



**MOUNT BETHEL
CHRISTIAN ACADEMY**

Parent/Student
HANDBOOK

2014-2015

Dr. C.E. Glover, Principal/Senior Pastor/Founder
Beulah Glover, Administrator Emeritus/Founder
Minister David Earle Harvin, Administrator

Dear Parent and Student:

This handbook will give you a general understanding of the policies and procedures of Mount Bethel Christian Academy.

We believe the shaping of a young mind is one of the single most important tasks that can be given to an educational institution. Our overall program is designed to inspire and stimulate each child to become an outstanding scholar and good citizen.

Please be sure to read it in its entirety as it will serve as a guide to a successful school year. We thank you for partnering with us and we eagerly forge ahead with great expectations.

Welcome aboard!

Sincerely,

Min. David Earle Harvin
Administrator

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SCHOOL POLICY STATEMENT

Mount Bethel Christian Academy is an integral and inseparable part of the ministries of the Mount Bethel Baptist Church. Mount Bethel Baptist Church in collaboration with Mount Bethel Christian Academy determines the policies of the school. Parents are expected to cooperate with the school policies as set forth in this handbook.

EDUCATIONAL PHILOSOPHY

Mount Bethel Christian Academy begins with the premise that the only true education is a Christian Education. This premise is based on the fact that only Christian Education deals with all dimensions of life.

We have two primary goals for our students: (1) to be academically prepared to successfully handle any future educational challenges and (2) to be spiritually prepared to face life's situations with confidence through a personal relationship with Jesus Christ.

MISSION

To equip students for a life of service and commitment to Christ and Community.

BASIC EDUCATIONAL GOALS

1. To give glory to God in all things.
2. To develop spiritual leaders for the Church and community.
3. To develop an understanding of one's responsibility to God and to one another.
4. To develop an understanding of one's heritage and an awareness of their History.
5. To help students realize their abilities, understand their limitations, and learn how to use them both for growth and service.
6. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
7. To encourage creativity and curiosity.
8. To encourage an appreciation of the arts.
9. To teach the fundamentals of Bible, Reading, Language Arts, Mathematics, Social Studies, and Science.

NON-DISCRIMINATORY STATEMENT

Mount Bethel Christian Academy does not discriminate in admitting students of any sex, race, color, nationality or ethnic origin in the administration of its educational policies, except where specific religious tenets held by Mount Bethel Baptist Church is in conflict. Students enrolled have access to all the rights, privileges, programs, and activities generally afforded or made available to them at the school.

ADMISSION AND ENROLLMENT

Age

Students enrolling in the **K3** program must turn three by **September 1**. Students enrolling in the **K4** program must turn four by **September 1**. Students enrolling in the **K5** program must turn five by **September 1**. Placement exams will be scheduled for all incoming students grades 1st-8th.

In addition to the general requirements noted above, all kindergarten students must meet these prerequisites:

- Physical Examination
- Preschool Vision Test
- Preschool Hearing Test
- Students must be potty trained
- Updated Immunization

Note: The immunization, tuberculin, vision, and hearing tests can usually be handled through your county health department at no charge. The Academy must have these documents on file before your child is allowed to enter Mount Bethel Christian Academy.

Birth Certificate/ Social Security Card

A copy of the student's birth certificate and social security card (optional) is required for all children seeking admission. Parents must provide the school with a copy of a valid driver's license and social security card.

Admission Policy

Mount Bethel Christian Academy offers a Christian Education in a Christian environment. Students will be carefully selected in order to maintain a student body of high academic and moral standards. Since we believe education is a family affair, Mount Bethel Christian Academy encourages all children within a family unit to be enrolled in the school.

Acceptance of a student may be based, in part, on a personal interview with Administrator, parent and student, results of the placement exam, and/or recommendations concerning character, attitude, and general promise of the student.

Early Registration

Early registration promotions and discounts for the new school year are instituted yearly (normally within the first quarter of the calendar year). Parents registering early should understand that guaranteed slots are contingent upon accounts being current and in good standing.

FEES

Mount Bethel Christian Academy will always make an effort to keep its fees as low as possible. Fees are as follows for the **2014-2015** school year:

Registration Fee

There is a \$200 (non-refundable/non-transferable) fee for all students K3 thru 8th grade.

Annual Fee

There is a \$400 annual fee per student. This fee covers the A Beka Curriculum, Spanish Curriculum, academic supplies, testing and scoring (SAT/OLSTAT), K5 Graduation supplies, etc.

Tuition Fees

	Annual	Monthly	Weekly	Daily
One Child	\$3,900.00	\$390.00	\$108.33	\$21.66
Two Siblings	\$6,800.00	\$680.00	\$188.88	\$37.77
Three Siblings	\$9,000.00	\$900.00	\$250.00	\$50.00
Four Siblings	\$11,600.00	\$1,160.00	\$322.22	\$64.44
Five Siblings	\$14,500.00	\$1,450.00	\$402.77	\$80.55

Note:

1. Monthly discounts applicable only if students are siblings and live in the same household.
2. The Annual Tuition is divided into 10 equal installments.

