



MILFORD CHRISTIAN ACADEMY

— est. 1973 —

Home of the MCA Bulldogs

2017–2018
STUDENT HANDBOOK

TABLE OF CONTENTS

SECTION I – INTRODUCTION	3
Purpose	3
History	3
Statement of Philosophy	3
Statement of Faith	4
Administration	4
School Facts	4
School Song	4
Operating Standards	5
SECTION II – CHURCH ATTENDANCE	7
SECTION III – ADMISSIONS AND ENROLLMENT	8
Admissions	8
Non-Discriminatory Policy	8
Enrollment	8
Payment Policies & Fees	9
Re-Enrollment	10
Withdrawal	10
Expulsion	10
SECTION IV – ATTENDANCE	11
Absences	11
Tardiness	11
Student Arrival & Attendance Credit	12
Early Morning Care	12
Family Vacation & Trips	13
Make-Up Work	13
Illness	14
Senior Trip	14
Dismissal Procedures	14
Early Dismissal	14
Late Stay	15
School Closing/Bad Weather Conditions	15
SECTION V – MEDICAL CONSIDERATIONS	16
Medication Policy	16
Communicable Diseases	16
Head Lice	16
Student Insurance	17
SECTION VI – ACADEMICS	18
Orientation	18
Communication Folder	18
Administration/Teacher/Parent Relationships	18
Homework	18
Procedure for Incomplete Homework	18
Grading Scale	19
Failing Grades	19
Report Cards	19
Semester Exams	20
Achievement Tests	20
PSAT Testing	20
Promotion	20
Summer School	20
Graduation / Credit	20

Electives	21
Post - Secondary Education Options	22
Transcripts	22
Field Trips	22
SECTION VII – DRESS CODE AND GROOMING	23
Grooming	23
Elementary Girls	23
Elementary Boys	24
Grades 7 – 12 Young Ladies – Classroom	25
Grades 7 – 12 Young Men – Classroom	26
Outer Garments – All Students	26
Physical Education - 7th - 9th Grade	27
Extracurricular Activities, Field Trips, Etc – All Students	27
Homecoming	27
Uniform Exchange	28
SECTION VIII – CLASSROOM POLICIES	29
Policies	29
Visitors	30
SECTION IX – DISCIPLINE, CONDUCT, AND BEHAVIOR	30
Principles of Discipline	30
Minor Offenses	30
Major Offenses	30
Serious Offenses	31
Response for Elementary and Middle Students	32
Response for Secondary Students	32
After School Detentions	32
Saturday School	33
Suspensions & Expulsions	34
Alcohol, Drugs, & Immorality	34
Tobacco Use	35
Music, Television, & Movies	35
Social Media	35
SECTION X – HOMESCHOOL	37
Registration & Benefits	37
Dress Code	37
Science Fair	37
Athletics	37
No-Cost Benefits	38
Graduation	38
SECTION XI – ADDITIONAL INFORMATION	39
Booster Club	39
Lunch Program	39
School Photographs	39
Lost & Found	39
Vehicles	39
SECTION XII – PRESCHOOL POLICIES AND PROCEDURES	42

SECTION I

INTRODUCTION

Purpose

Milford Christian Academy is a ministry of First Baptist Church of Milford and dedicated to the glory of God. Milford Christian Academy is not an alternative to public education, nor are we simply a private school—we are a Christian school.

The primary objective and purpose of Milford Christian Academy is to train Biblical Mission-minded servants for all levels of ministry while providing an excellent education. The teachers of Milford Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each student's future.

History

Milford Christian Academy was converted from a burden to a reality in 1973. Dr. Keen and the First Baptist Church of Milford felt a strong burden to develop a Christian school for the children of the membership of the church as well as other local churches.

The school started in the church basement at 745 Center Street with grades one through eight and sixty-three students. In those days, the boys' basketball team practiced in a classroom on bad weather days, but when the weather was good they moved outside to the parking lot where they nailed a netless rim to a telephone pole. In 1976, the academic program expanded to include advanced courses such as, Chemistry and Algebra II, and the first yearbook, "Hupernikao", was published.

In 1976, the Lord made land and a building available on Woodville Pike where the student body of MCA increased to include all twelve grades. The first graduating class celebrated their commencement in June of 1977. Since then, many graduates have gone to the mission field, pastored churches, served in other fulltime ministries, and secular positions.

Statement of Philosophy

We have seen God bless MCA over these many years. The school exists to encourage and assist families committed to fulfilling the Biblical mandate of

rearing their children in the nurture and admonition of the Lord.

The major responsibility of educating children in Christ-like behavior is that of the parents. No school can ever replace a God-fearing, Christ-honoring home. The school's job is to supplement the home training of the child. MCA will not condone behavior that is socially, morally, or academically unacceptable. We expect parents to support our actions. Upon first establishing and reinforcing the parents' priority of training children in spiritual values, MCA will then focus great energy on academic excellence.

Statement of Faith

MCA is a ministry of First Baptist Church and believes and teaches the doctrines of the Christian faith as embraced by the historical, Biblical Baptist position. We believe in the divine inspiration of the Scriptures; the triune God; the fallen nature of man and his just condemnation; salvation

Administration

Dr. Bill Duttry, Pastor
Dr. Brian Ragle, Administrator
Mr. Jesse Kyle, Assistant Principal

School Facts

Established	<i>1973</i>
Colors	<i>Royal Blue and Silver</i>
Mascot	<i>Bulldogs</i>
Extra Programs	<i>Choir</i> <i>Fine Arts Competition</i> <i>Drama</i> <i>Art</i> <i>Technology</i>
Extra-Curricular	<i>Boys Soccer</i> <i>Girls Volleyball</i> <i>Girls and Boys Basketball</i> <i>Cheerleading</i> <i>Boys Baseball</i> <i>Student Council</i> <i>Yearbook</i> <i>Foreign Language</i>

School Song

When the blue and silver
come down the line,
We're going to see them win
with Christ in mind,
For the dear old school
we love so well
We're gonna yell and yell
'n yell 'n yell 'n yell,
We're gonna fight, fight,
fight, forever more,
We're gonna beat those
(other school's mascot)
right down the floor
We're gonna show them
we can raise the score, raise the score
Rah, rah, rah!

by grace through faith, the free gift of God; the necessity of repentance and faith brought by the Holy Spirit; the glorious display of God's purpose and grace; the progressive work of sanctification; the keeping power of God; the harmony of the law and the Gospel; the prominence of immersion and the sacrament of the Lord's Supper; the devout observance of the first day of the week; the honoring of civil government; the resurrection of the righteous to eternal life and the wicked to eternal damnation; and the eminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ. MCA believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

Operating Standards

Milford Christian Academy is a non-chartered, non-tax-supported school based upon truly held convictions of faith and, as such, complies with standards set forth in section 3301-35-08 of the Ohio Administrative Code. To comply with these standards, MCA certifies the following:

1. In accordance with section 3313.48 of the Ohio Revised Code (ORC), MCA shall be open for instruction with pupils in attendance for not less than one-hundred eighty-two days each school year.
2. In accordance with section 3313.48 of the ORC, the school day for pupils in grades one through twelve shall be no less than five hours.
3. Parents shall be responsible for reporting their child's enrollment or withdrawal from MCA. Pupil attendance (enrollment) shall be reported to the school district in which the student resides within the first two weeks of the beginning of the school year. This information will include each pupil's name, age and place of residence. In the event of additional pupils being enrolled or pupils withdrawing, written notices of same will be given to the school district within the first week of the ensuing school month.
4. Teachers and the administrator shall have received a bachelor's degree or the equivalent thereof from a recognized college or university.
5. Courses of study shall include the following:
 - F. Bible
 - G. Language Arts
 - H. History
 - I. Geography
 - J. Computer Skills
 - K. Mathematics
 - L. Science
 - M. Health
 - N. Physical Education

- O. Fine Arts including Music and Drama
 - P. Financial Literacy
6. Regular grade-to-grade promotional procedures have been established and shall be followed when pupils meet MCA's educational requirements.
 7. MCA complies with state and local health, fire, and safety laws.
 8. Pupils of MCA are not entitled to transportation as provided pursuant to section 3327.01 of the ORC nor are they entitled to auxiliary services as provided pursuant to section 3317.06 of the ORC nor are they entitled to administrative cost reimbursement provided pursuant to section 3317.063 of the ORC.

SECTION II CHURCH ATTENDANCE

At MCA we believe that regular attendance in a Christ-honoring, Bible-believing, fundamental church is vital to the complete training of a child. The Bible exhorts us “not to forsake the assembling of ourselves together” (Hebrews 10:25). Parents who do not have a home church are invited to bring their families to First Baptist Church of Milford. We would consider it an honor and privilege to have school families become part of our church family and ministry.

