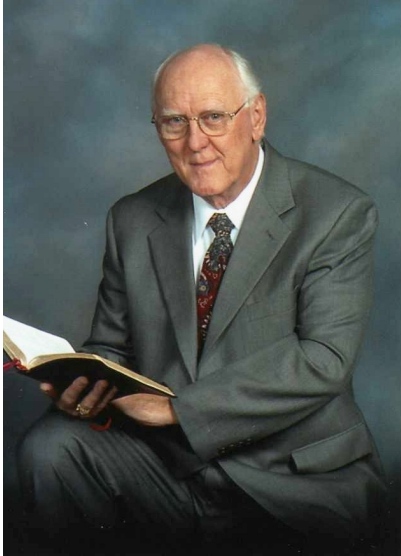


Mintz Christian Academy





Dr. John McBride
Pastor

Dear Parents,

It is amazing how *God* planted a thought in the minds of His people over four years ago and then continues to water that seed in the minds of the people in His Church. That is what actually happened with our church body to bring about the founding of Mintz Christian Academy. We are so excited about this new ministry and how *God* is going to use it for His glory. There is such a desperate need today for top quality education in a stable learning environment. We do not have to be told or reminded that our public education is declining, crime rates are soaring, the family unit is disintegrating, moral standards are being cast aside daily and atheism and its agenda are on the rise. It is time for the church and parents to say, "enough is enough!" It is for these reasons, and others, that Mintz is offering this ministry of educa-

tion to our communities.

In the pioneer days, as this great nation was in its infancy, the church took on the responsibility of educating the children. The school was a one room building and the text book was the Bible. Today we want to return to these early grass roots and provide a top quality Christian education founded upon the truths of *God's* Word. No, the Bible is not our only text book, but every text book regardless of its subject matter will be founded on spiritual truths, morals and principles found in *God's* Holy Word. It is our desire that every student will gain both a good education and come to have a personal relationship with Jesus Christ as their Savior. True education cannot exist without two essential foundational building blocks - Jesus Christ and *God's* Word.

We have bathed MCA in pray for many months. Every decision was the result of prayer and we will continue to seek *God's* will for MCA in prayer. We invite you to join us in praying for our Academy. Pray for the students, the staff, teachers and our principal as we move into our first year of operation. We want to continue to be faithful to *God's* purpose and plan for MCA. This Academy belongs to *God*, but the ministry comes from obedience of the membership of Mintz. We take seriously our motto that our students are "Created by *God*, to be used by *God*."

This new ministry is a big undertaking, but we serve a big and awesome *God*. We do not take this new ministry lightly. We will have in our hands the educational and spiritual growth of your children. We thank you for your trust in us.

A fellow servant in Christ,
Dr. John McBride

Dear Parents,

Welcome! If you are reading this letter then you are interested in Kingdom education for your child. Mintz Christian Academy is excited to follow in obedience to God's call in starting this school. Kingdom education is teaching and nurturing children to know Jesus as their Savior and then encourage them to grow in that knowledge relating it to every aspect of their lives.



Joy McDowell
Principal

At Mintz Christian Academy, we believe the parents have been commissioned by God with the responsibility of raising their children. As parents you have worked diligently to make a positive impact on your child's development, spiritually and intellectually. Although others outside your home have tried to impact your child's views and values, your primary partner has been your church. Now that he/she is ready for school you find yourself again seeking a partner who will hold your same goals of a Christ-centered education. Mintz Christian Academy may be the perfect match for your family because we will come along side you and develop within your child the necessary skills to grow their relationship with Christ, develop an academic foundation, and be able to walk victoriously as adults.

If at any time you have questions or concerns, my door is open to you. MCA belongs to God and it will take the cooperative efforts of each of us to fulfill His plan. This is your school handbook. Please take the time to read it and discuss it as a family. We want everyone to be familiar with school policies and procedures.

We are looking forward to a great start in this new school year. It is so exciting to be involved in God's work and the opportunity to work with each of our parents and students is a blessing. It is our desire that MCA be a place that will develop the love of Christ in all our students that they will know they are "created by God to be used by God."

Thank you for allowing us to be part of your family this year. It is our prayer that God will knit us together in fellowship as we continue to grow in understanding the majesty of our God and King.

Serving Him,
Joy McDowell

Handbook

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Section 1 Introduction

1.2: Doctrinal Statement

- We believe the Bible to be the inerrant, inspired, infallible, and authoritative, Word of God. (2 Timothy 3:15, 2 Peter 1:21)
- We believe there is only one God, eternally existent in three persons- Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ, (John 10:33 His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- We believe in the necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

Distinctives

- We believe that the local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, preaching of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.
- We believe in the mission of the Church to go into all the world as witnesses, preaching the gospel to all nations, and to live a holy life, consistent with our Lord's example and teachings.
- We believe in the eternal security and everlasting blessedness of the saved and the eternal conscious punishment of the lost.
- We believe in the premillennial return of Jesus Christ to rapture His bride, the Church, and that He will bring judgments on the earth before His kingdom reign begins.

