



**MCMINNVILLE**  
CHRISTIAN ACADEMY

# Student/Parent Handbook

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# McMinnville Christian Academy at a Glance

## **Founded:**

McMinnville Christian Academy (formerly Bethel Christian School) was established in 1993 after the many prayers and direction of Pastor Bard Marshall and the faithful support of the church family at Bethel Baptist Church. In 2014, Bethel Christian School became McMinnville Christian Academy, a non-profit independent Christian School. In 2020, Baker Creek Community Church and McMinnville Christian Academy partnered together to continue to provide quality Christian education.

## **Colors:**

Royal Blue and Grey

## **Mascot:**

Knights

## **For Further Information, Please Contact:**

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McMinnville, OR 97128  
(503) 472-6076  
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“Train up a child in the way he  
should go; and when he is old,  
he will not depart from it.”

Proverbs 22:16

## **Mission Statement:**

McMinnville Christian Academy pursues excellence in spiritual, academic, and artistic endeavors so students can reach their highest potential in everything they do to honor and glorify Jesus Christ.

McMinnville Christian Academy is a nonprofit corporation under the laws of the state of Oregon. The school is parent-sponsored and is governed by the Baker Creek Community Church Elder Board. They set policy and direct the school according to the prescribed By-Laws.

Our statement of faith is fundamental to basic Christian beliefs and contains those doctrines to which we completely adhere and teach. However, in all fairness, it is necessary that we ask faculty, staff, parents, and students to leave specific doctrinal position to the teaching of the home and church. We desire to remain united in the salvation and love of Christ.

# Admission Policies

## **AGREEMENT WITH CHRISTIAN PRINCIPLES**

Each student who is admitted to the school agrees to abide by the requirements, regulations, and policies established by the administration and School Board in the [MCA Student/Parent Handbook](#). Enrollment implies a family commitment in compliance with school policies.

## **ADMISSION**

A child must be six (6) years of age on or before September 1 to be eligible for admittance into the first grade in September of that year; five (5) years of age for kindergarten; four (4) years old for the four-year-old preschool program; and three (3) years of age for the three-year-old preschool program. Exceptions may be handled on an individual basis.

## **STATEMENT OF NONDISCRIMINATION**

McMinnville Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, financial assistance policies or other school-administered programs.

## **HEALTH RECORDS**

Students entering school are to present a Certificate of Immunization (CIS) or an exemption form. Exception forms may be obtained online or at your local County Health Department. Immunization must be current as required by order of the Health Department.

## **REGISTRATION**

Students will be accepted from the pool of available candidates on an optimum student and space available basis. *The student is not officially enrolled until the registration fee is paid and the tuition agreement is signed by a parent or guardian.*

## **REGISTRATION FEE**

A registration fee is due for each student, each school year. The fee covers items such as processing fees, school insurance, curriculum and administration costs. This fee is non-refundable except for denial of admission.

## **TUITION**

It is the desire of McMinnville Christian Academy to keep its tuition within the reach of most families. Tuition rates are listed in the registration packet and on MCA's website. Please see other sections of this handbook and the registration packet to learn about tuition assistance.

## **PAYMENT PLAN**

Payments may be made using a 10 month payment plan through MCA's online tuition management service or paid in full before the first day of school. Families with more than one student enrolled will figure tuition on the basis of the oldest child being charged the rate for the "first" student. Tuition rates can be found in the registration packet or on the school website.

## **PAST DUE ACCOUNTS**

Should parents/caregivers fall more than 30 days behind in paying their tuition, their student(s) will be withdrawn from MCA unless special arrangements have been made with the administrator and BCCC Elder Board. If parents have an unpaid bill at the end of the school year, their student(s) will be ineligible to attend MCA the next school year until the bill has been paid in full. Should parents withdraw their child from MCA during the year, they will be responsible for any balance remaining. MCA may use an outside agency to collect funds when tuition payments or payments/tuition amounts due at time of early withdrawal (noted below) are not paid.

## **RETURN CHECK CHARGE**

Any check returned for non-sufficient funds will be charged at the prevailing bank rate.

## **LATE ENROLLMENT**

A student enrolling during the school year will have tuition prorated but pay a full registration fee. The tuition amount will be paid in advance or on a monthly basis in equal payments for the number of months remaining in the school year.

## **EARLY WITHDRAWAL**

The school administrator should be notified one week in advance before a student plans to withdraw. Regarding tuition owed, we will honor withdrawals upon "life changing" events, such as loss of job, moving, death in the family, etc. Any tuition discount will be forfeited. If your student does not complete the entire year, your total tuition will be prorated according to the quarter in which the last day that your student is in class. According to the school calendar, if the last day is in:

- The first quarter you will be responsible for 25% of the yearly tuition.
- The second quarter you will be responsible for 50% of the yearly tuition.
- The third quarter you will be responsible for 75% of the yearly tuition.
- The fourth quarter you will be responsible for 100% of the yearly tuition.