After School Care Hours and Fees

After school hours: 3:30pm to 5:30pm

Grades K5-7: \$144 per month, per student.

Note: MBCA afterschool fees are monthly only (not daily or weekly). K3 and K4 students are not charged for afterschool care.

Pick up Late Fee: \$1.50 per minute, for every minute after 5:30pm

Placement Tests

Placement Tests: \$40 (1st -8th grades only). New incoming students are assessed for proper grade level placement. This process is designed to place each student in an environment for optimal success.

Lunch and Hot Lunch Program

Mount Bethel Christian Academy is pleased to serve hot lunches daily to students participating in the lunch program. This cost is calculated based on our student-teacher contact days and the negotiated vendor's fee. To participate in the lunch program, please contact the front office to complete the appropriate form.

Note: Parents not participating in the hot lunch program are responsible for providing their child(ren) with a bag lunch. If students are not provided with a lunch from home prior to their lunch period, we will provide lunch for the student and charge the student's account.

Tuition Payments

Tuition is divided into ten equal installments. **The first payment for the 2014-2015 school year is due by August 10, 2014.** Tuition that is not paid by the 10th of the month is considered delinquent and an additional charge of \$15 will be assessed. If payment is not made by the 20th of the month, students will not be permitted to attend school until the account becomes current.

NSF- Returned Check Policy

A check that has been returned from the bank will not be re-deposited. **A \$30 fee will be charged and must be paid in cash only.** If this fee is not paid, it will be added to the student's account and will be considered a legal debt. No personal checks will be accepted after the first returned check. Payment must be made by cashier's check, money order, or cash.

ATTENDANCE POLICY

It is the responsibility of the student and parent to have good attendance and to be punctual. Regular attendance is necessary for maximum benefits.

A. Excused Absences

1. Personal illness, injury or doctor appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family which requires the student's presence.
3. Death in the family
4. Absences with prior approval from the school office.

There are two ways in which an absence may be excused:

1. A note from an authorized person explaining the absence must be presented to the school office on the day of the absence or on the return day.
2. A phone call from the parent to the school office on the day of the absence or on the return day. In such cases, a note from home does not need to be sent when the student returns.

B. Unexcused Absences

Absences for shopping, haircuts, babysitting, sporting events, etc. or any other incident that does not fit the definition of "excused" will be unexcused. Parents should be advised that if student accumulates three unexcused absences, a parent conference may be scheduled and additional unexcused absences may cause future admittance to Mount Bethel Christian Academy to be denied. A student will receive a zero for all assignments and tests missed during unexcused absences.

C. Truancy

Truancy is defined as an absence without the knowledge and consent of parent(s) and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated and students will be reported to local law enforcement.

D. Early Dismissal

Signing out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to leave from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his or her parent or guardian.

E. Tardiness

It is important that students are always on time to school and to class. By being prompt, the parent and student are demonstrating self-discipline and responsibility. Please be aware of the following:

1. The school day begins at **8:00 a.m.**, students are considered tardy after **8:15 am** and must have a pass for classroom admittance.
2. **Students arriving after 8:30 am**, without an excused notice will not be permitted to class.
3. Multiple tardies will result in a conference with the Administrator and possible involuntary withdrawal from the institution.

F. Procedures for Absences

1. Parents must notify the school office by 8:15 a.m. when a student is going to be absent.
2. Students must bring a note to the office to excuse the absence when he/she returns to school (if the school was not previously notified).
3. An admission slip must be obtained from the office by the student before being admitted to class. Teachers will not admit students who were absent the previous day without this slip.
4. Any student who arrives at school after 8:15 a.m. or leaves prior to 3:00 p.m. must have a parent or legal guardian sign the office register and/or receive a tardy pass for admittance into his/her class.

THE CURRICULUM

The **A Beka Book** curriculum ensures that students will be taught new material on each grade level and that there will be sufficient review of former material each year. Thus, students can progress steadily from year to year. Also, with the basic **A Beka Book** curriculum we will include cultural studies to ensure that each student will be well informed on his or her rich and unique heritage. For more information about the A Beka Book Curriculum, please visit www.abeka.com, or visit our website at www.mymbca.org.

SCHOOL-WIDE CHAPEL ASSEMBLIES

Chapel and assemblies will be an important part of the spiritual program of Mount Bethel Christian Academy. Students and teachers will participate in Chapel Assemblies once per week consisting of prayer, scripture, singing, and an inspirational message.

HOMEWORK

Homework assignments must be completed and turned in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom.