1.3: Mission statement

The mission of Mintz Christian Academy is to offer a nurturing Christian-based edu-

cation on a solid spiritual, academic and social foundation that will enable our students to walk victoriously in their adult life.

1.4: Vision

MCA students will come to a saving knowledge of Christ, to be daily transformed into His image, and to be fully equipped to serve Christ in their everyday lives.

1.5: Philosophy of Christian Education

As Christians we serve an Almighty, Sovereign God who loves each of us and gives hope for the future. The majesty of our God is seen in all His creation. In His creation of man, He exhibits that love, and hope and a uniqueness that awards each individual special gift of personality, intellect, physical ability and individual talents.

MCA provides an educational environment to nurture these God given gifts and abilities. Our staff is born again believers who can impart God's message to each individual, but they will also be certified as professionals in the teaching profession. As we provide the best in our staff, we will expect the same from our students as they strive for academic excellence. As each individual is educated, MCA purposes to build on the God-given talents and gifts of the individual. Despite these wonderful gifts, man is born as a sinner and in need of Jesus as his Savior. Ultimately, our goal at MCA is to lead our students into a saving knowledge of God that will lead to a transforming of their minds each day in conformity to Scripture.

The motto of MCA is "created by God to be used by God". Therefore, the goal in pursuing Christian education for our students is that they mature in their personal relationship with Christ, equipped with Christian values and skills that they will utilize as Christian leaders. It is our desire that they seek wisdom rather than scholarship, character rather than career, and service rather than self.

It is our goal to achieve academic excellence in a Christian environment. This will be achieved through the use and development of language skills, continuous exposure to new information, and the development of the mind through problem-solving situations as they work through a challenging educational curriculum. Hard work is expected by all who participate in this process: faculty, parents and students.

Core Values:

1. Authentic Faith: putting your total trust in God - Proverbs 3:5-6
2. Spiritual Discipline: seeing with God's eyes - Romans 12:2
3. Moral Boundaries: paving the way to purity/intimacy - I Thessalonians 4:3-8
4. Healthy Friendships: choosing friends for life - Psalm 133:1
5. Wise Choices: walking wisely in an unsaved world - Ephesians 5:15-17
6. Ultimate authority: finding freedom under God - Romans 13:1-2
7. Others first: considering others before yourself - Philippians 2:3-11

1.6: Working with the Home

MCA believes the Lord has commissioned parents with the responsibility of teaching their children morning, noon and night. When they grow older and are enrolled in school, MCA will partner with the parents in fulfilling God's commission. As the home, the church and the school work together, a solid foundation will be laid for every child to develop a personal relationship with Christ so they will live their lives according to a Christian worldview.

1.7: Students with special needs

It is the desire of the MCA School Committee to assist in the education of every child who desires attendance in our school. There are many situations in which a child with some learning differences is identified and can be mainstreamed within the regular classroom. Depending on the specific needs of the child and the training necessary to accommodate the student, we will consider one or two students per classroom. It is expected that these students be able to remain in the regular class setting and perform at the same level of expectations as the other students within the class.

1.8: Governance

MCA is a ministry of Mintz Baptist Church (MBC) and is governed by the school committee of the church and the board of deacons. The MCA School Committee consists of no less than nine MBC members who profess the Lord Jesus as Savior, and desire to serve Him faithfully. The Principal is a non-voting member of the MCA School Committee. The duties of the MCA

School Committee are to:

- Establish policies for MCA, which reflect the beliefs and values of MBC
- Monitor the operations of MCA to ensure adherence to established policies
- Act as a resource to assist the Principal in specific areas of need.

However, the daily operations of the school are directed by the principal.

1.10 Association of Christian Schools International (ACSI)

MCA is a professional member of the Association of Christian Schools International (ACSI). They provide insight in organizational as well as accountability toward meeting the goals of our mission.

1.11: School Colors, Mascot, and Logo

School Colors: **RED** - for the cleansing blood

GOLD - for our eternal home

BLACK- for the sins we are delivered from by His blood

School mascot is the **LION** which represents Jesus who came as a Lion from the tribe of Judah giving all believers strength (Revelation 5:5)

Logo is "Created by God to be used by God".

Section 2 Admissions

2.1: Admission Philosophy

MCA is a ministry of MBC seeking God's guidance daily as we provide the community with a "discipleship" school. Those admitted into our school must be of the Christian faith. This means that either the student or the parents must be active believers who live their faith and actively serve their Lord in a local Christian church. Our academic focus is to provide the best academic education possible that will be grounded in Christian teachings, morals, ethics and behavior. Therefore, MCA is open to anyone interested in receiving a Christian education, whom the school finds qualified for admission and who agrees (student and/or parents) to abide by the policies of MCA. Admission to MCA is a privilege and not a right and therefore only those who are willing to uphold the policies of the academy will be accepted.

