



MOUNT HOPE CHRISTIAN ACADEMY

*Like arrows in the hand of a warrior, so are the children of one's youth.
Psalm 127:4*

STUDENT/PARENT HANDBOOK

296 Crossroads Drive
Mt. Hope WV, 25880
(304) 252-5550

Mt. Hope Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Mt. Hope Christian Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school - administered programs.

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work. – 2 Timothy 3:16-17 (NASB)

LETTER FROM MHCA ADMINISTRATOR 3

STATEMENT OF FAITH..... 4

MISSION/VISION STATEMENT 4

EDUCATIONAL OVERVIEW 4

EDUCATIONAL PURPOSE 4

SPIRITUALLY – “*Let the word of Christ richly dwell within you,*” – *Colossians 3:16a* 5

MENTALLY – “*Let this mind be in you which was also in Christ Jesus.*” – *Phil 2:5a* 5

PHYSICALLY – “*Present your bodies as a living & holy sacrifice, acceptable to God,*” – *Rom 12:1a* 5

SOCIALLY – “*For not one of us lives for himself*” – *Romans 14:7a* 5

EMOTIONALLY – “*Be strong in the Lord and in the strength of His might.*” – *Ephesians 6:10* 6

EDUCATIONAL PHILOSOPHY..... 6

 1. Assist parents in educating their children. 6

 2. Implement a curriculum that is shaped and governed by God's Word..... 7

 3. Guide students in the path of wisdom as well as of knowledge..... 7

ADMISSION POLICY 9

ARRIVAL AND DEPARTURE..... 12

MORNING ARRIVAL..... 12

SCHOOL DISMISSAL AND AFTERNOON PICKUP 12

ASSESSMENT/EXAMS..... 13

PRE- AND POST-TESTS – *K – 3RD grade* Error! Bookmark not defined.

SEMESTER EXAMS 6TH – 8TH Grade 13

NOTIFICATION AND MAKE-UP ASSIGNMENTS 15

WITHDRAWALS AND DISMISSALS..... 15

BIBLE STUDY 16

CHAPEL PROGRAM..... 16

CHURCH ATTENDANCE 16

COMMUNICATION..... 16

COMPLAINT PROCEDURE/APPEAL PROCESS 17

CURRICULUM..... 17

DELIVERIES..... 17

DISCIPLINE/DISCIPLESHIP 18

DISCIPLINARY ACTION..... 18

DETENTIONS..... 19

SUSPENSIONS/MISCONDUCTS..... 20

DRESS CODE 21

EMERGENCY GUIDELINES 23

CLASSROOM SAFETY AND SECURITY 23

EMERGENCY SCHOOL CLOSING 23

FINANCIAL PROCEDURES & ENROLLMENT 24

GRADING..... 27

HOMEWORK 29

LOST & FOUND..... 30

LUNCH 30

MEDIA & TECHNOLOGY 30

PERSONAL ELECTRONIC DEVICE POLICY 31

CONSEQUENCES FOR VIOLATING PED POLICY 31

MEDICAL..... 32

PARENT/TEACHER CONFERENCES 35

PARTIES AND BIRTHDAYS 35

PROPERTY DAMAGE..... 35

SCHOOL CALENDAR AND HOLIDAYS 35

STANDARD OF CONDUCT (6th -8th)..... 36

STUDENT EXPECTATIONS 39

GENERAL OFF-CAMPUS EXPECTATIONS 40

CLASSROOM MANAGEMENT 40

STUDENT INFORMATION FOR OUR RECORDS 41

TEXTBOOKS/WORKBOOKS 41

VISITORS..... 41

WARRIOR CARE 41

AFTERCARE 41

WARRIOR CARE DISCIPLINE POLICY 42

 WARRIOR WORD..... Error! Bookmark not defined.

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION 43

VOLUNTEER STANDARD OF CONDUCT..... 44

LETTER FROM MHCA ADMINISTRATOR

Dear Parents,

We are blessed that you have chosen Mt. Hope Christian Academy to partner with your family in the education of your child. Our purpose is to partner with parents to provide an excellent education with a Biblical Worldview. As a parent, I understand the significance of deciding where your child will attend school. Whether you are a first-time parent trying to decide on a kindergarten for your child, a family seeking to enroll multiple children in our school, or a homeschool parent seeking an alternative education, I trust this handbook will allow you to gather important information about our school.

Mt. Hope Christian Academy strives for high academic excellence in education by equipping students to become conformed to the image of Jesus Christ. MHCA strives for excellence in all aspects of spiritual, academic, social, and personal development. The school ministry is designed to serve Christian parents who desire a Christian education for their children. MHCA's educational process is centered on the development of our students' ability to translate the different facets of their educational experience into Christian living. We believe there is a battle for the minds of today's youth, and it is critical that our children be equipped with a Christian education so that they are not deceived by those desiring to lead them away from God's truth (Colossians 2:4, 8).

We have been blessed with an amazing staff that pours Christ's love into each of our students, as well as their families and each other. Our staff allows God to guide them in raising future generations of leaders with Godly character, based on biblical truth and academic excellence, to influence the world for the glory of God.

In Christ,

Adam Shuemaker

Administrator

Mt. Hope Christian Academy

STATEMENT OF FAITH

As a school, it is our mission to educate your children. As a Christian school, it is our mission to educate your children with the framework of the Word of God.

MISSION/VISION STATEMENT

Mt. Hope Christian Academy (MHCA) strives for high academic excellence in education by equipping students to be conformed to the image of Jesus Christ. Central to our vision of high academic standards is a strong commitment to training and discipling the heart of each child according to the Word of God.

MHCA will obey Scripture to educate children of Christian families by:

- ❖ Building students' faith, character, and skill.
- ❖ Being excellent stewards of the resources God provides.
- ❖ Glorifying God and passing the Gospel of Jesus Christ on to generations.
- ❖ As a ministry of I Heart Church we will adhere to moral standards of the church

EDUCATIONAL OVERVIEW

EDUCATIONAL PURPOSE

Our desire is for Jesus to be in the center of every part of this school and for the Holy Spirit to be free to move. The primary purpose is to glorify God within the school setting by:

- ❖ Providing opportunities for the students' faith to be encouraged and strengthened by example, study, and prayer.
- ❖ Training children in obedience and discipline.
- ❖ Providing a Biblical Worldview curriculum with high standards, challenging each child to do his/her very best, "*as for the Lord*" (*Colossians 3:23a*).

Buildings, desks, books, rules, and regulations do not make a school. People gathered for the purpose of education make a school. People gathered in the name of Jesus make a Christian school. People gathered as servants of Jesus, under the liberty of the Gospel, following the guidance of the Holy Spirit find not only the finest education in a unique setting, but they become changed into the likeness of Christ. *2 Corinthians 3:18* expresses this so well: "*But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as from the Lord, the Spirit.*" We hope that this also excites you to want to be part of MHCA – watching, yielding, and cooperating as the Holy Spirit works His life-changing miracle in you.

EDUCATIONAL OBJECTIVES

SPIRITUALLY – *“Let the word of Christ richly dwell within you,” – Colossians 3:16a*

- ❖ To experience regeneration through personal faith in the Lord Jesus Christ.
- ❖ To study and apply the Bible so he/she might be conformed to the image of Jesus Christ.
- ❖ To share his/her spiritual experience with others.
- ❖ To effectively interact with the family as the primary source of spiritual growth.
- ❖ To bring glory to God in all things.

MENTALLY – *“Let this mind be in you which was also in Christ Jesus.” – Phil 2:5a*

- ❖ To be able to reason, conduct academic investigation, and think critically and creatively.
- ❖ To learn to assume responsibility for one’s actions.
- ❖ To acquire common knowledge and skills.
- ❖ To maintain an appreciation for and competency in the Scriptures.
- ❖ To inspire a genuine desire to learn.

PHYSICALLY – *“Present your bodies as a living & holy sacrifice, acceptable to God.” - Rom 12:1a*

- ❖ To develop coordination, grace, poise in movement, muscle tone and balance, endurance, and agility.
- ❖ To develop worthy use of leisure time.
- ❖ To develop desirable habits in the care of the body.
- ❖ To learn respect for the body as the temple of the Holy Spirit.

SOCIALLY – *“For not one of us lives for himself” – Romans 14:7a*

- ❖ To acquire courtesy and respect for parents, teachers, those in authority, and others.
- ❖ To assume responsibility within the family unit.
- ❖ To learn sportsmanship, honesty, and concern for the rights of others.
- ❖ To assume responsibility toward supporting home and foreign missions.
- ❖ To understand, appreciate, love, and respect all people-groups.

EMOTIONALLY – *“Be strong in the Lord and in the strength of His might.” – Ephesians 6:10*

- ❖ To grow in emotional maturity and stability.
- ❖ To develop positive attitudes.
- ❖ To develop artistic sensibilities and appreciation.
- ❖ To develop a Christ-controlled personality as the source of true happiness.
- ❖ To accept themselves as made by God with a specific purpose.
- ❖ To grow in the fruit of God’s Spirit.

EDUCATIONAL PHILOSOPHY

What does it mean to “share the mission/vision of the school”? Our teaching ministry fits into I Heart Church’s overarching mission and vision – “To reflect God’s love and become a city on a hill that cannot be hidden!” MHCA’s teachers and staff will:

1. Assist parents in educating their children.

Scripture clearly declares that a child's training and education is the responsibility of his/her parents:

“Hear, O Israel! The Lord is our God, the Lord is one! You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.”
Deuteronomy 6:4-9

“Children, obey your parents in the Lord, for this is right. HONOR YOUR FATHER AND MOTHER (which is the first commandment with a promise), SO THAT IT MAY BE WELL WITH YOU, AND THAT YOU MAY LIVE LONG ON THE EARTH. Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”

Ephesians 6:1-4

Parents engage our help in this area, but maintain their responsibility for our authority over their child. In partnership with parents, our authority is legitimate and to be responsibly exercised. We are temporarily standing in the place of the parents and serving the parents in this capacity. Consequently, MHCA will:

- ❖ Always uphold and honor parental authority before students. A teacher's words and actions will be in agreement with the Christian home.
- ❖ Keep parents well-informed about their child's progress. This is more than an institutional requirement for teachers. It is one way we help parents fulfill their God-given responsibilities.
- ❖ Listen to parents.

