



Mount Bethel Christian Academy

*We believe the only True Education is a Christian Education.*

# Parent/Student Handbook

***A MINISTRY OF MOUNT BETHEL BAPTIST CHURCH***

Founded in 1990

Dr. C. E. Glover, Principal/Senior Pastor/Founder

Beulah Glover, Administrator Emeritus/Founder

Dr. Monika Suggs, Administrator

Certified by:



**\*\*\*\*\*ALERT\*\*\*\*\***

**Due to the COVID-19 Pandemic, there will be on-going updates to the handbook as information is received from the various governing agencies.**

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 this handbook in its entirety as it will serve as a guide to a successful school year. We thank you for partnering with us as we eagerly forge ahead with great expectations. Please note: If deemed necessary, Mount Bethel Christian Academy reserves the right to add or modify any policy contained in this document for the betterment of the institution, parents and/or student body.

Welcome aboard!

Sincerely,

Dr. Monika Suggs, Administrator  
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-K5 programs must meet the age requirement by September 1<sup>st</sup>.

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

Physical Examination  
Preschool Hearing Test  
Updated Immunization

Preschool Vision Test  
Students must be potty trained.

**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 entrance to Mount Bethel Christian Academy. Written proof of a current (within 12 months) physical examination must be on file and renewed every two (2) years after the admission examination. Immunizations appropriate to the child's age must be up to date in the child's file, (unless child has a certified medical exemption).

### **Birth Certificate/ Social Security Card**

A copy of the student's birth certificate and social security card is required for all children seeking admission. Parents must also 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 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 try to keep its fees as low as possible. Fees are as follows:

- Registration Fee**                      Grades K3 thru 8<sup>th</sup> has a \$225, non-refundable fee for all students
- Books and Supplies Fee**            There is a \$625 annual fee per student. This fee covers the Abeka Curriculum, academic supplies, and State-Approved Standardized Test. (Please see below for further cost break-down.)

**Technology and Security Fee**

There is a \$350 fee per student that covers Technology and Security. This fee covers all educational online subscriptions used for instruction and enrichment to include maintenance of hardware and software. Security consists of the cost and maintenance of cameras, security personnel, and improvements.

### Tuition Rates

	<b>MBCA</b>		<b>Early Learning</b>		
	<b>Annual</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Part-Time</b>
K3-K4 Student	\$5,800.00	\$580.00	\$161.69	\$32.34	\$19.53
K5-8 <sup>th</sup> Students	\$5,800.00	\$580.00	\$161.69	\$32.34	\$19.53
After-School Care	\$1800.00	\$180.00	N/A	N/A	N/A

**After-School Hours and Fees:**

- After-School Hours:                      3:30 p.m. to 5:30 p.m.  
K3 - K4 students are not charged for after-school care.
  
- Grades K5-8:                                \$180 per month, per student.  
**Note:** MBCA after-school fees are billed monthly. A student who shows repeated disruptions and behavioral challenges will not be permitted to remain in afterschool.
  
- Pick-Up Late Fee:                         \$1.50 per minute, for every minute after 5:30 p.m.
  
- Placement Test:                         \$50 (1<sup>st</sup>-8<sup>th</sup> grades only). Incoming students are assessed for proper grade level placement.

### **Lunch Program**

Mount Bethel Christian Academy is pleased to participate in the **National Lunch Program** which affords all students who submit the required application a hot lunch at no cost. \*Should the National Lunch Program become unavailable, you will be advised as soon as we are notified. In the event of such a change, bi-weekly lunch payments will be due on the 2<sup>nd</sup> and last Thursday of the month by noon for the following two weeks. Monthly lunch payments are due by the last Thursday of each month for the following month.

**Note:** Parents not participating in the National Lunch Program are responsible for providing their child(ren) with a bag lunch. The National Lunch Program only provides lunch for the number of students (enrolled in the program) daily. If your child(ren) is not provided with a lunch from home prior to their lunch period, we will do our best to accommodate them, but there are no guarantees. Any lunch brought in for lunch on the actual date, must arrive at least 30 minutes before their scheduled lunch hour to avoid interruption of the schedule.

