaid. No hairpieces are permitted.
- Girls' hair to be neatly groomed.
- No unnatural hair tinting or coloring permitted.
- Boys' hair to be neatly groomed in a conservative style. Hair should be off the collar, covering no more than half the ear, and eyebrows must be fully visible.
- Girls may wear small stud or tiny (no larger than 1") loop earrings in the earlobe only; boys may not wear earrings.
- Chains and non-traditional jewelry must be appropriate for the school environment.
- Student names must appear in all uniform pieces.
- Book bag and lunchbox designs must not be of a violent nature.

Repeated failure to adhere to uniform policy will result in parent involvement in the situation and a loss of privileges.

Uniform Suppliers:

- Buckhead Uniforms
6311 Roswell Road
Atlanta, GA 30328
404-303-8600
www.buckheaduniforms.com
- Lands' End
1-800-469-2222
www.landsend.com
Preferred School #: 9000-4068-4
Logo #: 9916042K
- Uniform Depot
2141 North Cobb Parkway
Kennesaw, GA
770-569-1200
www.schooluniformdepot.com

Lands' End Approved Uniform Pieces

The following items are approved for purchase through Lands' End. Items noted are from the School Uniform Catalog.

School # 9000-4068-4
Logo # 9916042K
Phone # 1-800-469-2222

Tops:

- Mesh/Interlock Knit Polo – white and classic navy
- Navy Sweater – long-sleeve V-neck, cardigan, and vest
- Turtleneck and Mock Turtleneck
- Girls Oxford Shirt – white only
- Microfiber Peter Pan – white only
- Knit Peter Pan – white only
- Boys Oxford Shirt – white only
- Girls Plaid Jumper

Bottoms:

- Girls Pleated or Plain-front Chinos – navy and khaki
- Girls Pleated Chino Shorts – navy and khaki
- Girls Elastic-waist Pants – navy and khaki
- Chino Skort “Above the Knee”
- Boys Pleated or Plain-front Chinos – navy and khaki
- Boys Shorts – navy and khaki
- Boys Elastic-waist Pants – navy and khaki

LOWER SCHOOL BOY'S UNIFORM REQUIREMENTS

- * Spirit wear and navy full zip fleece with Eagles logo are available through the MBCA Athletic Boosters
- * Only sweaters or navy zip fleece may be worn as outerwear in the school building
- * Navy top may not be worn with navy bottom
- * Use of wheelie shoes are not permitted on campus
- * Required items starred below

	KINDERGARTEN – SECOND GRADE	THIRD – FIFTH GRADE
CHAPEL UNIFORM * <i>Worn on field trips unless otherwise noted</i>	* navy slacks (no shorts) * short or long-sleeve white knit polo shirt with logo * navy crew or ankle socks * brown leather belt * shoe listed below except sneakers, unless student has PE that day sweaters or vests optional	* navy slacks (no shorts) * short or long-sleeve white oxford shirt with logo * navy crew or ankle socks * brown leather belt * shoe listed below except sneakers, unless student has PE that day sweaters or vests optional
SLACKS	navy* or khaki; pleated or flat-front	navy* or khaki; pleated or flat-front
SHORTS <i>May not be worn between Thanksgiving and Daylight Savings time</i>	walking length navy or khaki shorts; pleated or flat-front; no cargo shorts	walking length navy or khaki shorts; pleated or flat-front; no cargo shorts
SHIRTS <i>Logo required</i>	short or long-sleeve white*, bright navy, or yellow knit polo shirt; white turtleneck	short or long-sleeve white, bright navy, or yellow knit polo shirt; white turtleneck; short or long-sleeve white oxford*
SWEATERS <i>Optional; logo required</i>	navy v-neck cardigan, v-neck pullover, or sweater vest	navy crew neck cardigan, v-neck pullover, or sweater vest
OUTERWEAR <i>Logo required</i>	navy zip fleece with MBCA or Eagles logo	navy zip fleece with MBCA or Eagles logo
BELTS <i>Must be worn if bottoms have belt loops</i>	navy or khaki stretch belt (must match bottoms); brown leather belt *	navy or khaki stretch belt (must match bottoms); brown leather belt *
SOCKS	white or navy crew or ankle socks	white or navy crew or ankle socks
SHOES	* sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel (unless student has PE that day)	* sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel (unless student has PE that day)
PE UNIFORM	none; sneakers required	none; sneakers required

LOWER SCHOOL GIRL'S UNIFORM REQUIREMENTS

- * Spirit wear and navy full zip fleece with Eagles logo are available through the MBCA Athletic Boosters
- * Only sweaters or navy zip fleece may be worn as outerwear in the school building
- * Navy top may not be worn with navy bottom
- * Use of wheelie shoes are not permitted on campus
- * Required items starred below