2. Implement a curriculum that is shaped and governed by God's Word.

To be truly Christian, the educational process at our school must involve much more than the presentation of a Bible-enriched curriculum. It must be a process in which the Word of God governs and informs every subject, activity, and idea we employ. We must actively *“take every thought captive to the obedience of Christ” (2 Corinthians 10:5)*. This involves:

- ❖ Constantly re-thinking and re-working courses and teaching methods in terms of the framework and principles God shows teachers in His Word.
- ❖ Seeking out the wisdom of other godly men and women in this area.
- ❖ Mastery in subject areas to the extent that we separate the wheat from the chaff in the realm of secular thought and can guide students in developing a similarly discerning Christian mind.

Therefore I urge you, brethren, by the mercies of God, to present your bodies as a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:1-2

3. Guide students in the path of wisdom as well as of knowledge.

Repeatedly, the book of Proverbs tells us that the primary objective of parents is to give their children wisdom (*Proverbs 2:1-2, 4:1-13*).

Wisdom is praised as the greatest treasure one can gain. Nothing desirable can compare with it; all other good gifts – happiness, honor, peace, long life, wealth – accompany wisdom. Wisdom is the special possession of the Lord who stores it up for His children. For these reasons the model father in Proverbs continually urges his son toward wisdom by saying, "seek it, love it, prize it, guard it, and heed it."

Imparting wisdom is a central objective, as teachers and staff stand temporarily in the place of the parent. We should never be content merely to pass on information or academic skills with no regard for how those things are to be used for God's glory. Instruction that only furnishes the mind, making the student clever without cultivating godliness, has failed in the most serious way possible. The student has become an educated fool, doubly dangerous to himself and to others. Thus, our efforts must constantly be directed toward developing the following characteristics in students:

- ❖ The Fear of God – Scripture tells us in several places that wisdom begins with the fear of God. *“The fear of the LORD is the beginning of knowledge; Fools despise wisdom and instruction.”*
“The fear of the LORD is the beginning of wisdom, And the knowledge of the Holy One is understanding.”
Proverbs 1:7; 9:10

This godly fear is a heart attitude of awe, worship, and thanks before God that brings forth obedience to His commands. Because it flows out of the heart or inner person, an individual must be regenerated by God's Holy Spirit before he can truly fear God. This may seem to create a dilemma since instruction, even to begin to attain this objective, waits on something we have no power to do – give the student a new heart. Yet Scripture repeatedly commands parents (and so, MHCA staff as well) to teach their children to fear God (*Deuteronomy 4:10, 5:29; Psalm 34:7; Proverbs 2:5*). We are to understand from this that the Holy Spirit normally works in and through people such as ourselves to bring salvation to others. Thus, we should teach the fear of God by precept and example, prayerfully relying on God's concurrent action to change the student's heart.

- ❖ A Biblical Worldview – A worldview is the framework of beliefs about God, man, creation, human society, and history held by an individual. This framework shapes and holds together everything the individual claims to know. Because it is his/her basis of understanding or interpreting everything he/she notices or thinks about, a worldview can be compared to a set of eyeglasses through which a person sees himself and the world. Speaking of these matters, Christ says, *“The eye is the lamp of the body; so then if your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness. If then the light that is in you is darkness, how great is the darkness!”* (*Matthew 6:22-23*). The Biblical Worldview starts with the understanding that Scripture provides a normative guide for exploring academic subjects and topics, and conceptualizing the material world as well as the world of ideas. Our task is to make clear to the student the framework Scripture provides for each subject. We must sharpen the student's discernment by training him/her in the work of sound thinking. Continually prod him to look beneath the surface of the statements and claims he/she encounters so that he/she may examine the underlying beliefs. By this practice, the student will gain experience in distinguishing right from wrong and in detecting the falsehoods that may lurk beneath impressive rhetoric.
- ❖ The Skills of Life-long Learning – equipping the students to learn for him/herself should be a fundamental objective in all teaching. The student must master certain skills in order to be a life-long learner. These fall into two broad areas. First, the student must enjoy a thorough comprehension and command of communication skills such as reading, writing, speaking, and listening. Second, the student must be able to exhibit critical-thinking skills in research, logic, and ciphering, as well as in perceiving and coping with inference and ambiguity.

- ❖ An Orientation toward Service in God's Kingdom – In an environment as highly social as is a school, there are many opportunities for you to encourage the student toward acts of service and kindness. Students are also capable of performing tasks that would be welcome outside the school property, projects that benefit I Heart Church and/or the community. Scripture makes clear that everything a person does, not just those acts deemed religious by onlookers, can and should be performed as service to God (*I Corinthians 10:31*). Any work, if it is not against God's Law and if it is carried out as unto the Lord, is service in God's kingdom. For this reason, encourage your students to aggressively pursue their interests and aptitudes as they prepare for future employment. God has some sphere of activity that He wants each student to take in hand for His glory.

- ❖ A Commitment to Excellence – Students are naturally inclined to travel easy paths, not challenging ones. However, there is no easy path to excellence. Achieving it requires great patience and diligence. This truth will be reinforced in the classroom by maintaining high standards for all student work and behavior. Students will learn that excellence in self-discipline is well worth the cost it takes to achieve. Teachers will praise students as they progress, encourage and prod those who lag behind; and reward the diligent. By doing so, this will help students internalize the standards to which we are holding them. They will come to have joy in a job well done and so prove to be highly valued and sought-after members of society. *"Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men"* (*Proverbs 22:29*). More importantly, they will please the Lord by exercising good stewardship of His gifts.

MHCA will work with parents to help shape the character and mind of students. The Bible is clear that God expects parents, and all those who instruct, to have great influence on children. *"Train up a child in the way he should go and even when he is old he will not depart from it"* (*Proverbs 22:6*). The ordinary way God extends the blessings of wisdom to each succeeding generation of young people is through the faithful instruction of parents and teachers.

"Since Abraham will surely become a great and mighty nation, and in him all the nations of the earth will be blessed? For I have chosen him, so that he may command his children and his household after him to keep the way of the LORD by doing righteousness and justice, so that the LORD may bring upon Abraham what He has spoken about him." *Genesis 18:18-19*

ADMISSION POLICY

Mt. Hope Christian Academy is based on several elements reflecting each family's commitment to a Biblical worldview and related practices. MHCA is available to Christian families interested in securing a Christian education for K through 12th grade children. Children entering kindergarten must be completely potty trained. Students entering kindergarten should be five years of age by Sept 1st. MHCA does not discriminate on the basis of gender, ethnicity, or age in the administration of educational policies, admissions procedures, and other school-administered programs. However, we

reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of MHCA.

Our governing board has established the following standards for entrance into MHCA:

- ❖ A parent or guardian must give testimony of his/her saving relationship with Jesus Christ. (*1 Corinthians 7:14*)
- ❖ A parent or guardian must provide evidence that he/she, and the student, are “*not forsaking the assembling of ourselves together, as is the manner of some*” (*Hebrews 10:25*) by providing a completed church verification form.
- ❖ Parents should be in agreement with our basic objectives and Statement of Faith and should be willing to actively support our educational program. (*Amos 3:3*)
- ❖ Parents and students must provide evidence of a willingness to submit to the standards and regulations of our school by agreeing to the Student/Parent Pledge of Excellence in the application package. (*Hebrews 13:17*)
- ❖ New students will be accepted, as space is available. Acceptance is determined from multifaceted criteria. No enrollment request is processed until all the admission forms are returned to the school office.
- ❖ The applicant’s record of behavior in his/her home, community, school, and church must indicate that we, at MHCA, can be reasonably confident they will remain faithful to the promises made at the time of admission while associated with our school. (*Proverbs 25:19*)
- ❖ A student must be in good standing with the former school.
- ❖ Should the applicant have performed below his/her grade level, evidenced by recent grade reports or standardized achievement test scores, the child may be admitted on academic probation or placed in a lower grade, upon consultation with the parent prior to enrollment.
- ❖ To be admitted, all families must be interviewed. Both parents should be present. It is desirable for students being admitted to attend the interview. For students in sixth grade or above, attendance at the interview is required.
- ❖ All new students are considered as being on a probationary basis for the first semester. Just as parents and students must determine how they fit into MHCA’s environment, school personnel must evaluate the compatibility of new students with the present learning environment.
- ❖ Parents and students must not participate in practices that would be considered illegal or considered by MHCA as immoral or inconsistent with a Biblical worldview.

❖ Kindergarten (Specific Admission Requirements)

- Submitted at time of interview
 - A completed and signed application (must be completed prior to interview)
 - Schedule an interview with Administration (student does not need to be present)
 - A completed parent questionnaire
 - A copy of current immunization record
 - A copy of birth certificate
 - A copy of social security card
 - Pastoral recommendation form
 - \$300 Registration fee (only refundable to those receiving tuition assistance)
- Submitted by July 1st
 - \$225 Technology and curriculum fee
 - Completion of the online RenWeb/Facts tuition management system

❖ 1st through 12th grade (Specific Admission Requirements)

- Submitted at time of interview
 - A completed and signed application (must be completed prior to interview)
 - Schedule an interview with Administration (6th-12th grade students must be present)
 - A completed parent questionnaire
 - Student questionnaire (6th-12th grade only).
 - High school students must have a personal relationship with Jesus Christ to be accepted at MHCA.
 - Most recent standardized test scores
 - Most recent transcript/report card
 - A copy of current immunization record
 - A copy of birth certificate
 - A copy of social security card
 - Pastoral recommendation form
 - Entrance testing fee (if applicable)
 - \$300 Registration fee (only refundable to those receiving tuition assistance)
- Submitted by July 1st
 - \$225 Technology and curriculum fee
 - Completion of online RenWeb/Facts tuition management system

❖ Re-Enrollment

During the month of February, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. If the re-registration fee of \$150 is not paid by February 28th, then the student will lose their spot in the class for the upcoming year. Enrollment will open to new students on March 1st.

- A completed and signed re-enrollment application
- \$150.00 Registration fee if paid by February 28th (only refundable to those receiving tuition assistance) **\$250.00** after February 28th if there is availability in the class.