First Baptist Church Schedule of Services

Sunday School	8:45 a.m.
Worship Service	10:05 a.m.
Sunday Evening	6:00 p.m.
Thursday Evening	7:00 p.m.
Master Clubs (3-year-olds – 6th grade)	7:00 p.m.
Teens N Training	7:00 p.m.

SECTION III

ADMISSIONS AND ENROLLMENT

Admissions

Students are admitted to MCA based upon available classroom space, personal character, scholastic records, and/or entrance tests. The school reserves the right to place a child in a lower grade if deemed necessary. MCA will not accept students who have been expelled from other schools or who have a history of disciplinary problems for behavior such as excessive absenteeism, drug or alcohol usage, aggressive behavior, or immorality.

Admission and enrollment into MCA is an opportunity granted by the administration. The administration reserves the right to deny any student enrollment. Enrollment in MCA is a privilege, not a right. The school reserves the right to remove any student who fails to meet or adhere to MCA standards, school policy, or the philosophy of the school. Parents are also expected to support the school's purpose and philosophy.

Students must reside with parents or legal guardians in order to remain in school, even after the age of eighteen if still enrolled. Students that are married or who are single parents are not permitted to attend, nor can students become engaged to be married while enrolled at MCA.

First Baptist Church members have priority of enrollment (until the pre-announced cut-off date) in the event there is a waiting list.

Non-Discriminatory Policy

MCA admits students of any race, color, nationality, and ethnic origin and does not discriminate on the basis of race, color, nationality, or ethnic origin in our educational and athletic policies and programs.

Enrollment

All new students and their parents must have a personal interview with school administration. Additionally, each new enrollment form must be accompanied with a **non-refundable registration fee** (per family) and the following documents:

1. An enrollment application must be completed for each child enrolled. (online)

2. Both parents and students must read and sign a Parent/Guardian Statement of Cooperation Form.
3. A physician must complete and sign a Physician's Statement, complete with immunization records for each newly enrolled kindergarten student.
4. A copy of an official birth certificate for each child enrolling in kindergarten.
5. A Records Release Form must be completed and signed to secure academic and health records for students who are transferring from other schools. (Homeschool students must provide accurate academic records prior to enrollment and must accept MCA evaluation of credits and GPA.)

The completed Physician's Statement along with immunization records, and a copy of the official birth certificate must be in the school office by the first day of school.

Payment Policies & Fees

Payment coupon books may be provided to parents for tuition payments. Payments may be made by cash, check, money order, or direct withdrawal. Payments can be mailed to MCA or dropped off at the school office. Tuition payments and fee processes are as follows:

1. Tuition may be paid in one full payment prior to the beginning of the school year (with a 5% discount).
2. Tuition may also be paid in ten payments beginning August 1 continuing through May 1 or twelve payments beginning June 1 and continuing through May 1.
3. A late fee of \$25 will be assessed if the payment is not received by the 10th of each month (or the first business day after the 10th if on a weekend or holiday).
4. There will be a \$35 fee assessed for all returned checks. Tuition must be paid on a cash basis if a second incident of a return check occurs.
5. Students will be subject to withdrawal whenever accounts become two months past due. Withdrawn students may return to school when payment is made to allow the account to be no more than one month past due.
6. Official report cards and transcripts will not be issued to students whose accounts are past due, nor may students graduate until all fees are paid in full.
7. MCA reserves the right to increase tuition during the school year should it be necessary to meet operating costs.
8. Book fees must be paid prior to the beginning of school and are non-refundable after the first full day of classes.

9. Athletic fees are charged for each sport and must be paid prior to the students participating in official games.
10. Graduation fees for kindergarten students and seniors will be announced in January and due in February.
11. Additional fees may be charged for lost or damaged textbooks or library books and for any other damage to school property.

Re-Enrollment

Students may enroll for the following school year beginning in February of each school year. Re-enrolling by the stated re-enrollment deadline will guarantee an opening for the upcoming year and a discount package. If re-enrollment is not completed by the announced deadline and classes are filled, students may be placed on a waiting list. Accounts must be current in order to re-enroll.

Withdrawal

Withdraw from Milford Christian Academy must be conducted by the parent through the school office. Should it become necessary for a student to transfer, the parents will be responsible for the tuition through the current semester of the student's enrollment. No refunds will be given for partial months of tuition. Outstanding fees must be paid in full at time of withdrawal. School records and report cards cannot be released until all accounts are paid in full.

Expulsion

Should it become necessary for a student to be expelled from Milford Christian Academy financial obligation is expected to be paid through the end of the semester that the student was enrolled.

SECTION IV ATTENDANCE

Absences

Milford Christian Academy believes that a student's regular attendance in class is vital to spiritual, academic, and social development. Students are expected to be in all assigned classes including homeroom, study halls, and electives. Students with more than five unexcused absences during any nine-week grading period may receive failing marks for that grading period, which may jeopardize promotion to the next grade or result in loss of credit. Students who miss ten days or more during a semester may receive no credit for that semester's work. Exceptions will be made only for students whose absences are documented by a doctor's note or pre-arranged through a formal request by a parent/guardian. The administration reserves the right to approve or disapprove absences. Doctor's notes or documentation regarding any other emergency must be received in the school office within three days after returning to school. Absences will fall into one of two categories as determined by the school.

1. Excused absences are defined as the following:
 - A. Student illness
 - B. Death in the family
 - C. Medical or dental appointments
 - D. Pre-arranged, approved absences excused by the administration
2. Unexcused absences - Any class work or quizzes administered during an unexcused absence may not be made up, and zero credit will be issued.

When it is necessary that a student be absent, parents should call the office between 7:15 and 7:45 a.m. and state the reason for absence. The administrative office will then inform respective teachers of the student's absence. No absence can be excused without written notice or a telephone call to the school office.

Tardiness

Promptness is a valuable character quality. Students are expected to be on time for school and each class. Emergencies do arise, and allowances are made for them, but persistent tardiness is unacceptable. The school administration may arrange for a parent conference for students who have been tardy to school three or more times in a nine-week period.

When a student receives three unexcused tardies to school, these tardies will be counted as **one day of unexcused absence**. Unexcused absence policy states that any class work or quizzes administered during an unexcused absence may not be made up, and zero credit will be given.

Students who receive three unexcused tardies to class per nine-week period will receive a detention. Students who are late for school or tardy for any class must first report to the school office to receive a pass. Tardiness may be excused for reasons such as:

1. Family emergencies
2. Illness or injury
3. A car accident
4. Extreme weather/traffic conditions

Student Arrival & Attendance

School begins each day at 7:50 a.m. and ends at 2:50 p.m. Students must be dropped off on the Bauer/Baker building side of our school. Designated drop-off zones are also fire lanes. Persons dropping students off in these areas may not leave their vehicles. Bauer/Baker building doors will be locked at 8:00 a.m. each day.

1. Students arriving to school and reporting to class after 7:50 a.m. but before 9:45 a.m. will be counted as tardy.
2. Students arriving to school after 9:45 a.m. but before 1:00 p.m. will be counted as absent for one-half day.
3. Students arriving to school after 1:00 p.m. will be counted as absent for one entire day.
4. Students departing before 9:45 a.m. who do not return will be counted absent for one entire day.
5. Students departing after 9:45 a.m. who do not return will be counted absent for one-half day.
6. Attendance will be taken at the beginning of the day in each elementary classroom and in homeroom for grades seven through twelve. Attendance will be taken for individual classes upon the tardy bell sounding.
7. No student will be permitted to class after the tardy bell has sounded without a pass from the school office.
8. Secondary students who fail to report to class without an excused absence will receive detentions. Students who depart school grounds without permission may be subject to suspension.

Early Morning Care

1. Students may arrive as early as 7:15 a.m.

2. Parents of kindergarten students will take their child directly to the kindergarten classroom.
3. Students in grades one through six will sit at tables designated for their class and will remain seated until called upon by their teacher to assemble in lines.
4. Students in grades seven through twelve will be dismissed to enter the hallway at the 7:40 a.m. bell.
5. There are to be no electronic devices used during early stay by any of the students.

Family Vacations & Trips

Family vacations and trips should be scheduled to correspond with the school calendar. Should it be absolutely necessary, students may be absent up to five days each school year for such personal reasons.

Personal days off from school require that a Pre-Arranged Absence form be completed and submitted to the office three days in advance of the absence. Upon approval, students will receive assignments in advance and will make up assignments in accordance with the MCA make-up work policy.

