



# Parent/Student HANDBOOK

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Minister David Earle Harvin, Administrator

Certified by



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

Min. David Earle Harvin  
Administrator

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## **SCHOOL POLICY STATEMENT**

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

## **EDUCATIONAL PHILOSOPHY**

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

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

## **MISSION**

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

## **BASIC EDUCATIONAL GOALS**

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

## **NON-DISCRIMINATORY STATEMENT**

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

## ADMISSION AND ENROLLMENT

### Age

Students enrolling in the **K2-K5** programs must meet the age requirement by **September 1**.

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

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

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

### Birth Certificate/ Social Security Card

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

### Admission Policy

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

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

### Early Registration

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

## FEES

Mount Bethel Christian Academy will always make an effort to keep its fees as low as possible. Fees are as follows:

### Registration Fee

There is a **\$200**, non-refundable fee for all students K2 thru 8<sup>th</sup> grade.

### Books and Supplies Fee

There is a \$400 annual fee per student. This fee covers the A Beka Curriculum, Spanish Curriculum, academic supplies, Graduation and State-Approved Standardized Test.

### Technology Fee

There is a **\$100** technology fee per student. This fee covers all educational online subscriptions used for instruction and enrichment and maintenance of hardware.

### Tuition Fees

	Annual	Monthly	Weekly	Daily	Part-time
K2 Student	\$4,500.00	\$450.00	\$125.00	\$25.00	\$19.53
K5-8 <sup>th</sup> Students	\$4,100.00	\$410.00	\$113.88	\$22.77	\$19.53

After School Care*	\$ 3,600.00	\$ 360.00	\$100.00	\$20.00	\$15.00
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**Note:** \*Discounts may apply per Administrator's discretion.

### After School Care Hours and Fees

After school hours: 3:30pm to 5:30pm  
Grades K5-8: \$144 per month, per student.

**Note:** MBCA afterschool fees are billed monthly. K2 - K4 students are not charged for afterschool care.

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

Placement Tests: \$40 (1<sup>st</sup> -8<sup>th</sup> grades only). Incoming students are assessed for proper grade level placement.

### Lunch and Hot Lunch Program

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

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

### Tuition Payments

Tuition is divided into ten equal installments. **The first payment for the school year is due by August 10<sup>th</sup>.** Tuition that is not paid by the 10<sup>th</sup> of the month is considered delinquent and an additional charge of **\$15** will be assessed. If payment is not made by the 15<sup>th</sup> of the month, students will not be permitted to attend school until the account becomes current. For your convenience, payments can also be made via our website at [www.mymbca.org](http://www.mymbca.org).

### NSF- Returned Check Policy

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

## ATTENDANCE POLICY

It is the responsibility of the student and parent to maintain consistent attendance and punctuality. Regular attendance is necessary for maximum scholastic benefits.

### A. Excused Absences

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

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

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

### B. Unexcused Absences

Absences that do not fit the definition of "excused" will be unexcused. Parents should be advised that if a student accumulates more **three** unexcused absences per quarter, a parent conference will be scheduled address the concern. **Students will receive a zero for all assignments and tests missed during unexcused absences.**

### C. Truancy

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

### D. Early Dismissal

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

### E. Arriving to school late

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

1. The school day begins at **8:00 a.m.**, students are considered tardy after **8:15 am** and must have a pass for classroom admittance. **PARENTS ARE NOT PERMITTED TO WALK STUDENTS DIRECTLY TO CLASS AFTER 8:15AM, UNLESS PERMISSION HAS BEEN GRANTED BY THE FRONT OFFICE.**
2. **Students arriving after 8:30 am**, without an excused notice will not be permitted to class.
3. Multiple late arrivals will result in a conference with the Administrator, the possibility institutional fines and/or involuntary withdrawal from the institution.

### F. Procedures for reporting absences

1. Parents must notify the school office by 8:15 a.m. when a student is going to be absent.
2. Students must bring a note to the office to excuse the absence when he/she returns to school (if the school was not previously notified).
3. An admission slip must be obtained from the office by the student before being admitted to class. 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 **A Beka Book** curriculum ensures that students will be taught new material on each grade level and that there will be sufficient review of former material each year. Thus, students can progress steadily from year to year. Also, with the basic **A Beka Book** curriculum we will include cultural studies to ensure that each student will be well informed on his or her rich and unique heritage. For more information about the A Beka Book Curriculum, please visit [www.abeka.com](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.