	KINDERGARTEN – SECOND GRADE	THIRD – FIFTH GRADE
CHAPEL UNIFORM * <i>Worn on field trips unless otherwise noted</i>	* plaid jumper (#194, color #80) * short or long-sleeve white Peter Pan with or without navy trim * socks as listed below * any shoe listed below except sneakers, unless student has PE that day sweaters or vests optional	* plaid skirt (#134, color #80) * short or long-sleeve white oxford shirt with logo * socks as listed below * any shoe listed below except sneakers, unless student has PE that day sweaters or vests optional
JUMPER	* plaid (#194, color #80)	none
SKIRTS	none	* plaid skirt (#134, color #80)
SKORTS	navy (#7931 or K404); plaid (#104); navy or khaki wrap (#907)	navy or khaki wrap skort (#907) only
SLACKS	navy or khaki; pleated, flat-front, or fashion fit	navy or khaki; pleated, flat-front, or fashion fit
SHORTS <i>May not be worn between Thanksgiving and Daylight Savings time</i>	walking length navy or khaki shorts	walking length navy or khaki shorts
BLOUSES <i>Logo required</i>	* short or long-sleeve white Peter Pan with or without navy trim; yellow Peter Pan; logo not required if worn under jumper	* short or long-sleeve white oxford shirt with logo; may also be worn on non-Chapel days
SHIRTS <i>Logo required</i>	short or long-sleeve white, bright navy, or yellow knit polo shirt; white turtleneck; white or navy fashion fit knit shirt (#FSH100 / FSH200)	short or long-sleeve white, bright navy, or yellow knit polo shirt; white turtleneck; white or navy fashion fit knit shirt (#FSH100 / FSH200)
SWEATERS <i>Optional; logo required</i>	navy crew neck cardigan, v-neck pullover, or sweater vest	navy crew neck cardigan, v-neck pullover, or sweater vest
OUTERWEAR <i>Logo required</i>	navy zip fleece with MBCA or Eagles logo	navy zip fleece with MBCA or Eagles logo
BELTS <i>Must be worn if bottoms have belt loops</i>	navy or khaki stretch belt (must match pants); brown leather belt	navy or khaki stretch belt; brown leather belt
HAIR ACCESSORIES	#80 plaid headband, scrunchie, bow, or barrette plain accessories in school colors found in the #80 plaid	#80 plaid headband, scrunchie, bow, or barrette plain accessories in school colors found in the #80 plaid
SOCKS	white or navy crew or ankle socks, knee socks, or tights	white or navy crew or ankle socks, knee socks, or tights
SHOES	* sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel (unless student has PE that day)	* sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel (unless student has PE that day)
PE UNIFORM	none; sneakers required	none; sneakers required

MIDDLE SCHOOL BOY'S UNIFORM REQUIREMENTS

- * Spirit wear and navy full zip fleece with Eagles logo are available through the MBCA Athletic Boosters
- * Navy top may not be worn with navy bottom
- * Use of wheelie shoes are not permitted on campus
- * Required items starred below

SIXTH – EIGHTH GRADE	
CHAPEL UNIFORM * <i>Worn on field trips unless otherwise noted</i>	<ul style="list-style-type: none"> * navy slacks (no shorts) * short or long-sleeve blue oxford shirt with logo * navy tie with gold stripe (#5); no clip-on ties * navy socks * brown leather belt * conservative style shoe in neutral color of navy, brown, or black navy zip fleece with MBCA or Eagles logo (sweatshirts may not be worn on Chapel days)
SLACKS	navy* or khaki; pleated or flat-front
SHORTS <i>May not be worn between Thanksgiving and Daylight Savings time</i>	walking length navy or khaki shorts; pleated or flat-front; no cargo shorts
SHIRTS <i>Logo required</i>	short or long-sleeve white, bright navy, or yellow knit polo shirt; white turtleneck; short or long-sleeve blue oxford with logo*
SWEATERS <i>Optional; logo required</i>	navy v-neck cardigan, v-neck pullover, or sweater vest
OUTERWEAR <i>Logo required</i>	navy zip fleece with MBCA or Eagles logo; MBCA spirit wear or athletic sweatshirt (may not be worn on Chapel days)
BELTS <i>Must be worn if bottoms have belt loops</i>	navy or khaki stretch belt (must match bottoms); brown leather belt*
SOCKS	white or navy* socks
SHOES	<ul style="list-style-type: none"> * sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel
PE UNIFORM *	<ul style="list-style-type: none"> * sneakers * ash t-shirt with MBCA imprint * navy mesh shorts with MBCA imprint * white socks navy sweat shirt and pants with imprint (optional)

MIDDLE SCHOOL GIRL'S UNIFORM REQUIREMENTS

- * Spirit wear and navy full zip fleece with Eagles logo are available through the MBCA Athletic Boosters
- * Navy top may not be worn with navy bottom
- * Blue oxford shirt may not be worn with plaid skirt
- * Use of wheelie shoes are not permitted on campus
- * Required items starred below