### **Tuition Payments**

Tuition payments are divided into ten equal installments. The first payment for the school year is due by August 10<sup>th</sup>. If the contract is completed after August 10<sup>th</sup>, the first installment and or additional expenses will be due at contract signing. The last payment is due by May 10<sup>th</sup>. Tuition that is not paid by the 15<sup>th</sup> of the month is considered delinquent and an additional charge of \$15 will be assessed on the 15<sup>th</sup>. If payment is not received by the 15<sup>th</sup> of the month, student will not be admitted to class and no schoolwork will be provided until the account becomes current. For your convenience, payments can also be made via our website at [www.mymbca.org](http://www.mymbca.org).

All scholarship disbursements will be directly deposited into the Academy's account and is the sole responsibility of the parents to complete the online approval within the 1st distribution timeline to avoid any undue strain on the Academy.

Students not in contract for aftercare, but remaining on campus beyond 3:30 p.m. under MBCA's supervision, will be assessed a daily fee of \$20.00 for each occurrence. Any child picked up after 5:30 p.m. will be charged an additional \$15.00 late fee.

### **NSF- Returned Check Policy**

All Non-Sufficient Funds/Returned Checks will be assessed a \$30 returned check fee and will not be re-deposited. This fee will be added to the student's account and is considered a legal debt and will be placed into collections if left unpaid. All future payments must be made by cashier's check, or money order.

## ATTENDANCE POLICY

It is the responsibility of the student and parent to maintain consistent attendance and punctuality. Regular attendance is necessary for maximum scholastic benefits. Parents are required to sign students in and out daily.

### A. Excused Absences

Personal illness, injury, or doctor appointments, which cannot be scheduled after school hours.

1. Illness in the immediate family which requires the student's presence.
2. Death in the family.
3. Absences with prior approval from the school office.

The following steps must be taken for the absence to be considered as excused:

- a. A note from an authorized person (doctors, courts, etc.) explaining the absence must be presented to the school office on the day of the absence or on the return day.
- b. A phone call and a note or email sent to [mbca.admin@mtbbc.org](mailto:mbca.admin@mtbbc.org) from the parent to the school office on the day of the absence or on the return day.

### B. Unexcused Absences

Absences that do not fit the definition of "excused" will be unexcused. Parents should be advised that if a student accumulates more than **three unexcused absences per quarter**, parent conference will be scheduled to address the concerns. Students will receive a zero for all assignments and any tests missed during absences. Makeup work is not an option. The absentees will not be able to make up any work unless prior notification was provided to the office before the absence occurred.

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\*Any student who is absent (excused or unexcused) 40 days or more are not likely to pass the school year.

### 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 school before dismissal, **a request must be made in writing to the school office prior to the appointment.** Parents must pick the child up from the school office ONLY. No student will be released unless accompanied by his or her parent or guardian. In effort to not interfere with learning, please refer and adhere to the Daily Academic Session times outlined in the Parent/Student Handbook.

### E. Arriving Late to School

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, responsibility, and not disrupting the learning process for others. Please be aware of the following:

1. The school day begins at 8:00 a.m. Students are considered tardy after 8:15 a.m. and must have a pass for classroom admittance. **PARENTS ARE NOT PERMITTED TO WALK STUDENTS DIRECTLY TO CLASS AFTER 8:15 A.M. UNLESS PERMISSION HAS BEEN GRANTED BY THE FRONT OFFICE.**
  2. Students arriving after 8:30 a.m. without an excused notice will not be permitted to class.
  3. Multiple late arrivals will result in a conference with the Administrator, the possibility of institutional fines and/or involuntary withdrawal from the institution.
- F. **Procedures for Reporting Absences**
1. Parents must notify the school's office by 8:00 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. Class admittance will not be granted to 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 Abeka Book curriculum ensures that students will be taught new material on each grade level and that there will be enough review of former material each year. Thus, students can progress steadily from year to year. Also, with the basic Abeka 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 Abeka Book Curriculum, please visit [www.Abeka.com](http://www.Abeka.com), or visit our website at [www.mymbca.org](http://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 daily.