Student Accountability

Students in grades 1st-8th must write all assignments each day in their student planner (if there is no assignment for a particular subject, it should be indicated in the planner). The planner must be initialed by each of their teachers. Planners are designed to inform parents daily of work assigned and upcoming projects, etc. The parent must read and initial it daily. Students who fail to get their planner initialed will face appropriate disciplinary action. If, for any reason a planner is lost or misplaced, a new one can be purchased in the Front Office.

Make-up Work

Students who are absent must check with classroom teachers IMMEDIATELY upon returning to school to get all assignments missed. Make-up work must be done to the satisfaction of the teacher. Work not made up will go on record as a zero. At least one day for each day absent will be allowed to complete make-up work. Long term assignments will be due the original time specified.

HOME/ SCHOOL COMMUNICATION

Parent-Teacher Conference

Parents and guardians wishing to have a conference with a teacher or administrator need to do so by appointment. **Teachers are not permitted to hold impromptu conferences at the door of the classroom.** Please call the office or send a note to the teacher to schedule an appointment.

Parent-Teacher Bi-weekly Contact

Teachers are required to contact the parent/legal guardian(s) at least once in every two-week period to discuss the student's academic and behavioral progress—at least one face-to-face or verbal contact is required every month. **Note:** This policy only applies to Homeroom Teachers for grades 3rd-8th; however, teachers in all subject areas are required to make contact if they have any academic or behavior concerns.

Contact may be established through various forms: face-to-face, telephone, student planners, email, academic reports, text messaging, etc. **Note:** 1) Teachers are not required to disclose their cellular phone number to parents, and 2) teachers are restricted to text messaging or responding to text messages before or after school, during breaks or lunch—they should never text message or respond to a text message during instructional sessions.

If, for any reason, a parent has concerns about the lack of adequate communication from a teacher, he/she should contact the school's Administrator immediately. You will be able to find the bi-weekly contact periods on our website at www.mymbca.org/calendar.

STUDENT CONDUCT

General Statement

At Mount Bethel Christian Academy we have a standard of conduct and a dress code that we feel should be a part of the student's mode of living. The standards set forth are for the protection of our students and orderly operation of our school.

To ensure spiritual and educational benefits for all students, each student will be required to obey all rules and regulations of the school. Our primary objective is to develop respect for authority and to develop self-discipline.

All students are subject to the authority of ANY staff member at any time while on the school grounds or during school functions. Students must be courteous and respectful to all people at all times.

The following **MINOR INFRACTIONS** are examples of misconduct:

1. Chewing gum
2. Running in the building
3. Excessive talking
4. Tardiness
5. Littering in the building or on school grounds
6. Improper behavior during assembly or school-sponsored activities
7. Minor dress code violations
8. Minor property damage
9. Unexcused absences from school
10. Possession of unauthorized items (i.e. radios, cellular phones, toys, etc.)
11. Consumption of food or beverages in unauthorized areas specified by the Administrator
12. Other infractions (not listed) may apply

The following **MAJOR INFRACTIONS** are examples of misconduct:

1. Profanity, obscene or suggestive language or gestures
2. Willful destruction/damage of property*
3. Cheating or lying
4. Fighting
5. Major dress code violations
6. Major property damage
7. Rebellious or irreligious attitudes
8. Use or possession of drugs
9. Blatant defiance
10. Smoking
11. Disrespect of staff members or other adults
12. Sexual/intimate misconduct
13. Theft or vandalism
14. Possession or drinking of alcoholic beverages
15. Possession or use of tobacco
16. Leaving school without permission
17. Possession of knives or other dangerous objects
18. Other infractions (not listed) may apply

*Any person(s) involved in damaging school property is expected to pay for damages made to school property.

Consequences for Infractions

Teachers will generally be responsible for the conduct of students throughout the day. Students should expect to be corrected by their teacher (or any staff member) whenever they are guilty of any behavior that is not in the best interest of the school. In the case of **minor infractions**, parents will generally not be contacted unless the teacher's corrective actions are unsuccessful.

Major infractions will generally be responded to by Administration; parents will be notified verbally and/or in writing and disciplinary action will be taken.

Note: In most cases, parents are generally notified of major infractions and the disciplinary action by the end of the school day; however, there may be occasions wherein the events of the school day or the time of the occurrence may prevent timely notification—if this occurs, parents will be notified by the end of the following school day.

The following strategies are used to discipline students at the school:

Students and parents are asked to carefully consider these rules and regulations. Submission of an Application for Admission and/or the School/Parent Contract is an indication that both student and parent intend to comply with the rules as stated.