ARRIVAL AND DEPARTURE

SCHOOL HOURS – 8:00 AM to 2:50 PM

MORNING ARRIVAL

Morning arrival for K through 12th grade will begin at 7:35 AM. Students will be dropped off in the car lane closest to the sanctuary. School will begin promptly at 8:00 AM. If a student arrives between 7:15 AM and 7:35 AM, the students will go to Warrior Care and will be charged **\$5.00** per student. Teachers will begin duty at 7:30 AM. Students will be tardy if they do not enter the sanctuary by 8:00 AM. Parents are not allowed to park in front and walk the children to the door, however parents may park in the lot and walk children in. Parents also are not allowed to drop the students off in the parking lot. Parents must drive through the carpool line. This is to keep our children safe at all times.

If a student arrives after 8:00 am, parents will be required to park their vehicle in the church parking lot, walk their child inside, and sign their children in.

SCHOOL DISMISSAL AND AFTERNOON PICKUP

Kindergarten through 12th grade students will be dismissed at 2:50 PM. Parents will proceed to the two carpool lines. All students will be expected to be off of the school premises by 3:10 PM. The only exception will be students who are staying after school due to their involvement in MHCA activities or Warrior Care students. All students that are not picked up by 3:10 PM will automatically go to Warrior Care. Warrior care will end at 5:00 PM. **Warrior care cost will be \$5.00 per hour, per child.**

In order to make the car line safe for all children, we must enforce that cell phones not be used while driving through the drop-off/pick-up line.

The MHCA car tag **MUST** be clearly displayed in the vehicle's front window. Without a MHCA car tag, the student will have to be picked up in the office by an authorized person previously listed on the student's office card with proper identification. Students will not be allowed to load the vehicle until it comes to a complete stop. Parents are to remain in the car line, stay off cell phones, and have the car in park. Do not park and walk up to get your child. The following is the policy for afternoon pickup:

- ❖ Students are to stay in the designated area for their class until their number is called.
- ❖ All students must remain in the car pickup area, including students participating in athletic events, until all cars are clear.
- ❖ Students are not allowed to eat or drink during car pickup time.
- ❖ All students are to stay in school uniform dress code until after 2:50 PM.
- ❖ It is against school policy for students to stay after school on school grounds in order to attend evening church services. Parents must pick up students in the afternoon and return them for the evening event. If a student is not picked up for any reason, they will be required to attend Warrior Care.

ASSESSMENT/EXAMS

- ❖ Grades are numeric and letter values ascribed to a performance in response to specific criteria that truly assesses the level of learning by a student, who was taught a manageable unit of information that corresponds to his/her abilities.
- ❖ A zero is the student's failure to perform ANY of the criteria required by the assessment instrument. Zeroes will not be used to punish the student for incomplete work. Zeroes are not acceptable, and all students are required to complete all assessments.
- ❖ No new material will be introduced on an assessment instrument that has not already been covered in class. Graded daily work, homework, quizzes, and tests are not to be learning vehicles. They are designed to reinforce what has been learned through lecture, class discussion and other classroom activities.
- ❖ Each subject will have no less than six grades per six weeks or nine grades per nine weeks
- ❖ Examinations allow us to evaluate students' progress. The best way to demonstrate progress is to apply effective study techniques, conscientiously and consistently.
- ❖ If a student receives a failing test score, the classroom teacher may choose to allow the student to retake the exam. The teacher will take the average of both test exams for the final grade.

SEMESTER EXAMS 6TH – 10TH Grade

Exams cannot count for more than 20% of the semester grade. Any material covered during the semester may be on the semester exam. The testing schedule limits students to no more than two exams per day. Students will be exempt from semester exams if they meet the following criteria:

- ❖ Student has 5 or less excused absences with an A average for the class.
- ❖ Student has 4 or less excused absences with a B average for the class.
- ❖ Student has 3 or less excused absences with a C average for the class.

ACHIEVEMENT TESTS

Students in grades 3rd through 11th grade will be given a standardized test. The results of these tests, as well as overall results of the school, will be made available to the parents.

CHEATING

Any student caught cheating on homework, quizzes, tests, and/or exams, or committing plagiarism will receive the following discipline:

- ❖ Kindergarten-2nd Grades
 - 1st offense: Conduct mark and a zero
 - 2 or more offenses: Conduct mark and punishment will be administered at the discretion of MHCA Administration
- ❖ 3rd-5th Grades
 - 1st offense: Conduct mark and zero
 - 2nd offense: Conduct mark and suspension.
 - 3 or more offenses: Conduct mark and punishment will be administered at the discretion of MHCA Administration (including, but not limited to, suspension, expulsion)

❖ 6th-12th Grades

- 1st offense: Detention
- 2nd offense: Suspension and/or other penalty at the discretion of the MHCA administration
- 3 or more offenses: Punishment will be administered at the discretion of MHCA administration

Processing a “cheat sheet” or any “unapproved helps” are considered an intent to cheat. We regard the use of any Bob Jones homeschool curriculum (e.g. tests, quizzes, workbooks, Teacher Editions, and answer keys, etc.) that assist a child in any manner, such as taking an assessment or assisting in homework, as a form of cheating. Severe punishment will be administered at the discretion of MHCA; expulsion may result.

Any student who is caught committing forgery of any document (e.g. homework, detention slip, uniform referrals, and doctor’s excuses) will be subject to the following discipline:

- ❖ 1st offense- issued a detention
- ❖ 2nd offense- suspension
- ❖ 3 or more offenses- punishment will be administered at the discretion of MHCA administration

ATTENDANCE

Regular attendance is essential to success; students should make every effort to be consistent in their attendance. Schoolwork involves participation in discussions, demonstrations, laboratory activities, development of study skills, interactions among students and teachers, and visual and oral presentations that are difficult, if not impossible, to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at MHCA. Weather conditions and other obvious reasons will provide exceptions as determined by the administrator. Each teacher will keep accurate records of absences and tardies in RenWeb. Any student who exceeds **10** unexcused absences during the school year may not be promoted. The only absences that are considered excused are: signed doctor’s excuse; school suspension; a court order; a funeral of an immediate family member per approval of administration; or an absence due to a MHCA educational function.

K THROUGH 12TH GRADE ABSENCES

The maximum number of unexcused absences allowed during a school year in each grade is ten. The following procedures will be followed concerning check-ins and checkouts:

- ❖ Check in between 8:00 AM - 10:00 AM – student will be marked tardy
- ❖ Check in between 10:00 AM – 12:00 PM – student will be marked half-day absence
- ❖ Check in after 12:00 PM – student will be marked full-day absence
- ❖ Check out after 11:00 AM – student will be marked half-day absence
- ❖ Check out before 11:00 AM – student will be marked full-day absence

Note: When a student checks out and returns to school in the same day, the student will be marked with a half-day absence, unless the student misses more than three hours, then it will be counted as a full-day absence. The only absences that are considered excused are; signed doctor’s excuse; school suspension; a court order; a funeral of an immediate family member per approval of administration; or an absence due to a MHCA educational function.

If a student is absent 24 days, excused or unexcused, the student will be retained. If a student needs to be under a “homebound” program, this policy will be exempt. The school administrator must approve the “homebound” program before this policy can be exempt.

In order for an absence to be marked excused, we must have a note from the doctor within five (5) school days. The excuse must be on the doctor’s original letterhead/pad brought to the school office or emailed to adam.shuemaker@mounthopechristian.com from the doctor’s office. Notes from parents are not accepted for excused absences. Any student having more than **10** unexcused absences in a grade could be retained in that grade for the year, regardless of his/her grades.

A student must not attend extracurricular activities if they are counted absent for the day. If a student is absent more than three (3) complete class hours and returns with a doctor’s excuse, then he/she may participate in the event.

KINDERGARTEN THROUGH 3RD GRADE TARDIES

Each time a student is tardy three (3) or more times, detention will be assigned. Parents are to come to the school office to sign in their children. After the students have reported to the office, they are to go to their class and will be marked tardy by the teacher if it is unexcused.

4TH THROUGH 12TH GRADE TARDIES

If a student is tardy three (3) or more times per six/nine weeks for each individual class or grade, this will be recorded by the teacher in RenWeb and a detention slip will be issued by the teacher. The student will serve one (1) recess detention on the third tardy and a one (1) hour detention for each tardy thereafter during that six/nine weeks. Students arriving late for school are to report to the school office before going to their classrooms. **After the student has reported to the office**, they are to go to their class and will be marked tardy by the teacher if it is unexcused.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work. Should it be necessary for a student to miss school for personal reasons, it is the parent’s responsibility to obtain all work that is to be made up, in advance of the trip, from the respective teacher(s).

CHECKING OUT PROCEDURE

If a student has to check out of school early, they must be signed out in the school office. The person picking the student up must be 18 years or older, have a proper picture ID, and be listed on the student’s office card as authorized to pick up the student. Please do not be offended when asked to show an ID as this is a protective measure to keep our students safe.

NOTIFICATION AND MAKE-UP ASSIGNMENTS

It is the parent’s responsibility to notify the school of unexpected absences of more than one day by calling the office or emailing the teacher. If an assessment is missed while a student is out, the student will complete it the day after they return to school. This will give them time to get the information that they missed and prepare for the assessment. In addition, a list of the number of absences in each class will be given on all report cards and progress reports, which will provide further notification of the student’s status.

WITHDRAWALS AND DISMISSALS

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until a withdrawal form and a parent exit interview has been completed. These absences will be made a part of the student’s official record.

MHCA reserves the right for immediate dismissal of any student due to not abiding by MHCA policy and/or procedures.

Grades, student records, diplomas, etc., will not be released until all textbooks and workbooks have been returned and/or the tuition account has been cleared.

BIBLE STUDY

Bible study is a fundamental importance and is a required subject. It augments the work in English, History, and Geography; and without it a student can hardly be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of men as “The Book of Books.” Knowledge of the Bible is one of the greatest educational assets any man can have.

At MHCA, we begin each day with worship, devotional, prayer, and pledges. This is followed daily by personal prayer, quiet time and bible study.

CHAPEL PROGRAM

The MHCA Chapel program is an integral part of MHCA school life. All students are required to attend. This allows faculty to be connected with student life and topics of discussion. The students will meet in the sanctuary at 8:00 AM. Devotional time will be on Monday, Tuesday, Thursday, and Friday mornings. On Wednesdays, all students will meet in the sanctuary for Chapel service. Families are encouraged to attend.