### **Student/Parent Accountability**

Students in grades 1<sup>st</sup>-8<sup>th</sup> must daily write all assignments in their student planner (if there is no assignment for a subject, it should be indicated in the planner with an NA). Planners are designed to inform parents daily of work assigned and upcoming projects, etc. It is the parent's responsibility to check planners daily for assigned work and school-to-home communication. If, for any reason a planner is lost or



misplaced, a new one can be purchased in the Front Office. Parents are also encouraged to check grades regularly in the schoolwide database.

### **Make-up Work**

Students who are absent must check with classroom teachers IMMEDIATELY upon returning to school to get all missed assignments. 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 at 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 their classroom door. Consult with the front office regarding any problems or concerns with regards to your child. Conferences should be made by appointment only via the office (mbca.admin@mtbbc.org) and will be scheduled at appropriate times.

### **Parent-Teacher Bi-Weekly Contact**

Teachers are required to contact the parent/legal guardian(s) at least once during every two-week period (bi-weekly basis) 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 3<sup>rd</sup> – 8<sup>th</sup>, 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 prohibited from texting and/or responding to text messages during instructional time.

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 listed on the school's calendar.

## **DISCIPLINE POLICY**

### **PURPOSE**

My son (daughter), preserve sound judgment and discernment, do not let them out of your sight; they will be life for you. — Proverbs 3:21-22

### **PHILOSOPHY OF DISCIPLINE**

Mount Bethel Christian Academy strives to uphold a school-wide unity based on the Lordship of Jesus Christ. We are guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Students are expected to strive to live according to the Word of God, responding to their peers and authority figures in love. All students,

parents and teachers are asked to accept the responsibilities of this partnership by respecting and supporting its Christian distinctive and its standards of conduct.

Mount Bethel Christian Academy's School Code:

- Respect God
- Respect Yourself
- Respect Others
- Respect the Institution

### **DISCIPLINE POLICY OVERVIEW**

The purpose of discipline in a Christian school is two-fold, to bring the student to maturity in Christ, and, secondly, to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code, because the best form of discipline is self-discipline under the guidance of the Holy Spirit.

Positively, the school seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents, and material possessions. MBCA seeks to build Godly character traits into the lives of its students, and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or school rules has an adverse effect upon the school's testimony.

As an expression of Mount Bethel Christian Academy's mission, the school's discipline policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing a support to parents, and reflecting scriptural principles of conduct and influence. In keeping with this purpose, the scriptural principles that provide the foundation for the discipline policy are as follows:

➤ **The responsibility of parents for the education of their children.**

**Deuteronomy 6:6-9** *New King James Version (NKJV)*

*6 "And these words which I command you today shall be in your heart. 7 You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. 8 You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. 9 You shall write them on the doorposts of your house and on your gates.*

➤ **Submission to authority**

**1 Peter 2:13-17** *New King James Version (NKJV)*

*13 Therefore submit yourselves to every ordinance of man for the Lord's sake, whether to the king as supreme, 14 or to governors, as to those who are sent by him for the punishment of evildoers and for*

*the praise of those who do good. <sup>15</sup>For this is the will of God, that by doing good you may put to silence the ignorance of foolish men— <sup>16</sup>as free, yet not using liberty as a cloak for <sup>15</sup>vice, but as bondservants of God. <sup>17</sup>Honor all people. Love the brotherhood. Fear God. Honor the king.*

➤ **The principle of reaping and sowing**

**Galatians 6:7-8** *New King James Version (NKJV)*

*<sup>7</sup>Do not be deceived, God is not mocked; for whatever a man sows, that he will also reap. <sup>8</sup>For he who sows to his flesh will of the flesh reap corruption, but he who sows to the Spirit will of the Spirit reap everlasting life.*