SIXTH – EIGHTH GRADE	
CHAPEL UNIFORM * <i>Worn on field trips unless otherwise noted</i>	<ul style="list-style-type: none"> * navy skirt (#143) * short or long-sleeve blue oxford shirt with logo * white socks * conservative style shoe in neutral color of navy, brown, or black navy zip fleece with MBCA or Eagles logo (sweatshirts may not be worn on Chapel days)
SKIRTS	navy* or khaki (#143* or #2661); plaid (#134, color #80)
SLACKS	navy or khaki; pleated, flat-front, or fashion fit
SHORTS <i>May not be worn between Thanksgiving and Daylight Savings time</i>	walking length navy or khaki shorts; pleated or flat-front; no cargo shorts
BLOUSES <i>Logo required</i>	short or long-sleeve white or blue* oxford
SHIRTS <i>Logo required</i>	short or long-sleeve white, bright navy, or yellow knit polo shirt; white turtleneck; white or navy fashion fit knit shirt (#FSH100 / FSH200)
SWEATERS <i>Optional; logo required</i>	navy v-neck cardigan, v-neck pullover, or sweater vest
OUTERWEAR <i>Logo required</i>	navy zip fleece with MBCA or Eagles logo; MBCA spirit wear or athletic sweatshirt (may not be worn on Chapel days)
BELTS <i>Must be worn if bottoms have belt loops</i>	navy or khaki stretch belt (must match bottoms); brown leather belt*
HAIR ACCESSORIES	#80 plaid headband, scrunchie, bow, or barrette plain accessories in school colors
SOCKS	solid white* or navy knee, crew, or ankle socks; white or navy tights
SHOES	<ul style="list-style-type: none"> * sneakers must be in neutral color of navy, brown, black, gray, or white * shoes must be of a conservative style in neutral color of navy, brown, or black and are required for Chapel
PE UNIFORM *	<ul style="list-style-type: none"> * primarily white sneakers * ash t-shirt with MBCA imprint * navy mesh shorts with MBCA imprint * white socks navy sweat shirt and pants with imprint (optional)

THE LOWER SCHOOL

ACADEMIC PROCEDURES

Assignments and Projects:

Assignments are to be completed and turned in to teacher on or before the assigned due date. If a student chooses to return an assignment after the due date, one letter grade will be deducted from the overall grade of the assignment for each day the assignment is late. After three days, the assignment will not be accepted for a grade and a zero grade will be given for that particular assignment.

Make-up Work:

Make-up work is the student's responsibility. After an excused absence, a student will normally have one day for each day excused to make-up missed work. When absent for only one or two days, students may receive their make-up work when they return to school. When students are absent for three or more days, on the third day, parents may contact their child's teacher by 9:00 AM to request the student's work be placed at the reception desk for pick up by 3:15 PM.

Parent / Teacher Conferences:

Parent / Teacher conferences are held at the end of the first nine-week reporting period, and whenever else deemed necessary. In addition, parents may request a conference at any time if a need is felt. During the school day, teachers and paraprofessionals are busy with classes. This is not the time to hold conversations or conferences. To arrange for a conference with a teacher either in person or by telephone, please call the school office and leave your name and number, or email the teacher. The teacher will return your call or email within 24 hours. MBCA does not give out teachers' home phone numbers because of the need for personal and private time. Should a teacher personally give a home or cell phone number and encourage calls, feel free to do so.

Student Evaluation:

The evaluation of each student's progress is a daily process carried out by each teacher. Each student is encouraged to do their personal best based on their own God-given ability and not based on how they compare to someone else. Students should be praised when they achieve their personal best. The school year is divided into four nine-week grading periods. Regular student progress is formally reported online halfway through each quarter and report cards are issued at the end of each nine weeks. The report cards should be reviewed by the parents, and the accompanying card signed and returned to school the next day. Should there be any questions about a grade, please call the office and make an appointment with the teacher.

Academic grading scale is as follows:

K-PREP and Kindergarten

- ✓ Demonstrates performance of skill
- X Skill is not mastered
- NA Skill not evaluated at this time

First through Third Grades:

- E 95 – 100
- VG 90 – 94
- G 85 -89
- S 80 – 84
- N 70 – 79
- U 69 ↓

Fourth and Fifth Grades:

- A+ 98 – 100
- A 90 – 97
- B 80 – 89
- C 74 – 79
- D 70 – 73
- F 69 ↓

Conduct grading scale is as follows:

- O Outstanding
- S Satisfactory
- NI Needs Improvement

AFTER SCHOOL PROGRAM (ASP)

This program provides childcare for those parents needing a late afternoon program for their child. Childcare is provided by qualified personnel from 3:00 PM – 6:00 PM. Pre-registration is required and accumulated fees will appear on the monthly tuition statement. Drop-ins are welcome with 24-hour advance notice and if space is available. Prompt pick up from this program is essential, and a late charge of \$1.00 per minute is charged beginning at 6:00 PM.

