



25 Staples Shore Road, Lakeville, MA 02347

## Parent / Student Handbook

*2020-2021*

This handbook reflects what we hope our school year will look like. Due to COVID and state mandates, there may be modifications to this plan. We thank you for your understanding and patience as we move forward with safety in mind.

*Phone: 774-213-9093*

*Fax: 774-213-9087*

*Web: [www.mhca.net](http://www.mhca.net)*

## Welcome to Mullein Hill Christian Academy!

Mission Statement.....	4
Our Curriculum.....	4
Physical Education.....	4
Art Class.....	4
Music Class.....	5
Computer Class.....	5
Health Class.....	5
Chapel.....	5
Extra-curricular Activities and Programs.....	5
Extended Day.....	5
Homework Club.....	6
Enrichment Clubs.....	6
Sports Program.....	7
School Store.....	7
Private Tutoring.....	7
Music Lessons.....	7
Calendar of Special Events.....	7
Orientation Day.....	8
Parents' Night/Fall Open House.....	8
Christmas Program.....	8
National School Choice Week.....	8
Spiritual Emphasis Week.....	8
Science Fair.....	8
Grandparents' Day.....	8
Teacher Appreciation Week.....	9
Spring Music Program.....	9
Last Day of School.....	9
Eighth Grade Graduation.....	9
Teacher Professional Development.....	9
Fundraising.....	9
Great Lakes Scrip Center (GLSC):.....	9
Academic Policies and Procedures.....	10
Staff and Faculty.....	10
Pre-Kindergarten and Kindergarten Policies and Requirements.....	10
Grading and Report Card Policies.....	10
EngradePro.....	12
Middle School Screening.....	11
Honor Roll.....	11
Incomplete Grades.....	11
Terra Nova testing.....	12
Textbooks.....	12
Purchase of Spelling Books.....	13
Expectations for MHCA Students and Families.....	12
Code of Conduct, 5 A's Peacemaker Program.....	13
Absence and Tardiness Policy.....	13

Field Trip Policy .....	14
Homework Policy .....	14
Conduct and Discipline .....	15
Academic and Behavioral Consequences Program (“ABC program”) .....	16
Suspension and Expulsion .....	17
Playground Rules .....	18
What Makes a Bully? .....	18
Party Invitations .....	18
Uniform Policy .....	18
Dress Up Days .....	22
Respect for Property and Boundaries .....	22
Lunches and Snacks .....	22
Telephone Usage Policy .....	23
Requirements for Parents and Families of MHCA Students .....	23
Enrollment Policy .....	23
Security Deposit .....	23
Late Enrollment .....	23
Withdrawal Policy .....	23
Visitor Policy .....	24
Before and After-School Policies .....	24
Early Dismissal .....	25
Grievance Policy .....	25
Tuition .....	25
Financial Aid .....	27
Student Records .....	27
School Calendar .....	27
Cancellations .....	27
Emergency Plan .....	28
Medical Requirements and Policies .....	28
Notification of any Changes in Health Status .....	28
Physical Examinations and Immunizations .....	28
Illness Policy and Return to School .....	29
First Aid Procedures and Policies .....	29
AHERA Notification .....	31
Title 1 Parent Involvement Policy .....	31

## **Mission Statement**

The mission of Mullein Hill Christian Academy is to train up a generation of leaders to serve the Lord with their whole heart, soul, strength, and mind according to a biblical understanding of the relationship between knowledge and truth. Our mission is supported by a Christ-centered environment with a staff that models strong academic and spiritual discipline.

## ***Our Curriculum***

Our curriculum continues to be updated at every level. Each grade includes a strong Bible curriculum including Positive Action for Christ in grades 2 – 8 and a variety of age appropriate materials from BJU Press, ACSI Purposeful Design, among others for our lower grades. Our academic curriculum follows the Massachusetts Frameworks in order to provide an easier transition for students leaving and entering the public school system. MHCA implements Christian curriculum including selections from BJU Press and ACSI Purposeful Design among others. Any secular texts used have been reviewed and evaluated extensively by teachers and approved by the Board of Directors. As always, we strive to provide a challenging education that is presented with a Biblical worldview.