## **CONSIDER THE TOTAL COST**

It costs several hundred dollars per student per year over tuition to pay for your child's education. These funds must come from fundraisers and the generous tax-deductible gifts of parents, extended family and friends of McMinnville Christian Academy. Participation of every family in fundraising activities is appreciated.

## **Tuition Assistance/Scholarship**

We recognize the cost of private school tuition may be a barrier for families who wish to provide their children with Christ-centered education, especially if they wish to enroll more than one child. We would be happy to speak with you about any financial barriers to your child(ren) joining the MCA community. McMinnville Christian Academy offers reduced tuition (scholarship support) for families in need of tuition assistance. Families may apply for assistance any time during the year. Scholarships are awarded as the budget allows. MCA does not offer tuition assistance for preschool students. A financial aid packet can be picked up at the office of MCA or emailed upon request. Please review the terms of the financial aid packet for more details. Students with unsatisfactory attendance, excessive tardiness or less than satisfactory grades may lose their scholarship/tuition assistance.

# *Spiritual*

***Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.***

***Deuteronomy 6:4-7***

*One of the wonderful privileges of attending McMinnville Christian Academy is the opportunity to worship the Lord during the school day. Each morning we begin our day with an all school welcome consisting of pledges to the American flag, Christian flag, and Bible, worship songs and prayer. McMinnville Christian Academy students enjoy a time each day during class to reflect, learn, and revive their spiritual walk with the Lord, in addition to attending weekly interdenominational chapel services.*

## **Chapel**

McMinnville Christian Academy is vitally interested in the spiritual development of its students and therefore, provide a weekly chapel service. Chapel allows for times of spiritual growth, prayer, worship, and biblical instruction through a variety of creative illustrations. Chapel is held each Wednesday morning.

## **Spiritual and Moral Responsibility**

McMinnville Christian Academy seeks to:

- Teach each student that he or she is an individual created in the image of God (Gen. 1:26-27) with individual responsibilities in this life and hope for life to come.
- Develop a knowledge and appreciation of God, His son, Jesus Christ and the indwelling of the Holy Spirit.
- Develop knowledge of, and a respect to do God's will in each student.
- Communicate the fundamental importance of developing a personal relationship with Jesus Christ and the importance of His body in the world and in the church.
- Teach students to lead a life of service that brings glory and honor to God.
- Teach a commitment to the practice of high moral and ethical values in personal, family, and community living as the logical and necessary outworking of faith in Christ.
- Allow the Holy Spirit to kindle and develop a student's desire to be more reverent, respectful, humble, and keenly aware of the awesomeness of our God through active participation in spiritual activities.
- Provide a distinctly Christian learning environment where every teacher is a Christian.
- Every subject is taught from a Christian perspective. Bible classes are part of the regular curriculum.
- Daily periods of worship are an integral part of the program. Special emphasis is placed on training for service.

# STATEMENT OF FAITH

**The Word of God** – I believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak.

**The Trinity** – I believe in one God, creator and sustainer of all things, eternally existing in three persons, Father, Son and Holy Spirit; that these are equal in every divine perfection and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

**God, The Father** – I believe in God the Father, an infinite, personal Spirit, perfect in Holiness, wisdom, power, and love. I believe He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

**Jesus Christ** – I believe that Jesus Christ is God's eternal Son, and has precisely the same nature attributes and perfections as God the Father and God the Holy Spirit. I believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the Virgin Mary. I also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible premillennial return from heaven.

**Holy Spirit** – I believe the Holy Spirit is the third Person of the Triune God. He inspired holy men to write the Scriptures. Through illumination He enables people to understand truth. He exalts Christ. He convicts of sin, righteousness and of judgment. He calls a person to the Savior and effects their regeneration. He cultivates Christian character, comforts believers and bestows spiritual gifts by which believers serve God. He enlightens and empowers the believer in worship, evangelism and service.

**Man** – I believe God created man, male and female, in the image of God and free from sin. I further believe man is a sinner by nature and choice, and therefore spiritually dead. I also believe that the Holy Spirit regenerates those who repent of sin and trust Jesus Christ as Savior.

**Salvation** – I believe in salvation by grace through faith in Jesus Christ. I further believe that this salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received by man through faith, apart from any human merit, works, or ritual. I further believe salvation results in righteous living, good works, and proper social concern. I have received Jesus Christ as my personal Savior.

**The Church** – I believe that the church is the spiritual body of which Christ is the head. I believe that the true Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. I believe that this body expresses itself in local assemblies who have associated themselves for worship for instruction, for evangelism and for service. I also believe in the interdependence of local churches and the mutual submission of believers to each other in love.

**Separation of Church and State** – I believe that each local church is self-governing in function, and must be free from interference by any ecclesiastical or political authority. I further believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience.

**Christian Conduct** – I believe that the supreme task for every believer is to glorify God in his life; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself the full stature of maturity in Christ. Last Things – I believe in the bodily resurrection of the saved and lost, the eternal existence of all men either in heaven or hell, in divine judgments, rewards, and punishments.