ARRIVAL

Any student arriving before 7:45 needs to report to Eagle Mornings and will be billed appropriately. Otherwise, students should not report to school before 7:50. Teachers and paraprofessionals are preparing for the day prior to that time and cannot accept the responsibility of supervising children. Parents are encouraged to drop students off in the carpool line. Do not drop students off if no adult is present. Classroom doors will be closed at 8:00 AM in middle school and 8:15 AM in lower school. Any student entering a classroom after the doors are closed is considered tardy and will be sent to the office to get a tardy slip for admittance to the classroom.

BEFORE SCHOOL PROGRAM (Eagle Mornings)

This program provides childcare for those parents needing an early morning program for their child. Childcare is provided by qualified personnel from 7:15 AM – 7:50 AM. Pre-registration is required and accumulated fees will appear on the monthly tuition statement. Drop-ins are welcome. Any lower school child arriving at school prior to 7:45 AM will be sent to Eagle Mornings and parents will be billed.

CARPOOL

At MBCA, carpool is encouraged and students are assisted by staff. Student safety is the major concern. With the increase in the number of students and cars, the carpool line is the safest means of delivering and picking up students. Please be familiar with the map and instructions of how to participate in the carpool line. MBCA must have the proper form on file in the office before children are to be picked up by, or carpool with, anyone other than his/her parent or guardian. Unless we have a note from the parent or guardian, no student will be released to go home with another student.

Paraprofessionals will meet students in the carpool line by 7:50 AM. Do not drop students off in the carpool line if no staff is present. Children arriving after 8:15 AM are considered tardy and must be signed-in at the registration desk. Teachers and student safety patrol will assist in loading cars in the afternoon. Students not picked up by the end of carpool will be taken to the After School Program and will be billed an ASP charge. During inclement weather when lightning is present, carpool will be discontinued. Parents must park and walk to classrooms for pick-up.

Parents who choose not to participate in the carpool line may pick up students in the walk-up line located in the rear doors by "Lauren's Garden." Please do not permit children to loiter in this memorial garden. All children must be closely supervised.

CELL PHONES

Cell phones brought to school should be off and kept in backpacks during the school day. Cell phones are a distraction in the learning environment. Therefore, students are not permitted to use their cell phones during the school day. Confiscated cell phones need to be picked up by a parent from the principal.

PARTIES

Invitations to birthday parties or any other personal correspondence will not be passed out at school. With teacher approval, students may bring special snacks to share to celebrate their birthday, but the classrooms are not the place to conduct individual birthday parties. Classes may have parties to celebrate fall, Christmas, Easter, and end-of-year. These parties are organized by room parents, and should be limited to no more than one hour.

RULES OF CLASSROOM CONDUCT

1. Show respect to adults at all times. Answer all adults respectfully using “Yes, Ma’am” and “No, Sir.”
2. Treat each other with respect, kindness, and compassion just as God commands in Matthew 7:12.
3. Listen when others speak and raise a hand for permission to speak.
4. Arrive on time for class and be picked up immediately following class. Students are not permitted to loiter on school premises.
5. Be prepared for class by completing assignments and bringing necessary supplies.
6. Participate with hands over hearts when pledging the American and Christian flags.
7. Leave cell phone, hand-held radio, iPod, hand-held games, tape recorder, etc., at home, unless given permission by the teacher to have such items at school.

RULES OF PLAYGROUND CONDUCT

1. Only one student on the slide at a time.
2. Go down the slide feet first and on bottoms only.
3. No climbing “up” the slide.
4. Only three to four students on the tire swing at a time.
5. No jumping through the bottom of the round swing.
6. No holding on to anyone while on the rings.
7. No pushing students who are hanging on the bars.
8. No crawling across or sitting on top of the monkey bars.
9. Basketballs on the concrete area only.
10. No hanging on basketball hoops.
11. Balls that go over the fence cannot be retrieved by students.
12. No footballs or soccer balls allowed on playground.
13. No climbing on the fence.
14. No throwing mulch.

Each teacher will determine if a piece of equipment is not age appropriate or suitable for the class. If this is determined, the class may not be allowed to use this piece of equipment. In order to ensure the safety and well-being of the children and to teach self-responsibility, the following consequences may result when a student fails to observe the playground rules:

1. All or part of recess may be missed
2. Notes may be sent home
3. An activity, such as a field trip, may be taken away

STUDENT CONDUCT

“Train up a child in the way he should go, and when he is old he will not turn from it.”