## ***Physical Education***

All students, Pre-Kindergarten through eighth grade, participate in physical education classes. This class is graded on a pass/fail basis with comments on sportsmanship and ability. Students excused from physical education class must have a note from a parent, and in some cases, from a doctor. All students must wear a MHCA navy blue logo tee-shirt, gym uniform shorts/pants (plain navy blue), and sneakers as their uniform for the day on gym days or they will be prohibited from participating. These students will receive a “zero” for the day. (Order forms are available in the school office.) If a student receives three zeroes in one term, the student will fail for the term. Due to limited time and space, gym classes cannot be made up. Students are required to bring a filled water bottle clearly labeled with student’s name with them to class as well.

## ***Fitness Day***

This is a day that the whole school participates in some form of physical activity for 30 minutes. It could be walking, jogging, jumping rope, etc. We will plan one Fitness Day each month, which for the most part will be the last Monday of the month. Dress code for Fitness Day is the MHCA P.E. apparel.

## ***Art Class***

All students, Pre-Kindergarten through eighth grade, participate in art class. Students learn age-appropriate techniques and complete projects. The children are exposed to various mediums, including paint, watercolor, pencil, and chalk. Work is exhibited throughout the year at various functions. Students are encouraged to use their artistic talents to serve the community.

### ***Music Class***

All students, Pre-Kindergarten through eighth grade, participate in music class weekly. Music lessons are prepared according to the Massachusetts Frameworks. Students are exposed to music theory, musical instruments, composers, and singing. Students present two music programs each year scheduled for **December 4, 2020** and **May 28, 2021**. Attendance is mandatory.

### ***Computer Class***

All students, grades Kindergarten through eight, participate in computer class. With the exception of Kindergarten, students receive a letter and number grade each quarter. Grades Kindergarten - 3 follow a curriculum that includes Microsoft Word, Paint, and Excel. Grades 5 – 8 follow a curriculum that includes Google Docs, Google Sheets, and Java Script programming. All students use Typing Agent to refine their keyboarding skills. Students will, on occasion, be allowed to complete final drafts during class time. Students will receive a grade each quarter based on a set criteria of skill and knowledge. Parents will be required to sign a consent form for any student to use the internet. Students will be monitored while using school computers.

### ***Health Class***

All students, Pre-Kindergarten through eighth grade, participate in health class. A Bible-based curriculum is used, published by Christian Schools International. Topics discussed in Health class include the four types of health (spiritual, mental, social, and physical), decision making, goal setting, stress, body systems, diseases, nutrition, and healthy living.

### ***Chapel***

Chapel takes place every Wednesday in the multi-purpose room. The last week of each month, all students meet together for STAR student presentations and character awards. During chapel students are encouraged to actively participate and spend time in God's Word. Weekly speakers include pastors, missionaries and members from local churches, as well as students and teachers. Parents and family members are encouraged to attend this weekly morning of worship @ 9:00 a.m.

## **Extra-curricular Activities and Programs**

### ***Extended Day***

Extended Day is an opportunity for students to stay before or after school in a structured, safe environment under adult supervision. Extended Day is offered every day from 7:00 a.m. to 8:00 a.m. and again from 3:00 p.m. until 5:30 p.m. The Extended Day Coordinator is Mrs. Earp. Rates for the program are as follows:

<b>Extended Day Rates:</b> 5 min - 30 min.:	\$4
Up to 60 min.:	\$8
Up to 90 min.:	\$12
Up to 120 min.:	\$16
Up to 150 min.:	\$20

It is important to pick students up in a timely manner. Dismissal times are as follows:

2:40 p.m. for Pre-K – Grade 2

2:50 p.m. for Grades 3 – 5

3:00 p.m. for Grades 6 – 8

**Any student still remaining 5 minutes after dismissal, (regular dismissal or club dismissal) will be sent directly to Extended Day. This means you will be charged \$4 for being in Extended Day any portion of a half hour. Students remaining in Extended Day after 5:30, rates double (\$8 per half hour, \$16 per hour).**

Students must be signed out of Extended Day by an adult (18 years or older).

Extended Day statements are sent home monthly with our pay-in-full families. Payment should be sent in promptly to avoid the late fee. Families signed up through SMART Tuition, are billed directly through SMART and pay accordingly. Delinquent accounts will be ineligible to use this program.