# BOARD POLICY REGARDING CONFLICT RESOLUTION

As Christians we believe the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Cor. 6:1-8; Matt. 18:15-20) The Bible describes the following sequence for resolving disputes.

1. Matters of concern should first be handled individual to individual in accordance with the Lord's commands in Matthew 18.
2. The second level, if necessary, is to involve the Administrator.
3. Final examination may be requested from the Board of Directors in cases where steps 1 and 2 have failed to bring resolution. Step #3 is appropriate when Steps #1 and 2 have failed.



# Academics

***Let the wise listen and add to their learning, and let the discerning get guidance. Proverbs 1:5***

*McMinnville Christian Academy has curriculum designed to challenge the intellectual development of our students. Assured that each student has the opportunity to develop God-given gifts to the fullest in all areas of learning. MCA provides curriculum emphasizing academic excellence.*

**McMinnville Christian Academy seeks to:**

- **Stimulate in students an intellectual capacity motivated not by materialism, but by loving God and others in their community.**
- **Assure that each student has the opportunity to develop their God-given gifts to the fullest in all areas of learning, providing various teaching styles appropriate to the individual student.**
- **Develop academic skills and disciplines that:**
  - Continue to produce a highly motivated, lifelong learner.
  - Enable each student to read with understanding and pleasure.
  - Provide each student with the ability to effectively use the English language to express thoughts, ideas, and feelings in both speaking and writing.
  - Prepare each student to use research, analysis, and evaluation in making decisions and problem solving.
  - Provide each student with an understanding of and the ability to use the basic mathematical skills essential to the workplace and everyday living.
  - Prepare each student to act upon the basic principles of science necessary for work, daily living, and personal safety.
  - Assist students in gaining knowledge of the geography and history of the United States and of the world.
  - Provide students with the knowledge of the social structure of the United States and of other societies in order to help the student identify with the present and meet the demands of the future.
  - Provide students with the competence needed for the use of computers and other technological resources.

# Grading Scale

## K – 2nd Grades:

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

## 3rd – 8th Grades:

A+	=	99-100%
A	=	92-98%
A-	=	90-91%
B+	=	88-89%
B	=	82-87%
B-	=	80-81%
C+	=	78-79%
C	=	72-77%
C-	=	70-71%
D+	=	68-69%
D	=	62-67%
D-	=	60-61%
F	=	0-59%

Grades reflect actual achievement and effort. Grades are based on daily assignments, homework and test scores.

## **Curriculum**

Our basic pattern of instruction will be carried throughout our school program to ensure the highest degree of success in properly educating the whole student – mind, body, and spirit. Education, we believe, is not complete unless it includes every part of the student's life.

For this reason, we are using predominantly Bible-centered curricula from Abeka. These curricula build on traditional philosophies of education involving daily teacher instruction, workbooks, class discussion, tests, and projects.

The emphasis throughout the McMinnville Christian Academy program is the integration of Biblical principles throughout the whole curriculum. This is in direct opposition to the concept of teaching the Bible and having a brief time of devotion (though both of these are done) and then returning to the teaching of academics according to a secular and humanistic worldview.

## **Absences**

Students are responsible to make up all work missed while absent. One day will be given for every excused absence that is not pre-arranged. Work will be considered late after such an allowance. Homework from a pre-arranged absence should be turned in when the student returns.

## **Report Cards**

Report cards are issued each quarter. The first and third quarter report cards will be given directly to the parents at the parent-teacher conference. The second report card will be sent home with students. The last report card will be mailed or sent home with students before school ends in June.

## **Parent/Caregiver-Teacher Conferences**

Mandatory conferences are scheduled after the first and third quarters. A parent may schedule an appointment according to the email that is sent out prior to conferences or call the office to schedule the appointment.

## **Retention**

A student will not be retained without input and support of their parent/caregiver. We here at MCA believe that we can come alongside students and parents to help them fill the gaps and achieve academic excellence, allowing the student to move on to the next grade.

# Character

**Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity. Timothy 4:12**

*With all the questions regarding human conduct, we must go to the Bible, God's inspired Word, for direction and guidance. God's truths found in the Bible will help us avoid the traps Satan has set for us in this world. John 8:32 says "Then you will know the truth, and the truth will set you free."*

- **Obedience** – We are to obey “God,” Acts 5:29; “... parents,” Ephesians 6:1-2; “Obey your leaders and submit to their authority,” Hebrews 13:17; and “Everyone must submit himself to the governing authorities...,” Romans 13:1. Christians will obey God, parents, elders, and those in authority.
- **Modesty** – I Timothy 2:9 and I Timothy 3:2, God commands His children to be “modest” and “orderly.” “Modesty” means “well arranged, seemly; living with decorum. A well-ordered life.” Therefore, the Christian will have propriety in dress, speech, appearance, and conduct, and will be acceptable, appropriate, well-ordered and not calling attention to self.
- **Moderation** – Philippians 4:5, “Let your moderation be known unto all men.” Moderation literally means “seemly, suitable.” It is “agreeably fashioned; marked by propriety and good taste.”
- **Love** – Mark 12:13-31 Christians are to love the Lord above all and their neighbors as themselves. I Corinthians 13:5-6, “Love is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth.”