God has commanded that we should all study to show ourselves approved, (2Tim. 2:15) therefore each student is expected to apply themselves honestly and wholeheartedly to learning and growing academically and spiritually.

2.2 Non-discrimination policy

MCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. The Non-Discrimination Policy of MCA also includes the hiring of faculty and administrative staff. MCA makes no distinction concerning an individual's race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11)

2.3 Admission Procedures

MCA accepts students based upon a Principal interview with the child and parents, information learned through the admissions screening process, prior scholastic record, and testing when appropriate. Since students are expected to maintain at least a "C" average in all classes, their previous academic record and our screening must reflect evidence of their ability to attain to this standard. Through these criteria the school seeks to admit children who clearly demonstrate the following:

- An acceptance of Jesus Christ as Lord by the student, and / or by one of the parents, or the legal guardian.
- A likelihood of academic success within a challenging Christian environment

- High moral character
- Social adjustment
- Ability to accept discipline

Incoming Kindergartners are screened for developmental readiness for the Kindergarten program. Testing may be required for other grades at the discretion of the Principal. Priority consideration in the admission process is given to siblings of students enrolled at MCA, and families who are members of MBC. Applicants must submit the following:

1. A completed application package before the interview.
2. An official copy of the student's transcript or school record form.
3. A teacher's letter of recommendation.
4. A Pastor's letter of recommendation.
5. A birth certificate or legal copy (Kindergarteners will not be accepted who have not reached his/her fifth birthday by Aug. 31)
6. A current immunization record.
7. A copy of their social security card.
8. New student fee paid before the interview.

Additionally, the following restrictions/requirements must be met:

1. A campus interview with the Principal.
2. Any student who is withdrawn (dismissed) from the Academy due to academic and or disciplinary reasons must wait one calendar year before making application for re-enrollment into MCA.
3. No student with severe learning/disability problems will be accepted.
4. No students with an infectious disease will be accepted.
5. No re-enrollment for students with outstanding debt.
6. No re-enrollment for a student on academic or behavioral probation.

All admissions are tentative pending final approval by the Principal.

2.3a. Siblings

MCA is a family-centered school. We are members of the family of God, and we strive to encourage and build up one another in our daily walk. As an extension of your church, we too strive to build up the body of Christ. Because we are a school seeking to edify all members of a family, we have established a tuition discount for siblings. See the brochure or financial statement page for this information.

2.3. b. Tuition and Fees

Application Fee: \$75 per student- This non-refundable fee will be submitted with each ap-

plication to MCA. This fee covers the cost of processing an application.

New Student Registration Fee: \$175 per new student (submitted at the time of the interview). This fee covers the cost of processing a new student including setting up records, screening, testing, orientation, interviewing, and billing. It will not exceed \$350 per family. The new student registration fee is refundable should MCA deny admission.

Student Resource Fee: \$325 per student -New families will remit payment as soon as possible upon acceptance. However, this annual non-refundable resource fee is due for each student by June 1.

Withdrawal Fee: \$500 per student. You are enrolling your child for the entire year; therefore budgets and teacher contracts are set accordingly. The early withdrawal of a student will create an opening which MCA may not be able to fill with a viable student. Students who withdraw will be assessed a \$500 withdrawal fee through the end of March. Students are not considered withdrawn until a completed Withdrawal Form has been received by the Principal. It is our policy to not release any report card, etc., if the withdrawing family has an outstanding balance including the withdrawal fee.

Tuition: TBA yearly

Tuition may be paid in full at any time or paid monthly over a ten-month period. Monthly payments begin August 1st and tuition must be paid on or before the 15th of each month. A payment that is not received on time will be assessed a \$25 late fee. To assist in the payment process, families may choose to have their tuition drafted from their bank accounts. We do not accept credit card payments. There is a 15% discount given for the family's second child that is enrolled and 25% discount for each additional child.

Lunch Cost: TBA yearly

After School Care: After School Care: \$7 per day per child. Parents only pay for the days the service is used; there is no contract. The hours of ASC are from 3-6 pm. If students are not picked up within 15 minutes of school dismissal, they must check in with ASC. They may not stay on campus unsupervised. Our ASC program is provided for MCA student only. This program will consist of supervised outside play, homework labs, Christian DVDs, presentation, and other appropriate games. A late fee of \$5 per minute will be assessed after 6pm when parents are late picking up their child.

2.4 Withdrawal Procedures

Any family planning to withdraw a student from school should notify the school office and complete the Withdrawal Form to be received by the Principal as soon as possible but not later than 4 weeks prior to withdrawal. All tuition/fees must be paid to include the withdrawal fee of \$500. In addition, all textbooks, library books, and school materials must be returned. Report cards and school records will be released only when all financial obligations to the Academy have been fulfilled.