General Disciplinary Policy

Discipline is administered in love as a preventive and corrective measure. Prayer, counseling, encouragement, rewards, and recognition are all means used to achieve discipline. Other approaches may be necessary which include, but are not limited to:

1. Time out
2. Written assignments
3. Decreased recess time
4. Detentions
5. School beautification
6. Exclusion from extra-curricular activities
7. Corporal Discipline (Spanking)*
8. Suspension
9. Expulsion
10. Exclusion from Out of Uniform Days

*Mount Bethel Christian Academy reserves the right to corporally discipline/spank students for rebellion involving major offenses or continued minor offenses. The Administrator is the **ONLY** school personnel authorized to administer corporal discipline/spankings. This method of discipline is used only after careful evaluation and consideration of the infraction.

Note: The Administrator is not obligated to contact parents/legal guardians prior to administering corporal discipline/spankings. Parents/legal guardians will be notified of the disciplinary action by the end of the school day verbally or in writing; however, there may be occasions wherein the events of the school day may prevent timely notification—if this occurs, parents will be notified by the end of the following school day.

Suspension

The administration may suspend a student for a period of one to three school days at a time. A student reaching an accumulation of seven suspension days for the year will be considered for expulsion.

Student and parents will receive appropriate notice and documentation of all suspensions. Students are responsible for making-up all missed assignments during suspension period. Arrangements must be made with teacher(s) prior to or during the suspension period.

Expulsion

The administration may expel students who commit the following offense:

1. Use of spoken, written, gestured profanity or obscenity
2. Repeated occurrences of misconduct or accumulation of discipline reports
3. An attitude not in harmony with the goals or spirit of the school
4. A continued negative attitude and bad influence on other students
5. Insufficient academic progress
6. Multiple suspensions
7. Physical aggression
8. Bringing a weapon on campus or using any device as a weapon
9. Repeated violations of school policies
10. Other serious violations of misconduct

GENERAL DRESS CODE

MBCA's dress code policy will be strictly enforced throughout the entire school year. Parents and students are required to adhere to the guidelines. **Note:** Consistent violations of the dress code policy will result in fines billed to your account at a rate of **\$5 per day, per violation** for each day of the violation. **Note:** Blatant disregard of MBCA's Dress Code Policy will result in suspension.

Uniforms may be purchased from:

Carlyn International Corp.
1413-15 Banks Road, Margate, Florida 33063
Phone: 954.973.3130 Fax: 954.973.7473
www.carlyn1.com

The following policy will be in effect for the **2014-2015** school year:

- BOYS**
(Grades K3 to 8th)
- General Grooming and Appearance**
1. Must be clean and neatly combed
 2. Length must be above collar and mid ear
 3. No hair design cuts are allowed
 4. No braids, dreads, oversized afros
 5. Appropriate hygiene is always necessary
 6. No body piercings
- Shirts**
1. It is recommended that you purchase the required uniform from Debbie's School Uniforms.
 2. **K3-6th Only:** Colors: Blue or White.
 3. Style: All shirts are polo style with the *MBCA* emblem embroidered.
 4. **7th & 8th Grade Only:** Colors: Blue or White Oxford w/Logo and Navy and Red bow tie.
 5. A t-shirt must be worn underneath the uniform shirt at all times.
 6. Shirts must be proper fitting, not over/undersized.
 7. Shirts are to be tucked in at all times
- Pants**
1. Pants must be proper fitting and in good condition (no rips, holes in knees)
 2. Colors: Navy Blue and Khaki
 3. Style: Long pants or shorts
 4. No cut off shorts, must be to the knees
 5. No denim jeans
 6. Pants must be proper fitting—above the waistline and not over/undersized.
 7. **A proper fitting belt must be worn at all times.** This belt must be black, navy or brown. **Belts are not necessary for K3-K5 if pants have elastic waist bands.**

- GIRLS**
(Grades K3 to 8th)
- General Grooming and Appearance**
1. Hair must be clean and neatly combed
 2. No hair in eyes
 3. Haircut must be in keeping with feminine appearance
 4. Appropriate hygiene is always necessary
 5. No body piercings (other than ears)
 6. **Grades K3-K5:** No beads in hair
- Blouses**
1. It is recommended that you purchase the required uniform blouses from Debbie's School Uniforms.
 2. **K3-6th Only:** Colors: Blue and White.
 3. Style: Round collar button-up with *MBCA* emblem embroidered.
7th & 8th Grade Only: A plaid cross-tie
 4. An undershirt must be worn underneath the uniform blouse at all times
 5. Blouses must be proper fitting, not over/undersized and not too snug (tight).
 6. Blouses are to be tucked in at all times
- Dresses and Skirts (Culottes/Skorts)**
1. **All dresses and culottes/skorts must be worn at knee length.** They must be proper fitting and in good condition (no rips), not over/undersized and not too snug (tight)
 2. Colors: Navy Blue, khaki and uniformed plaid.
 3. No denim
 4. **Shorts must be worn under all dresses for all grade levels.**
Grades K3 thru K5 are only allowed to wear the required uniform plaid dress with the required uniformed blouse.
Grades 1st thru 8th may wear the required uniformed dress or culotte/skort with the required uniform blouse.