Proverbs 22:6

It is the responsibility of you as parents, and us, as educators, to nurture your children and explain that all of us have God-given responsibilities. It is the desire of the staff of MBCA to assist in training children so that they become more self-disciplined and responsible. MBCA’s conduct policies are based on Biblical principles of faithful, obedient, orderly living. Discipline is necessary for the welfare of the individual, as well as for the entire school. It is through discipline that learning can take place in an orderly environment, and each teacher can best teach and educate. If a student does not conform to the expected behavior in the classroom, halls, lunchroom, special classes, or playground, the following disciplinary steps will be taken:

1. Students will be allowed opportunities to correct their behavior with teacher direction. The student will be warned of the consequences of continued behavior.
2. Appropriate positive isolation or negative reinforcement, such as removal of privilege, will be implemented. A note will be sent to the parents informing them of the student’s inappropriate behavior.
3. The teacher conferences with parents to formulate some sort of “game plan” to encourage the appropriate behavior, with the end result being a visit to the principal.
4. The student conferences with the principal. Parents are notified if a conference with the principal is required.
5. Repeated visits to the principal’s office may result in the parent being called and the student being suspended for the remainder of the school day.
6. Behaviors found totally unacceptable and warranting immediate action include, but are not limited to:
 - Stealing
 - Cheating
 - Lying
 - Peer harassment
 - Bullying
 - Plagiarism
 - Physical aggressiveness
 - Abusive or vulgar language
 - Vandalism
 - Repeated disrespect for adults
7. The administration reserves the right to exercise appropriate consequences at its discretion, including dismissal.

UNIFORM INFRACTIONS

Adherence to uniform policy will be strictly enforced. Students failing to comply with the uniform policy as stated will be disciplined as follows:

- 1st offense – Student will be instructed by teacher of their failure to comply and parent or guardian will be notified by a Uniform Infraction Form.
- 2nd offense – Parent will be called by teacher or parapro to bring proper uniform to student.
- 3rd offense – Student offense will be brought before the principal for review and consequences.

THE MIDDLE SCHOOL

ACADEMIC PROCEDURES

Academic Probation:

Students should maintain an overall C (74%) average while at MBCA. Students who fall below this average or receive a failing grade on the report card will be placed on academic probation for the next grading period and a parent and student conference will be held. If the student's grades do not improve, they are subject to dismissal from MBCA.

If a student receives a failing average in one or more classes for the year, they will be required to attend summer school at another location or receive tutoring and successfully pass an end-of-year course test in order to be promoted to the next grade level. A student who fails two subjects for the year is also subject to grade retention or dismissal from MBCA.

Course Offerings:

Sixth Grade

Bible
Mathematics
Earth Science
United States History
Language Arts
Writing Workshop
Latin
Technology
Physical Education / Health
Chorus / Band / Art

Seventh Grade

Bible
Mathematics
Life Science
World History & Geography
Language Arts
Writing Workshop
Latin 1A/ Spanish 1A
Technology
Physical Education / Health
Chorus / Band / Art

Eighth Grade

Bible
Mathematics
Physical Science
Modern World History / GA History
Language Arts
Writing Workshop
Latin 1B/ Spanish 1B
Technology
Physical Education / Health
Chorus / Band / Art
Logic

Grade and Discipline Requirements for Extracurricular Activities:

Students who wish to participate in extracurricular activities must maintain a at least a C average in every class in order to represent MBCA. Should a student fall below that average, administration will review progress and the student may be able to resume MBCA extracurricular participation. Extracurricular activities include, but are not limited to, athletics, cheerleading, and the musical production. Administration may use temporary suspension at their discretion and reserves the right to assess probation based upon disciplinary issues that may arise or if behavioral guidelines are not met.

Students who are absent from school for more than half a day (four periods), or who are serving in-school or out-of-school suspension on the day of an extracurricular event, will not participate in that game or performance.

Grading:

Grades are based upon scores on tests, quizzes, labs, homework, class work, projects, and class participation. Teachers will distribute a syllabus during the first week of school that specifies grading procedures and expectations in each class. Grading scale is as follows:

90 – 100	A
80 – 89	B
74 – 79	C
70 – 73	D
69 ↓	F

Students also receive a conduct grade for behavior in every subject; grading scale is as follows:

E	Excellent
G	Good
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Homework:

MBCA considers homework to be an essential tool to enhance the teaching of subject material presented in the classroom. The quality of returned homework will provide a measure of each student’s understanding and give the teacher information to help guide the presentation of the material being studied. Homework, therefore, will be assigned to assist in the instructional process. Teachers will post weekly homework online. In addition, students should utilize their assignment agenda books to keep track of all assignments.

Late Work Policy:

Students are expected to have their assignments completed on the due date.

Late assignments will be penalized as follows:

One day late: - 20 pts. (This includes work that is handed in after the class period on the date the assignment is due.)

Two days late: work is not accepted

Make-up Work Policy:

Students who are absent have the number of days they were absent to make-up work. For example, a student who is absent for two days will have two days to complete all missed assignments. Students are responsible for seeing the teacher to inquire about missing work. Students who are absent should check online for any missed assignments. Please contact your student’s advisor in extenuating circumstances. If a student will be absent for two or more days and knows this in advance, a Planned Absence Form should be obtained from the receptionist desk. This should be completed and returned to the receptionist at least one week prior to the planned absence.