In addition to our chapel services, from time to time small group prayer meetings are held. In these meetings, students have an opportunity to share their Christian experience on a more intimate level. The Lord frequently moves in these meetings to meet students’ spiritual needs as they pray with and for each other.

CHURCH ATTENDANCE

Each student and at least one parent is required to attend a local Bible-believing church. From time to time, MHCA will contact a family’s church pastor to verify their membership and attendance. Any family not attending a local church will be asked to remove their children from MHCA. All parents, including members of I Heart Church, are required to complete a Pastoral Recommendation Form in order to attend MHCA as part of the application and re-enrollment process. This will take place each year.

COMMUNICATION

Good communication among faculty, students, and parents requires effort, mutual concern, and trust.

- ❖ Parents are asked to check their student’s take-home folder daily.
- ❖ Parents can use email, Remind App or the teachers Facebook private class group to communicate with the teacher. Please allow 24 hours for the teachers to respond.
- ❖ Grades will be posted within three to five days of the assessment with the exception of writing assignments or projects.
- ❖ All graded assignments/quizzes and test dates will be posted weekly on RenWeb.

COMPLAINT PROCEDURE/APPEAL PROCESS

If you become dissatisfied with the school in any respect, please use the *Matthew 18* principle and seek to resolve the matter with the person or persons involved rather than begin to spread criticism, listen to criticism, or hold a negative attitude in your heart. *“If your brother sins go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. If he refuses to listen to them, tell it to [I Heart Church]; and if he refuses to listen even to [I Heart Church], let him be to you as a Gentile and a tax collector.” (Matthew 18:15-17)*

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. **Pray about it.** First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as *Ephesians 4:1-3* and *Colossians 3:12-13*.
2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question, and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel they should know about it.
4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system before offense takes root. (*Matthew 5:23-24*)
5. **Express it clearly.** Make sure the person to whom you are expressing your complaint to knows all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention, and make it a growth experience. Pray about it and ask God’s wisdom in solving the problem.

CURRICULUM

BJU Press curriculum will be used for K through 10th grade for all subject areas except Math. BJU Press materials seamlessly integrate Biblical truth with academic excellence in order to help your students develop the critical thinking skills and the love of learning they need for their Christian lives. For more information see <http://www.bjupress.com>. MHCA will be using Saxon Math in K-8th grades and Houghton Mifflin Algebra and Geometry in 9th and 10th grades. 11th- 12th grade will use Liberty University online.

DELIVERIES

All deliveries are to be made to the front café or school office. When parents need to drop off books, PE uniforms, etc. they are to be labeled and brought to the front café or the school office. Flowers, balloons, etc. can be delivered to the school office for special occasions. All deliveries will be brought

to the student during breaks so the class will not be disturbed. Lunches will not be delivered on a regular basis (only emergencies).

DISCIPLINE/DISCIPLESHIP

We believe that discipline is an integral part of the educational process. We understand discipline to be an environment in which students can best learn to follow the Lord and respect authority. Discipline is a total environment where growth is maximized by drawing proper boundaries and enforcing the necessary policies for personal development. The MHCA philosophy regarding student behavior is based upon the merits of discipleship. A disciple of Jesus Christ seeks to follow rules and regulations because of a heartfelt response to honoring God. Therefore, teachers will strive to encourage discipleship and student growth when handling discipline issues.

Rules and procedures are used to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student. MHCA faculty will provide an atmosphere and order that is essential in allowing a student to strive for a Spirit-controlled, Christ-like life. Faculty will also strive to document patterns of misbehavior or bad habits in order to provide objective information available for conferences. Teachers are responsible for addressing inappropriate behavior.

Firsthand knowledge of things like cheating, fighting, vandalism, theft, or any illegal behavior must be reported to the administrator. It is the intention of MHCA that the administrator shall handle serious disciplinary matters.

MHCA expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. Also, if a student’s behavior indicates an uncooperative spirit, he/she may be requested to transfer.

Failure to follow MHCA’s student expectations will result in several consequences, some of which may include: theme writing, removal from classroom, detention, suspension, and/or expulsion. We expect to follow scriptural guidelines for giving correction in order that our children will become self-disciplined individuals. Parents will be informed during all levels of disciplinary action.

DISCIPLINARY ACTION

K – 5th Grade

Students’ conduct will start over each day in K through 3rd Grade. The following is the behavior chart:

Blue	Excellent	
Green	Satisfactory	A note on their conduct chart.
Yellow	Satisfactory	A note on their conduct chart.
Orange	Needs Improvement	10-minute time-out from recess, constructive play, or elective (not academic time). The time-out consists of the child not participating in the nonacademic activity.
Red	Needs Improvement	Additional 15 minutes missed from recess, constructive play, elective (not academic time) – the teacher informs the parent through email or phone call.
Black	Unsatisfactory	The student is sent to the Administrator’s office and the behavior is recorded in RenWeb.

Students who are sent to the office for discipline will be subject to disciplinary action as follows:

- ❖ 1st visit: Student conference and prayer from the administration.
- ❖ 2nd visit: Parents will be contacted by the administrator and the student will receive detention.

6th–12th Grade

Students' conduct will start over each week in 6th through 10th grade per teacher. The following is the behavior chart:

A	No Offenses	
B	1st Offense	Warning.
C	2nd Offense	Ten-minute time-out from free time, gym time, or elective time (not academic time).
D	3rd Offense	The student receives a detention, parent is contacted and the behavior is recorded in RenWeb.
F	4th Offense	The student is sent to the Administrator's office, parent is contacted and the behavior is recorded in RenWeb.

Students who are sent to the office for discipline will be subject to disciplinary action as follows:

- ❖ 1st visit: Student conference and prayer with the administrator.
- ❖ 2nd and each visit thereafter: Parent is called and the student will receive a detention.
- ❖ After the 7th visit to the office, a review of the student's discipline record may result in the administration removing the student from MHCA.

DETENTIONS

4th grade through 12th grade will receive detentions for disciplinary action. Failure to attend a detention (with a signed detention slip) without prior notice to the administrator's office will result in another assigned detention in addition to making up the detention missed. During detention, students are not allowed to do homework. A special assignment will be given for the entire assigned period. If the assignment is not done adequately, it may result in another detention being assigned. A student cannot be tardy for detention.

A detention slip will be sent home with the student for the parent's signature and is to be returned by the student. The student is to bring the detention slip to the teacher in charge of detention that day. **Failure to turn in a signed slip will result in an additional detention.** If a detention slip has been lost, a note signed by the parent can be written stating the reason for the detention. Failure to complete the assigned detention work will result in another detention.

During the school year, students will be suspended from school for one (1) day after 12 detentions. On the 16th detention, he/she will be suspended for an additional two (2) days. After 16 detentions, he/she will be reviewed by the Admission Committee in regards to their enrollment status. On the 20th detention, the student will be dismissed from MHCA regardless of the detention reasons. A student who has been suspended from school for any reason will be required to make up any assessments and/or quizzes. **Requests for books and homework must be made by 10:00 AM.**

SUSPENSIONS/MISCONDUCTS

1. Students are responsible to do their homework and make up all missed assignments when suspended. **Requests for books must be made by 10:00 AM.**
2. Students suspended or expelled from campus due to disciplinary action are banned from the campus for any reason. **They may not attend any school-related activity during the suspension/expulsion time.**
3. Four suspensions for behavior, in a school year, will result in expulsion. The first suspension will be one day, the second suspension will be two days, and the third suspension will be three days. All suspensions may be in-school or out of school suspension.
4. Students who use, write, distribute, or possess profane, indecent language, literature, writing, or pictures shall be subject to automatic suspension or withdrawal.
5. Smoking or the possession of smoking paraphernalia (cigarettes, lighter, matches), smokeless tobacco, drugs, and alcoholic beverages are not permitted. Possession will lead to automatic suspension or expulsion.
6. Students are not allowed to attend any concerts that are vulgar or satanic. It will be left to the discretion of the administration to determine whether a group/concert falls into the above category. Students in violation will be suspended.
7. MHCA students are not allowed to go to worldly teen places or clubs that play non-Christian music or serve alcohol.
8. No student will have in his possession any kind of fireworks, explosives, weapons, knives, or any other similar items.
9. No students will falsify, use in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school, or change or alter passes or commit any other form of forgery.
10. Any student that assaults another student either physically or verbally will be subject to disciplinary action by the administrator.
11. The administrator has full discretion on suspending students depending on the behavior. Full support from parents and students is expected.

DRESS CODE

True, the Bible does tell us that whereas man looks at a person's outer appearance, God looks at our heart (*1 Samuel 16:7*). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance! Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. Therefore, standards of dress are of utmost importance to MHCA. Modesty, safety, appropriateness, and good taste should characterize the clothing for students at MHCA. The following dress code is clearly defined to promote consistency and allow enforceability. MHCA looks to parents as being responsible to adhere to dress code guidelines for their child.

PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS

- ❖ Shall be khaki, navy, black, or grey. (No glitter, shimmer, or other color distraction is permitted.)
- ❖ May be pleated or not pleated; cuffed or not cuffed; may not have team emblems.
- ❖ Shall be appropriately sized with a regular fitting inseam.
- ❖ Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. "Slicing or ragging" is not allowed.
- ❖ No leather/suede/vinyl/denim/jean fabrics. Cargo pants, and hip huggers are not allowed.
- ❖ Shorts, skirts, skorts, and jumpers must be clearly **no more than two inches above the kneecap or longer**. **Length must go past longest fingertip when hands are at side.*
- ❖ No stretch pants, sweatpants, jogging pants, wind suits, warm-ups, overalls or coveralls are allowed.
- ❖ Bottoms may not be worn in any way that creates a distraction.
- ❖ Bloomers or shorts **MUST BE** worn under dresses or skirts. Bloomers or shorts must be solid navy, grey, khaki, black, or white.