GENERAL DRESS CODE (continued)

BOYS (Grades K3-8th)

Socks

1. **Ankle socks** (socks that cover the entire ankle) are to be worn at all times. **FOOTIES ARE NOT PERMITTED.**
2. **Colors:** Socks are to be white, black, navy blue or khaki.

Shoes

1. **Colors:** ALL shoes must be **black** with **black trimming** and **black** shoe laces; or **navy** with **navy** trimming and **navy/black** shoe laces.
2. **Style:**
 - a. Students are permitted to wear casual walking shoes (suitable for school) or tennis (gym) shoes.
 - b. All shoes should have a rubber bottom and be in good condition.
 - c. No "high-top" tennis (gym) shoes or boots.
 - d. No sandals or thongs

Jewelry and Make-up

1. **All Grades:** No fake tattoos or facial décor of any form is to be worn or brought to school.
2. **Grades K3-K5:** No jewelry of any kind is to be worn. **Grades 1st-8th:** Students may wear one moderate necklace, one moderate bracelet and one moderate ring.
3. **All Grades:** One wrist watch will be permitted.
4. Any jewelry that reflects a feminine appearance is not permitted. Earrings are not permitted.

PHYSICAL EDUCATION

On Physical Education days the following dress code will be enforced:

1. **Grades K3-2nd:** Students may wear the required uniform to school and leave it on for the entire school day.
2. **Grades 3rd-8th:** Students are permitted to wear the required uniform shirt, **accompanied with the required uniform sweat pants.** Students may wear shorts underneath their sweat pants, but are not permitted to wear shorts openly (other than during Physical Education Class). After the Physical Education class has ended, students are required to put their sweat pants back on for the remainder of the school day.

GENERAL DRESS CODE (continued)

GIRLS (Grades K3-8th)

Socks

1. **Ankle socks** (socks that cover the entire ankle) are to be worn at all times. **FOOTIES ARE NOT PERMITTED.**
2. **Colors:** Socks are to be white, black, navy blue or khaki.

Shoes

1. **Colors:** ALL shoes must be **black** with **black trimming** and **black** shoe laces; or **navy** with **navy** trimming and **navy/black** shoe laces.
2. **Style:**
 - a. Students are permitted to wear casual walking shoes (suitable for school) or tennis (gym) shoes.
 - b. All shoes should have a rubber bottom and be in good condition.
 - c. No "high-top" tennis (gym) shoes or boots.
 - d. No sandals or thongs

Jewelry and Make-up

1. **All Grades:** No make-up, fake tattoos or facial décor of any form is to be worn or brought to school, this includes nail polish. Acrylic and Press-on nails are not permitted.
2. **Grades K3-K5:** No jewelry of any kind is to be worn. **Grades 1st-8th:** Students may wear one moderate necklace, one moderate bracelet and one moderate ring.
3. **All Grades:** One wrist watch and one pair of moderate earrings will be permitted. Only one pair of earrings can be worn at a time.

PHYSICAL EDUCATION

On Physical Education days the following dress code will be enforced:

1. **Grades K3-2nd:** Students may wear the required uniform to school and leave it on for the entire school day.
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GENERAL DRESS CODE (continued)

BOYS

(Grades K3-8th)

Note: Students not wearing the required uniform will not participate in Physical Education for that day.

COLD DAYS

All students are permitted to wear a long sleeved shirt underneath the required uniform shirt. The colors permitted are black, navy, white or khaki.

Students may also wear the required sweat suit for Physical Education.

OUT OF UNIFORM DAYS

Students are to strictly follow the General Dress Code Policy—the ONLY exception is the required school uniform. Students are not to wear attire with advertisements that are deemed offensive or unbecoming of a Christian. The following guidelines will be enforced:

Pants:

1. Pants are to be proper fitting, not tight or overly baggy and without any holes.
2. Shorts must be at knee length and appropriately sized.

Shirts

1. Only striped, printed or solid colors only.
2. No tank tops, fishnet, sleeveless, or any shirt designed for an undergarment.

Shoes

No sandals or thongs

Note: Mount Bethel Christian Academy reserves the right to enforce the required Dress Code Policy anytime a student is on the school/church campus. Mount Bethel Christian Academy also reserves the right to deny admittance to class to students who are in violation of the dress code policy.

Dress Code for Parents/Legal Guardians

During any scheduled school events, women are reminded that only pant suits, loose fitting jeans, slacks, skirts, and dresses can be worn in these settings. Gentlemen are asked to be in clothing suitable and tasteful for these occasions as well. Men should not wear sleeveless undershirts as an outer shirt, cut-off jeans, and Bermuda style short pants. All must wear shoes to enter facility.