### Student/Parent Accountability

Students in grades 1<sup>st</sup>-8<sup>th</sup> must write all assignments each day in their student planner (if there is no assignment for a particular subject, it should be indicated in the planner). The planner must be initialed by each of their teachers. Planners are designed to inform parents daily of work assigned and upcoming projects, etc. It is the parent's responsibility to check planners daily for assigned work. 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 assignments missed. Make-up work must be done to the satisfaction of the teacher. Work not made up will go on record as a zero. At least one day for each day absent will be allowed to complete make-up work. Long term assignments will be due the original time specified.

## HOME/ SCHOOL COMMUNICATION

### Parent-Teacher Conference

Parents and guardians wishing to have a conference with a teacher or administrator need to do so by appointment. **Teachers are not permitted to hold impromptu conferences at their classroom door after 8am.**

### Parent-Teacher Bi-weekly Contact

Teachers are required to contact the parent/legal guardian(s) at least once in every two-week period to discuss the student's academic and behavioral progress—at least one face-to-face or verbal contact is required every month. **Note:** This policy only applies to Homeroom Teachers for grades 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, second, 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)
- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-8)
- Confrontation, restoration, and separation (Matthew 18:15-17)



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

- Work alongside of 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 general 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 that all students adhere to the Code of Conduct at all times. 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 jurisdiction 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, are provided. 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**

- 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

## **Classroom/School Etiquette**

- Disruptive behavior that impedes the educational process
- Chewing gum, eating food or candy during class other than when approved by 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), homosexuality and/or the discussion or participation of 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 an automatic 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

### **Disrespectful Behavior**

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel
- Defacing of any kind of school, student, or faculty property
- 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., posters/stickers on books, lockers or on any personal possessions brought into the school) that are in 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 month 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 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).

## 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:

Carlyn International Corp.  
1413-15 Banks Road, Margate, Florida 33063  
Phone: 954.973.3130 Fax: 954.973.7473  
[www.carlyn1.com](http://www.carlyn1.com)

### BOYS

(Grades K2 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, oversized afros
5. Appropriate hygiene is always necessary
6. No body piercings

#### Shirts

1. It is recommended that you purchase the required uniform from Debbie's School Uniforms.
2. **K2-6<sup>th</sup> Only:** Colors: Blue or White.
3. Style: All shirts are polo style with the *MBCA* emblem embroidered.
4. **7<sup>th</sup> & 8<sup>th</sup> Grade Only:** Colors: Blue or White Oxford w/Logo and Navy and Red bow tie.
5. A t-shirt must be worn underneath the uniform shirt at all times.
6. Shirts must be proper fitting, not over/undersized.
7. Shirts are to be tucked in at all times

#### Pants

1. Pants must be proper fitting and in good condition (no rips, holes in knees)
2. Colors: Navy Blue and Khaki
3. Style: Long pants or shorts
4. No cut off shorts, must be to the knees
5. No denim jeans
6. Pants must be proper fitting—above the waistline and not over/undersized.
7. **A proper fitting belt must be worn at all times.** This belt must be black, navy or brown. **Belts are not necessary for K2-K5 if pants have elastic waist bands.**

GENERAL DRESS CODE (continued)

### BOYS

(Grades K2-8<sup>th</sup>)

### GIRLS

(Grades K2 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 K2-K5:** No beads in hair

#### Blouses

1. It is recommended that you purchase the required uniform blouses from Debbie's School Uniforms.
2. **K2-6<sup>th</sup> Only:** Colors: Blue and White.
3. Style: Round collar button-up with *MBCA* emblem embroidered.  
**7<sup>th</sup> & 8<sup>th</sup> Grade Only:** A plaid cross-tie
4. An undershirt must be worn underneath the uniform blouse at all times
5. Blouses must be proper fitting, not over/undersized and not too snug (tight).
6. Blouses are to be tucked in at all times

#### Dresses and Skirts (Culottes/Skorts)

1. **All dresses and culottes/skorts must be worn at knee length.** They must be proper fitting and in good condition (no rips), not over/undersized and not too snug (tight)
2. Colors: Navy Blue, khaki and uniformed plaid.
3. No denim
4. **Shorts must be worn under all dresses for all grade levels.**

**Grades K2 thru K5** are only allowed to wear the required uniform plaid dress with the required uniformed blouse.

**Grades 1<sup>st</sup> thru 8<sup>th</sup>** may wear the required uniformed dress or culotte/skort with the required uniform blouse.