SHIRTS

- ❖ All shirts are to be a polo or button up for K through 12th grade. All shirts should be a solid color. Students can wear flannel shirts as a top layer with a solid polo underneath. Emblems, such as Nike, Under Armour, and Adidas etc. should be no larger than 2 inches.
- ❖ Shall be short or long sleeve.
- ❖ Shall be appropriately sized; may not be tight fitting.
- ❖ If a t-shirt or undershirt is worn underneath the uniform shirt, it must be solid white, navy, black or grey. **No writing on t-shirt or undershirt.*
- ❖ Students may add only the approved school logo to their shirt. Logos can be stitched/printed on the left front, upper chest area of the shirt.
- ❖ Shirts may not be worn in any way that creates a distraction.

SWEATSHIRTS/SWEATERS (Classroom/Building)

- ❖ Shall be solid navy, grey, black, or white sweatshirt/sweater/jacket with/without school-approved logo, or may be the designated school sweatshirt/jacket.
- ❖ May have brand emblems no bigger than two inches or Mt. Hope Christian Academy logos.

JACKETS/COATS (Outdoors)

- ❖ May be any color.
- ❖ Jackets and coats of any kind may not be worn in any way that creates a distraction.

SHOES AND SOCKS

- ❖ Must be closed-in shoes (front and back), i.e. tennis shoes, tied shoes or loafer-type shoes are acceptable. Tennis shoes are preferred. Shoes that require laces or Velcro must be securely fastened. Shoes must be worn appropriately.
- ❖ Shoes with wheels, noisemakers, cartoon characters, or hanging tags are not allowed.
- ❖ Slippers or sandals are not allowed.
- ❖ Students must wear closed toe shoes for Physical Education class.

HAIR AND ACCESSORIES

- ❖ Must be neat, clean, and well-groomed.
- ❖ Head coverings, skullcaps, hats, hoods, kerchiefs, sweatbands, sunglasses, and any other headgear are not allowed.
- ❖ In cold weather, solid colored hats are permitted outdoors.
- ❖ Extreme hairstyles or hair carvings that detract from the educational setting are not allowed.

Specific to Girls:

- ❖ Hair accessories do not have to color coordinate with school uniform.

Specific to Boys:

- ❖ No hair accessories for boys.

JEWELRY/ACCESSORIES

- ❖ Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
- ❖ Necklaces are permitted but are not to be bulky, immoral, or distracting.
- ❖ Glitter, tattoos, and writing/drawing on the face is not allowed.

SPIRIT FRIDAYS

It is highly encouraged on Fridays that all students wear jeans or khaki shorts with an MHCA top. If a student does not have an MHCA top they must wear a solid navy, black, grey, or white top. Jeans must not have any tears, holes, or fraying. Students can also choose to wear regular MHCA dress code apparel on Fridays.

VIOLATIONS OF DRESS CODE

Students are required to comply with the dress code policy. Students will be monitored throughout the day for dress code compliance. Dress code is enforced while the student is on school premises of MHCA.

Any article of clothing or accessory added to or not in compliance with the dress code is a violation. If correctable, the student will be given a uniform dress code citation in violation of a dress code policy

and immediately made to conform. Any resistance on the part of the student to conform will result in further disciplinary action. If uncorrected, the student will be removed from the student population and either be required to go home or have the parent bring them replacement clothing.

- ❖ K-12th grade: Failure to comply with the guidelines on the uniform dress code will result in disciplinary action for the student. The teacher will also record the dress code citation in RenWeb. A student will receive a detention on the 4th, 5th, and 6th deficiency. Upon the 7th deficiency, a one-day suspension will take place. A one-day suspension and a detention will continue to alternate until the end of the six weeks. If the student receives excessive uniform deficiencies, the student may be removed from Mt. Hope Christian Academy at the discretion of the Administrator.

EMERGENCY GUIDELINES

CLASSROOM SAFETY AND SECURITY

- ❖ A Crisis Management Plan has been prepared and teachers will keep it readily available at their desks.
- ❖ In each classroom, near the entrance, is a diagram depicting routes and procedures for fire.
- ❖ The emergency/safety action plan is strategically located around the school.

EMERGENCY / WEATHER RELATED SCHOOL CLOSING

In the event of an emergency situation, MHCA will make decisions regarding the closure of school that are in the best interest of the safety and security of the students and staff. As much as possible, MHCA will indicate emergency plans through the Remind app and social media outlets. If the school is closed due to emergency/weather related situations, all scheduled extra-curricular activities will be cancelled.

FIELD TRIPS

Educational field trips are planned throughout the school year. Field trips are directly connected to educational objectives/curriculum.

- ❖ Parents will be notified and given a full description of purpose and organization of the trip, time of departure and return.
- ❖ Parents will be sent permission slips to sign and return to MHCA. If it is not returned by the due date, the student will not be allowed to participate in the activity.
- ❖ Parents will be made aware of charges for the trip.
- ❖ Parents will be asked to help with transportation to and from the trip and/or chaperoning students on the trip.
- ❖ In order for the student to leave campus before the designated dismissal time, parents must check out the student from the teacher by signing the class roster.

DISCOUNTS

Tuition may be discounted according to one of the following conditions:

1. If all fees & tuition are paid-in-full by **July 1**, the total tuition will be discounted **5%**. (The discount **does not** include registration, curriculum, or technology fees.)
2. Special rates are given to those families who are employed by a church or Christian ministry. Contact the school office for more information.
3. **Members of I Heart Church will receive a discount.** You are required to fill out a Pastoral Recommendation Form by one of the pastors of I Heart Church each year in order to receive the discount. Please see the tuition fee schedule below.

Grade level	1st Child	2nd Child	3rd Child	4th Child
1st-5th grade	\$3,500.00	\$3,000.00	\$1,250.00	\$650.00
6th -12th grade	\$3,800.00	\$3,000.00	\$1,250.00	\$650.00

If you do not pay in full by July 1st, parents MUST use the FACTS tuition management system. You must log into FACTS to pay your fees. You MUST set up automatic payments in FACTS. Payments are due by the 20th of every month (**\$35 late fee will be assessed on all late payments**). FACTS will be used to pay Warrior Care as well.

MHCA FINANCIAL AGREEMENT

Terms of payment for tuition and fees – The tuition rate set at the time of registration continues throughout the school year and does not change. Tuition for students registering after the first day of school will be prorated over the number of school months they will be in attendance. Should unforeseen circumstances arise, families are expected to promptly make suitable alternative arrangements with the School Administration and to remain faithful to them.

1. Every family is required to be on the 10-month pay plan beginning **August 1st**, with the final payment due in May using the FACTS system
2. NSF checks/draft payments will be subject to a \$30.00 Service Charge. If not paid by 20th of each month, a \$35.00 late fee will also be assessed.
3. Families can pay monthly, quarterly, or semester payments.

PAST DUE ACCOUNTS

It is the parent's responsibility to advise the administrator if there are any problems with maintaining tuition payments on time. Failure to pay fees or tuition in a timely manner can result in the withholding of records (including progress reports, report cards, or transcripts), in the refusal to permit a child to re-register for the upcoming terms, or in a child's immediate dismissal from school.

1. If you have re-registered and you are delinquent with your August payment, the enrollment slot in that grade level will be opened to new students.
2. Family accounts must be current for students to:
 - a. Begin class first day of school
 - b. Resume class after Christmas break, Easter, etc.
 - c. Take exams

- d. Receive report card
- e. Re-enroll for upcoming year
- f. Continue RenWeb access online

REFUND OF TUITION AND FEES

A family who withdraws their child during the school year will be refunded advance tuition payments made according to the provisions below (if the full tuition has been paid). The amount of refund will be prorated for the school months left in the school year starting with first of the next month.

1. **Registration and technology fees are non-refundable.** The **ONLY** exception is if a student has paid pre-registration fees in February, applied for tuition assistance and does not receive enough assistance to attend the new school year.
2. A refund amount will first be applied to any past due balance for tuition and fee account.
3. If a student attends school for one (1) school day on a new billing month, the family is charged for that month.
4. School records will be forwarded to another school only when a family account is current.
5. Conditions eligible for refund of tuition: behavior, medical, learning-differences diagnosis, job relocation (if moving more than 30 miles away).
6. Any family that registers and/or re-registers their child(ren) for the following school year will actually begin making their payments in August. There will be no refunds on tuition paid for August if the family does not return. **No refund is made for re-registration or registration fees.**

FINANCIAL COMMITMENT

The financial commitment you made to our school represents an investment in your student's education and development of faith. All families are expected during registration to select a payment plan and to remain current in their payment of tuition and fees during the year. *"It is better that you should not vow than that you should vow and not pay."* (Ecclesiastes 5:5).

LEGAL CUSTODY

If there is a legal custody dispute involving a student, the legal custodian of the student must supply MHCA with a current copy of the court decree. Release of the student from that point forward will be determined by the instructions in the court decree. Without such a legal document in the student's file, in accordance with West Virginia law, the student may be released to either parent, upon presentation of proper identification. MHCA will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the student at school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the student will not be accepted without a current legal document or a restraining order. **The school administrator will only use the current document that is on file at MHCA.**

RenWeb

Student information (grades, homework, financial account, absences, behavior, etc.) is available for parents and students on the internet through RenWeb.

The site can be viewed on our website www.Renweb.com. As a parent you can log in using the log in information from the school to also update your personal information and view/pay your tuition statement. Each parent will be given a username and password at the time of enrollment.

GRADING

Grading is a form of feedback, which helps students to understand and reflect on their own learning. Our grading practices align with the objectives being taught and are easy for students to understand. Rubrics may be used for projects and other activities. Grades will be given and updated using RenWeb in a timely manner.

REPORT CARDS

Report cards are issued each 6 weeks for K-5th grade, every 9 weeks for 6-10th grade. The report cards are sent home after the completion of each weeks grading period. Report cards are sent electronically through RenWeb to the parents email address given at the time of registration.

PROGRESS REPORTS

When a student is continuously not performing well, teachers will notify the parents through a phone call, email, a note mailed home, or a request for a personal conference. In addition, progress reports can be sent home at the mid-quarter (3/4 weeks) of a grading period. Teachers often use the progress reports to indicate potential problems, which, if dealt with early, may prevent more serious problems at a later time. The progress report is intended to bring about positive change, so it should not be thought of as simply a report of failure.

GRADING SYSTEM

All grades are recorded numerically (percentages) and placed on the report cards and transcripts as letter grades.