* Exceptions may be made to the Late Work and Make-up Work Policies for students with a psychological on file with accommodations recommended.

Honor Roll:

Students who receive Honor Roll are recognized each nine weeks.

Principal's Honor Roll

96% average* in all subjects with no Ds or Fs in any subject

All E's, G's, or S's in conduct

Academic Honor Roll

92% average* in all subjects with no Ds or Fs in any subject

All E's, G's, or S's in conduct

* Courses are weighted by the number of days per week they meet. Courses that are offered by level will be weighted accordingly.

Mathematics Placement:

Middle school math classes are leveled by ability. Mathematics placement is based on the following criteria:

- Stanford 10 math total or SSAT math scores (SSAT is taken by new students.)
- Otis-Lennon School Ability Index non-verbal score
- Math placement test
- Math average for the prior school year
- Teacher's recommendation

At the conclusion of the school year, each student will receive a math placement form in the final report card.

National Junior Honor Society:

MBCA has received a chapter of the National Junior Honor Society (NJHS), one of the nation's premier organizations established to recognize outstanding middle school students. More than just an academic honor society, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. Sixth, seventh and eighth grade students attaining a 95% academic average in all subjects will be given the opportunity to apply for admission. NJHS students must maintain a 95% and have no more than three demerits in a quarter.

Report Cards and Conferences:

The academic year is divided into four quarters; each is nine weeks in length. Report cards are published after each quarter; progress reports are available online at mid quarter. Parent / Teacher conferences are held after the first quarter and whenever else deemed necessary. Students are asked to participate in these conferences. Conferences with specific teachers may be requested at any time by calling the teacher or the school counselor. Teachers will return phone calls or emails within 24 hours.

Student Recognition:

Students who receive Honor Roll designation are recognized during Chapel after each nine-week period. At the end of the year, an awards assembly is held. Specific recognition will be given in the following areas:

- *The Gold Eagle Award:* Presented to students who receive Principal's Honor Roll every quarter for the year.
- *The Silver Eagle Award:* Presented to students who receive Academic Honor Roll every quarter for the year.
- *Subject Area Awards:* Presented to the student with the highest average in each academic subject. If a student has the highest average in more than two subjects then they will receive the award in two of those subjects, and the award for the other subject(s) will go to the student with the next highest average.
- *Soaring Eagle Award:* Presented to the student who shows outstanding enthusiasm and participation in each core course.
- *The Principal's Award for Overall Academic Excellence:* Presented to the student with the overall highest average in each grade level.
- *Student of the Year Award:* Presented to the graduating student who exemplifies the highest standards of excellence in academics, athletics, fine arts, leadership, and spirituality. The recipient is chosen by the middle school faculty.
- *Academy Chalice Award:* The Head of School's trophy is presented to the middle school team winner at the end of the year.

LOGISTICAL PROCEDURES

Arrival:

At 7:40 AM, students may go to their lockers; otherwise they should remain in the commons area. Homeroom begins promptly at 8:00 AM; students are expected to have all materials and be in class at that time.

After School Procedure and Guidelines:

Middle school dismissal is at 3:15 PM each day. An after school program is available for students from 3:15 PM to 6:00 PM. Students must register in advance for this program. Students who remain on campus for church activities after this time are not the responsibility of MBCA. For the safety and security of students, they should not be left unattended on campus. Students should not loiter in the building. Students who wish to watch after-school sporting events may remain on campus, but it is asked that a supervising adult be present with them. Students who are still on campus and unsupervised by an adult after 3:30 PM will be accompanied to the after school program and charged accordingly.

Cell Phones:

Cell phones brought to school should be off and locked in lockers during the school day. Cell phones are a distraction in the learning environment. Therefore, students are not permitted to use their cell phones during the school day. Confiscated cell phones need to be picked up by a parent from the principal.

Chapel:

Middle school chapel is held on Tuesdays at 9:15 AM. Chapel uniforms must be worn.

Computer Use:

Students may not add or delete computer programs or change computer settings without teacher permission. Students may not open others' folders or alter others' work at any time. Such behavior will result in a loss of computer privileges.

Demerit System:

Students will receive demerits for specific disciplinary infractions as outlined below. For example, a student will be issued five demerits for a major offense. Consequences for the accumulation of demerits follow. Administration reserves the right to exercise the appropriate consequences at its discretion.

The demerit system starts over at the beginning of each nine-week period. However, if an eighth grade student accumulates 20 demerits in a year, the student will not be allowed to go on the trip to Washington, DC. Funds previously paid will not be returned.

Furthermore, if any student accumulates 15 demerits in a year, the student will not be allowed to participate in Field Day or the end-of-year party. These students will do community service during these events in place of attending them.