GENERAL DRESS CODE (continued)

GIRLS

(Grades K3-8th)

Note: Students not wearing the required uniform will not participate in Physical Education for that day.

COLD DAYS

All students are permitted to wear stockings/leggings with their uniforms and/or a long sleeved shirt underneath the required uniform blouse. The colors permitted for both are black, navy, white or khaki.

Students may also wear the required sweat suit for Physical Education.

OUT OF UNIFORM DAYS

Students are to strictly follow the General Dress Code Policy—the ONLY exception being the required school uniform. Students are not to wear attire with advertisements that are deemed offensive or unbecoming of a Christian. The following guidelines will be enforced:

Dresses, Skirts and Pants:

1. No sun dresses, halters or spaghetti- straps.
2. Must be at knee length
3. No bleached out, faded, tie-dyed, sheer (transparent) or clingy or tight fitting garments
4. Must have a modest neckline
5. No slits above the knee
6. Pants are to be proper fitting, not tight or with any holes. Stretch pants of any kind are not permitted.

Blouses/Shirts

1. No halters, midriiffs, tube tops
2. No bleached out, faded, tie-dyed, sheer (transparent) or tight-fitting garments

Shoes

No sandals or thongs

STUDENT RECORDS

Cumulative Student Files

In recognition of sound educational practice (and in compliance with the Family Education Rights and Privacy Act of 1974), the controlling body of Mount Bethel Christian Academy requires maintenance of individual student cumulative records. The records maintained by the school contain information directly related to the student. The record includes, but is not limited to the following:

- Application for admission
- Parent's report on medical history
- Physician's report on health
- Immunization record (State of Florida prescribed form)
- A copy of the birth certificate
- Standardized Achievement Test battery scores
- Recommendations for admission
- Records from previous school
- Permanent record (transcript)
- Parent/School Contract

Inspection of Records

The parent/legal guardian reserves the right to inspect records upon request. A written request must be submitted to the Administrator accompanied by appropriate identification. The Administrator will provide access to these records within a reasonable time period.

Note: The Administrator or a designee must be present while records are being inspected.

Custodian of Records

The Administrator is designated as the custodian of the school records.

Student Withdrawal or Transfer of Records

Before a file is forwarded to another school, extreme care will be taken to ensure all records are current and complete. Records will only be released upon written request from the receiving school. Records will not be released directly to parents. Records will only be released when ALL financial obligations to Mount Bethel Christian Academy have been fulfilled.

GENERAL SCHOOL POLICIES

Complaints

If a parent has a complaint, we ask that he/she make an appointment with the Administrator to resolve the issue.

Classroom Visits

When a classroom visit is necessary, please come to the office first. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM. NO PARENT WILL BE ALLOWED IN A CLASSROOM WITHOUT PRIOR CLEARANCE FROM THE OFFICE. Lunches, homework, books, or other items to be delivered to your child may be left in the school office.

Administering Medication

Mount Bethel Christian Academy does not administer medication to students. We will make provisions for parents to administer medication to their child/children if needed.

Cell Phones and Electronic Games

Students are not permitted to have cell phones or electronic games on campus at any time, before or after school. Parents are strongly advised not to allow students to bring these devices to school. If either is seen, it will be confiscated and will not be returned until the last week of school. **There will be no exceptions.**

PARENT INVOLVEMENT

Fundraisers

In an effort to keep our tuition at an affordable rate, we require each family/households to participate in fundraisers throughout the school year. The goal for every family/household is to raise a minimum of **\$200** for the school year, or purchase **\$150** of supplies (approved by Administration). The goal amount is a combination of all fundraisers—parents may pay the amount outright, or opt for a combination of fundraising and partial payment. **Note:** Families/households that do not participate in the fundraising program will be assessed a **\$200** fee to their account. Fundraising contributions are determined by MBCA's profit margin (not the gross sales of products). Please be sure to verify the dollar amount that will be contributed to your account prior to participating in any fundraiser. The fundraisers for the **2014-2015** school year will be:

<u>Fundraising Event</u>	<u>Vendor/Partner</u>	<u>Projected Date</u>
Cookie Dough Sale	Classic Cookie	August 2014
Chocolate Sale	World's Finest Chocolate	January 2015
King & Queen Coronation	MBCA	March 2015

Note: Additional fundraisers may be introduced throughout the school year.

Volunteer Hours

Mount Bethel Christian Academy believes that student achievement is attributed to a partnership between the Home, the School, and the Holy Spirit—if these three entities are consistently and actively engaged, student success is inevitable. Therefore, every family/household will be required to volunteer **10 (ten)** hours at the academy for the current school year. Parents will have the option to purchase hours with tangible contributions, or volunteer for events approved by the academy.

Note: Hours can also be accumulated via donations wherein the parent. Details regarding volunteer hours and contributions are listed in the appendix.