## DISCIPLINE CODE

At McMinnville Christian Academy the emphasis in discipline will always be in love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a “wishy-washy” tolerance of disobedience, but real, Godly love sets the highest of standards for people, and then directs them towards love and good works. While discipline is basically positive training in the right direction (Proverbs 22:6), there must be consequences for failure to follow the rules. Students must realize that the “law code isn’t primarily for people who live responsibly, but for the irresponsible...” I Timothy 1:9.

Good conduct is expected of all students at MCA. Each student is expected to follow the rules and regulations which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever they may be. Students are also expected to display proper conduct on the school grounds and school activities.

The discipline process is to provide intervention, then give the student an opportunity to change or modify their behavior. Failure to modify behavior will result in the next level of intervention.

## DISCIPLINE IN THE CLASSROOM

Objective: To maintain a positive learning atmosphere with minimum disturbance of others.

Procedure:

1. Establish classroom rules and responsibilities.
2. Inform students of classroom rules.  
Enforce consequences/rewards according to the nature and/or severity of the infraction.

## DISCIPLINE LEVELS AND CORRECTIVE ACTION

Objective: To communicate with parents and enlist their cooperation in the disciplinary process.

Procedure:

1. Teacher meets with student and applies the appropriate consequences in accordance with the Discipline Levels.
2. Teacher informs parents and administrator.
3. Administrator meets with student.
4. Teacher requests conference at school with parents and student.
5. Administrator requests conference with student, teacher, and parents at school.
6. Additional disciplinary measure may be used including probation, suspension, or expulsion.

### Discipline Levels:

**Level 1:** These offenses are those that are associated with non-rebellious behaviors such as thoughtlessness, forgetfulness, or carelessness that prevent order and instruction.

### CORRECTIVE ACTION:

**Pre-School:** Most disciplinary situations will be handled at the level where the offense occurs. Offenses may result in loss of privileges, parent-teacher disciplinary conference, student- administrator conference or student and parent administrator conference. Recurrent offenses would result in Level 2 consequences.

**Kindergarten – 8th Grade:** Most disciplinary situations will be handled at the level where the offense occurs. Offenses may result in loss of privileges, time spent at the front office , parent- teacher disciplinary conference, or student and parent administrator conference. Recurrent offenses would result in Level 2 consequences.

**Level 2 (Minor Offenses):** These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Level 1 rules. For example: excessive talking, continual failure to turn in homework, writing & passing notes, repeated inattention, inappropriate behaviors, small damage of property, disrespect for adults, discourtesies toward others, scoffing, bullying, violation of dress code, etc.

### CORRECTIVE ACTION:

#### Pre-School:

Violation #1..... A teacher and/or administrator conference. The parents will be contacted.

Teacher initiated disciplinary consequences may be in effect.

Violation #2 ..... Parents contacted. Second report on file with teacher and administrator

disciplinary consequences in effect.

Violation #3 ..... A conference with student, administrator, and parents to set up a behavioral contract.

Violation #4 ..... If the student does not comply with the contract set forth during the conference, the student will now be suspended for one or two (1-2) days depending on the severity of the issue.

Violation #5 ..... If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or signs of turning his heart to follow God, this student will be dismissed from McMinnville Christian Academy.

#### **Kindergarten – 8th Grade:**

Violation #1 ..... A teacher and/or administrator conference. The parents will be contacted. Teacher initiated disciplinary consequences may be in effect.

Violation #2 ..... Parent contacted. A disciplinary report will be filed.

Violation #3 ..... A conference with student, administrator, and parents to set up a behavioral contract.

Violation #4 ..... If the student does not comply with the contract set forth during the conference, the student will now be suspended for one or two (1-2) days depending on the severity of the issue.

Violation #5 ..... If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or signs of turning his heart to follow God, this student will be dismissed from McMinnville Christian Academy.

**Level 3 (Major Offenses):** These are activities that are in violation of United States, State or City laws. They seriously threaten the safety of other students, show flagrant lack of respect for authority or property, or violate Biblical moral codes and conduct. For example, theft, forgery, plagiarism, cheating, possession of tobacco, drugs, sexual immorality, fighting, pornography, blatant disrespect etc. Frequent and repeated violations of Level 2 rules would also be considered a major offense. Possession or consumption of alcoholic beverages, whether occurring on or off the school campus, is prohibited.

#### **CORRECTIVE ACTION:**

These problems will generally result in some type of suspension and may result in immediate expulsion. The length of the suspension, 1-4 days, may vary with the severity of the offense, attitude of the person, repentant spirit, frequency of problem and previous school records such as citizenship, attendance, tardy infractions, detentions, etc. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of major offenses.

#### **Pre-school Policy**

The McMinnville Christian Academy Preschool is a hurt-free zone. Our policy ensures positive steps for a safe and loving environment. ANY hurtful behavior is cause for immediate dismissal.