GENERAL DRESS CODE (continued)

### GIRLS

(Grades K2-8<sup>th</sup>)

### Socks

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

### Shoes

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

### Jewelry and Make-up

1. **All Grades:** No fake tattoos or facial décor of any form is to be worn or brought to school.
2. **Grades K2-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 wrist watch will be permitted.
4. Any jewelry that reflects a feminine appearance is not permitted. Earrings are not permitted.

### PHYSICAL EDUCATION

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

1. **Grades K2-2<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 sweat pants.** Students may wear shorts underneath their sweat pants, but are not permitted to wear shorts openly (other than during Physical Education Class). After the Physical Education class has ended, students are required to put their sweat pants back on for the remainder of the school day.

### GENERAL DRESS CODE (continued)

#### BOYS

(Grades K2-8<sup>th</sup>)

### Socks

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

### Shoes

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2. **Style:**
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  - b. All shoes should have a rubber bottom and be in good condition.
  - c. No "high-top" tennis (gym) shoes or boots.
  - d. No sandals or thongs

### Jewelry and Make-up

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

### PHYSICAL EDUCATION

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

1. **Grades K2-2<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 sweat pants.** Students may wear shorts underneath their sweat pants, but are not permitted to wear shorts openly (other than during Physical Education Class). After the Physical Education class has ended, students are required to put their sweat pants back on for the remainder of the school day.

### GENERAL DRESS CODE (continued)

#### GIRLS

(Grades K2-8<sup>th</sup>)

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

### **COLD DAYS**

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

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

### **OUT OF UNIFORM DAYS**

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

#### **Pants:**

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

#### **Shirts**

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

#### **Shoes**

No sandals or thongs

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

### **Dress Code for Parents/Legal Guardians**

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

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

### **COLD DAYS**

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

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

### **OUT OF UNIFORM DAYS**

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

#### **Dresses, Skirts and Pants:**

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

#### **Blouses/Shirts**

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

#### **Shoes**

No sandals or thongs

## STUDENT RECORDS

### Cumulative Student Files

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

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

### Inspection of Records

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

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

### Custodian of Records

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

### Student Withdrawal or Transfer of Records

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

## GENERAL SCHOOL POLICIES

### Complaints

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

### Classroom Visits

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

### Administering Medication

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

### Cell Phones and Electronic Games

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



## PARENT INVOLVEMENT

### Fundraisers

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

<u>Fundraising Event</u>	<u>Vendor/Partner</u>	<u>Projected Date</u>
Cookie Dough Sale	Fun Services	August
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. Parents will have the option to purchase hours with tangible contributions, or volunteer for events approved by the academy.

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

### T.O.P. (Team Of Partners)

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

## SCHEDULES

### Official School Calendar

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

### Daily Academic Sessions

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

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

### Office Hours

7:30 am to 4:30 pm

### Hours for Teachers

7:30 am to 3:30 pm\*

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

### Hurricane Days

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

# APPENDIX

## Parent Volunteer Hours

<u>Event</u>	<u>Number of Hours Allocated</u>
1. T.O.P. Meetings	1.5 per meeting
2. Chapel Programs	1.0 per performance
3. School Performance	2.0 per performance
4. Field Trips	3.0 – 10.0 per outing
5. May Day	3.0 – 5.0 per event
6. Field Day	3.0 – 5.0 per event

## Tangible Contributions

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

The following supplies are approved for contributions:

- Expo Dry Eraser Markers
- Baby Wipes
- Kleenex Tissue
- Lysol Disinfectant Spray
- Copier Paper (8 ½" x 11")
- Spiral Notebooks
- Composition Books
- Lysol/Clorox Wipes
- Bandages (First Aid)

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