<i>1 Demerit</i>	<i>3 Demerits</i>	<i>5 Demerits</i>	<i>10 Demerits</i>	<i>12 Demerits</i>
uniform violation	repetition of minor offenses listed at left			
gum chewing	any behavior in class, Chapel, lunch, etc. considered excessive or inappropriate	second or major offenses of behaviors listed in second column		
unprepared for class	inappropriate teasing or bullying	swearing or coarse talk	second or major offense	
no agenda	excessive horseplay	skipping class	skipping a day	second or major offense
cell phone out of locker	destruction of property (student pays for repairs)			possession of a firearm or weapon
disruptive behavior	Honor Code violation (student receives a zero)			possession or use of tobacco, alcohol, or narcotics
inappropriate talking	disrespect, dishonesty, or insubordination			extreme instances or repetition of any infraction that usually results in suspension
other violations as deemed by teacher	inappropriate physical contact (minor offense)			

Consequences for the Accumulation of Demerits:

Demerit 1 and 2: Warnings

Demerit 3: Detention from 3:15 PM – 4:15 PM

A student is permitted to reschedule a detention once because of a conflict with an athletic event, doctor’s appointment, etc. Failure to attend after that will result in an additional detention.

Demerit 5: Week of silent lunch and cleanup. Parents and student meet with advisor, core teachers, extracurricular teachers, and athletic director.

Demerit 7: Parents and student meet with advisor, core teachers, extracurricular sponsors, and athletic director. Student must attend Saturday School. No participation in spirit wear days.

Demerit 9: Parents and student meet with the principal. No participation in non-uniform days and incentive days.

Demerit 10: In-school suspension. Parents and student meet with principal and head of school.

Demerit 11: Out of school suspension. Parents and student meet with principal and head of school.

Demerit 12: Expulsion.

Field Trips:

Local field trips are held throughout the school year to reinforce academic content. Parents will be notified before these occur.

The sixth, seventh, and eighth grade students will go to Camp Winshape in Rome, Georgia in the fall. This will be a retreat designed to build cohesion among the students. Parents are charged an additional fee for overnight field trips.

The eighth grade will go to Washington, DC in the spring. This trip will reinforce the concepts the students learned in two years of American history and one year of world history. Students will participate in fundraising events throughout the year to help pay for the trip.

Lockers:

Lockers are assigned to students annually. Students may not switch lockers or open other students' lockers. Lockers must remain locked except when being accessed by the student; students are responsible for providing the lock. Lockers are property of MBCA and may be inspected by MBCA personnel at any time. Lockers are to be kept neat and clean. Use of stickers is not permitted. Students may only visit their lockers during designated locker breaks and during class changes.

Parties:

Middle school students have several school-sponsored parties during the year. All school-sponsored parties must be approved by the principal. Students may bring special snacks to share to celebrate their birthday with prior permission from their advisor, but the classrooms are not the place to conduct individual birthday parties. Invitations to birthday parties or other personal correspondence should not be passed out at school.

Service Program:

The purpose of the Eagle Service Program is to teach students the joy of selflessly serving others in the name of Jesus Christ. This is done by showing the love of Christ to those in need through practical deeds in obedience to God's command to spread His love through word and deed. At MBCA, staff is committed to helping students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help students grow in character, wisdom, and discernment.

Requirements:

All students in middle school are required to participate in the Eagle Service Program. Students are not limited to the minimum requirement of hours per school year. Special recognition will be given to those who go over and above the requirements.

A student must complete a minimum of the following hours of service during each year of study at MBCA:

Sixth Grade – 10 hours, Seventh Grade – 15 hours, Eighth Grade – 20 hours

A minimum of one-half of the required hours must be completed prior to the end of the first semester.

All service hours must be completed by May 1st in order for students to participate in Field Day.

In order to receive credit for and to document the service, students must submit the Eagle Service Program Form to the middle school office within two weeks after the service is completed. Eagle service hours completed during the summer will be applied to the upcoming school year, not the previous year. Report cards or transcripts will not be released for students who do not complete the required number of hours.

Agency Selection:

Each student may choose their own agency or project with prior permission from the school.

Christian Organizations:

Because the Eagles Service Program's emphasis is on involvement of Christian young people in the local community, MBCA emphasizes that although assistance to all worthwhile community organizations is important, a primary goal should be to give assistance to organizations and outreaches that are part of a church's involvement in the Christian community.

Guidelines for Service Activities:

All service must be completed at a non-profit agency or with people who have a demonstrated need. Services for which a student is paid may not be counted. Participation in school clubs and sports may not count.

Program Goals for Students:

- Make a difference for Christ in the community.
- Use your God-given talents to help others.
- Reach out in Christian love by helping an individual or organization.
- Help in uplifting the body of Christ through volunteer service to others.
- Build a positive self-image based on your willingness to extend help to those in need.

Student Conduct:

The middle school has sought to set guidelines for Christian young people that are in keeping with His Word. In order to maintain a proper educational atmosphere and a consistently high level of Christian witness, students must agree to strive toward unquestionable character in conduct, attitude, and dress. Students are expected to act in an orderly and respectful manner, maintaining high Christian standards of courtesy, kindness, language, morality, and honesty.