If a prearranged absence form was not filled out and approved prior to first day of absence, absence may be considered an unexcused absence. Students missing any class work or quizzes administered during an unexcused absence may not be made up, and zero credit will be given.

Make-Up Work

Students with excused absences must check with their teacher immediately upon returning to school to get missed assignments. Students are allowed as many days to make up work as days absent. (Example: If a student is absent on Monday and returns to school on Tuesday, the make-up work is due on Wednesday.) In the case of extended absences, e.g., serious illness, hospitalization, etc., more time will be given depending upon individual circumstances. A student with an excused absence the day before an assigned quiz or test may be excused from taking the quiz or test on the first day back to school only if the student was absent when new material was given or when significant review was accomplished. If excused from taking the quiz or test, the student must take the quiz or test the following school day.

Students with an approved pre-arranged absence will have a commensurate amount of time to make up assignments (e.g., two days of absence = two days to make up assignments).

Illness

Parents should keep children at home when they are sick. This action will aid the general welfare of all students and teachers. A child may return to school when capable of participating in school activities. Parents should send a signed note to the school on the day the child returns explaining the child's absence. A phone call from a parent is also acceptable.

Any student with a temperature of 100.0° will be separated from other students and sent home from school. The child should not return to school until the fever has subsided for at least twenty-four hours. Students who have been absent for over three days because of illness may be required to provide a doctor's note before being allowed to return to school.

Senior Trip

Any senior not attending the senior trip will be required to be in attendance at school while the seniors are gone on their senior trip. Any money that was raised by the senior not going on the trip will be divided evenly between the seniors and chaperones that are going on the trip.

Dismissal Procedures

Kindergarten

1. Dismissal time for kindergarten students is between 11:50 a.m. and 12:00 noon.
2. Students will be dismissed from the lobby of the Bauer Baker building.
3. Parents must park in spaces adjacent to the Bauer/Baker building and enter the lobby to retrieve their child.

All Other Students

1. Parents must park in spaces adjacent to the Bauer/Baker building. Please observe handicap parking spaces.
2. Elementary students will begin the dismissal process in the Bauer/Baker lobby at 2:45 p.m., with the first vehicle dismissal beginning at 2:50 p.m.
3. High school students will begin the dismissal process at 2:55 p.m. with the second vehicle dismissal beginning at 3:00 p.m.
4. Teachers will ensure that the students arrive safely to their vehicles.
5. School personnel will dismiss vehicles systematically.
6. For student safety, no vehicle may exit the parking lot while students are being dismissed to their vehicles.

Early Dismissal

Students who leave early from school must be signed out through the school

office. Arrangements can be made for older students to sign out themselves. Parents are not permitted to go directly to a classroom. The office will notify the teacher when a student is to leave, and the student will report to the office for early dismissal.

Late Stay

Students that are not picked up from school when the dismissal period ends will be taken to Late Stay. This service is provided until 6:00 p.m. each school day, unless otherwise stated. After dismissal is complete, each teacher will escort students to Late Stay who have not been picked up. Statements will be sent out weekly, and payments are due on the date designated on the invoice. Students may bring a snack for Late Stay.

When students are not picked up by 6:00 p.m., an additional \$10 fee will be charged. Costs are as follows:

- 1 child - \$7.00 per day
- 2 children - \$12.00 per day
- 3 children - \$14.00 per day
- 4 children - \$16.00 per day

School Closings/ Bad Weather Conditions

Driving conditions and/or temperature determine the delays or cancellations of school for inclement weather. Our goal is to announce school delays or closings before 6:00 a.m. All delays and closings for Milford Christian Academy will be given on local news channels. We will also use our social media and Remind texting service to announce delays or closings.

SECTION V

MEDICAL CONSIDERATIONS

Medication Policy

Parents must complete and submit an Administration of Medication form (online) before any medication may be administered at school. If a student needs to take medicine during school hours, the medicine must be brought to the school office and left with office personnel. Prescription medication must be in the original pharmacy container labeled with the student's name, dosage, and time to be administered. Only parents are permitted to bring prescription medication to the school, and only parents can retrieve same. Over-the-counter medication must be in its original container. At no time are students permitted to have medication of any kind in their possession while at school with the exception of rescue medication such as an inhaler or EpiPen (must be granted permission by parents). Students are expressly prohibited from administering medication to other students.

Communicable Diseases

Milford Christian Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. These controls are stipulated by the health district and include such measures as containment, isolation, disinfecting, and prompt communication with all those affected by a significant situation. Parents may be assured that prompt actions will be taken when it is reasonably suspected that a student or an employee has a communicable disease. As always, students who experience a persistent cough, runny nose, fever, vomiting, diarrhea, etc. should be considered potentially contagious and should be kept at home.

Head Lice

Because head lice is contagious, the child found to have head lice will be immediately separated from other children. Parents will be called to take the child home and will be given specific treatment instructions from the board of health. Students may return to school after treatment and when there is no evidence of live lice or nits attached to the hair shaft. MCA administration reserves the right to have the student checked for the presence of head lice before allowing the student to return to class. Should infestation re-occur or persist, MCA administration reserves the right to require student to obtain and provide a doctor's release before the student's return to school.

Student Insurance

The school insurance program is a supplemental policy, not a primary one, and functions as such. If a student is injured, a claim must first be made with the parent's primary insurance company. The school insurance policy will cover expenses not paid by the primary insurance policy, including out of pocket deductibles. Claim forms are available through the school office.

SECTION VI ACADEMICS

Orientation

A parent/student orientation will be held prior to the first day of school. The meeting is required for all new and returning students and at least one parent or guardian of each student.

Communication Folder

Students in kindergarten through sixth grade will receive a communication folder for correspondence between school and home. Folders will be sent home on a daily basis and should be returned the next school day.

Administration/Teacher/Parent Relationships

If a meeting is necessary, arrangements will be made to meet with the teacher after school at a mutually convenient time. Should concerns still prevail, a conference will be scheduled with the teacher and administration. The school administrator has the ultimate authority to resolve issues, and the decision will be final.

Homework

Homework assignments are an integral part of the academic process; therefore, some assignments may be graded. Assignments are given for the following purposes:

1. For practice, for reinforcement of new skills, and for study
2. For corporate remedial purposes when it is clear that the class as a whole is having difficulty with particular subject matter
3. For the completion of long-term projects such as book reports, science fair projects, etc.

Homework for 7th through 12th grade may be communicated via three ways, verbal communication by the teacher in the classroom, assignments written on the board in the classroom, or through our web based school system Chalkable.

Procedure for Incomplete Homework

Grades one through three - Incomplete homework assignments will result in the student making up the work at home in addition to any regularly assigned homework. A Homework Preparedness Report will be sent home to parents

of elementary students each time homework is incomplete. This form must be signed and returned the next school day with all homework that is then due. Teachers will contact parents personally whenever three incidents of incomplete homework occur within a nine-week grading period. Additional incidents of incomplete homework (within the nine-week grading period) will result in an administrative conference and may result in after-school detention.

The policy for incomplete homework for students in grades four through twelve:

1. Failure to complete homework that is to be graded will result in a zero grade for that particular assignment.
2. When a student fails to complete homework that is not to be graded, the student will be required to complete and submit the homework (and any additional assignments that are due) the next school day. A zero grade will be issued for the incomplete homework should the student fail to submit the homework on the second day.
3. Failing to submit long-term projects (or any of the multiple assignments associated with the completion of a long-term project) will result in a ten percent reduction in the assignment grade for each day the project is late. Students may receive a day of grace for justifiable, documented reasons.

Grading Scale			
A+	97 -100	A	93 - 96
B+	87 - 89	B	83 - 86
C+	77 - 79	C	73 - 76
D+	67 - 69	D	63 - 66
F	0 - 59	I	Incomplete
		A-	90 - 92
		B-	80 - 82
		C-	70 - 72
		D-	60 - 62

Failing Grades

The academic progress of students is made evident through a web-based grading system, report cards, and when necessary, personal communication. A parent/teacher conference may be necessary when students receive failing grades in any given subject.

Report Cards

Report cards will be available at the end of each quarter. The school calendar reflects the dates when report cards are available. Grades are computed by the following formula:

Nine Week

50%–Tests

50%–Daily grades/quizzes/homework

Semester

40%–Tests

40%–Daily grades/quizzes/homework

20%–Semester and Final Exams

Semester Exams

All students in grades four through twelve must take first semester exams. Students in grades nine through twelve may be exempt from final exams in a subject if they have received a 96 average or higher in each quarter of that subject.

Achievement Tests

Stanford Achievement Tests (SATs) will be given to all kindergarten through eleventh grade students. Optional PSAT testing will be made available to all tenth and eleventh grade students in October of each school year.