The grading scale is as follows for grades 1st – 12th Grade:

A	Outstanding	93-100%	4 quality points
B	Good	85-92%	3 quality points
C	Satisfactory	75-84%	2 quality points
D	Poor	65-74%	1 quality point
F	Failure	Below 65%	0 quality points

The grading scale is as follows for Kindergarten:

E	Excellent	90%
S	Satisfactory	80%
N	Needs Improvement	65%
U	Unsatisfactory	0%

PROMOTION- Kindergarten

Students are promoted to the next grade on an evaluation by the teacher and progress in all major subject areas (math, phonics, spelling, and reading). Each of these areas need to be successively completed in order to enter the next grade. The parent will be notified by the end of the re-enrollment period if the teacher is considering having the child repeat that grade.

PROMOTION – 1st grade through 12th grade

Students are promoted to the next grade if they have four quality points in two major subject areas with two of the points coming from the second semester. The students must have four quality points with two points coming from the second semester in ELA in order to promote to the next grade. The three academic courses include: social studies, math, and science. A student will not be promoted having failed the same academic subject two consecutive years. Having failed, the student will be evaluated by the teacher, and/or administrator to determine what recommendations should be made. The three most common recommendations are: the student should repeat the grade, the student is to be tutored to correct deficiencies, or the student should transfer to see what other school provides special services for them.

ACADEMIC HONORS

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the three categories that are used at MHCA:

Administrator’s Honor Roll	–	The student has a 4.0 average.
Distinguished Honor Roll	–	The student has a 3.6-3.99 average.
High Honor Roll	–	The student has a 3.0-3.599 average.

ACADEMIC WARNING AND PROBATION

Students who have failed a course during a six-week/nine-week period are given an academic warning. Parents should note that the academic warning is automatically communicated through a failing grade on the student’s report card.

If after receiving an academic warning the student continues to do poorly and fails again the next grading period, the student will be placed on academic probation for the remainder of the school year. Once placed on academic probation, the probation status cannot be removed until a full semester of work has been completed without any failing grades.

A student will be accepted to MHCA on academic probation. The student has one semester to demonstrate that he can perform at an acceptable level at our school. Once a student has successfully

demonstrated his/her ability, he/she will be removed from academic probation. If he/she does not demonstrate ability to perform in that time, he/she may be recommended for dismissal.

HOMEWORK

Homework is an opportunity to assess and reinforce student learning. It will be purposeful and will not be busy work. MHCA believes that family time is extremely important. We do not want to take away that time from family by giving unnecessary homework and/or projects. Some purposeful projects or assignments may need to be completed at home at the discretion of the classroom teacher. Each teacher is at liberty to give homework to aid the students and advance their studies. Therefore, students are required to complete their homework assignments on time.

Homework is given for several reasons:

1. **Drill** – We believe that most students require solid drilling to master material essential to their educational progress.
2. **Practice** – Following classroom explanation, illustration, and drill on new work, homework is given in order that the material will be mastered.
3. **Remedial activity** – As instruction progresses, various weak points in a student’s grasp of a subject becomes evident. Homework is given to overcome such difficulties.

NO HOMEWORK WILL BE ASSIGNED ON WEDNESDAYS.

Homework must be turned in on the day it is due. Parents are encouraged to check that homework is done completely and accurately and to give help when needed.

In an effort to have your child become conscious of the appearance of his work, no papers will be accepted that are not done neatly.

MAKE-UP WORK

When a student receives an assignment and subsequently misses a day of school (e.g. suspension, illness, etc.), the assignment is due the day he returns to school. It is strongly recommended that parents/students obtain their homework assignment if a prolonged absence is expected.

If the student has had a prolonged absence (three or more days) and was unaware of certain assignments, the teacher will make arrangements to have that student complete any work due within one week. However, a zero will be recorded for work that is not made up on time.

It is strongly recommended that a student complete homework when absent from school. There are two (2) options to acquire homework when your child is absent: **1.** Check RenWeb or email the teacher. **2.** Parents/students may request books by calling the school office at (304) 252-5550; this request must be made by 10 AM.

LOST & FOUND

Items will be placed in the office for up to 24 hours, and then moved to the official lost and found storage area. Parents/students are responsible for retrieving personal items. **Please label all items with first and last names.** At the end of each semester, the lost and found will be thrown in the garbage or given away.

LUNCH

Students are required to bring lunch from home. The following are MHCA's Lunch Program guidelines:

- ❖ Energy Drinks are not permitted. (Monster, Red bull etc.)
- ❖ Parents are allowed to eat lunch with their child but must sign-in at the school office first.
- ❖ Lunches will not be delivered to students unless it is an emergency.
- ❖ Water will be available for purchase for .25.
- ❖ No raw noodles
- ❖ All food that needs heated up **MUST** be precooked and in microwavable food containers.
- ❖ Do not send items with over a 2:00 reheat time due to a large number of reheat items.

MEDIA, TECHNOLOGY, and SOCIAL MEDIA

INTERNET/SOCIAL MEDIA

The Internet can be very helpful, but can also be harmful. MHCA recognizes that the Internet can be used as a tool of evil, e.g. giving predators access to our students and homes, etc. or as a tool for the edification of God's children in learning.

MHCA will seek only to use Internet technology for the glory of God in learning and encourages students and parents to do the same. Therefore, MHCA computers will seek to block all sites deemed inappropriate/harmful by the school's administrator and teachers.

Ephesians 5:1-21 "...live a life of love ... there must not be even a hint of sexual immorality ... nor should there be obscenity ... coarse joking ... live as children of the light ... find out what pleases the Lord ... have nothing to do with the deeds of darkness, but expose them ... be very careful, then, how you live, not as unwise, but as wise ... find out what pleases the Lord ... etc." gives very helpful principles which inform our use of internet technology or any technology for that matter.

Furthermore, MHCA holds its reputation and name dear. "*A good name is to be more desired than great wealth, favor is better than silver and gold.*" (*Proverbs 22:1*)

The school expects MHCA parents to monitor their student's home Internet use and considers them responsible for ensuring their students are using the Internet according to biblical principles.

MHCA students are expected and required not to visit or participate in websites/social media sites, which do not fall in line with *Ephesians 5:1-21*.

The school's administrator reserves sole discretion in all ethical judgments concerning student Internet use. Students who do not adhere to these scriptural principles in their Internet use, as determined by MHCA, may be subject to disciplinary action, including dismissal from MHCA.

PERSONAL ELECTRONIC DEVICE POLICY

Students are not allowed to bring Personal Electronic Devices (PED's) to MHCA. **The use of PED's by students during the school day, is strictly prohibited.** PED's include, but are not limited to cellular or other portable telephones, laptops, tablets, pagers, audio recorders/players of any type or format (including MP3 players), gaming devices, personal digital assistant (PDA) device, video recording or player devices of any type or format. The school day is from 8:00 AM to 2:50 PM and includes lunch periods and breaks. If a student must bring the PED to school, it must be checked in at the office in the morning and can be picked up in the afternoon. Any PED seen by an administrator, teacher, or other in authority at MHCA will be confiscated regardless of whether or not the device is being used. **It is the school's right to review recent calls and/or text messages on a cell phone confiscated during a school day or school activity.**

Personal computers, such as laptops, notebooks, and net-books may be used only at the teacher's discretion and with the administrator's approval. Game playing or non-academic activities on PED's are strictly prohibited.

The school and its employees and volunteers are in no way responsible for any theft or damage to any PED, even those confiscated by the school. All PEDs should be labeled or clearly marked to identify the owner.

CONSEQUENCES FOR VIOLATING PED POLICY

- ❖ **First Offense** – Warning: The student surrenders the PED immediately and the parent or guardian can pick up the device.
- ❖ **Second Offense** – The student surrenders the PED immediately and the parent or guardian can pick up the device once a \$10 fine is paid.
- ❖ **Third Offense** – The student surrenders the PED immediately and the parent or guardian can pick up the device once a \$20 fine is paid.
- ❖ **Fourth Offense** – The student surrenders the PED immediately and the parents or guardian can pick up the device. After \$30 fine is paid. Student will be asked to not bring any PED's to school anytime. Failing to abide to this will result in expulsion.
- ❖ **Exacerbating Events** – Notwithstanding the foregoing guidelines, in the event that a student exacerbates the violation by verbal or other action toward the person confiscating the PED, the consequences may be accelerated at the discretion of the Administrator.

MEDICAL

IMMUNIZATION REQUIREMENTS

By West Virginia law, a record of completed immunizations, a letter from a physician stating that the procedure is contraindicated for medical reasons. The following list represents the state laws regarding immunizations for those who are vaccinated:

Kindergarten through 5th grade:

- ❖ 4 or 5 – DTaP (Diphtheria-Tetanus-Acellular Pertussis Vaccine)
- ❖ 2 – Var (Varicella Vaccine)
- ❖ 2 – MMR (Measles-Mumps-Rubella Vaccine)
- ❖ 3 – HBV (Hepatitis B Vaccine)
- ❖ 4 – IPV (Inactivated Poliovirus Vaccine)

6th Grade and/or 11 years old: In addition to the immunizations received from Kindergarten through 5th grade, the following are required:

- ❖ 1 – Tdap (Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine)
- ❖ 1 – MCV4 (Meningococcal Conjugate Vaccine)

HEALTH INFORMATION

Every reasonable provision is being made to provide a wholesome, healthful atmosphere for each child during his/her stay at school. We have found that there is a correlation between a child's health and his/her enjoyment of school and ability to profit from it. To prevent sickness from spreading to other students and teachers, if a child is brought to school sick, or becomes ill during the day, his/her parents will be called and asked to pick him/her up. The following recommendations are provided to you for your consideration.

- ❖ **Fever** – Students with a fever of 100.0 or greater should remain home until they are fever free for 24 hours. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.
- ❖ **Vomiting/Diarrhea** – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated, vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken and child looks weak or lethargic.
- ❖ **Pink Eye/Conjunctivitis** – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink

eye is a highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious and he/she can return to school.