#### **After-School Late Pick Up Policy**

The MHCA Extended Day Program closes at 5:30 PM. Students picked up after 5:30 PM are considered a late pick up, which will result in a late pick-up fee being assessed to your account. The late fee is \$1.00 per minute per child. It is important to have an alternate person lined up that you can call as a back-up plan in the event you are going to be late. Not only do children become hungry by this time, they become stressed and anxious when they realize everyone has been picked-up and no one has arrived for them. We are also committed to our staff, as they have responsibilities to their own families and ministries after school. Please make every effort to pick up your children on time.

#### ***Homework Club: Grades 1-8***

Homework Club is a time for students to complete their homework in a quiet environment. Students will be dismissed to Homework Club at 3:00 p.m., and will be dismissed by the Homework Club supervisor at 3:30 p.m. Any students remaining after 5 minutes will be sent to Extended Day and charged accordingly.

**Students are not to be dismissed from Homework Club before 3:30 in order to minimize disruptions in study/work time.** If you must pick your child up prior to 3:30 they should report to the Extended Day program, for which you will incur a charge.

#### ***Enrichment Clubs***

A variety of Enrichment Clubs may be offered during each quarter. Each Enrichment Club will meet once a week for six weeks. There will be a \$30 per student, per club fee. These programs will run from 3:00 p.m. to 4:00 p.m. Students will be dismissed to Enrichment Clubs at 3:00 p.m. and will be dismissed by the Enrichment Club instructor at 4:00 p.m. Any students remaining after 4:05 p.m. will be sent to Extended Day and charged accordingly.

### ***Sports Program***

Mullein Hill Christian Academy may offer basketball or spring soccer with area schools. The teams rely on parents and teachers to volunteer in various capacities. Students must pay a sports fee in order to participate in the sports program. Many teams are sponsored by local businesses. If you, or someone you know, would be interested in sponsoring a team, please contact the office for information.

All students are expected to display respect and sportsmanship on and off the field. If a student receives a detention, he or she will not be eligible to participate in the next scheduled game or practice. If discipline continues to be an issue, a coach, a teacher, or the principal may ask for the student to be removed from the team.

In order for students to be eligible to participate in the extra-curricular sports program, they must have an overall academic average of **70% or better at the closing of each term**. Students' grades are averaged every 9 weeks for report cards and at 4-5 weeks for midterms. If a student's academic average falls below 70% at progress report time, a warning notice will be sent home for parents to address the academic progress with their children. A parent may exclude their child from participating in an extra-curricular activity at any time. At report card time, a formal restriction from participation in activities will be issued. **Money will not be refunded**. If the student's grades improve after the next marking period, she or he will be allowed to rejoin the team. Athletes can wear their team shirts with uniform pants on game day only.

### ***School Store***

During the year, Mullein Hill Christian Academy will have a small "school store" available at scheduled times. Students, with parents' permission, will be able to buy snacks, drinks, and school merchandise. All proceeds from the store are used for the eighth grade class trip or a ministry. Eighth graders are in charge of the store, under supervision, and work on inventory, sales, and marketing skills. Students with allergies should bring their own snacks to school. Snacks should **not** be shared between students.

### ***Private Tutoring***

MHCA provides opportunities for students to be privately tutored. Parents must pay an additional fee, \$15 per ½ hour or \$30 per hour. All tutoring must take place after teacher duties and official school hours from 3:30 p.m. - 4:30 p.m. Parents can make inquiries through the office or by notifying the student's teacher. Not all MHCA teachers are available to tutor, and sometimes families must make alternative arrangements outside of school for academic tutoring.

### ***Music Lessons***

MHCA provides information about private music lessons including piano, voice, violin, and guitar when available. Again, these lessons involve additional fees which are payable directly to the instructor. Information on music lessons will be available on Orientation Day, or by contacting the school office.

## **Calendar of Special Events**

Throughout the year, we offer various special events for students, family, and friends. The following is a list of events that we have planned for the upcoming academic year.