Section 3 Expectations of MCA Students

3.1 Academics

The MCA curriculum is Christian- oriented and designed to be challenging so as to promote basic academic and intellectual habits and skills required for success in future academic arenas.

- Christian textbooks from A-Beka and Purposeful Design historically proven to produce excellence
- Critical thinking skill
- Linked to Scripture - showing *God's Word* is alive and applicable today
- NIV translation of Scripture used
- Novels incorporated to build strong literature base
- Supply list provided in the office
- Summer reading for all student entering 1st grade and above

3.1. a Report cards and Progress Reports

Report cards will be issued to the students at the end of each nine week marking period. Parents will review and sign the report card before the students return them to their teacher. The final report card for the year will be issued to the student on the last day of school. Progress reports are sent home for all students mid- way through each quarter. Progress reports should be reviewed, signed, and returned to the teacher within 1 week.

3.1. b. Grading Scale

Kindergarten - 2 nd grade	3 rd and up
E= Excellent Progress	A= 93-100
G= Good Progress	B= 85-92
S= Satisfactory Progress	C= 77-84
N= Needs Improvement Progress	D= 70-76
U= Unsatisfactory Progress	F= 69 and below

Rubric Scoring for Kindergarten through 2nd grades

Rubric scoring is preferred because it does not define the young student's performance so narrowly and allows room for developmental differences. Although teachers and parents are more familiar with percentage grading, this plan gives students the benefit / latitude for growth without grade pressure.

Rubric:

E= Excellent Progress: The student demonstrates a mastery of skill. He/She can work independently and with accuracy.

G= Good Progress: The student demonstrates competency with the skill, and requires mini-

mal assistance.

S= Satisfactory Progress: The student requires some assistance in working the skill. He/She is not yet able to work independently.

N= Needs Improvement: The student is unable to work alone with the skill. He/She requires continual reinforcement.

U= Unsatisfactory Progress: The student fails to grasp the concept taught and needs remedial instruction.

3.1. c. Conduct Scale:

E= Excellent

G= Good

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

The MCA Honor Roll is posted quarterly. An "F" in academics or a "U" in conduct eliminates a student from qualifying in the categories below.

3rd grade and above

Principal's Honor Roll * All A's

Teacher's Honor Roll 93% or better (average score of all academic subjects)

Honor Roll 85% or better (average score of all academic subjects)

- Principal's Honor Roll is not an average but all A's

3.1. d. Conferences

Parent Teacher conferences are held at the end of the first quarter for all students. This is the only conference scheduled by MCA. The parents and/or teachers are free to communicate as necessary to ensure the success of the student. This open communication is vital for the partnership between the school and home to be successful in the overall development of the child.

3.1. e. Academic Probation / Retention

- 69 or below in 1 core subject = academic probation
- Overall average of 77 may be placed on academic probation
- Academic probation is for no more than a semester -Principal counsel to dismiss or reinstate
- 2 core subject failed - student will be retained

Core subjects are: Language Arts (reading, language, spelling), Math, Science, History, and Bible

3.1. f. Incomplete / Late Work

Late work is to be avoided if at all possible. When students have an unavoidable absence, the classroom policy is to be followed.

3.1. g. Make-up work:

- Students who are absent the day an assignment is due should turn the assignment in on the day of their return.
- Students who are absent the day a project/presentation/writing assignment, etc. is due should turn in the assignment on the original due date (via drop off by parent or another student, etc.) The student is responsible to verify that the teacher received the assignment on the due date.
- Students who miss the day an assignment is given will have the number of days missed plus an additional day to turn in all work.
- Students who miss school the day a previously announced assessment (in-class test, quiz, etc.) is given should be prepared to make up the assignment on the day of their return.

+ Students who are absent without a proper excuse forfeit the right to earn a grade on the missed work.

3.1. h. Textbooks

Textbooks are the property of the Academy and are assigned to students for their use. Students are responsible for the care of their textbooks and will be held accountable for any damage or loss. However, all workbooks are the personal use of the students and may be retained by them.

Section 4 Awards and Recognition

4.1 Academic Awards

Kindergarten through second grade teachers will present a special award for the "best" reader, mathematician, and speller each semester.

3rd and above

Principal's Honor Roll	All A's
Teacher's Honor Roll	93% or better (average score of all academic subjects)
Honor Roll	85% or better (average score of all academic subjects)

- Principal's Honor Roll is not an average but all A's

4.1. a. Awards

Each semester an awards chapel will be held acknowledging the accomplishments of

the students and how God is working in their lives.

Philippians Award: (Philippians 2:3, 4) Awards to students who have considered others more important than themselves by exhibiting excellent attendance and punctuality. (Perfect attendance)

Faithfulness Award: (I Corinthians 10:31) Awarded to students who show a willingness to do their best in every assignment. (1 boy and 1 girl)

Galatians Award: (Mark 10:45) Awarded to one boy and one girl from each class who exemplify love, patience, kindness, goodness, faithfulness, gentleness, and self-control in their interaction with peers, and teachers.