PSAT Testing

All 10th and 11th graders are required to take the PSAT test at Milford Christian Academy. The test is given during normal school hours. There is a \$25 testing fee that will be billed to your account on your October statement.

Promotion

Students are expected to pass all subjects in order to be promoted. If in kindergarten through eighth grade a student fails only one subject, the student may still be promoted; however, summer school may be required for remediation in that academic area. Students in kindergarten through eighth grade receiving two or more F's will be required to repeat the grade.

Summer School

Students in grades nine through twelve must receive a passing grade for the year to receive credit. High school students who fail any subject required for graduation may repeat that course in summer school in order to receive full credit.

Summer school will begin in June. Students may not be absent more than one day from summer school to receive credit for attendance.

Graduation / Credit

Grades 9 – 12 College Prep Diploma

- Bible - 4 credits (minimum of one credit per year while attending MCA)
- English - 4 credits
- Math - 4 credits (must include Algebra II)
- Social Studies – 3.5 credits (must include American history, American

- government, and economics)
- Foreign Language - 2 credits
- Science - 3 credits (must include physical science, biology, and one advanced science, e.g., chemistry, anatomy, physics)
- Physical Education - ½ credit
- Health - ½ credit
- Electives - 5 credits (must include computer and financial literacy)

High school students must meet the following requirements for classification purposes:

6 credits = Sophomore

12 credits = Junior

18 credits = Senior

Semester grades for each class are computed by averaging nine-week grades. Yearly grades are computed by averaging semester grades.

Point values for calculating grade point average (GPA) are listed below. Honors courses will be weighted with a scale beginning at 4.25.

A+ = 4.0

A = 3.9

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = .7

Honors:

- “Pastor’s List” – All A’s for every class for each quarter of the entire school year
- “Principal’s List” – All A’s or B’s for every class for each quarter of the entire school year
- “Honors List” – A B average for each quarter for the entire school year (with no D’s or F’s)
- Valedictorian – Highest GPA for all classes counted for high school credit
- Salutatorian – Second-highest GPA for all classes counted for high school credit
- Graduating with Honors – 3.5 GPA for all classes counted for high school credit

Electives

Students may not drop or add elective courses after three weeks unless extraordinary circumstances exist and only upon permission of administration. Some elective classes may be non-graded, and as such, transcripts will reflect pass/fail. Electives held one or two days each week will earn one-fourth credit

per semester. Electives held three or four days per week will earn one-half credit per semester.

Post-Secondary Education Options

MCA endorses the Post-Secondary Education Option (PSEO) only in the area of a Bible class. MCA does not, as a school, endorse PSEO for other academic classes. MCA may, however, accept PSEO credit through other sources but only for core academic classes that are taught similarly at MCA. PSEO classes will be weighted at a 4.25 GPA as long as the student maintains a C average in said courses. Administration reserves the right to deny credit, weighting, etc. in the best interest of the school.

Transcripts

Students may request transcripts to be sent to a college/university of their choice. The first transcript will be sent at no charge. Each additional request will require a \$5 payment before the transcript will be sent.

Field Trips

Field trips are an important part of the total curriculum at MCA designed to reinforce classroom instruction. A liability release for these outings must be signed by the parent or guardian each year at time of enrollment. Parents will be notified before each field trip and must sign a permission slip permitting their child to participate. If parents choose for their child not to attend field trips, the student is still required to attend school. Parents are encouraged to participate in field trips so as to provide adequate supervision. Parents should dress in modest, appropriate attire.

SECTION VII

DRESS CODE AND GROOMING

MCA takes a stand for modesty as taught in the Word of God. It is vital that proper dress code and grooming be upheld. The school requires uniforms to achieve neatness, consistency, and modesty. Administration reserves the right to disapprove of any trends in hairstyles, makeup, or any attire that is deemed inappropriate.

Grooming

Boys' hair is to be cut neatly and conservatively, absent wedge lines, spikes, or dye. Boys' hair will not be shaggy, will be well groomed, and will not touch the collar of the shirt nor extend over the top of the ear. No mustaches or beards are permitted and young men must be clean shaven. Sideburns will be neatly trimmed and may not extend below the lobe of the ear.

Girls' hair is to be conservative in style and consistent with a traditionally feminine appearance. Styles that reflect a worldly appearance such as dyeing hair extreme colors is prohibited.

Students in violation of school dress code will receive a dress code violation. Students in grades seven through twelve who receive three dress code violations in a nine-week period will be issued a detention. Persistent violations in dress code will be deemed as a more serious disciplinary problem and will result in progressive discipline.

All school uniform clothing must be purchased from the following retail location:

Educational Outfitters
2656 Sharon Rd.
Cincinnati, OH 45241
513-771-1234
educationaloutfitters.com

Elementary Girls (Grades K through 6)

Tops:

- White Peter Pan blouse, long or short sleeved
- White or light blue polo, long or short sleeved
- Only white undershirts may be worn with uniform shirts.
- Shirts must always be tucked into skirts.

Bottoms:

- Navy jumper (K-3rd grade only) that completely covers the knee when

standing.

- Dark colored shorts may be worn under jumpers for modesty, providing they are no longer than the top of the knee.
- Navy skirt (with short inset) that completely covers the knee when standing.

Footwear:

- Soft sole casual shoes appropriate for school or gym shoes.
- Backless shoes, sandals, slippers, flip flops, etc. may not be worn to school.
- If snow boots are worn in the winter, students must change into other shoes upon arriving at school.
- White or navy socks or tights must be worn at all times.
- Leggings are permitted October through March. Navy, black, or dark grey ankle length leggings are permitted.

Outer wear:

- Fleece with $\frac{3}{4}$ zip
- Navy sweater
- Navy vest (4th – 6th only)

Makeup and Jewelry:

- Jewelry may be worn in moderation (no more than two pairs of earrings per ear in the lobe area only).
- Makeup is not permitted to be worn nor may it be brought to school. Body and hair glitter is not permitted. Only light nail polish is permitted. No false fingernails are to be worn.

Body Piercing/Tattoos

- Absolutely no body piercing or tattoos (temporary or permanent, seen or unseen) are permitted. Students are not to write or draw on their bodies.
- Only female students are permitted to wear earrings. No more than two pairs of earrings may be worn at any given time, and earrings may be worn only in the lobe area of the ear.
- Teachers and administration reserves the right to ask a student to remove any jewelry that is distracting to the teaching environment.

Elementary Boys (Grades K through 6)

Shirts:

- White or light blue Oxford, long or short sleeved
- White or light blue polo, long or short sleeved
- Shirts must be buttoned except for the top button and always tucked neatly into pants.
- Only white undershirts may be worn with uniform shirts.

Pants:

- Navy pants (pulled up around the waist) and dark-colored belt must

be worn at all times.

Footwear:

- Soft sole casual shoes appropriate for school or gym shoes
- Backless shoes, sandals, slippers, flip flops, etc. may not be worn to school.
- If snow boots are worn in the winter, students must change into other shoes upon arriving at school.
- Dark casual or athletic socks (must be worn at all times)

Outerwear:

- Fleece with $\frac{3}{4}$ zip
- Navy sweater
- Navy vest (4th – 6th only)

Jewelry:

- No jewelry may be worn, with the exception of a watch, or medical alert bracelets or necklaces, etc.

Grades 7 through 12 Young Ladies – Classroom

Tops:

- White $\frac{3}{4}$ sleeve blouse
- Only white undergarments may be worn with uniform blouse.
- Black or navy polo
- Shirts must be buttoned except for the top button and must always be tucked into skirts.
- If an undershirt is worn, it must either be white or the color of the polo.
- Long-sleeved undershirts worn under a short-sleeved polo must match the polo in color.

Bottoms:

- Khaki or navy skirt to the knee

Outer Garments:

- Navy vest
- Approved spirit wear (purchased at school)
- Spirit wear sweatshirt may only be worn October through March
- School fleece is acceptable attire.

Footwear:

- Soft sole casual shoes appropriate for school (no gym or athletic shoes)
- Backless shoes, sandals, slippers, flip flops, etc. may not be worn to school.
- If snow boots are worn in the winter, students must change into other shoes upon arriving at school.
- Hosiery or white, navy, or black socks must be worn at all times (only ankle-length athletic socks may be worn, no calf-length athletic socks).

- Undergarments must not extend below the hem of the skirt.
- Leggings are permitted October through March. Navy, black, or dark grey ankle length leggings are permitted.

Makeup and Jewelry:

- Jewelry may be worn in moderation (no more than two pairs of earring per ear in the lobe area only). Teachers and administration reserves the right to ask a student to remove any jewelry that is distracting to the teaching environment.
- Makeup and nail polish may be worn in moderation. Body and hair glitter is not permitted.