### ***Orientation Day***

**Tuesday, September 1, 2020, 9:00-11:00 a.m.** is Orientation for adults and students. This program is designed to help parents adjust to their child's new environment and to answer any questions before our first full day of school on Wednesday, September 2. The program will be held in the all-purpose room with a brief informational assembly. Parents may visit classrooms after the assembly. **All outstanding paperwork and fees (i.e. parent information forms, birth certificate copies, medical records, etc.) must be turned in by September 1** in order for the student to begin the first day of school. If you are unable to attend this day, you must make arrangements to meet with the Principal or Office Manager prior to the start of school to ensure that all paperwork is complete and handed in. Students should wear a school uniform on this day.

### ***Fall Open House***

**Friday, September 11, 2020,** is Fall Open House. This event is intended to open the lines of communication between students, teachers, and parents.. Come join us as we discuss the middle school experience and brainstorm ways to make these years memorable for everyone. Open Houses are for the whole school to participate in. Students get to visit their classroom with their parents and show off their hard work. We encourage you to invite your friends and family.

### ***Christmas Program***

On **Friday, December 4, 2020,** we will have our annual Christmas program. This is an evening performance. Students should arrive at 5:45 p.m. for a 6:00 p.m. performance. Attendance is mandatory and location of performance will be at Central Congregational Church, 2 Webster St., Middleboro.

### ***National School Choice Week***

**January 25—29** Each year we celebrate our choice of school which is MHCA! We do this by highlighting some of the positive aspects of our school, giving out small gifts to children, and looking for ways in which we can make our school better.

### ***Spiritual Emphasis Week***

Each year we have a team of speakers come to minister to our students/staff with chapel messages each morning of the week, **March 15-19, 2021.**

### ***Science Fair/Open House***

The annual Science Fair will be held on **Friday, March 12, 2021,** along with our Spring Open House. Student Science Fair Projects from grades 5 - 8 will be on display followed by a brief awards ceremony. Students in grades 5-8 are required to attend. The Spring Open House is a great opportunity for prospective students and parents to tour the school. Students should arrive by 6:00 p.m. **and take their entire project home at the close of the evening.**

### ***Grandparents' Day***

Make sure to reserve **Thursday, April 1, 2021** for Grandparents' Day. This is an early release day so students may be dismissed with their grandparents. Students enjoy a brunch, entertainment, and a guest speaker with their grandparents or special guest. Parent helpers are



needed for this event. The location of this event will be at Central Congregational Church, 2 Webster St., Middleboro.

### ***Teacher Appreciation Week***

Each year we want to show appreciation for the great job of our teaching staff by providing a small lunch throughout this week. Cards and/or small gifts may also be given throughout this week: **May 3-7, 2021.**

### ***Spring Music Program***

The Spring Music program will be held on **Friday, May 28, 2021.** This is another opportunity for students and teachers to exercise their God-given musical talent. All are welcome to attend this evening performance. Students should arrive at 5:45 p.m. for a 6:00 p.m. performance. Attendance is mandatory and location of performance will be at Central Congregational Church, 2 Webster St., Middleboro.

### ***Last Day of School***

**Tuesday, June 15, 2021,** is our last day of school and is an early release. We usually hold an all school get-together during the morning filled with games and fellowship. This does count as our 180<sup>th</sup> day of school.

### ***Eighth Grade Graduation***

Graduation will take place on **Friday, June 11, 2021.** Friends and family of graduates are invited to join this event as our eighth graders graduate from Mullen Hill Christian Academy. This is an evening of celebration and encouragement to our graduating class, celebrating all they have learned and looking forward to all they will accomplish. Location of event will be at Central Congregational Church, 2 Webster St., Middleboro.

### ***Teacher Professional Development***

During the course of the academic school year, we set aside one half day per month for teacher development. This is marked as “Teacher Prof. Development” on the school calendar.