T.O.P. (Team Of Partners)

Mount Bethel Christian Academy encourages all parents to be an active member of our Team Of Partners (formerly known as the Parent Teacher Organization). This organization is designed to assist with student activities, parent involvement and teacher appreciation. The annual fee is \$10 per family/household.

SCHEDULES

Official School Calendar

An official school calendar will be adopted annually by the administration. A copy of the calendar will be given to each parent during orientation and/or Open House. The school calendar will also be available on our website at www.mymbca.org.

Length of Term

The annual school session begins **Monday, August 18, 2014** and closes **Friday, May 29, 2015**. The Administration considers 175-180 student-teacher contact days as a minimum term.

Daily Academic Sessions

Kindergarten Department:	8 am – 2:55pm
Grades 1 st & 2 nd :	8 am – 3:05 pm
Grades 3 rd – 8 th :	8 am – 3:15 pm

Note: Students are considered late after 8:15 am, however, parents are strongly encouraged to arrive at the beginning of the school day.

Office Hours

7:30 am to 4:30 pm

*Special assignments may require teachers to arrive earlier than scheduled or leave later than scheduled.

Hours for Teachers

7:30 am to 3:30 pm*

Hurricane Days

Mount Bethel Christian Academy will follow the guidelines set by the Broward County School Board.

APPENDIX

Parent Volunteer Hours

Event

1. T.O.P. Meetings
2. Chapel Programs
3. School Performance
4. Field Trips
5. May Day
6. Field Day

Number of Hours Allocated

- 1.5 per meeting
1.0 per performance
2.0 per performance
3.0 – 10.0 per outing
3.0 – 5.0 per event
3.0 – 5.0 per event

Tangible Contributions

Purchasing supplies needed for MBCA allows parents to contribute to the required amount of volunteer hours and their fundraising goal amount (of \$200). Generally, every \$25 spent on supplies equals 1.0 volunteer hour and a portion of the fundraising goal amount. **Example:** A family spends a total of \$25 on Lysol Disinfectant Spray, Hand Sanitizer and Clorox Wipes; that family would have 1.0 hour credited to their volunteer hours requirement and \$25 contributed to their fundraising goal amount. **Please note:** 1) All supplies must be new and accompanied by proof of purchase; 2) supplies must be given to the front office (not the classroom teacher) to be officially counted toward the families' total contribution; and 3) all supplies must be logged by the parent in the front office and initialed by an office staff person to be officially counted toward the families' total contribution.

The following supplies are approved for contributions:

- Expo Dry Eraser Markers
- Hand Sanitizer (30 fl. oz.)
- Kleenex Tissue
- Lysol Disinfectant Spray
- Copier Paper (8 ½" x 11")
- Spiral Notebooks
- #2 Pencils
- Lysol/Clorox Wipes

Note: If there are other items you would like us to consider for approval, please call the school office prior to purchasing



SAMPLE SCHOOL PARENT CONTRACT 2014-2015

1. I/We understand that Mount Bethel Christian Academy reserves the right to dismiss any student, parent or family who does not cooperate with the overall educational process set forth by this institution—this includes, but is not limited to repeated violations of school policies, academic, behavioral and social guidelines. **Initials:**_____
2. I/We will participate in, at least, one of the School’s Fundraisers during the school year and/or purchase \$150.00 of school/office supplies (pre-approved by Administration). If I/We choose not to participate, a fee of \$200.00 for the school year (per family), will be added to my (our) account – payable **April 10, 2015**. It is understood that this assessment is in lieu of fundraiser participation. **Initials:**_____
3. In full cooperation with the school, I/we will regularly attend the Team Of Partners (T.O.P.) Meetings (Parent Meetings) and conferences as required by the institution. **Initials:**_____
4. I/We sincerely pledge our loyalty to the aims and ideals of the school and will respectfully bring any and all questions, concerns and/or criticisms directly to Administration for proper consideration. **Initials:**_____
5. I/We understand we are partnering with a Christian Institution for the betterment of our child(ren) therefore, I/we will always conduct our mannerisms respectfully in our appearance, language, conferences, conversations and other areas that may apply. **Initials:**_____
6. I/We agree to conference with Teachers and Administration when requested, and will repeat this action as needed for the betterment of my child(ren). **Initials:**_____
7. I/We understand that grade level promotion is contingent upon grade level competency and adequate scholastic progress. **Initials:**_____
8. I give permission for my child to take part in all activities including recreational activities on the premises of Mount Bethel Christian Academy, any affiliated Broward County Park and Recreation Center and sponsored trips away from the school premises. I hereby release, absolve, indemnify and agree to hold harmless Mount Bethel Christian Academy and its employees, agents, chaperones, organizers, sponsors and persons transporting my child to and from these activities from any liability or medical payments directly or indirectly resulting from my child participation. I understand that Mount Bethel Christian Academy does not provide medical insurance for my child and that any medical expenses incurred will be paid by either my own medical insurance or other arrangements on my behalf. **Note:** This is the only parental permission required annually regarding field trips and on campus/school sponsored activities and it is considered all-inclusive. Not signing this form will result in your child’s exclusion from all school sponsored activities and/or field trips unless an alternative dual-party agreement has been established in writing.
Print Name: _____ **Signature:** _____ **Date:** _____
9. I/We hereby give School authorities permission to discipline my child(ren) when necessary in accordance with school policies outlined in the Student/Parent Handbook, and generally accepted Christian School practices.
10. I/We understand that Mount Bethel Christian Academy **CANNOT** prohibit a biological parent from seeing or removing a child from school, unless otherwise specified legally; domestic and/or court orders are required and must be on file.
11. I/We acknowledge that I have received the Parent/Student Handbook for the 2014-2015 and/or have been informed of its availability at www.mymbca.org. I/we acknowledge our responsibility to read it (within 14 days of receipt) and comply with the policies contained therein. **Initials:**_____ **Date:**_____
12. In the event of voluntary or involuntary withdrawal, transfer, or expulsion, I/we understand **the financial obligation of 20%** of the unpaid annual tuition (per the Administrator’s discretion). **Initials:**_____
13. I/We understand the school reserves the right to withhold report cards all student records until tuition and other fees have been satisfied. **Note (To whom this may apply):** Unresolved financial obligations will be reported to Step Up For Students, McKay and Family Central. **Initials:**_____
14. I/We understand that all students are accepted on a trial basis. No family is guaranteed re-enrollment year to year. Enrollment is conditional upon acceptable academic and behavioral progress, parent involvement and cooperation.