(1 boy and 1 girl)

Section 5 Student Activities

Students enrolled in MCA may participate in the offered ACSI competitions in Spelling, Math Olympics, Music, Speech, and Art. These competitions will sharpen student abilities in these areas as well as expose our students to other children pursuing excellence in Christian education.

Section 6 Attendance Issues

6.1 Attendance

6.1. a Tardiness

Students should be in their classrooms ready and prepared for school on time. Tardiness is disruptive to the teacher and the rest of the students. Being tardy is excusable only in cases of illness or emergency. Oversleeping, failure of the alarm clock, traffic or running errands will not be considered acceptable excuses for being tardy and unexcused tardies will be assigned. Students who arrive late should bring a note to the office explaining the reason for being late. All late students **MUST** sign in at the office when arriving on campus. A tardy slip will be given as a permit to class. Parents who sign in their late child may verbally explain their tardiness, rather than having a written note. However, the excuse of the tardy is still subject to the parameters listed above.

Three unexcused tardies constitutes one absence. Tardies are cumulative for the quarter.

6.2. a. Absences

MCA believes that regular and punctual attendance is very important for the students to achieve academic excellence. Excessive and /or unnecessary tardies and absences encourage poor work habits and make it difficult for students to keep up with their academic requirements. Therefore, all students should be in school and in class each day unless physi-

cally unable to attend. Students should be in school until at least 12 noon to be considered present for the entire day. A student who accumulates more than 20 absences for the school year puts their promotion in jeopardy.

Reasons for excused absences:

- Illness or injury of student
- Quarantine
- Medical or dental appointments (see below)
- Death or serious illness in the immediate family
- Approved family vacation

Students will be required to bring a note to school the first day back after an absence. The note should include the following: exact dates and times of the absence, and the signature of the parent or guardian.

It is the student's responsibility to get a list of work missed from the teacher and to check with the teacher for appropriate due dates for missed homework and tests.

Parents who need to check out their child for doctor's appointments, etc. should send a note explaining the reason and the time of checkout. Students are to be checked in and out through the office, and parents who need to pick up their child should go to the office rather than going directly to the classroom.

When parents need to take a child out of school for a family trip or extended absence, they should send a note to the Principal at least one week before the absence starts. The note should include the reason for the extended absence and the inclusive dates. It is also advisable to discuss this with the child's teacher to make sure it is a wise decision because missed work is difficult to make up.

Section 7 Behavior and Conduct

7.1 Methods of Discipline

The nurturing environment provided by the Academy reflects our belief that Christianity be evident and paramount over the many negative influences and philosophies that challenge our students. We believe that Christians should elevate Christ over society and self. The responsibility and authority to discipline is God given, and Christian love is at the heart of all discipline that we administer. (Eph.6:1-4)

It is our belief that the school environment should promote a love of learning and respect for others in our students. Disruptive and uncontrolled behavior can cause a lack of respect for Christ, others, and oneself. Therefore, the environment provided at the Academy will promote good habits to be used as life skills in the lives of our students. In order to have parents, students and the Academy of one mind about this matter, a signature, from the student and parent, on a school code of conduct is required. The school and its grounds have been declared a drug, tobacco, and alcohol free environment and their use and /or pro-

cession is strictly prohibited.

The safety of our students is priority as we establish a learning environment in which they feel secure to learn and grow. Therefore no intimidation or harassment will be tolerated. Below are more specific rules we will enforce:

1. No gum chewing
2. No food or drink in the classrooms unless specifically approved by the administration.
3. No cellular phones are to be used or in the possession of the students. (Elementary)
4. No electronic games during the school day. (ASC only)
5. No CD players, walkmans, MP3 players, tape recorders, IPODS, or any digital music players at school or on field trips.
6. No profane, foul, or inappropriate language.
7. No cheating or plagiarism.
8. No stealing from other students, faculty or the school premises.
9. No violence of any kind or degree.
10. No intentional abuse of MCA property or private property under MCA jurisdiction.
11. No disrespect for other students, faculty, staff, or any MCA or MBC personnel.
12. No computer abuse including the viewing of morally objectionable materials.
13. No skipping school or leaving school property without permission from the administration.
14. No misuse of any communication device - phones, computers, internet.

Corrective disciplinary actions may include but are not limited to the following:

- Counseling by the teacher, warnings, loss of privileges, change in seating, report to parents, additional written work, and other means as deemed necessary.

It has been said, "He who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." Therefore students or parents who are not in harmony with the policies and procedures of the Academy, may be asked to withdraw from the school.

7.1. a. School Treatment of Students

Students will be treated fairly and reasonably. It is our desire that any corrective discipline be a tool for the students to see how they are to grow in obedience to God. We will carefully evaluate each situation and determine the appropriate correction based on the circumstances. Age, frequency of misbehavior and the student attitude will be factors considered for each situation. Therefore, a student's means of discipline may vary.