##### **DISCIPLINARY STEPS:**

1. Incident form will be filed.
2. Child brought directly to Administrator.
3. Child's parents called by Administrator or Office Manager for parental conference.
4. Child goes home that day.

## **DAMAGE TO SCHOOL PROPERTY**

Property damage will be acknowledged by the parent/caregiver of the student involved and a plan for reimbursement will be made. Parents/caregivers are responsible for the costs of damages to school or church property caused by their child.

## **DRESS CODE**

Dress and appearance have a definite effect on academic performance and conduct. Parents are encouraged to support the school's dress code policy. Final judgment as to whether or not a student is properly dressed will be left to the discretion of the school administration. If at any time a student's appearance is not consistent with the prescribed standards, the parent will be contacted and the situation remedied before the child will be allowed to return to class. Neat, Clean and Modest are the base guidelines to follow.

### **General**

- Students should wear closed toed shoes that are playground friendly in all weather conditions.
- Clothing must fit properly and be in good repair. Pants with rips, holes in the knees or frayed ends should not be worn.
- Clothing imprinted with phrases and/or pictures should always be appropriate for school and in good taste. This also applies to notebooks, stickers and backpacks, etc.
- Shorts are permitted year round with parental discretion considering weather conditions. NOTE: All students go outside for recess, weather permitting. Shorts must be hemmed (not frayed) and should be at least mid-thigh in length. They should be loose fitting with no slits up the sides. Undergarments should not be visible.
- Hair should be neatly groomed and should be a natural color and not draw undue attention to the student.
- Tops need to cover a minimum of 2 inches on the shoulder.
- Temporary tattoos are not to be visible during school hours unless during a school approved function. (i.e. Spirit Days, etc.)
- Hats are not to be worn unless it is a special day like hat day or part of a costume for the special event.

### **Girls**

- All clothing should be modest and not tight-fitting, see-through, or low-cut.
- Bare midriffs are not allowed.
- Make-up may not be worn at school. (Foundation or Cover-up is the only exception)
- Skirts and dresses may not be more than 3 inches above the middle of the knee.

### **Boys**

- All clothing should be modest and not tight-fitting, see through, or low-cut.
- Bare midriffs are not allowed.
- Baggy pants are not allowed. Pants or shorts must fit properly around the waist.

### **Chapel Day (Wednesdays)**

- Students are to dress nicely for chapel. (i.e. Sunday morning church service attire.)

# Values

**Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long. Psalm 25:4-5**

*McMinnville Christian Academy places a great emphasis on values. The unique combination of academic excellence and spiritual devotion makes McMinnville Christian Academy rise above the rest.*

The lessening of the attention toward one's self, and a growing awareness of the people around us is a commitment the McMinnville Christian Academy wishes to implant in all of its students. McMinnville Christian Academy strives to teach an appreciation and dedication to God through moral responsibilities.

**McMinnville Christian Academy seeks to:**

- Teach students the importance of loving and respecting each other because all people are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.
- Teach students to recognize their weaknesses without developing a sense of failure, to overcome their weaknesses when possible, and to develop their strengths without developing arrogance.
- Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills; deferring to others' strengths, contributing their own strength, and encouraging each other in areas of weakness.
- Teach student that a person's value is independent of his or her performance.
- Discipline students for misbehavior in a way that:
  - Recognizes individual worth.
  - Leads the student to take personal responsibility for his or her actions.
  - Encourages the development of self-discipline.
  - Restores relationship with both God and man.



# Attendance Policy

McMinnville Christian Academy is a closed campus. Students are expected to remain on the campus from the time of arrival until the end of the school day.

**It is the responsibility of the student and the parent to create the habit of being punctual and regular in attendance.** After school, evening and weekend sports and activities should not leave the student too weary to study or cause them to miss class. *Regular attendance is necessary to receive the maximum benefits.*

## **EXCUSED ABSENCES**

- Personal illness, injury, or doctor appointments which cannot be scheduled after school hours.
- Illness or death in the immediate family which requires the student's presence.
- Absences with prior notice given to the teacher or other MCA staff.

Explanation of an absence should be given to the office at the time of the absence. Parents will be notified when students accumulate excessive absences beginning with the eighth absence. Students risk not being promoted to the next grade if they miss more than 10% of the total number of school days for the year.

## **EXTENDED ABSENCES**

- \* A doctor's statement is required for a student to be readmitted from an illness of five (5) or more consecutive days.
- \* According to State law, a student returning after a contagious disease is required to have a doctor's excuse for admittance.

## **PREARRANGED ABSENCE**

- MCA should be notified of a prearranged absence from school for personal reasons (other than illness) at least one week in advance.
- Work assigned during the absent period must be completed. Students failing to complete makeup work on time will be given a zero ("0") for assignments not completed.

## **SIGN-IN POLICY**

- ALL campus visitors, including parents, relatives, friends, and former students must sign in at the office and receive a visitor badge.

## **SIGN-OUT POLICY**

- Students leaving during the school day must have parental permission and be signed out at the office.
- Any student leaving and then returning to school during the day, must sign back in at the office upon returning to school.
- If a student needs to be picked up from school, they will be sent to the office by the teacher or summoned by the office staff.