Grades 7 through 12 Young Men – Classroom

Shirts:

- Light blue Oxford, long sleeved
- Black, navy or white polo, long or short sleeved
- Shirts must be buttoned except for the top button and always tucked neatly into pants.
- If an undershirt it worn, it must either be white or the color of the polo.
- Long-sleeved undershirts worn under a short-sleeved polo must match the polo in color.

Pants:

- Khaki or navy pants (pulled up around the waist) and dark colored belt must be worn at all times.

Footwear:

- Soft sole casual shoes appropriate for school (no gym or athletic shoes)
- Backless shoes, sandals, slippers, flip flops, etc. may not be worn to school.
- If snow boots are worn in the winter, students must change into other shoes upon arriving at school.
- Dark socks or dark athletic socks as in black, navy, or dark grey.

Outer Garments:

- Navy vest
- Approved spirit wear (purchased at school)
- School fleece is acceptable attire.
- Spirit wear sweatshirt may only be worn October through March.

Jewelry:

- No jewelry is to be worn to school or school functions with the exception of medical alert bracelets or necklaces, etc.

Outer Garments – All Students

Jackets and coats may not be worn during school hours unless permission is given by a particular teacher during that particular class. Senior students may

wear senior sweatshirts beginning in October through March .

Physical Education - 7th – 9th Grade

All students participating in Physical Education will wear a grey crew neck t-shirt and black shorts purchased at Educational Outfitters. Gym shoes must be worn for class for the student to be considered prepared for class.

Extracurricular Activities, Field Trips, Etc. – All Students

While modesty is always a requirement, we do allow students to dress casually and comfortably for certain extracurricular events such as sports program attendance, and field trips where outside activity prevails. Attire that reflects worldly themes or inappropriate images or verbiage may never be worn.

Young Ladies

- Modest, loose fitting sleeved blouse or shirt that covers the midriff
- Loose-fitting shorts that come to the knee
- Modest and appropriate pants or capris are permitted
- Denim skirts that are loose-fitting and come to the knee

Young Men

- Sleeved t-shirts or polo shirts
- Jeans or shorts that come to the knee

Homecoming

Homecoming is a formal event for those in the court and requires a specific dress. Students not involved in the Homecoming court will abide by the Extra-curricular activities dress outlined in the handbook. Persons who fail to meet the following dress code may be asked to leave.

Young Ladies

- All dresses must be approved in advance at scheduled dress checks.
- The neckline of dresses must be no lower than the width of three fingers below the opening of the collar bone.
- The back of the dress must be as high as the front of the dress.
- No sleeveless, strapless, or spaghetti-strap dresses are to be worn without a jacket or shawl/wrap.
- Shawls/wraps will not be sheer or see-through and must be attached at all times.
- All dresses must completely cover the knee when seated.
- No slit may come higher than the bottom of the knee.
- Dresses may not be form-fitting (tight).
- Undergarments or lines may not be revealed.
- If any sheer material is worn, it must have a lining.

Young Men

- Boys must wear dress pants, a dress shirt, dress shoes, belt and tie.
- Shirts must be tucked in at all times.
- Ties must be tied and worn properly at all times.

Uniform Exchange

The school maintains a uniform exchange program that allows parents to donate, purchase, or exchange uniform clothing. Only clothing in good repair will be accepted or sold. Contact the school office for information.

SECTION VIII

CLASSROOM POLICIES

Policies

1. Students will not talk without permission. Students may get permission to speak by raising their hand and waiting to be called upon.
2. Students will not move about the room without permission.
3. Chewing gum is prohibited during school hours.
4. Eating or drinking beverages, other than at designated times and designated areas, is prohibited. Students may have bottled water (in clear plastic containers) in the classrooms..
5. I-pods, MP3 players, and other such electronic music or game-playing devices as well as board games, playing cards, etc. are not to be brought to school or to any school activity without permission from administration. These items will be confiscated and will be released only to parents.
6. Students are not permitted to use any school phone without permission from office personnel. No student is ever to use the phone in the faculty lounge. Cell phones brought to school must be left in the off position.
7. Magazines are not to be brought to school unless teachers specifically request students to do so.
8. Reading books that promote anti-Christian philosophy are prohibited.
9. Guns, knives, martial arts paraphernalia, lighters, dangerous weapons, or explosives are strictly prohibited by federal law, and local law enforcement may be notified when violations of law occur.
10. Milford Christian Academy students are required to stand and recite the pledges every morning with their class. In addition, when “The Star Spangled Banner,” our national anthem, is sung, our students and student-athletes will stand with their hand over their heart. We will respect our country, those that fought for our freedom, those currently serving, and most importantly, those that paid the ultimate price for our country – their life.

Visitors

Visitors are not permitted in classrooms without prior approval. Visitors should dress and conduct themselves in accordance with MCA rules and regulations. Visitors must report to the school office upon arrival and sign in and out when visiting the school. Visitors for lunch time are limited to family and your local church staff members. Visitors can receive permission at the school office upon signing in and receiving a visitor badge.

SECTION IX

DISCIPLINE, CONDUCT & BEHAVIOR

Principles of Discipline

Order is conducive to learning and is maintained through discipline. Students are expected to behave in a manner that is Christ-like and that promotes a safe, orderly learning environment. Parents are expected to support disciplinary actions of teachers and to give the school full cooperation in the enforcement of its policies.

Discipline is defined in the purest sense as training. Administration and teachers will take advantage of every opportunity to positively reinforce proper behavior. Understandably, there must be a response for improper behavior that promotes accountability. Corrective measures will ensue for misbehavior. Misbehavior will be classified in three groups—minor, major, and serious—with specific consequences for each offense. Administration and teachers will follow a continuum when responding to students that allows for consistent, corrective measures that are appropriate for the particular type of misbehavior.

The ensuing examples are not exhaustive but display common offenses made by students and corresponding responses that will be adhered to consistently by all teachers. The procedures listed in this section serve as a guide for teachers and in no way limit administration in responding to misbehavior. Additionally, teachers will provide administration and parents/guardians with a copy of all discipline that is administered beyond verbal counseling.

Minor Offenses

Isolated acts of minor disregard that cause disruption may be dealt with by verbal counseling, detention, and/or parent contact. Acts of minor misbehavior can be reasonably construed as minor in nature, and if not repetitive, will cause only minimal interference or disruption at school. Examples of minor misbehavior include but are not limited to the following:

1. Isolated instances of horseplay
2. Speaking out without permission
3. Leaving one's seat without permission
4. Disrespectful manners towards classmates or authority

Major Offenses

Major disciplinary problems will be addressed promptly and in a loving but firm manner, allowing for the immediate understanding that such behavior will absolutely not be tolerated. Major offenses are those that cause for a major disruption at school and/or actions that can be reasonably considered undesirable and as having a poor Christian testimony. Major offenses, if left undisciplined, will have a longer-lasting, negative effect on students and the learning environment and therefore must be dealt with by immediate, formal corrective measures. Examples of major offenses include but are not limited to the following:

1. Persistent minor misbehavior
2. Persistent foolishness
3. Persistent incidents of willful malice or meanness
4. Persistent incidents of disrespect for authority
5. Persistent lying

Serious Offenses

Serious disciplinary problems require a serious response. There will be zero tolerance for serious infractions, and such misbehavior will be cause for an immediate response that includes prompt administrative and parental involvement. Serious infractions are those that, if left undisciplined, would leave an obvious, long-lasting, negative effect on students and the learning environment. Examples of serious infractions include but will not be limited to the following:

1. Repeated or persistent major violations
2. Cheating (Any student involved in cheating will receive zero credit on the assignment related to the incident.)
3. Profane or obscene behavior
4. Gross or repeated incidents of disrespect of authority
5. Bullying, verbally or physically
6. Fighting
7. Inappropriate physical contact between boys and girls
8. Leaving school property without permission
9. Flagrant disregard for rules

Response for Elementary and Middle School Students

Typically, the misbehavior of elementary students can be categorized as minor. However, when a repeated minor offense or major offense does occur, the primary disciplinary tool for students in kindergarten through sixth grade will be the utilization of the Conduct Referral. Students will be given ample warnings to correct minor misbehavior. Teachers will notify parents of repeated minor offenses and major offenses via a Conduct Referral Form that the parent must sign and the student must return to the teacher. Students in fourth through sixth grades will receive a detention following the second repeated Conduct Referral in a semester.

Should serious misbehavior from elementary and middle school students arise or major misbehavior persist, administration will counsel with parents; and students may be suspended or even removed from enrollment.