➤ **Confrontation, restoration, and separation**

**Matthew 18:15-17** *New King James Version (NKJV)*

*<sup>15</sup>“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. <sup>16</sup>But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ <sup>17</sup>And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.*

➤ Under the guidelines of these scriptural principles, the goal of Mount Bethel Christian Academy through its disciplinary process is to:

- Work alongside parents within the process of discipline.
- Provide an environment of order and respect that promotes an atmosphere conducive to learning.
- Apply necessary and appropriate consequences for choices.
- Guide in the restoration of relationships with Jesus Christ and with Mount Bethel Christian Academy, its employees, and students.
- Use relational influence to produce spiritual growth, correction, and right choices.
- Do so in a context that seeks the best interest of both the involved parties and the student body as a whole.

As a rule, classroom actions which evidence disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, lateness, and other offenses shall be handled by the teacher. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Administrator. These situations will be dealt with in a manner designed to change the student's behavior and promote self-discipline.

Please be aware that student conduct and behavior outside of Mount Bethel Christian Academy can affect a student's standing at MBCA and its reputation, therefore it is imperative that all students always adhere to the Code of Conduct. It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including field trips, holiday breaks from school and involvement with social media may be addressed as a disciplinary concern by the administration. Students are specifically considered to

be under school authority at any time at which they are under the direct supervision of Mount Bethel Christian Academy and its employees.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Demonstrate respect for God, self, Mount Bethel Christian Academy and its employees and students, and the property of others.
- Courtesy extended in all relationships — student-to-student or student-to-teacher/staff.
- Stewardship of the property, supplies, and equipment of Mount Bethel Christian Academy, as well as wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

### **PROHIBITED ACTIVITIES**

The following are prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed. While the actions described below represent a cross-section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

#### **Attendance Parameters**

- Excessive unexcused tardiness to school or class.
- Leaving school campus without permission.
- Unexcused absences.

#### **Dress Code**

- Failure to conform to the expected dress code.

#### **Careless Behavior**

- Running in the halls, stairwells or in the classroom.
- Purposely holding door to classroom closed or slamming doors.
- Horseplay
- Throwing or shooting objects
- Threatening comments and/or gestures

#### **Classroom/School Etiquette**

- Disruptive behavior that impedes the educational process.
- Chewing gum, eating food or candy during class other than when approved by the teacher.
- Other disruptions: Belching, humming, tapping of pen or pencils, constant movement, etc.
- Unauthorized possession of electronic equipment.
- Misbehaving in class (including talking out of turn) or disturbing the class.

**Physical/Sexual Behavior**

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging).
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones (outside of school), computers, or any other electronic devices.
- Possession of impure or suggestive literature, writing, symbols, drawings, or recordings (audio or video). Distribution of such will result in a more severe penalty.
- Sexually harassing another individual.
- Immoral sexual conduct (including, but not limited to), the discussion or participation in any form of sexual activity.

**Harassment/Intimidation**

- Sexual harassment including all acts of a sexual nature, whether verbal or physical, inappropriate, and/or demeaning, which interfere with an individual's comfortable state of being, performance or creates an intimidating, hostile or offensive atmosphere.
- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile offensive or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.

**Verbal Behavior**

- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action.

**Dishonesty**

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (**Note:** indication of cheating on any assignment will result in zero for the assignment and may result in suspension; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied).
- Gambling
- Forging signatures or altering documents.
- Altering any grade and/or grade reports to include but not limited to planners, tests, quizzes, and other school documents/communications

**Disrespectful Behavior**

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel
- Defacing/damaging of any kind of school, student, or faculty property will result in the **replacement value** being charged to the account
- Direct disobedience to any teacher or Administrator
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student

- Display of any advertisements of items in whatever form (e.g., clothing, posters/stickers on books, lockers or on any personal possessions brought into the school) that conflict with the values of the school as stated in our objectives.