7.1. b. Restitution

It is the responsibility of the family to pay for any damages caused by the student whether it is school or student property.

7.1. c. Reconciliation

MCA is more than a school, we are a family, and it is our belief that we are called to live in unity. When situations develop in which conflicts or confrontations develop involving members of the MCA family, we are called to seek reconciliation. Whether this involves students, parents, faculty, or staff, we are admonished to follow the Matthew 18 principle to address the concerns in love for one another and for the edification of each other. Please seek those with whom you have concerns face to face, and in love. If you cannot resolve the issue alone, seek the counsel of a brother or sister in Christ for the intent of solving the differences and not destroying one another. (Matthew 18: 15, Acts 3:19) God has blessed us with fellow sojourners here on earth. When we love and fellowship with one another, then we grow in our personal understanding of His love for us. This bond of fellowship is to be treasured and protected.

Section 8 Appearance

Romans 12:1-2

"Therefore, I urge you, brothers, in view of God's mercy to offer your bodies as living sacrifices, holy and pleasing to God- this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is, his good, pleasing and perfect will."

I Timothy 2:9

"I want women to dress modestly, with decency and propriety..."

I Peter 3:3-4

"Your beauty should not come from outward adornment... (but from) the unfading beauty of a gentle and quiet spirit which is of great worth in God's sight."

8.1 Policy Statement

In light of the scriptural guidelines, MCA desires the student's choice in dress not reflect the world but be a presentation of worship. We believe the school uniform will diminish competition among students, allow for harmony between the faculty and parents as well as be a clean and neat presentation for each student.

The dress code reflects the philosophy of the School Committee of MBC, the local standards of the Christian community, the climate conditions of the area, and modesty.

The dress code is to be in effect when students are on campus during regular school hours, for field trips, and when the students travel and represent MCA in the community unless otherwise directed by the Principal.

Fads and fashion tend to "push the envelope" of acceptability and modesty, and parents do not always agree on acceptable fashion. Therefore, the Academy dress code is es-

established to avoid fluctuations in fashion and controversy surrounding wearing apparel. It is not our desire to be divisive or to dictate pseudo-righteousness. Our uniform does not measure spiritually but serves as a tool in fostering the academic and character development of our students. Our dress is a way to build distinction and pride in the lives of our students. Below are listed some guidelines to follow:

8.2 General Dress code guidelines

MCA uniform tops must be purchased in the MCA school store. Khaki bottoms may be purchased at any store. The Academy colors are red, gold, and black.

1. All uniform shirts (polo or T-shirts) with the Academy logo must be purchased from the school store. No other shirts may be worn without administrative approval.
2. Kindergarten through 2nd grade students will have a special class T-shirt to be worn on Fridays as a behavioral reward.
3. All students must wear a collared (polo) shirt for chapel.
4. Girls may wear long pants, Capri's, shorts, jumpers and skirts of a traditional Khaki fabric. They must be neat, cleaned and hemmed. (no fringe)
5. Boys may wear shorts or long pants also of a traditional Khaki fabric and the length and fit must reflect modesty. They must be neat, cleaned and hemmed. Pants should not be baggy, off the hip or gang type apparel. (no fringe).
6. If pants have belt loops, a belt must be worn. Kindergarten students are an exception to this rule.
7. Shoes should have a rubber sole (preferably a tennis shoe) for safety and comfort as the student play at recess and P.E. A closed- in toe and lace up shoe is desired although Velcro or other type fasteners are acceptable. Flip flops and other rubber type shoes, crocs and Heely's are not acceptable.
8. Sock and tights may be worn in keeping with the intent of the dress code and school philosophy.
9. Hair should be neat, clean and styled in good taste. No punk, Mohawk, or other statement styles are acceptable. Hair may not be dyed an unusual, unnatural or multi color. Boy's hair may not go beyond the collar of a polo shirt in the back, below the ears on the sides, nor touch the eyebrow in the front. Afros may be worn no more than 2 inches all around.
10. Jewelry, including pierced earrings, should be modest and not pose a safety hazard. No body piercing or tattoos real or stick-on are allowed.
11. Hats, scarves, sunglasses, bandanas, etc. may not be worn inside the classroom.

8.3 Casual Days Dress

On casual days students may wear jeans that are modest and appropriate in size and fit. When students are allowed to wear an alternate top it too must be modest, and does not include tank tops or spaghetti strap tops. At no time should students wear shirts that

display tobacco or alcohol advertisements. On Fridays students may wear a Christian T-shirt instead of a uniform shirt if they desire. The design and logo on the shirt must comply with the overall intent of the dress code.