Response for Secondary Students

Teachers and administration will respond to misbehavior for seventh through twelfth grade students by a system of counseling, detentions, and suspensions. The following displays the teacher's response to the different offenses.

Grades	Minor	Major	Serious
7-12	Verbal correction, detention or parent contact	Verbal correction, detention, parent contact and administrative notification	Parental conference potentially followed by suspension or expulsion with a subsequent plan of action

After School Detentions

Detentions may be issued for minor and major misbehavior.

1. Detention forms must be signed and returned the following school day. The teacher that issued the detention will make contact with the parent the day the detention was issued to the student.
2. Detentions will be scheduled on Tuesday and Thursday from 3:10 p.m. until 3:55 p.m. Parents will be notified by phone and written communication. Transportation home from school will be the responsibility of the parent. Attendance is mandatory, and failure to appear will result in the assignment of an additional detention. MCA will honor one parent request per semester for a change of detention date. Additional requests will not be granted. Any student who is late to detention or fails to report to detention will receive an additional detention.

3. Three detentions in a nine-week period will result in a Saturday School. Saturday School costs \$25. Saturday School is scheduled at the end of each nine-weeks. Parents will be notified of the date of Saturday School at least one month prior to the end of the nine-weeks.

The following procedures will prevail when detentions are being served:

1. Students must use the restroom before coming to detention as they will not be permitted to leave the room during detention.
2. Students must be in their seats by 3:10 p.m.
3. Absolutely no talking or communication between students will be permitted.
4. Students may not get up from their desks for any reason until dismissed by the teacher.
5. No food or drink will be allowed.
6. Students must bring two sharpened pencils and/or a pen and notebook paper. Borrowing supplies from others is not permitted.
7. Students may also be assigned school community service for detentions which could include cleaning teacher's classrooms, taking the garbage out etc. This will be supervised by the teacher assigned to detention.
8. While the goal of discipline is to train, detentions are a deterrent used for correction and help demonstrate that there are consequences for misbehavior.
9. Students will not be allowed to do homework during detention.
10. Students may not leave early for any reason. All conduct policies and the school dress code will be adhered to during detention. Students who fail to serve a detention or fail to stay busy fulfilling the assigned task will be issued an additional detention.

Saturday School

Teachers will supervise students at Saturday School in a manner that holds the students accountable and that promotes the concept that persistent misbehavior results in unpleasant consequences. The goal will be to correct the students in a controlled, non-interactive setting, reinforcing the principle that repeated misbehavior is unacceptable and causes extra work in an isolated arena. Saturday School is a time when students learn that there are firm consequences for continued misbehavior. The following procedures shall prevail.

1. Saturday School is scheduled at the end of each nine-weeks. Parents will be notified of the date of Saturday School at least one month prior to the end of the nine-weeks.

2. Parents will be notified in writing one week in advance of students serving Saturday School.
3. Students will dress in school uniforms or extra-curricular dress and will come prepared for either scholastic work or school community service.
4. Students will report to the school office, will sign in with the assigned teacher, and must provide a \$25 fee upon arrival (check, money order, or cash).
5. The assigned teacher will escort students to the assigned room and separate students within the room so that the potential for communication is eliminated. There will be no talking during Saturday School. Teachers will distribute scholastic materials and ensure that students perform the required assignment(s) quietly.
6. Students who fail to report for Saturday School or who misbehave or create a disruption during Saturday School in any way will be subject to an administrative/parental conference and suspension.

Suspensions and Expulsions

A student may be suspended from MCA for serious infractions. Suspended students will receive a zero in every class for every day student is suspended. Students will not be allowed to make up tests missed due to suspensions. Students will still be responsible for information on any missed tests on future quizzes, tests or exams.

Students who have been suspended are not allowed on the school campus for any reason before, during, or after school for the duration of the suspension. When suspended, a student may not participate in practices or attend ballgames on the day of the suspension. If a student is suspended on a Friday they may not participate in any weekend activities such as school events, practices or ballgames.

Expulsion of a student from MCA is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. Because attendance at MCA is a privilege, expelled students will forfeit that privilege for the remainder of the current semester and one additional full semester as a minimum before any consideration will be given for re-enrollment. Such discretion is solely given to the administration for re-enrollment. Any student that would be permitted to return to the school would then do so under very strict probationary measures. If a student is expelled, payment of tuition is expected for the remainder of that semester.

Alcohol, Drugs and Immorality

The use of alcohol, drugs and immoral behavior violates biblical standards. The possession or use of any alcoholic beverage is prohibited on or off school property. Illegal drugs or inhalants are also prohibited. Immorality of our students is prohibited as well. Milford Christian Academy is committed to maintaining a biblical moral environment for our staff, faculty and students. Students involved with alcohol, drugs and immorality will result in immediate expulsion. We also reserve the right to notify law enforcement agencies when appropriate.

Tobacco Use

Use of tobacco is prohibited on or off school grounds. Failure to adhere to this policy will result in the student being suspended or expelled.

Music, Television and Movies

Rock/country music concerts, nightclubs, and the like are considered gatherings where unwholesome activities prevail. Parents are urged to discourage attendance at these events.

MCA strongly discourages its students from listening to or playing rock music, country music, rap, reggae, or “Christian” rock music of any type. Such music will not be tolerated at school or any school-sponsored functions. It is further expected that students will exercise Christian discretion and restraint in their choice of television and movies.

Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions must remember that their posts reflect on everyone associated with Milford Christian Academy and, as such, these interactions are subject to the same behavioral standards set forth in the Student Handbook. Students nor parents may use social media sites to publish disrespectful, disparaging or harassing remarks about Milford Christian Academy staff or faculty, students, parents, relatives, athletic or academic contest rivals, etc.

The purpose of this policy is to protect students from unwanted social media pressures, set the school’s guidelines for appropriate behavior, and to encourage parents to take an active role in monitoring their children’s usage and presence on social media websites. Interacting on-line with other students or parents is no different than interacting with those individuals or groups face to face. Students who violate our Social Media Policy may be given detentions, suspensions, or even an expulsion for their actions.

Parents who violate our Social Media Policy may be asked to withdraw their child based upon their actions as well.

Student and Parent Guidelines:

1. Cyberbullying is the willful and repeated bullying or harassment of another person or persons through the medium of social media, which includes, electronic text. Students who engage in cyber bullying on social media sites, including electronic text, can be disciplined by Milford Christian Academy, and will be treated no differently than any other form of bullying.
2. Students nor parents will post inappropriate or threatening messages about or to another student, faculty member, or administrator.
3. Students nor parents will post explicit photographs or videos of themselves or of another student. Students should be reminded that explicit online photographs or videos of another student could constitute a criminal act.
4. Students nor parents should use social media to misrepresent, criticize, or defame the school or its employees in any way.
5. Students nor parents may use social media to share homework, quiz, or test answers.
6. Posting or linking to other websites, “retweeting”, or “reposting” to other websites or ideas that do not represent the school’s Christian values and morals is strongly prohibited.

How you represent yourself online is an extension of you, your family, and your school. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything that you would not want parents, friends, teachers, future employers, or future colleges to see. Please be aware that the school considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action, up to and including suspension and expulsion.

SECTION X HOMESCHOOL

Members of First Baptist Church of Milford who choose to homeschool their children may still allow the ministry of Milford Christian Academy to influence their children. The ensuing processes and provisions will prevail for FBCM members who desire their homeschool children to participate.

Registration & Benefits

FBCM members who desire to take advantage of the benefits of MCA may register their child as a homeschool registrant. (A family registration fee is required.) This registration will enable the homeschool student to be involved in the following:

1. Students may enroll in academic classes at prevailing costs.
2. Students may attend field trips with classes of the same grade level upon paying associated costs and completing required paperwork.
3. Students may participate in intramural sports.
4. Students may attend special events at no additional costs.

Dress Code

Homeschool students must dress properly and modestly while attending MCA or any school function. Please refer to the extra-curricular dress in the handbook. Should homeschool students enroll for any classes at MCA, uniforms will be required.

Science Fair

Homeschool students may participate in MCA's annual science fair and may submit projects with respective classes of the same grade level while following specific, designated themes. The following policies will prevail.

1. Students must be enrolled in science and must be registered as a homeschool registrant.
2. Students must follow the curriculum and format established by the science department for judging and awards.