- ❖ **Colds** – A typical cold lasts about one week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, earache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.
- ❖ **Nasal Discharge** – A doctor should see students who have a yellow/green discharge from the nose for more than three days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus.
- ❖ **Ringworm** – The infection manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. In order to return to school, you must send proof of treatment. A note from your doctor is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.
- ❖ **Unidentified Rash** – If your child is referred to the school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.
- ❖ **Lice** – MHCA adheres to a strict “No Nit Policy”. Any student found to have lice or nits (lice eggs) shall be excluded from school. In order to return to school, the student must be:
 - Treated using a pediculicide (lice shampoo).
 - Present proof of treatment in the school office. This includes a note from the doctor or pharmacist or a lice shampoo label.
 - Be free of nits (lice eggs).
 - Upon return to school, the parent/guardian must bring the student to the school office to be reexamined.
 - Only one-day absence is allowed for treatment and removal of lice and nits per occurrence.

ADMINISTRATION OF MEDICATION

Any medication that has to be administered daily, during school hours, must be in a suitable container and brought to the office by a parent. **The student cannot bring the medicine to the office.** We will not administer any **non-prescription medication for any reasons.**

- ❖ Written orders, appropriate containers, labels, and information
 - Medication shall not be administered to any student without an order from a physician or dentist licensed to practice medicine in West Virginia or an adjacent state.
 - Medication shall be provided to the school by the parent/guardian in a container that meets acceptable pharmacy standards.

- ❖ Administration of medications – General Provisions
 - During the period when the medication is administered, the trained person administering medication shall be relieved of all other duties.
 - Except in life-threatening situations, trained unlicensed school employees may not administer injectable medications.
 - School medication orders shall be limited to medications which cannot be administered before or after school hours.
- ❖ Role of the parent/guardian
 - The parent/guardian who wishes medication administered to his/her child shall provide the following:
 - a. A letter of request and authorization.
 - b. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
 - c. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter. NOTE – No over the counter medications are allowed at school without proper doctor’s orders, parent request, and proper labeling per MHCA.
 - d. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
 - e. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
 - f. Arrangements for the safe delivery of medication to and from school in the original labeled container as dispensed by the pharmacist – a responsible adult shall deliver the medication.
 - g. Unit dose packaging shall be used whenever possible.
 - All aerosol medications shall be delivered to the school in pre-measured dosage.
 - No more than a 35-day school supply of medication shall be kept at school.
 - The initial dose of the medication shall be administered by the student’s parent/guardian outside the school jurisdiction with sufficient time (12 hours) for observation for adverse reactions.
 - The parent/guardian shall also work with those personnel designated to administer medication as follows:
 - a. Cooperate and count the medication with designated school personnel who receives it and sign a drug receipt form.
 - b. Cooperate with school staff to provide safe, appropriate administration of medications to students such as positioning, and suggestions for liquids or foods to be given with the medication.
 - c. Assists in the development of the emergency plan for each student.
 - d. Comply with written and verbal communication regarding school policies.
 - e. Remove and/or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.
 - Student Confidentiality – All student information shall be kept confidential.

PARENT/TEACHER CONFERENCES

Any time a parent wishes to have a conference, he/she may make an appointment with the student's teacher through email or Remind. If you would like to speak with the administrator, please make an appointment with the office. **Please do not attempt to see the Administrator or teachers without an appointment.**

- ❖ **K – 12th grade** conferences are held on an "as-desired basis." Personal conferences with parents and telephone conferences should be followed with a brief/dated report kept by the teacher.
- ❖ Schoolwide Parent teacher conferences will be held twice a year. Once in the Spring and once in the Fall.

PARTIES AND BIRTHDAYS

MHCA allows a Christmas and an Easter party. Both parties are centered around celebrating Jesus' birth and resurrection. Details for each party will go home with your child closer to the event.

Children are welcome to celebrate their birthdays at school by bringing a small treat for their class. MHCA teachers will distribute birthday party invitations to the class as long as an invitation is extended to **ALL classmates or by all of the same gender.**

PROPERTY DAMAGE

Children doing damage to property that is not theirs will be asked to replace the damaged property. This may mean a note to the parents, a phone call placed, an email, or a fee for replacement of the item added to their tuition bill.

SCHOOL CALENDAR AND HOLIDAYS

We align our school calendar with the local school district as closely as possible. This includes, but is not limited, to the following vacation days: **Labor Day, Thanksgiving, Christmas, and Easter.**

- ❖ **Halloween** – At MHCA we do not celebrate Halloween. If students in class discuss Halloween to others, we will divert the conversation.
- ❖ **Christmas** – MHCA does not promote Santa Claus, Elves, etc. Again, our focus on this time is directed towards Jesus' birth. The teachers will not get into a discussion about Santa Clause being real or not. They will turn the attention and the focus to Christ. We will not outright tell them about Santa Claus, but instead, again, divert the discussion to Jesus. Again, please be mindful with treats and snacks during this time.
- ❖ **Valentine's Day** – Some of our younger grades do exchange Valentine cards but only the cards that have scripture or encouraging words. These cards are usually found online or at Lifeway Christian Bookstore. More information will be given to you by your teacher closer to February. We will promote Jesus loves for us.
- ❖ **Easter** – MHCA does not promote the Easter bunny but will again divert the students' attention to Jesus' resurrection.

SCHOOL TELEPHONE

Teachers and students will not be called to the telephone from class except in cases of emergency. Telephone calls to the school office may be made between 8:00 am to 3:00 pm Monday through Friday. Notice of all calls to the teacher will be placed in the teacher's school mailbox or will be relayed in an email message. Students will not be permitted to use the school phone except in case of extreme necessity. They will not be allowed to call home for forgotten items (e.g. homework, P.E. uniforms).

STANDARD OF CONDUCT (K -12th)

Upon entering school, students are expected to maintain the highest standards of integrity, honesty, and morality. Further development of responsible behavior is a basic tenet of the Standard of Conduct pledge. Students will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Students should exercise good taste and dress appropriately. A person's conduct should never be an embarrassment to others.

A Standard of Conduct based on the following Biblical imperative is necessary to provide an environment conducive to the spiritual growth and development of young people. All of the activities of the Christian must be subordinated to the glory of God who indwells us. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. As sense of the need for spiritual growth in the light of these principles has led MHCA to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student:

- ❖ **To refrain from the use of profanity, smoking, gambling, cheating, drinking alcoholic beverages of any kind.**
- ❖ **Engaging in sexual immoral activities, using illegal drugs, listening to vulgar or satanic music.**
- ❖ **Students are not to show public displays of affection during school or any school event.**
- ❖ **To acknowledge and affirm that regardless of faith, creed, or race, all students upon admittance must comply with the Standard of Conduct. This Standard of Conduct is in effect as long as the student is enrolled at MHCA, regardless of time, place, or circumstances.**
- ❖ **To faithfully attend a local Bible-believing church. From time to time, MHCA will contact a family's church pastor to verify their membership and attendance.**

This Standard of Conduct reflects the philosophy of MHCA of excellence in high academics by becoming conformed to the image of Jesus Christ. Students are strongly encouraged to be sure they understand what the Standard of Conduct expects and be sure they want to follow the lifestyle presented in the Standard of Conduct. MHCA administrators are serious about upholding their part. When students and parents sign the Standard of Conduct, they are accepting the principles expressed. These principles are not considered negotiable.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some; but while not condemning to others who see differently, MHCA believes that the restrictions are outstanding types of conduct that are detrimental to the student's spiritual growth, which is our objective. Students found to be out of harmony with the MHCA ideals of life may be invited to withdraw when the general welfare demands it, even though there may be no special breach of contract.

STANDARD OF CONDUCT PLEDGE

Recognizing Jesus as the author and finisher of my faith and the Word as the supreme standard for all wisdom and knowledge, it is my aim as a student at Mt. Hope Christian Academy to develop myself accordingly, realizing that as I seek first His kingdom and righteousness all these things shall be added. *Hebrews 12:1-2; James 1:5-6; I Peter 1:24; I John 2:5-6; I John 5:3-5*

I will endeavor to follow the will of God for my life and exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, through faithful group worship both at school and at church. *Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7*

I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ.

Luke 2:52; Philippians 2:5; I Corinthians 1:5. I will practice good health habits and regularly participate in wholesome physical activities.

I Corinthians 3:16-17; Romans 12:1. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. *I John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12*

I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called. *Matthew 23:19-20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22*

I will submit myself to the leadership of Mt. Hope Christian Academy and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at MHCA is a privilege and not a right. I determine to give my best and prayerfully support MHCA and its philosophy.

STUDENT EXPECTATIONS

ETHICS

- ❖ A student should never speak negatively about another student or teacher to anyone.
- ❖ Student conversations should reflect loyalty to MHCA, its students, leadership, and personnel.
- ❖ Students must be punctual and prepared when he/she arrives at school.
- ❖ A student should not force a non-biblical, personal bias on other students.
- ❖ The use of alcohol, tobacco, and/or illegal drugs is prohibited by MHCA students.
- ❖ Students should not use profanity.

- ❖ Physical or verbal abuse of another student and/or MHCA faculty is inexcusable and grounds for dismissal.

GENERAL ON-CAMPUS EXPECTATIONS

Students are asked to conduct themselves in a manner that honors the Lord and represents their families in a godly way. The practice of good behavior is expected in all areas of the campus, in order to produce an environment conducive to learning.

- ❖ During class hours, all students must use hall passes going to and from classes.
- ❖ Opened food or drinks are not permitted except in designated eating areas.
- ❖ Students must always respect the rights and property of others.
- ❖ Adults are to be addressed as "sir" or "ma'am," or Mr., Mrs., Miss and a proper name.
- ❖ There will be no fighting, hitting, pushing, or shoving.
- ❖ Proper respect is to be shown to the flags and other symbols of our country and faith.
- ❖ There will be no derogatory communication expressed of other students.
- ❖ There will be no arguing with any teacher or staff member concerning any matter of discipline. Questions or explanations may be expressed in a polite manner.
- ❖ There will be no talking during prayer or devotions.
- ❖ Students are expected to be on time and prepared for school.
- ❖ Proper seating posture is expected in class and chapel (no slouching, feet propped up, etc.).
- ❖ Students are not to make excessive noise in the building.
- ❖ All literature brought to school (books, magazines, etc.) must be approved. Unauthorized material will be confiscated and returned at the end of the school year.
- ❖ There will be no playing on the driveway or parking lot before or after school or other heavy traffic times.
- ❖ Students may not use the phone during school hours. (Please see Media and Technology)
 - **K-5th grade** students are not allowed to have a cell phone on campus.
 - **6th through 12th grade students** may not have a cell phone on their person during school hours. The phone must remain turned off and in the student's locker or book bag until the end of the instructional day.
- ❖ Students must follow the dress code.
- ❖ Fundraising events for non-school activities will not be allowed on campus.
- ❖ Anti-Christian games, toys, lunch boxes, and/or book bags are not allowed on campus.
- ❖ No weapons of any kind are permitted on school property.
- ❖ Students may only bring items that pertain to curricular or extracurricular activities.
- ❖ Detentions will be assigned at the teacher's discretion.