Section 9 FAQ

9.1 Campus hours

The school office hours are from 7:30 to 4:00 Monday through Friday during the school year. Students may arrive for the day no earlier than 7:30 each morning. The school day operates from 8:00am until 3:00pm. Summer office hours are Tuesday through Thursday from 10:00- 2:00.

School hours are as follows:

7:30 Doors are open for students
 7:50 Students are taken to their classrooms
 8:00 School begins
 3:00 School is dismissed
 3:15 Students are taken to After School Care
 6:00 Final pick up for After School Care

9.2 Campus visitors

School offices: Parents are always welcome at MCA. However, if you desire to visit a class for any reason, please contact the school office first before going directly to the classroom. Items such as lunch or books, etc. should be left at the office for delivery.

9.3 Parent Involvement

MCA encourages parents to participate in the daily classroom activities of their child whenever possible. We believe student success is dependent on the involvement of parents in the learning process. Not only is parental involvement needed in the classroom, it is our hope to see parents involved in the PTO, Moms in Touch, and other school volunteer programs.

9.4 Health and Safety Issues

For the well-being and health consideration of all our students and staff, parents are asked to keep home students with fevers and contagious diseases. When students return to school, they need a signed note from the parents stating the reason for their absence. It is our policy that a student must stay home with:

- Fever - a temperature of 100 F or higher (Students should be fever-free for at least 24 hours before returning to school.)

- Vomiting (Students should not return to school for 24 hours after the last vomiting incident.)
- Flu symptoms
- Diarrhea
- Strep throat (Students should not return until they have been on 24 hours of antibiotics.)
- Pinkeye (Students should not return to school until they have been on 24 hours of antibiotic eye drops.)
- Other contagious conditions (for example - chicken pox, impetigo, lice, etc.)

If a student becomes ill during the school day and is too ill to remain at school, parents will be notified so you may come at once to pick up your child.

9.5 Medication Administration Policy

MCA may only administer medications in accordance with the guidelines listed below.

9.5a: Prescribed medications

Prescribed medications may be administered only when students have submitted a completed parent/physician authorization form signed by the parents. Medications must be in the original container, and labeled by the pharmacist. The prescription must include the name of the student, name of the medication, dosage, time to be given and method for dispensing medication.

Only authorized administrative personnel will dispense prescribed medication. A log will be maintained in the school office and will be completed whenever medications are dispensed. All medications will be securely locked in the school office and only authorized personnel will have access to the medications.

It is the parent/guardian's responsibility to bring the medication to the school and to retrieve any unused medication.

9.5. b: Over -the- Counter medications

Over the counter medications may be administered only if a medical release form has been completed and signed by the parent /guardian.

All over- the- counter medications will be administered by administrative personnel in the office only. A log will be maintained in the school office and completed whenever medications are dispensed. All medications will be securely locked in the school office. Parents/guardians will be notified the same day if their child is given over-the- counter medications.

Students will not be permitted to give any medications to another student. This includes prescription medication, vitamins, food supplements, and over -the-counter drugs. School insurance is required by every student but is included in the MCA fees. Claim forms are processed through the school office.

9.6 After School Care

After school care (ASC) will be provided each afternoon for MCA students. During ASC, students will be supervised in the completion of their homework assignments, and will participate in some planned physical activities and a snack time. The hours for ASC are from 3:15-6:00. Parents are asked to adhere to these hours. Fees are reflected in the Tuition and Fees section of this handbook. ASC is a service for those parents who cannot pick their children up immediately after school. All students remaining on campus after school hours will be signed into ASC at 3:15 pm.

No contract is required from ASC, and a \$7.00 per day fee is assessed on those days your child remains in ASC no matter how long they are there. A late fee of \$5.00 per minute will be charged if a student is picked up late from ASC.

9.7 Change of Address/Email

When families move during the course of a school year, it is critical that they notify the school office of this change so we can update your records and can maintain appropriate contact with your family.

9.8 Conference Scheduling

All parents are invited to attend a conference with their child's teacher at the end of the first quarter. However, you may prefer to schedule something before or after that date. If so, please contact your classroom teacher. Please do not schedule conferences during the school day between 7:30-3:15. A parent meeting with the Principal is acceptable at anytime.

9.9 Delivery and Pick up of students

Entrance to MCA is from Mintz Road by the Crosses. You may circle through and exit onto Hwy 411 or return to Mintz Road to exit.

9.10 Field Trips Information

Field trips provide an additional opportunity for academic enrichment. Students must turn in a permission form signed by their parent/guardian and have an appropriate behavioral record in order to participate in a field trip. Those students who chose not to participate in the field trip will need to remain at home from school that day and it will be counted as an absence.

Chaperones will be selected to participate as each trip deems necessary. All parents serving as a chaperon must commit to the care of the students under their supervision for the trip from the time they depart the school campus to their return to school. Since a field trip is an extension of the classroom siblings, including infants, will not be allowed to attend class field trips. A background check will need to be administered to all parents wishing to participate as a chaperone on trips.