## **Fundraising**

MHCA does not have a fundraising requirement for families; however, you are encouraged to participate in the various fundraisers that we do run during the year. Any profits from each fundraiser are put back into purchasing needed items for classrooms and to pay for participation in educational enrichment programs for staff members. Below is information on our most common fundraisers. There may be changes to this listing throughout the year

### ***Great Lakes Scrip Center (GLSC):***

We are pleased to participate in the GLSC scrip program. Scrip, most commonly known as gift cards, offers a wide variety of gift cards to department stores, specialty stores, grocery stores, gas stations, restaurants and more! Orders are accepted throughout the school year on Mondays, bi-weekly or monthly, and are delivered to parents by Thursday or Friday of the same week. MHCA earns a percentage of each card sold (percentages are shown on the order form). **Getting**

**into the habit of using scrip for groceries, gas, and gifts can really add up!** Orders may be placed by using order forms which are sent home bi-weekly or monthly or online at [www.shopwithscrip.com](http://www.shopwithscrip.com) using the enrollment code of: **385BCL3512448**. Payment needs to be received at time of order please.

### ***5K Races***

We will honor veterans with our “Run for Veterans” 5K on ***Saturday, November 7th***. Our “Honor Thy Mother” 5K Race will be held on ***Saturday, May 8th*** for Mother’s Day weekend. This will be a great time for family and friends to participate in supporting M.H.C.A.! There will be something for everyone! Sign up to help and bring friends along!

## **Academic Policies and Procedures**

### ***Staff and Faculty***

The Principal oversees the daily activities of the Academy. The Administrative Assistant works on community connections, special projects, sports, fundraising, and supports staff. The Office Manager is responsible for maintaining student records and the daily business routine of the school. The Financial Administrator is responsible for tuition files and other financial needs of the school. The staff also includes a Supervising Nurse Consultant. These staff members shall make all decisions regarding the safety, well-being, and education of the students.

### ***Pre-Kindergarten and Kindergarten Policies and Requirements***

Children must be 3.0 years old by August 31<sup>st</sup> of the year in which they are enrolled in the Pre-Kindergarten program. All Pre-K students must be completely toilet-trained. All sessions are from 8:30a.m. - 2:40 p.m. Tuition is based on pre-counted days. You do not need to exchange a holiday. If an additional day is needed, a one-day rate will be charged. Children who come half days, the Pre-K program ends at 12:30am. If your child needs to stay past this time, a pro-rated rate will be applied. Students applying for the Pre-K program will be interviewed and accepted on an individual basis per teacher recommendation. **All students are accepted on a probationary basis.**

Students must be five (5) years old on or before August 31<sup>st</sup> to enroll in Kindergarten. Our program is a full-day, five-days-per-week Kindergarten program. All students are screened and accepted into the program per teacher recommendation. **All students are accepted on a probationary basis.**

### ***Grading and Report Card Policies***

Mullein Hill Christian Academy presents a challenging academic program. The year is broken into four quarters as follows:

**Term One:** September 1– November 4

**Term Two:** November 5– January 22  
**Term Three:** January 23– April 5  
**Term Four:** April 6- June 15

Report cards are issued on a quarterly basis for grades 1 – 8 and less frequently for earlier grades. Mid-quarter progress reports will be issued to all students in grades 1-8. Parent-teacher conferences are held first and third quarters for students in 1<sup>st</sup>-8<sup>th</sup> grade: **The week of November 16-19 and the week of April 12-15**. Interim conferences can be arranged, upon request, by contacting the school office.

### *Gradelink*

Student grades are available on line. We recommend parents check assignments weekly using this tool. A student’s promotion to the next grade will depend upon overall performance and will be left to the teacher’s/principal’s discretion. **An eighth grade student who is failing 2 or more major subjects will not receive a diploma of graduation from Mullein Hill Christian Academy. A failing average is an average of 65% or lower.** Major subjects are considered: English, Language Arts, Science, History, Math, and Bible.

### *Middle School Screening*

During fifth grade, students will be evaluated informally by the teacher and principal. Student’s grades, Terra Nova scores, work ethic, and social skills will be evaluated to determine each student’s readiness for the challenging middle school program. Parents of a student that is struggling will be asked to meet with the teacher, principal, and lead teacher to determine a course of action to prepare the student for our middle school program. Parents may be asked to arrange a tutor for their child. In some cases, it may be determined that a student is not eligible for our middle school program.

### *Honor Roll*

To be eligible for **High Honor Roll**, students in grades 1—8 must attain a minimum average of 90% in all subjects.

To be eligible for **Honor Roll**, students in grades 1—8 must attain a minimum average of 80% in all subjects.