### **Prohibited Items and Activities**

- Possession of cellular phones or toys. These items will be confiscated and will not be returned until the end of May.
- Use or possession of weapons and/or dangerous items (i.e., guns, knives, explosive devices, cigarette lighters, etc.).
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication.

The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is in serious question. Students involved in the use, possession, or selling of drugs, alcohol or tobacco may also be turned over to the proper authorities.

### **DISCIPLINARY PROCESS**

Disciplinary action will be taken for infractions of school policy and rules. These may include detention, probation, suspension, or as a final resort, expulsion.

Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as deemed appropriate.

- Personal conference with the teacher
- Notification of behavior problems to parents
- Detention (Recess)
- Detention (Physical Education-generally attributed to academic performance)
- Timeout/Isolation
- Writing Assignments
- Student conference with the Administrator
- A parent-teacher-student or parent-teacher-administrator conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Conference with the Administrator only
- Conference with the Administrator and Teacher
- Conference with the Administrator, Teacher and Parent
- Probation, combined with appropriate application of consequences relevant to the offense
- Out-of-school suspension
- Expulsion

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. A formal report to record all infractions will be retained within the student's school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution.

### **DISCIPLINARY PROBATION**

Disciplinary probation is designed to alert the student and his/her parents to areas needing special attention. Students may be placed on disciplinary probation by the recommendation of the faculty and the approval of the Administrator for a specified period of time for actions which include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his or her ability, committing a serious breach of conduct inside or outside the school (including inappropriate use of social media, failure by students and parents to comply with school policies, or failure by the parents to get recommended professional help of students when needed).

## 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 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. **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. NO school records or graduation diploma will be released when there is a balance owed on the student account.

## 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’s 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 Game**

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**

It is our goal to annually sponsor a World’s Finest Chocolate Fundraiser. We encourage all to partner with us by participating to make this endeavor a success. All profits will be used to purchase needed items and make improvements on our campus.

	<u>Vendor/Partner</u>	<u>Projected Date</u>
Fundraiser	To Be Determined	August/September
Chocolate Covered Almonds Sale	World's Finest Chocolate	January
King & Queen Coronation	MBCA	March/April

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.

**Parent Volunteers**

We need parents to volunteer to assist with the running of the following events. Please see the office to sign up for the events for which you are available.

Events

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

**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 by request during orientation and/or Open House. The school calendar will also be available on our website at [www.mymbca.org](http://www.mymbca.org).

**Daily Academic Sessions**

- |  |                    |
|--|--------------------|
| Kindergarten Department:                 | 8 a.m. - 2:55 p.m. |
| Grades 1 <sup>st</sup> & 2 <sup>nd</sup> | 8 a.m. - 3:05 p.m. |
| Grades 3 <sup>rd</sup> - 8 <sup>th</sup> | 8 a.m. - 3:15 p.m. |

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

**Office Hours**

7:30 a.m. to 4:30 p.m.

**Hours for Teachers**

7:30 a.m. to 3:30p.m.\*

**SAFETY**

**Safety**

The safety of our school is a priority. MBCA employs security staff to provide a safe and secure learning environment. All teachers and students are to adhere to emergency routines in preparation for safety drills and operations. Emergency contact information for each student must always be current. Please notify the

office in writing when any information changes. In case of an emergency, parents will be contacted by teachers or office staff. Students will be released only to their parents or those listed on their pickup list.

### **Fire & Emergency Drills**

Emergency drills are conducted at regular intervals throughout the school year. The teachers are familiar with the exit routes and will implement the proper procedures to ensure everyone's safety.

### **EMERGENCY SCHOOL CLOSING**

In the case of school closing due to inclement weather, pandemic, and such there will be a telephone message or text sent out. Whenever Broward County Schools are closed due to a weather emergency, MBCA will be closed. Parents are welcome to remove a child from class early due to weather conditions.