The middle school is designed to be a caring community dedicated to the guidance and education of young adolescents. The principles of respect and responsibility are foundational beliefs that should motivate all interactions within our community. To that end, our school community has been involved in the creation of a systematic school behavior management system that creates a welcoming climate that is physically and psychologically safe for all.

Tardiness:

Students are required to be on time for school.

Tuesday Morning Breakfast:

The Mt. Bethel United Methodist Church Youth Department holds middle school breakfast every Tuesday morning from 7:45 AM – 8:30 AM. To accommodate students who wish to attend this breakfast, the middle school begins at 8:30 AM on Tuesdays. Students who do not wish to attend the breakfast should not arrive prior to 8:15 AM. If middle school breakfast is cancelled for any reason, MBCA will still begin at 8:30 AM.

Uniforms:

All students attending MBCA are required to wear a school uniform. Uniforms must be purchased from MBCA approved stores. Adherence to the uniform policy will be strictly enforced.

ATHLETIC PROCEDURES

The MBCA Athletic Program plays an important role in the life of a student's educational and spiritual process. The level of participation and competition is based on the development, ability, and interest of each student athlete. The purpose of athletics is to teach the student athlete not only the fundamentals of sports, but what it means to have pride in one's self and school to be the very best they can be. Teaching sportsmanship and how to deal with adversity provides the student athlete the opportunity to deal with real life as they grow and mature.

Academics:

Students must maintain a passing average at each quarter grading period in all core subjects and maintain an overall C average in order to represent MBCA in any athletic activity. When a student achieves a passing grade in all subjects and an overall C average, they can resume MBCA athletic participation.

Equipment:

MBCA Athletics will provide most of the equipment necessary for participation in an athletic event. Some of the exceptions will include personal equipment like knee pads, shin guards, tennis rackets, gloves, etc. The student athlete accepts full responsibility for the care and upkeep of equipment issued to them. Items issued must be returned to the coach at the end of the season. A fee may be charged and transcripts will be withheld until all equipment is returned.

Participation:

- Students who are absent from school for more than half a day (four periods), or who are serving in-school or out-of-school suspension on the day of an athletic event, will not participate in that game.
- Student athletes who are absent from practices or games must notify the coach in advance and give a reason for their absence. An unexcused absence from practices or games may lead to the student being suspended for one or more games. A second violation may lead to a student being suspended for the season.
- Student athletes must have a current Athletic Physical Form / Transportation Waiver on file in the athletic office to try out or participate in any sport. All forms are available for download under the athletics page online.
- Any student athlete may try out for any sports team. The number of cuts for each team and sport will be determined by the athletic director and head coach of that sport. The names of the student athletes who make a team will be posted on or just after the final day of tryouts. The time and place of the post will be determined by the athletic director. A spot on any team does not guarantee a student playing time. MBCA Athletics is a play-to-win program in accordance with the school mission statement.

- A student athlete may participate in more than one sport per season with permission from the parents, each coach, and the athletic director. When there is a conflict with games, the coaches and athletic director will decide which sport is the primary sport with the athletic director making the final decision.
- If a student athlete quits a sport, they may not join another sport in season without permission from both coaches and athletic director.
- Student athletes are not permitted to compete on a non-MBCA team which conflicts with the sport without permission from the coach and athletic director.

Sickness/Injury:

Student safety and welfare is a priority of MBCA Athletics. The question of participation, due to sickness or injury, in an athletic event will be the responsibility of the parents, a physician, and judgment of the coaches.

Sportsmanship and Discipline:

- Coaches, parents, and student athletes are to demonstrate the highest standard of Christian principles and sportsmanship at all times.
- Each student athlete will follow the rules and regulations set forth by athletics and their respective coaches.
- The discipline of an athletic team is the responsibility of the coach and athletic director, and when it relates to school policy, the principal.
- The following will not be tolerated by any student: theft, profanity, and any use of drugs, alcohol, or tobacco. Any violation of this policy may impact the student athlete's participation in any sport.

Transportation:

Normally, the school will provide transportation for students to and from away games. When buses or drivers are not available, parents will be responsible for getting their student athlete to and from away games. If student athletes do not ride the bus for the return trip to MBCA, parents must notify the coach of that sport after each game.

Uniforms:

- Coaches will issue uniforms at the beginning of each sport and collect the uniforms at the end of the season. Each student athlete is responsible for the proper care of the uniform. Uniforms are not to be worn as personal clothing and game uniforms are not to be worn to practice. Any student athlete that loses or damages a uniform will have to pay the full cost to replace the uniform.
- All coaches and participants are to wear shirts while participating in practices. Appropriate clothing must be worn at all times.

*Thank you for partnering with MBCA to teach and train our students.
MBCA Athletic Program*