## **MEDICAL/PROFESSIONAL**

Appointments can be confirmed via a note from the parent or a phone call to the school office for the release of the student. Every effort should be made by parents to schedule medical appointments so they will not interfere with school hours.

## **ILLNESS**

If a student becomes ill while at school, the student may call for permission to go home. In the event that a parent/guardian cannot be reached, the emergency contact person listed on the student information form will be called. Students may remain in the office until pick up. Children will be sent home when their temperature is 100

degrees or above or they are showing signs of illness which may include coughing, mucous, or other abnormal upper respiratory symptoms. Children with a fever of 100 or above or who are exhibiting other severe cold/flu like symptoms (such as vomiting, diarrhea, etc.) shall not return to school for 24 hours after symptoms subside, without the aid of medication.

#### **FIELD TRIPS**

A signed and completed Student Information Form grants a student permission to leave campus for field trips or other supervised class/school activities. Additional field trip permission slips may be sent home for parent/caregiver signature for certain activities.

#### **LUNCH OFF CAMPUS**

Lunch off campus is only permitted when accompanied by a parent, teacher, or adult with parental approval.

#### **TARDIES**

It is important that students always be on time to school. Self-discipline is important for proper academic achievement and essential in developing personal habits that reflect success and good citizenship. Students are considered late if they arrive after 8am, but they will be recorded as tardy after 8:05 a.m. Students arriving after 9:00 a.m. will be given a half-day absence.

1. A tardy is recorded when a student is not in the sanctuary seated with his/her class by 8:05 am.
2. Excessive tardies (more than six) will lead to parents being contacted by the principal/administrator.
1. More than six tardies in one quarter will result in discipline, up to dismissal from MCA, if the student continues to be tardy after school communication with the parent/caregiver.

# *Involvement*

**And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossian 3:17**

*McMinnville Christian Academy, BCCC Elder Board and staff encourage parents to visit the classrooms and to be involved in the school. It is our philosophy that we are an extension of the home, not a replacement. Parental involvement is crucial for your child to be successful at McMinnville Christian Academy.*

## **VOLUNTEER TEACHER POLICY**

A distinction will be made and maintained between those adults who assist at school as helpers (but under the direct supervision of a regular employee) and those who would actually take responsibility for a class, or any other endeavor where direct, unsupervised instruction (adult-to student) is involved.

- Adults who assist under the direct supervision of a staff member shall be answerable directly to that staff member. The staff member under whom they labor shall in all ways be responsible to make sure that these individuals are of sufficient competency and moral character so as not to do harm in any way to the children or the reputation of MCA. While assisting at MCA, each individual must adhere to the MCA standards of dress, speech, conduct, etc. In addition, volunteers that have younger children (under school age) please check with teacher and administrator to ensure minimal disruption during class time. As a general rule; if you are going to be in the classroom please find an alternative place for the younger child(ren); if you will be working outside of the classroom please make sure to check with appropriate faculty/staff to ensure minimal disruption.
- It is the conviction of MCA that any adult who actually instructs or directly supervises MCA children falls under more careful Biblical scrutiny. Individuals who minister in a teaching of direct supervisory capacity shall have the following qualifications:
  - In both areas of verbal testimony and lifestyle, they shall exhibit evidence of conversion to the Lord Jesus Christ as both Savior and Lord.
  - They shall indicate, in writing, agreement with MCA doctrinal statement.
  - They shall meet the spiritual qualifications mentioned in 1 Timothy 3:8-13. These qualifications are to be tempered with the understanding that each individual has relative strengths and relative weaknesses.

## **PARENT INVOLVEMENT**

As a courtesy, we request that the teacher be informed by note or phone call prior to any visit. Visitors are expected to adhere to all school policies including dress code.

## **GENERAL MINISTRY**

Enrolling in MCA obligates the parents to a minimal commitment of involvement, such as volunteer services relative to the school's needs and your gifts, praying for the school, financial support, etc.

## **SPECIFIC MINISTRY**

The Lord has called some parents to a specific on-going ministry. Examples may include but are not limited to leading a club, aiding on a regular basis in the classroom or office, or serving in various capacities on committees formed by the administration.

# *Miscellaneous*

**For God, who said, “Let light shine out of darkness,” made his light shine in our hearts to give us the light of the knowledge of the glory of God in the face of Christ. II Corinthians 4:6**

**ACCESS TO RECORDS** – Access to a student’s records, by law, must be granted upon written request. Available records include grades, evaluations, and standardized test results. A parent may challenge the content of the records by submitting a written statement. That statement shall be inserted in the records.

**ADDRESS AND TELEPHONE NUMBER CHANGES** – Please notify the office immediately if your address or telephone number changes (work, home, or cell). It is essential that all information be kept up-to-date for emergency purposes.

**BIBLE TRANSLATION** – In the 3<sup>rd</sup> through 7<sup>th</sup> grades, students are required to provide a Bible for their own use. The preferred version is the ESV (English Standard Version).