### **Hurricane Days**

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

### **Tangible Contributions**

Options are:

Volunteer Hours

Below is a list of items that the academy is always in need of. Any donations would be greatly appreciated, should you desire to do so.

Expo Dry Erase Markers  
Lysol Disinfectant Spray  
Lysol/Clorox Wipes  
Composition Books

Spiral Notebooks  
Bandages (First Aid)  
Kleenex Tissue  
Baby Wipes

## 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. 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. The fine is payable the day after it has been administered. **Note:** Blatant disregard of MBCA's Dress Code Policy will result in suspension.

Uniforms may be purchased from:

Dennis Uniform  
5225 W. Broward Blvd  
Plantation, FL 33317

Website: [dennisuniform.com](http://dennisuniform.com)  
School Code: FLMBCA  
800.854.6951

### BOYS

(Grades K3 to 8<sup>th</sup>)

#### 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, twists, oversized afros.
5. Appropriate hygiene is always necessary.
6. No body piercings.

#### Shirts

1. It is recommended that you purchase the required uniform from Dennis Uniform.
2. **K3 - 5<sup>th</sup> Only:** Colors: Blue or White.
3. Style: All shirts are polo style with the embroidered *MBCA* school patch.
4. **6<sup>th</sup> - 8<sup>th</sup> Grades Only:** Colors: Blue or White Oxford w/Logo and Navy/Red striped self-tie.
5. A white t-shirt, free of writing or designs, **MUST** always be worn underneath the uniform shirt.
6. Shirts must be proper fitting, not over/undersized.
7. Shirts are always to be tucked in.

#### Pants

1. Pants must be proper fitting and in good condition (no rips, holes in knees).
2. **1<sup>st</sup> - 8<sup>th</sup> ONLY:** NO elastic waist pants.
3. Colors: Navy Blue and Khaki

### GIRLS

(Grades K3 to 8<sup>th</sup>)

#### 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.
7. No hair jewelry or accessories to include, but not limited to, braided strings, hair cusps, or trendy hair bands.
8. No highlighting or hair coloring of any sort.

#### Blouses

1. It is recommended that you purchase the required uniform blouses from Dennis Uniform.
2. **K3-K5 Only:** Colors: Blue and White.  
1<sup>st</sup> - 8<sup>th</sup> Only: Color: White
3. **K3-K5 ONLY:** Style: Rounded Collar Button-Up blouse w/ *MBCA* embroidered patch.  
**1<sup>st</sup> - 8<sup>th</sup> ONLY:** Style: Fitted Short-sleeve blouse w/ *MBCA* embroidered patch.
4. Style: **3<sup>rd</sup> - 8<sup>th</sup> Grades Only:** A plaid crossover neckwear tie.
5. An appropriate white undershirt, free of writing or designs, must always be worn underneath the uniform blouse.
6. Blouses must be proper fitting, not over/undersized and not too snug (tight).
7. Blouses are always to be tucked in.

4. Style: Long pants or shorts
5. No cut off shorts, must be to the knees.
6. No denim jeans.
7. Pants must be proper fitting –above the waistline and not over/undersized.
8. **A proper fitting belt MUST always BE worn.** This belt must be black, navy, or brown (not beige). **Belts are not necessary for K3-K5 if pants have elastic waist bands.**

**Socks**

1. **Ankle socks** (socks that cover the entire ankle) are always to be worn. **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** shoelaces; or **navy** with **navy** trimming and **navy/black** shoelaces.
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” or “mid-top” tennis (gym) shoes or boots. **LOW TOP ONLY!**
  - d. No sandals or thongs.

**Jackets**

1. Students are permitted to **ONLY** wear the approved Navy fleece jacket with the school patch. See Dennis Uniform at [www.dennisuniform.com](http://www.dennisuniform.com). **NO other pull over hoodies, jackets, or sweaters permitted.**

**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 1<sup>st</sup>– 8<sup>th</sup>:** Students may wear one moderate necklace, one moderate bracelet and one moderate ring.
3. **All Grades: One wristwatch will be permitted.**
4. Any jewelry that reflects a feminine appearance is not permitted. Earrings are not permitted.