MBCA Fees for the 2014-2015 School Year

Student(s) Enrolled:

	Tuition	\$ 10,000.00			
	Books	\$200.00			
	Supplies	\$111.00			
	Registration	\$200.00			
	Lunch	\$650.00			
	Aftercare	\$0.00			
	Powerline	\$0.00			
	Fundraiser	\$0.00			
	Summer Camp	\$0.00			
	Trips	\$0.00			
	Sub Total Fees	\$11,161.00			
DEDUCTIONS	Family Central-1st	\$0.00			
	Family Central-1st	\$0.00			
	Family Central-2nd	\$0.00			
	Family Central-3rd	\$0.00			
	McKay Scholarship	\$0.00			
	Step Up For Stud. Registration	\$0.00			
	Total Deductions	\$0.00			
	Total Fees	\$11,161.00	Annual	Monthly	
			\$11,161.00	\$1,116.10	

Family Central Fee Calculation			
Parent FT	Parent PT	MBCA FT	MBCA PT
\$21.66	\$8.00	\$0.00	\$0.00
\$18.88	\$8.00	\$0.00	\$0.00
\$18.88	\$8.00	\$0.00	\$0.00
\$18.88	\$8.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

1st Child
1st Sibling
2nd Sibling
3rd Sibling

			Balance
1 Payment	10-Aug	\$1,116.10	\$10,044.90
2 Payment	10-Sep	\$1,116.10	\$8,928.80
3 Payment	10-Oct	\$1,116.10	\$7,812.70
4 Payment	10-Nov	\$1,116.10	\$6,696.60
5 Payment	10-Dec	\$1,116.10	\$5,580.50
6 Payment	10-Jan	\$1,116.10	\$4,464.40
7 Payment	10-Feb	\$1,116.10	\$3,348.30
8 Payment	10-Mar	\$1,116.10	\$2,232.20
9 Payment	10-Apr	\$1,116.10	\$1,116.10
10 Payment	10-May	\$1,116.10	\$0.00

I/We understand the following:

1. Payments will be divided into **ten (10)** equal installments.
2. Payments are due on/by the **10th** of every month.
3. The **FIRST PAYMENT** is due on/by **August 10, 2014**.
4. The **LAST PAYMENT** is due on/by **May 10, 2015**.
5. A **\$15** late fee will be applied to my account for late payments.
6. Students will not be permitted to attend classes when account is **10 days** overdue.
7. Failure to meet my fundraising obligation will result in a **\$200** charge to my account.
Due April 10, 2015.
8. Returned checks for insufficient funds will result in a **\$30** processing fee.
9. **Scholarship Recipients Only:** A **\$15** late fee will be assessed to my account if payment is not endorsed within three (3) business days of notification.
10. **Afterschool Care:** Afterschool Care is **PAYABLE MONTHLY ONLY**. There are ten (10) payments of \$144 per month. Note: Students not enrolled in aftercare, remain on beyond 3:30pm under MBCA's supervision, will be charged for the entire month.



MOUNT BETHEL
CHRISTIAN ACADEMY

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