Athletics

Homeschool students in grades six through twelve may participate in athletic programs upon meeting specific requirements prescribed below. Exceptions for procedures one and two of this section will be made for students whose parents are FBCM missionaries or serve in the Seedline ministry:

1. Students must be registered as a homeschool registrant.
2. Students must enroll in and attend at least two of the following core academic classes for the entire school year for which grades will be maintained by MCA:
 - A. English
 - B. History
 - C. Math
 - D. Science
 - E. Bible (Student must attend all MCA revival services to fulfill Bible class requirements.)
 - F. BSWE class
3. Students must abide by all MCA athletic program policies and procedures included but not limited to the following:
 - A. Maintain required grade average.
 - B. Purchase and wear MCA school uniform while adhering to all MCA dress code requirements.
 - C. Provide documentary proof of a current physical examination.
 - D. Pay all fees associated with the respective athletic program(s).

No Cost Benefits

MCA offers the following benefits to FBCM families for homeschool students at no cost:

1. Chapel and revival services or elementary chapel services
2. MCA Seedline Project
3. Daily Bible classes
4. Intramural sports (Sports fees will apply.)
5. Standardized testing, e.g. Stanford Achievement Testing (Fees for testing material will apply.)

Graduation

Only full-time students will be allowed to participate in MCA's year-end graduations.

SECTION XI

ADDITIONAL INFORMATION

Booster Club

The Booster Club serves to support extracurricular activities at the school. The entire Booster Club program is funded through individual memberships and donations, corporate sponsorships, gate receipts, and concessions. The Booster Club is made up of parents, coaches, teachers, and alumni dedicated to supporting Christian athletics and academics of MCA students for years to come. Membership forms are available in the school office.

Lunch Program

MCA provides cafeteria-style hot lunches. Monthly menus and weekly order forms will be sent home with the students. Please follow teacher instructions for ordering lunches.

School Photographs

Individual school photos will be taken during the fall semester. School uniforms are required. Purchase of these photos is optional, but it is necessary for each student's photo to be taken for yearbook placement. Additional photos are made available later in the school year; students may dress in personal attire for these photos, and packets may be purchased in variety on a pre-pay basis. Class pictures (school uniforms required) are usually taken during the fall and may be purchased only on a pre-pay basis as well.

Lost & Found

Students' belongings should be labeled with their names. When items are found in the building and around the campus, they will be taken to "Lost and Found" in the school office. Parents will be notified in writing when "Lost and Found" days are conducted so that lost items can be retrieved.

Vehicles

Licensed students may drive personal vehicles to school once they have received permission from administration via a completed, signed Driving Privilege form. Students are to park only in spots designated for student drivers. Violation of any portion of this policy may result in the suspension or restriction of student driving privileges. The following policies will prevail.

1. Student drivers must be legally licensed.
2. Under no circumstances are students permitted to leave school grounds during school hours without permission from the school office.

3. Vehicles will not promote—via license plates, bumper stickers, pictures or slogans on windows, paint jobs, etc.—anything that is contrary to the philosophy of MCA.
4. All vehicles will be subject to search by school administration at any time.
5. Students may not ride with another student without submitting advanced, written authorization to the school office.
6. Students may never loiter in vehicles or in the parking lot during the dismissal process.
7. A ten-mph speed limit will be strictly enforced.
8. At no time should boys and girls be in cars together with the exception of siblings or family members. Exceptions are solely at the discretion of administration.



EARLY LEARNING CENTER

The following information is applicable only to students enrolled in the Early Learning Center. All school policies aforementioned also apply to students enrolled in the Early Learning Center.

Classroom Hours

Monday/Wednesday/Friday – 8:00 a.m. to 12:00 noon or 3:00 p.m.

Monday through Friday – 8:00 a.m. to 12:00 noon or 3:00 p.m.

- Three-year-olds may choose a two-day option upon request.
- Students may arrive as early as 7:15 a.m. each day for no additional fee.
- Late stay is available until 6:00 p.m. for a \$7 fee per day, per child.

Enrollment

- Registration paperwork must be completed and received each school year and/or before any child is formally enrolled and permitted to be in attendance at the Child Care Center.
- Registration paperwork includes the following items.
 - A. New Student Enrollment Application
 - B. Permission to Pick-up
 - C. Statement of Cooperation
 - D. Preschool Physician's Statement

Supervision

- Parents must bring their child into the Child Care Center. Upon arrival, a staff member must be made aware of the child's presence before the parent departs.
- Children will be released from the Child Care Center only to parents or individuals sixteen years of age or older (with written, parental authorization on file).
- Staff will require any person unknown to them to provide picture identification before releasing children to someone other than the parent or guardian. Children will only be released to individuals listed on the Permission to Pick-up form

Arrival and Dismissal

Arrival - Parents should park in the designated parking area. Children should be accompanied to the classroom by a parent or designated adult.

Children must wash their hands before entering the Child Care Center.

Dismissal - Parents or designated adults should retrieve the child from the child care center between 11:50 a.m. and 12:00 noon for half-day students or between 2:50 p.m. and 3:00 p.m. for full-day students.

Children who are not picked up when dismissal ends will be taken to late stay. This service is provided each day until 6:00 p.m. unless otherwise stated. Statements will be sent out weekly, and payments are due on the date designated on the invoice.

Discipline

Discipline is essential to the learning environment. Rules for behavior will be Bible-based, enforceable, and clearly defined. Obedience and respect for others will be the basis for these rules. The following color- coded system will be used.

1. Children will start the day (morning or afternoon) on GREEN, meaning that the child is making right choices. Throughout the day children will be encouraged to continue to make right choices in the areas of obedience and respect for others. Children will be recognized and rewarded for making right choices.
2. Children who have been reminded to make good choices yet continue to misbehave will receive a verbal warning and may be moved to the color YELLOW. If the child's behavior improves, the child may earn the privilege of being placed back on GREEN as deemed appropriate by the teacher.
3. Persistent wrong behavior may result in the child receiving a short time out (sitting in an area away from the other children yet still under the supervision of the staff member) and being placed on the color RED. Children will be placed in time out for a period of minutes not to exceed their age (three-year-olds, three minutes; four-year-olds, four minutes; etc.) The teacher will communicate with parents when a child's behavior requires a time out.
4. If the behavior does not change or wrong choices continue to be made throughout the day, the child will be moved to the color BLACK. In this case, the parent will be notified and may be required to retrieve the child from school.
5. At the staff member's discretion, a child may be immediately moved to the colors RED or BLACK for gross misbehavior such as lying,

- having a temper tantrum, fighting with another child, etc.
6. Once a child is moved to the colors RED or BLACK, he cannot move back to GREEN until the next school day.
 7. Parents will be made aware of misbehavior via the communication folder and verbal contact as necessary.
 8. Persistent behavior that results in repeated moves to the colors of RED and BLACK will result in an administrative conference and could result in suspension or expulsion.

Incidents and Injuries

Staff members will be trained in first aid/CPR. In the event of an accident or illness, every precaution will be taken to relieve and safeguard the injured or ill child. Any accident requiring first aid that occurs in the Early Learning Center or on the playground will be reported to the Administrator immediately. An accident report will promptly be completed by the staff member when an accident, injury, or illness occurs requiring first aid, when a child receives a bump or blow to the head, or any time an unusual or unexpected event occurs which jeopardizes the safety of the children or staff. A copy of this form will be sent home to the child's parent, and a copy will be maintained on file at the Child Care Center. The matter will also be investigated as necessary so as to help prevent future accidents or injuries. Parents or guardians will be notified immediately when injuries are serious in nature.

Management of Illnesses

MCA is a well childcare center. We will make every effort to provide a clean and sanitary learning environment. Child Care Center staff members will observe children for obvious signs of illness as the children arrive each day, and sick children will be isolated and sent home. The following procedures will prevail in the management of illnesses.