**Dresses and Skirts (Culottes/Skorts/Skooters)**

1. **All dresses and culottes/skorts (skooters) 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 1<sup>st</sup> thru 8<sup>th</sup>** may wear the required uniformed dress or culotte/skort (skooter) with the required uniformed blouse.

**Socks**

1. **Ankle socks** (socks that cover the entire ankle) are always to be worn. **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** shoelaces; or **navy** with **navy** trimming and **navy/black** shoelaces.
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” or “mid-top” tennis (gym) shoes or boots. **LOW TOP ONLY!**
  - d. No sandals or thongs.

**Jackets**

1. Students are permitted to **ONLY** wear the approved Navy fleece jacket with the school patch. See Dennis Uniform at [www.dennisuniform.com](http://www.dennisuniform.com). **NO other pullover hoodies, jackets, or sweaters permitted.**

**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 1<sup>st</sup>-8<sup>th</sup>:** Students may wear one

**PHYSICAL EDUCATION**

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

1. **Grades K3-2<sup>nd</sup>:** Students may wear the required uniform to school and leave it on for the entire school day.
2. **Grades 3<sup>rd</sup>-8<sup>th</sup>:** Students are permitted to wear the required uniform shirt **accompanied with the required uniform sweatpants**. Students may wear shorts underneath their sweatpants 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 sweatpants back on for the remainder of the school day.

**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 **plain black, navy, white or khaki**. NO writing or designs permitted.

Students may also wear the required Physical Education sweat suit.

**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 or rips.
2. Shorts must be at knee length and appropriately sized.
3. NO swim trunks/apparel

**Shirts**

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

**Shoes**

No sandals, slides, Crocs, or thongs

moderate necklace, one moderate bracelet and one moderate ring.

3. **All Grades:** One wristwatch and one pair of moderate earrings will be permitted. Only one pair of earrings can be worn.

**PHYSICAL EDUCATION**

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

1. **Grades K3-2<sup>nd</sup>:** Students may wear the required uniform to school and leave it on for the entire school day.
2. **Grades 3<sup>rd</sup>-8<sup>th</sup>:** Students are permitted to wear the required uniform shirt **accompanied with the required uniform sweatpants**. Students may wear shorts underneath their sweatpants 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 sweatpants back on for the remainder of the school day.

**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 **plain black, navy, white or khaki**. NO writing or designs permitted.

Students may also wear the required Physical Education sweat suit.

**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 or a Christian. The following guidelines will be enforced:

**Dresses, Skirts and Pants:**

1. No sundresses, halters, or spaghetti-straps.
2. Must be at knee length.
3. No bleached out, faded, tie-dyed, sheer (transparent), 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 or rips. Stretch pants **of any kind, to include but not limited to tights/leggings or jegging fit**, are not permitted.

**Blouses/Shirts**

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

**Shoes**

No sandals, slides, Crocs, or thongs

# Handbook Acknowledgement Form

We, the Staff and Administration, of Mount Bethel Christian Academy encourage you to carefully read over and have a discussion concerning this Parent and Student Handbook policy with your student. All parties will be held to the policies outlined within this book. This form is required to be on file by the end of the first week of school for your student to remain eligible to attend classes at MBCA.

I, \_\_\_\_\_, the parent of, \_\_\_\_\_, hereby confirm that I have read the Parent/Student Handbook and understand that it describes the conduct and behavior that is expected of me as a parent and my child as a student at Mount Bethel Christian Academy. My/Our signature below indicates that we will follow the prescribed rules of the Academy. I also acknowledge that failure to adhere to the rules could result in disciplinary actions to include expulsion should it be warranted.

**\*\*Note: Signature required for all students in grades K5-8<sup>th</sup>.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date