To be eligible for **Merit Honor Roll**, students in grades 1—8 must attain a minimum average of 80% in all subjects, with one grade of 70% or better allowed.

### *Incomplete Grades*

Occasionally an extended illness or absence creates a situation where a student may receive an “incomplete” on his/her report card. The student will have two weeks in which to complete the work and submit it to the teacher to receive a grade for that marking period. Should the student fail to complete work in the allotted time, the student will receive zeroes for all work missed, or a reduced grade for late work, and those grades will be used to determine an average for the term.

Students that withdraw from the school prior to the end of a term will receive “incomplete” or “withdrawn” on their report card in all subject areas.

### *Terra Nova testing*

The Terra Nova Standardized Achievement Tests will be given to students in grades 3, 5, and 7 during the week of **May 10-14, 2021**. Attendance is crucial at this time. Children are tested in specific areas to determine individual and overall achievement. Percentiles are compared to other children nationwide in both Christian and public education.

### *Textbooks*

Non-consumable textbooks are the property of Mullein Hill Christian Academy. They must be covered and properly cared for throughout the school year. Parents will be billed for non-consumable textbooks that are lost or returned in less than satisfactory condition (i.e. frayed, stained, marked, highlighted, etc.) If a textbook is needed over summer vacation, a \$50 deposit is required. If the book is returned in the same condition as it was when it left school property, your deposit will be returned.

Consumable textbooks are the property of the student. S/he is responsible to keep consumable textbooks in usable condition throughout the school year. If a student loses a textbook, it must be replaced at the student's expense. Students in grades 1-8 will be required to have an additional reading book of their choice for SSR (Sustained Silent Reading). Everyday students in these grades will be required to read silently for 10 minutes.

MHCA provides students with pencils, pens, erasers, notebooks, and various other supplies at the start of the school year. Students need to replace these items as the school year progresses or the need arises. Each student must have his or her own NIV Bible. Students are expected to report to each class prepared.

### *Purchase of Spelling Books*

Spelling books, for grades 4-8, may be purchased if students would like to write in the book. For students in 4<sup>th</sup> & 5<sup>th</sup> grade, it is one purchase for the year. For students in grades 6-8, a purchase needs to be made in September and then also in January. Cost of the book is \$18.

## **Expectations for MHCA Students and Families**

Attending Mullein Hill Christian Academy is a privilege, and that privilege is based on the continued acceptance and support of the Academy regulations by students and parents. **Any student or parent who expresses to other individuals or to the school staff a blatant disregard for the Academy, its standards, or teachers, may be removed from the Academy. Parents and students are expected to acquaint themselves with the Academy's rules and to abide by them willingly and cheerfully.**

It is never appropriate to contact school faculty, staff or Board members at home via phone, mail, or email. It would help us greatly if you could:

- Give the staff the benefit of the doubt and verbally support the school to your child.
- Understand that your child's report may be emotionally biased and without complete information.

- Understand that MHCA has reasons for all rules and that these rules are enforced without favoritism.
- Feel free to call the school for the facts and with your concerns. We are committed to working with you in all situations.

### ***Code of Conduct***

Mullein Hill Christian Academy is a high quality learning institution where courtesy and respect for all others prevail. In cooperation with faculty, students are responsible for maintaining a positive learning environment by being courteous and exhibiting acceptable conduct toward each other and school personnel.

A student is expected to conduct him/herself so as to reasonably comply with the Code of Conduct:

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the Board to provide education programs and other services
- Comply with the rules of the school
- Take responsibility for his/her behavior
- Respect the rights of others

As you may already know, we practice The Peacemaker program. This is our first step in securing a secure environment here at M.H.C.A. The program teaches us to use the 5 A's:

- **Admit** what I did wrong.
- **Apologize** for how my choice affected you.
- **Accept** the consequences.
- **Ask** for forgiveness.
- **Alter** (change) my choice in the future.

***All school events are weapon free zones. This includes school events held at other venues.***

### ***Absence and Tardiness Policy***

A parent is required to call the school or send a note any time the child will be absent or tardy. Please notify the school as soon as possible should a prolonged absence be anticipated. Homework will be sent to the student at the parent's request so that the student can keep up with the class schedule. Parents may pick up a student's work after school at 3:00 p.m. A doctor's note is required for any student absent for more than three consecutive days.