9.11 Lunch Program

MCA will provide a balanced meal each day. As we teach and model good eating habits for our students through our healthy meals, we will not provide candy or soft drinks for the students except for special occasions. We would appreciate it if you would follow this example in the lunches you pack from home. Microwaves will not be available for student use, so please plan your child's lunch accordingly.

We will use a debit program for lunch which allows you to pay ahead for lunches. As your child orders lunch each day that money is deducted. Teachers will inform you when that account is running low.

Parents are welcome to bring in lunch and eat with their children or join their child in eating the hot lunch served. Please notify the school office by 8:15 if you want to be added to the lunch count for that day and remember to sign in at the school office before joining your child for lunch.

9.12 Messages

If you need to contact your child during the day, please call the school office and the message will be relayed.

9.13 Technology

In this age of advanced technology, MCA wants to be mindful of the advantages and opportunities it can bring students, yet also be aware of its pitfalls. To that end, we have compiled a list of classroom and school policies specific to keeping your children safe and protected.

No personal blogging accounts- they are against the law

No student cell phones on campus

Technology will be offered during the class time only. Students may not access the internet during school hours unless under the supervision of MCA personnel.

9.14 Guest Policy

All visitors to our school campus must check in at the school office and receive a visitor pass.

9.15 School Closure Information

MCA will follow the severe weather policy of Sampson County Schools. After School Care will not meet if MCA is closed.

In the event of severe weather, MCA may close or delay opening to facilitate safe travel. In such an event, news media services will be notified by the Principal. Local television and radio stations are the most helpful in obtaining news regarding school closing or a delayed opening. School changes will be communicated through the venues listed below.

T.V. WRAL -channel 5
WTVD -channel 11

WECT Channel 6

Radio WCLN 107.3

9.16 Contact Information

Address: Mintz Christian Academy
3761 Old Mintz Highway
Roseboro, NC 28382

Phone Number: 910-564-6221

Web Address: www.mcanc.com

Email jmcdowell@mcanc.com

9.17 Communication

It is our goal to provide your family with as much information on school policies, procedures, and daily activities as possible. Therefore we will utilize the following to communicate with all families.

1. Weekly folders will be sent home from the classroom indicating the scope of what has been taught as well as how your child is progressing
2. A monthly newsletter will be sent home to families informing you of past and upcoming events as well as a school menu. This newsletter will also be posted on the MCA web page www.mcanc.com

9.18 Parent Teacher Organization

The PTO at MCA exists to encourage and strengthen cooperation and fellowship between school parents and teachers. It provides a framework in which both can find a mutual understanding of student problems and special needs through dialogue and special speakers. Parent participation is vital in Christian education as we seek consistency, alignment with the Scripture, and mutual encouragement. All parents are encouraged to be actively involved and support the PTO and perhaps become a room mom or dad.

9.19 Moms in Touch

This group of Moms gets together one morning a week from 8:00-9:00 to pray for students, parents, teachers, and other school needs. New members are welcome and prayer concerns can be submitted to the office.

Mintz Christian Academy - Crest

Faith, hope, and love: each provides the basis for the life work of Dr. John McBride. As the pastor of Mintz Baptist Church for the past 15 years, he has seen God bless his church with a growth in numbers and a commitment to community outreach. Mintz is well-known as a loving congregation, willing to walk alongside and encourage one another. This vision and climate reflects the heart of Dr. McBride and is evident in his own example before his congregation as he weekly equips them through the teaching of God's word.

It is now his vision that takes the church into a new direction as they begin a Christian school. This bold step is an overflow of the love he has for the community at large and a desire that all would know Jesus as their Savior. I Thessalonians 1:3 could well be the life verse for Dr. McBride as it accurately describes his life. "We continue to thank God for the WORK produced by FAITH, your LABOR prompted by LOVE, and your ENDURANCE inspired by HOPE in our Lord Jesus Christ."

In honor of his daily living testimony of faith, hope and love, Mintz Christian Academy has designed their school crest from the McBride family's coat of arms. It is appropriate that his godly family lineage provide the symbolic foundation for this new endeavor: a mission to bring children into the Kingdom of Jesus Christ.

The symbols found in our crest and their biblical significance are described below.

The Lion represents Jesus who came as a Lion from the tribe of Judah and gives all believers strength (Revelation 5:5) **The Fish** was an early secret sign of a Christian during times of persecution. **The Dogwood Flower** reminds us of the tradition that the cross of Jesus was made from this tree. **The color Black** represents the sinful nature of man. (2 Peter 2:4) **The color Red** represents the bloodshed by Jesus to cleanse us of all sin. (Hebrews 9:22) **The color Gold** reminds us of our promised Heavenly home. (Revelation 21:18) **The Cross** is where each believer begins a new life and daily surrenders his/her life to Christ.

It is to God's glory that we honor the McBride family and the example of faithful leadership seen in Dr. John McBride.