STUDENT EXPECTATIONS

- ❖ Students are to refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting (*Ephesians 5:4*).
- ❖ Students are expected to obey those that have authority over them for this is right in the sight of God.
- ❖ Students are to accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit, a costly attitude that can rob them of the pleasure of being a positive student.
- ❖ Students are expected to refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive toward fellow students or teachers.
- ❖ Students are not to lie, cheat, or steal. They are expected to adhere to this policy and encourage their peers to follow it.
- ❖ Loitering in parking areas, and/or in parked cars before, during, and after school is prohibited for safety of all concerned.
- ❖ Running on sidewalks is strictly prohibited.
- ❖ Public display of affection is not appropriate while on campus or at school-sponsored activities. The six-inch rule will be enforced at all times (including all MHCA activities on or off campus).
- ❖ Students are not to eat or drink outside of their designated lunch areas. All paper is to be picked up and disposed of properly at break and lunch.
- ❖ Students are to sit in designated areas in the sanctuary. No running is allowed in the sanctuary except during P.E.

CLASSROOM EXPECTATIONS

Good classroom conduct will require courage, consistency, conviction, diligence, and a genuine, enthusiastic effort. The following guidelines are for safety and the practice of Christian attitudes while in the classroom.

- ❖ Stay seated.
- ❖ Remain quiet.
- ❖ Keep feet under the desk.
- ❖ Work independently.
- ❖ Behave in a way that will not disrupt the teacher and/or other students.
- ❖ Be responsible.

PLAYGROUND EXPECTATIONS

The following guidelines are for safety and the practice of Christian attitudes while at play.

- ❖ No student should be on the playground without supervision.
- ❖ All games should be played with a concern for others.
- ❖ The playground equipment is to be used properly.
- ❖ Only go DOWN on slides and no standing on swings
- ❖ Tag and chase games are not permitted without teacher direction.
- ❖ Shoes are to be worn.
- ❖ Throwing of rocks, sand, or dirt is not permitted.

LEAVING SCHOOL GROUNDS

Students are to stay in the building or on the school property throughout the school day unless accompanied by a teacher. Students may only leave the school grounds when accompanied by a parent/guardian and after they have checked out in the office. Any student who leaves school premises during school hours for any reason without permission from parents and Administration will be subject to detention, suspension or expulsion.

GENERAL OFF-CAMPUS EXPECTATIONS

The school believes in the sanctity of the parent-child relationship, and that interference therein should not be done for light or transient reasons. However, students of MHCA are also representatives of their school and Lord at all times. Because some activities tarnish the reputation of the school, making it more difficult to maintain an excellent reputation with the community, some guidelines go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review by the administrator and possible action, even if the event occurred away from school:

- ❖ Arrest for a misdemeanor or felony
- ❖ Possession, use, or distribution of alcohol
- ❖ Smoking or possession of cigarettes
- ❖ Possession, use, or distribution of illegal drugs, paraphernalia, or prescription medications
- ❖ Vandalism
- ❖ Stealing
- ❖ Malicious prank against a school staff/volunteer
- ❖ Sexual immorality
- ❖ Public nudity
- ❖ Involvement with the occult
- ❖ Any student who assists, conspires, or accomplices with any of the aforementioned activities

We believe music that promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or satanic activity is not an acceptable form of entertainment for a Christian. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music.

CLASSROOM MANAGEMENT

MHCA faculty will embrace and promote the following core beliefs about classroom management in their own actions.

- ❖ We believe the desired outcome of classroom management is to facilitate an atmosphere where students can grow and mature as Disciples of Christ.
- ❖ We believe the key component of effective classroom management is relationship. All rules and consequences should support rather than undermine relationship.
- ❖ We believe that a healthy student-teacher relationship is built upon trust. This trust must be present on both sides of the relationship, but it is initiated and cultivated by the teacher.
- ❖ Classroom management should build and protect an environment of safety for everyone in the classroom.

- ❖ Classroom management should create more time managing student learning rather than managing conflict.
- ❖ We understand that because student maturity and self-discipline is developing, students will make mistakes. Therefore, we help students learn to solve behavior problems by treating mistakes as learning opportunities.
- ❖ We embrace the fact that every student can learn, we can set high expectations, and our students can meet those expectations.
- ❖ We believe that partnership with families is essential to successful behavior management, and we work together with families to discover solutions for student growth.

STUDENT INFORMATION FOR OUR RECORDS

Parents/Guardians are to keep the office informed as to any change of address, telephone numbers, place of employment of both mother and father, and the current name, phone number, and address of the person to be called in case of an emergency so that your child's records may be accurate. All records are kept confidential.

TEXTBOOKS/WORKBOOKS

All textbooks and/or workbooks are rental books and are considered to be the property of Mt. Hope Christian Academy and will be collected at the end of the school term or upon a student's withdrawal from MHCA. If a rental book is lost or destroyed, a fee will be assessed to pay for the difference between the rental price and the replacement cost of the book. The tuition account will be billed for the balance. All decisions are left to the discretion of the administration.

VISITORS

All parents and visitors are required to check in at the front office and obtain a visitor's pass before entering the school grounds. Office hours are from 8:15 AM to 3:00 PM. If a visitor to our campus is on school grounds without a visitor's pass, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost. Only parents and those persons listed on the student's office card can come visit a student for any reason. Reasons for visits are to have lunch with them, attend a party, or volunteer in the student's classroom. If you would like to meet with the administrator and/or teacher, you must call for an appointment.

WARRIOR CARE

This fee will be incurred on the first visit and hourly fees will be charged to the family. Warrior Care is \$5.00 per hour, per Child. Warrior Care is for K through 12th grade students only. Morning Warrior care will be 7:15-7:35 AM. Evening Warrior Care will be 3:10 PM – 5:00 PM.

AFTERCARE

It is our philosophy to provide a safe, caring environment that offers each child a sense of belonging and bridges the gap between home and school. Our aftercare program is designed to do just that. Students will also be provided homework help from 3:10-5:00 each day. This is a time where students can complete their homework and get a little extra help. Students will not be charged if parents pick up the children before 3:10 PM. Aftercare ends at 5:00 PM.

WARRIOR CARE DISCIPLINE POLICY

1. All MHCA rules and regulations apply while students are in the Warrior Care program.
2. Detentions are given for grades 2nd - 12th for poor conduct during Warrior Care.
3. If a student receives a total of five misbehavior reports, they will be suspended from Warrior Care for one week.
4. If a student receives a total of eight misbehavior reports, they will be suspended from Warrior Care for two weeks.
5. If a student receives a total of 12 misbehavior reports, they will be removed from the Warrior Care program.



AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

As a volunteer or new or continuing employee of Mt. Hope Christian Academy, I understand an outside agency will conduct a thorough investigation of any record of past criminal activities.

By my signature below, I hereby authorize such an investigation and further authorize the West Virginia State Police, National Criminal Databases, other criminal record sources to release all criminal record information maintained in their files that may confirm or deny my eligibility for volunteering and for employment with Mt. Hope Christian Academy.

Name: _____
(Last) (First) (Middle) (Suffix)

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____/____/____ Social Security: ____-____-____
(MM/DD/YEAR)

Applicant's Driver's License Number: _____

Race: _____ Sex: Male Female

Please Check One:

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher's Aide | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Office Personnel | <input type="checkbox"/> Volunteer |

Signature: _____ Date: _____

Witness: _____ Date: _____



VOLUNTEER STANDARD OF CONDUCT

All Volunteers are expected to maintain the highest standards of integrity, honesty, and morality. Responsible behavior is a basic tenet of the Standard of Conduct pledge.

Volunteers will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Volunteers should exercise good taste and dress appropriately.

A Standard of Conduct based on the following Biblical imperative is necessary to provide an environment conducive to the spiritual growth and development of young people. All of the activities of the Christian must be subordinated to the glory of God who indwells us. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being.

Mt. Hope Christian Academy therefore requires each volunteer:

To refrain from the use of profanity, smoking, cheating, drinking alcoholic beverages of any kind, engaging in immoral activities, using illegal drugs, and listening to vulgar or satanic music.

This Standard of Conduct is in effect regardless of time, place, or circumstances.

This Standard of Conduct reflects the philosophy of Mt. Hope Christian Academy in regards to providing high academics by becoming conformed to the image of Jesus Christ. Volunteers are strongly encouraged to be sure they understand what the Standard of Conduct expects, and be sure they want to follow the lifestyle presented in the Standard of Conduct. The administration of Mt. Hope Christian Academy is serious about the Standard of Conduct and the services of volunteers will be terminated immediately upon violation.

I read the Standard of Conduct and Statement of Faith, and while volunteering at Mt. Hope Christian Academy, I agree to cooperate with these standards to the fullest extent. I will submit myself to the leadership of Mt. Hope Christian Academy and/or any rules or regulations that may be adopted or changed from time to time. I determine to give my best and to prayerfully support Mt. Hope Christian Academy.

Full Legal Signature

Date



**MOUNT HOPE
CHRISTIAN ACADEMY**

We as a family have read, discussed, and understand the expectations set forth by Mt. Hope Christian Academy. We will abide by the expectations and standards of Mt. Hope Christian Academy. As a family, we commit to pray for and support Mt. Hope Christian Academy faculty, staff, and students.

Failure to abide by the expectations and standards set forth in the Student Handbook may lead to the suspension or expulsion from Mt. Hope Christian Academy.

Please sign and return to grade level teacher or 1st period teacher.

Mother

Father

Date

Student

Date