**BIRTHDAY INVITATIONS** – Everyone loves a birthday party, and no one like to be left out. Invitations are not to be handed out at school unless either the whole class is invited, or “all girls” or “all boys”.

**CHAPEL DAY** – MCA is vitally interested in the spiritual development of its students and therefore, provides a weekly chapel service. Chapel allows for times of spiritual growth, prayer, worship, and biblical instruction through a variety of creative mediums.

**COMMUNICABLE DISEASES** – Upon having the following diseases, a child must have written consent from either a physician or Health Department to return to school: Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, and Pink Eye.

**COMPLAINTS** – Dissatisfaction or complaints should be directed to the appropriate individual, in accordance with the Matthew 18 principle. Christian ethics dictate that we avoid making comments or statements that can serve to discredit an individual or the school.

**DISTRIBUTION OF MATERIALS** – Flyers, leaflets, newspapers, and other material may not be distributed or posted by students or non-students on the MCA campus without the express permission of administration.

**ELECTRONIC DEVICES/CELL PHONES/CAMERAS** – The use of electronic devices including but not limited to: cell phones, iPods/MP3, smart watch, handheld video games, cameras, etc. by students is prohibited. Students must keep cell phones and smart watches turned off and stored in their backpack during school hours. Use of these devices at school can only be approved by the school principal/administrator or delegated MCA staff. Use of electronic devices for medical reasons will be approved with a doctors note.

**EMERGENCY CLOSURES** – The decision to cancel or to delay its opening during unusual weather conditions is generally made between 6:30-7:00 am. MCA follows the McMinnville School District closures. An all school email will be sent to families.

**FIGHTING/PHYSICAL HARM** – No student shall carry, exhibit, display, or draw any weapon capable of producing bodily harm in any manner or at any time and place that shows intent to intimidate another or that warrants alarm for the safety of persons in the immediate vicinity. This is considered a Level 3 offense.

**FIRE/EARTHQUAKE/EMERGENCY DRILLS** – Drills will be conducted throughout the year.

**PE SHOES** – It is recommended that each student wears tennis shoes for PE (K-8). Students not wearing appropriate shoes may not be allowed to participate.

**HALLOWEEN** – Each year questions arise regarding the celebration of Halloween at MCA. Our Teachers Handbook states that all classroom displays and décor should always be in keeping with our mission and philosophy. Therefore, parents should use Biblical discernment when preparing for classroom parties, snacks, videos, etc. There is no occasion to wear Halloween costumes (with the exception of appropriate costumes on Spirit Days). parties at local churches as an alternative to the Halloween celebration.

**HALL PASSES** – Students should not leave the classroom unless they have been given permission from the teacher.

**HEAD LICE** – For the benefit of MCA families, a parent must notify the school if a child has head lice. The return of a child previously diagnosed will not be permitted to return until there is no evidence of nits (either dead or alive) in the scalp area.

#### **ILLNESS AND PRESCRIPTION MEDICATION**

1. Children will be sent home when their temperature is 100 degrees or above or they are showing signs of illness which may include coughing, mucous, or other abnormal upper respiratory symptoms. Children with a fever of 100 or above or who are exhibiting other severe cold/flu like symptoms (such as vomiting, diarrhea, etc.) shall not return to school for 24 hours after symptoms subside, without the aid of medication.
2. Telephone the school immediately if your child is diagnosed as having a contagious disease.
3. Prescription and over the counter medications used by students should be filed in the school office. A Medication Permission Sheet must be on file before any medication can be administered by the school personnel. And medication should have proper identification, dosage, and expiration dates relevant to the student.
4. A child unable to participate in the normal activities should remain at home.
5. Children can be excused from recess due to recovering from an illness with a written note to the child's teacher.

**LANGUAGE** – Swearing or vulgar language is unacceptable. Students are to use wholesome language that is edifying and encouraging. (Ephesians 4:29, 5:4) This is considered a Level 2 offense.

**LOST AND FOUND** – Clothing and other items lost by a student will be held in the "Lost and Found" area in the office. Items unclaimed at the end of each quarter will be donated to a charity.

**LIBRARY RULES** – Students must be quiet and well behaved in the library.

1. Books may be checked out during library time. Students must pay for damaged or lost books.
2. Students are not allowed in the library unsupervised.

#### **LUNCHES**

1. Each child shall bring a sack/box lunch each day unless signed up for hot lunch (on designated hot lunch days, such as Pizza Friday). Pizza will only be served to students who submit a pizza order form with payment by the deadline.
2. A nutritious snack packed in a lunch box is recommended for children who need extra energy before lunch.

**MESSAGES TO STUDENTS** – Telephone messages from parents will be delivered to students in an emergency situation. Please make arrangements ahead of time.

**PETS** – Students are not allowed to bring pets to school except with the permission of their teacher.

**SCHOOL HOURS** – School begins each morning at 8:00 am, and students will be dismissed at 3:00 pm. Student check in: 7:50am-8:00am and pick up: 3:00pm-3:15pm outside the worship center.