1. While not conclusive, the following list describes symptoms that will prompt staff to isolate and discharge children to the parent or emergency contact.
 - A. Temperature of 100 degrees F or higher
 - B. Diarrhea
 - C. Severe coughing
 - D. Difficult or rapid breathing
 - E. Yellowish/jaundiced skin or eyes
 - F. A condition that indicates eye infection (redness of the eye or eyelid, thick and purulent discharge (puss), matted eyelashes, burning, itching, eye pain, etc.)
 - G. Unidentified skin patches, rashes, etc.
 - H. Unusually dark urine, grey or white stools

- I. Stiff neck in conjunction with an elevated temperature
 - J. Evidence of head lice, scabies, or other parasitic infestation
 - K. Vomiting once or when accompanied with any other sign of illness
 - L. Sore throat with difficulty in swallowing or accompanied by a fever
2. Children experiencing an illness not listed above will also be isolated and carefully observed. The parent will be notified as well. If the child's complaints persist or if the child is not well enough to participate in activity, the parent will be required to retrieve the child.
 3. Any time a child is isolated, he will be made comfortable and kept within sight and hearing distance of a staff member. Furnishings will be disinfected prior to future use.
 4. All parents of children who are enrolled at the Child Care Center will be notified in writing when their child has been exposed to a communicable disease or when a communicable disease has been identified as existing at the Child Care Center (conjunctivitis, strep, lice, etc.).
 5. Children may return to the child care center after at least twenty-four hours of freedom from fever or illness symptoms. If the child is not symptom free, a doctor's note verifying that the child is not contagious will be required before re-admittance.
 6. If a child must be sent home due to illness, the parent has one hour to retrieve the child before emergency contacts will be notified for pick-up.
 7. Medication will be accepted only by Child Care Center staff members from parents/guardians and will be promptly secured/stored (refrigerated if necessary) in a location inaccessible to children. Child Care Center staff members will administer medication only when prescribed by a licensed physician and only after receiving written instructions from the physician to do so. The following procedures will prevail.
 - A. The administering of any medication will occur only after the parent has completed an Administration of Medication form, which includes instructions for dosage, times, etc. A separate form is necessary for each medication, supplement, etc. (A prescription label serves as written instructions.)
 - B. All medication must be in the original container with the original label attached that describes dosages based upon the child's age or weight.
 - C. Labels on prescription medications must include the child's full name, a current date (within the previous twelve months), the

exact dosage, and the means of administration.

- D. Provisions will be made so that individually prescribed inhalers, glucose, or other medications are readily available in the event a child needs immediate access to same.
- E. Non-prescription medication and topical ointments such as lip balm, hand lotion, sunscreen, etc. may be administered provided the appropriate information is included on the Administration of Medication form. The full name of the child must be clearly written on a non-prescription container.
- F. Children may not have any type of medication or topical ointment in their possession at any time. This includes topical products that have an active ingredient such as lip balm, hand lotion, sunscreen, etc.

Curriculum and Schedules

The *A Beka Book* curriculum is used in the preschool classrooms. The following schedule provides a general overview of content and times.

Three-Year-Old Preschool

Time	Activity
7:15 – 8:00	Arrival/Free Play
8:00 – 8:20	Group Time
8:20 – 8:50	Snack/Gym Time
8:50 – 9:10	Restroom Break
9:10 – 11:20	Group Time
11:20 – 11:30	Dismissal Preparation
11:30 – 11:50	Free Play
11:50 – 12:05	Dismissal
12:00 – 12:30	Lunch
12:30 – 12:45	Restroom Break
12:45 – 2:15	Rest Time
2:15 – 2:30	Restroom Break
2:30 – 2:50	Free Play
2:50 – 3:05	Dismissal

Four- and Five-Year-Old Preschool (Group A)

Time	Activity
7:15 – 8:00	Arrival/Free Play
8:00 – 8:25	Group Time
8:25 – 8:50	Gym Time
8:50 – 9:10	Snack
9:10 – 9:30	Group Time
9:30 – 9:50	Restroom Break
9:50 – 10:50	Group Time
10:50 – 11:10	Free Play
11:10 – 11:40	Group Time
11:40 – 11:50	Dismissal Preparation
11:50 – 12:05	Dismissal (half-day students)
12:00 – 12:30	Lunch
12:30 – 12:45	Restroom Break
12:45 – 2:15	Rest Time
2:15 – 2:30	Restroom Break
2:20 – 2:50	Free Play
2:50 – 3:05	Dismissal

Four- and Five-Year-Old Preschool (Group B)

Time	Activity
7:15 – 8:00	Arrival/Free Play
8:00 – 8:25	Group Time
8:25 – 8:50	Gym Time
8:50 – 9:10	Snack
9:10 – 9:30	Restroom Break
9:30 – 10:30	Group Time
10:30 – 10:50	Free Play
10:50 – 11:40	Group Time
11:40 – 11:50	Dismissal Preparation
11:50 – 12:05	Dismissal (half-day students)
12:00 – 12:30	Lunch
12:30 – 12:45	Restroom Break
12:45 – 2:15	Rest Time
2:15 – 2:30	Restroom Break
2:20 – 2:50	Free Play
2:50 – 3:05	Dismissal

Meals and Snacks

Parents are required to provide a healthy snack for morning snack time. Drinking water will be available at snack time. Milk and juice will be available for purchase during lunch.

Parents of full-day students are required to provide a healthy meal for lunchtime, ensuring that their child's lunch and/or snack are packed (lunch box or bag clearly marked) in a manner that maintains appropriate food temperatures by including an ice pack or by packing hot foods in a thermal container. The Early Learning Center will not refrigerate or heat meals.

A hot lunch may be purchased in the cafeteria. A menu will be available for weekly meal choices.

Outdoor Play

Child care staff members will make outdoor play available to children each day that weather permits while adhering to the following procedures.

1. Outdoor play may occur when weather is suitable and the temperature is at least 40 degrees F and no more than 85 degrees F (factoring wind chill, heat index, humidity, pollen count, etc.) For the purpose of this policy, suitable weather will be defined as weather that is reasonably safe; absent lightning, rain, and ice; and

- free from pollutants or harmful ozone concerns.
2. Parents should send their children with appropriate clothing, e.g., hats, gloves, boots, etc. for play in accordance with weather conditions.

Parent Participation

Parent participation is encouraged and welcomed by MCA. Parents may wish to attend school functions or class parties, play time, or join their child for lunch. In addition, parents may desire to communicate with a child care staff member. In order to promote safety in the best learning environment, we ask parents to sign in at the school office prior to participating in activity at the Early Learning Center.

Chain of Command

Parents are to adhere to the following chain of command should a question or concern arise.

1. Child's teacher
2. Child Care Center Administrator
3. MCA Administrator

Methods of Communication

Communication between child care staff members and parents is crucial to a child's educational experience. Parents may communicate via telephone, e-mail, written note, or scheduled conference. Children will bring home a daily communication folder which includes worksheet pages, notes, notifications, etc. Parents should review their child's worksheet pages on a daily basis to be aware of the child's progress or areas that need continued practice and respond to any communication as necessary. The communication folder may also be used as a means to send notes to child care staff members. Please do not send tuition payments in your child's communication folder.

Evaluations and Testing

Preschool children do not receive formal grades for their work. Children are evaluated throughout the school year, and a report of the child's progress will be sent home at the end of each school semester.

The Brigance test is given to four- and five-year-old children in the spring in order to determine a child's academic level and progress.

Dress Code

A formal dress code is not required for preschool students. However, please adhere to the following policies.

1. Children may wear whatever is comfortable and appropriate for weather conditions.
2. A child's clothing should allow for ease when using the restroom. One-piece overall outfits are difficult for children to handle without assistance and should therefore not be worn.
3. Children may not wear tops that expose a bare midriff.
4. It is recommended that children wear gym shoes, sandals, or shoes suitable for playground activity. Backless shoes and flip flops may not be worn at any time. Heelies and shoes with wheels attached are not permitted.
5. Swimwear is not permitted at any time.
6. Children who are not dressed appropriately for weather may not be permitted to participate in outdoor play.

Birthdays

Birthdays are an important time for celebration. Parents who desire to send birthday treats should make prior arrangements with the appropriate child care staff member for an appropriate time. Parents should refrain from sending elaborate snacks, party favors, or special decorations. Please take into consideration that there may be children enrolled in the center who have allergies to certain food items. It may be necessary to provide a list of ingredients when sending snacks intended for sharing.

Play Equipment

The child care center is equipped with a variety of developmentally appropriate toys and educational equipment for children to enjoy. In order to prevent a child's toy from becoming lost or broken, it is preferred that children not bring toys from home. In the event that a child's toy is lost or broken, the child care center may not be held responsible.

Naps

Preschool children will have a scheduled nap time each afternoon. Cots are provided; however, children should bring a small blanket and pillow in the provided, sealed bag that is labeled with the child's name. A small stuffed animal may also be brought exclusively for nap time if this is already a regular habit for the child. Blankets and pillows will be sent home to be washed on a weekly basis and should be returned the following school day.

Restroom/Potty Training

Restroom time will be supervised by a staff member as the children use the restroom facilities. The program is designed for children who are potty trained and self-sufficient in the restroom prior to the start of school. Children may not wear diapers or pull-ups to school. Because accidents do happen, three-

year-old children should bring a season-appropriate change of clothing in a ziploc bag. The bag will be used to return soiled clothing as necessary and therefore should be labeled with the child's name.

Custody Agreements

Written statements regarding custody agreements that prevail for children enrolled at the Child Care Center must be maintained on file. These documents must be legitimate orders from the court and must provide specific instruction as to pertinent custodial matters that affect Child Care Center processes.

MILFORD CHRISTIAN ACADEMY
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*Training Biblical
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