**Preschool hours drop off.** Morning session: Drop off 7:50am-8:00am and pick up 11:45am.

**SCHOOL NEWS** – Teachers will send home a class newsletter at least once a month. A school-wide newsletter will be sent to parents/caregivers once a month. Additional school-wide emails will be sent to parents/caregivers as needed to share important information.

**TELEPHONE USE** – The telephone in the office is for the teachers and staff.

1. Students may use the phone for emergencies and only with the permission from their teacher or office staff. Students may not call home to arrange for after-school play or ask parent to bring in forgotten homework. All such arrangements need to be made at home.
2. If a parent needs to contact a teacher, he/she may email; or call between 8:00am – 3:30pm to leave a message.
3. Please DO NOT text teachers during school hours.

**CURRICULUM & TEXTBOOKS** – All curriculum and textbooks (unless purchased by the student/parent) are the property of MCA; however, they are the responsibility of the student during the period of issuance. Damaged or lost textbooks/curriculum will be charged to the student's account.

**TRANSPORTATION AND PARKING** – MCA does not provide transportation to students. Morning drop off and afternoon pick up is located at the drive thru area in front of the Baker Creek Community Church Worship Center. You may park in any of the designated parking spots and walk your child into the building. *Please do not park your car in the drive thru drop off lane, for this stops the flow of the other parents dropping off their children.* Please be considerate of others when utilizing this drop off lane.

For the safety of the children, the speed in the parking lot is 5 miles per hour. Please follow the traffic circle in the area that you are picking up and dropping off your children. Any drivers violating the speed limit or driving recklessly on campus will be prohibited from driving on campus.

**VISITORS** – Students (prospective or former) and relatives of friends may visit the classroom with:

1. Approval of the classroom teacher and the administrator.
2. A 24-hour advanced notice is preferred.
3. Visitors are expected to adhere to all handbook policies including the dress code.

# Internet Policies

## ACCEPTABLE USE POLICY FOR MCMINNVILLE CHRISTIAN ACADEMY COMPUTING TECHNOLOGY RESOURCES

Computing technology resources at MCA are used to support, enhance, and complement the academic mission of the school. The in house computer network, along with a direct Internet connection, will allow people to interact with millions of computers and computer networks around the world. It will be general policy that all computing technology resources used at MCA are to be used in a responsible, efficient, ethical, and legal manner. Persons failing to adhere to this general policy, as well as specific policy guidelines below will have computing technology access privileges revoked.

**IMPORTANT NOTICE:** MCA administrators reserve the right to change or amend this policy immediately and without notice if, in their judgment, a situation occurs warranting an immediate amendment to this policy. Changes will be communicated in a timely manner.

### ACCEPTABLE USE INCLUDES:

1. Using the computing technology resources to research assigned classroom projects.
2. Participating in assigned classroom projects to interact collaboratively with others on the internet for academic purposes.
3. Using the Internet to explore academic resources worldwide, within policy guidelines.

### ACCEPTABLE USE REQUIRES:

4. Resources be used only for authorized purposes.
5. Accessing only files or data that you own, that are publicly available, or that you have been given expressed authorization to access.
6. Consideration in your use of shared resources. Refrain from needlessly monopolizing technology resources, overloading networks with excessive information, and wasting computer time, desk space, printer paper, manuals, or other resources.
7. An understanding that any data or files on MCA technology resources, or transmitted via MCA technology resources, are not private and are subject to inspection.

### ACCEPTABLE USE MANDATES THAT ONE DOES NOT:

8. Allow student use of social media or other peer to peer messaging websites/platforms.
9. Use electronic mail or messaging services to harass, intimidate, or annoy another person. This includes sending unsolicited or unwanted messages.
10. Make or use illegal copies of software, store such copies on school resources, or transmit software over the network.
11. Use computer programs to decode passwords or subvert technology security measures.
12. Make any attempt to subvert Internet screening software.
13. Engage in any activity that might be harmful to systems or any information stored on systems. Prohibited activities include, but are not limited to: creating or propagating computer software viruses, disrupting services, or damaging files.
14. Use MCA technology resources for commercial or political purposes.
15. Access, upload, download, transmit, display, or distribute obscene or sexually explicit material or language.
16. Violate local, state, or federal statute.

### **DISCLAIMERS: MCA makes no warranties of any kind, either expressed or implied, for the technology access provided.**

17. MCA and its employees are not responsible for any damages including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of information stored on MCA resources or for any personal property used to access or utilize MCA technology resources.
18. MCA will not be responsible for the accuracy, nature, or quality of information stored on, or available through, MCA technology resources.
19. MCA will not be responsible for unauthorized financial obligation resulting from the use of MCA provided technology access.
20. MCA may use technology and manual methods to regulate access and information, but it is understood that these methods do NOT provide a foolproof means of enforcing the provisions of this policy.

**SANCTIONS:** Disciplinary action related to inappropriate student use of technology resources will be handled according to MCA student handbook disciplinary guidelines for unacceptable behavior.