Consistent tardiness is a hindrance to academic progress and disruptive to the classroom environment and will not be tolerated. In some cases, students may not be able to join the class right away upon a tardy arrival if a test is being administered or the teacher is engaged in a lesson. Parent written notification and possible request to conference will address younger student's tardiness. In addition, any student absent in excess of 20 days during the academic

year will be issued a letter of notification and cause his/her record to be reviewed by the administration.

### ***Field Trip Policy***

There is an expectation that all students will attend class field trips. In the event a student is unable to attend, please notify the school as soon as possible. Students not attending the field trip are expected to come to school and work on an alternative assignment. Field trips are a valuable enrichment to your child's education and we encourage you to support this portion of our program. **Any child who does not participate in the field trip and does not report to school on the day of the field trip will be marked absent.** Field trip notices must be submitted in a timely manner. A student that does not return a permission slip promptly will not be allowed to participate. Please note return dates on all notices. We also occasionally offer In-School field trips that take place at MHCA. At these events, we charge accordingly to help offset the cost of the program. Some in-school field trips are Spiritual Emphasis Week or other events that are planned through the school office.

***Any photos taken of MHCA students need to be submitted to the office. Please do not put any pictures of students online unless it is of your child only.***

### ***Homework Policy***

At MHCA, homework is given to reinforce new concepts and to promote student organization and responsibility. Homework time can also be devoted to reviewing, reading, studying for a test, or working on a long-term project. Homework Club is provided on a daily basis for all students from 3:00—3:30 for students in grades 1-8. There is no charge for Homework Club.

MHCA provides students with an agenda book beginning at grade 2. This is the tool for communication regarding homework, conduct, and class activities. Students are responsible for keeping their agenda books with them at all times to record assignments. Parents should sign the books as required by the homeroom teacher. We are now considering online agenda books for the older grades at MHCA. We will be able to give you the details on this by the start of the fall semester.

Students are expected to complete all homework assigned. If homework is not completed, students have a chance to turn homework in late for a reduced grade. Students will receive an academic mark for missing/late homework assignments. If the assignment is not completed within three days, a zero grade will be issued.

In the case of absence, the student will be extended one day for each day absent to make up the missed work. No extension will be given for long-term assignments. If due dates are in question due to absence, it is the student's responsibility to meet with the individual teacher for clarification. *Homework policies may vary slightly according to individual teachers.*

*It is the students' responsibility to take home all books and other information as needed for assignments at the end of the school day. Students and/or parents are NOT permitted to re-enter the building for any items after classes have ended for the day. In the event a parent would like to retrieve something on behalf of a student, the parent must check in with the office and be*

*escorted to the classroom. This will be done at the discretion of the administration and prior to the closing of the building.*

### ***Summer Workbooks/Reading***

It is a requirement of Mullein Hill Christian Academy that all students returning in the fall do assigned work of a summer workbook and summer reading. Workbooks can be picked up in the office. Teachers will assign the reading. The reading lists will be put on the website for easy access as well.

### ***Conduct and Discipline***

Students represent Mullein Hill Christian Academy, Inc. in school as well as out of school. It is vital that a student's conduct be above reproach and honoring to Christ and to the reputation of Mullein Hill Christian Academy on and off school grounds. With this in mind, the following standards have been set:

\*Students at Mullein Hill Christian Academy are expected to refrain from swearing and any other derogatory speech, smoking, use of alcoholic beverages, illegal use of drugs, and indecent or disorderly behavior.

\*Students are to conduct themselves in an open, honest, and friendly manner. Courteous speech and prompt, cheerful obedience are expected. Rude or unfavorable remarks directed toward others will be subject to disciplinary action.

\*Students must respect the rights and property of others.

\*Students must maintain an attitude of respect for the authority of the Administration, the teachers, staff, and student leaders.

\*Students are not to yell, run, or be rowdy in the building. Horseplay in any situation will not be tolerated.

\*Personal use of electronics as well as cell phones are banned on school grounds as well as on field trips. The school is not responsible for lost or stolen property.

\*Any music, sacred or secular, used on the school's premises for the entire class to hear is subject to the Administration's and/or teacher's approval.

\*Students are not allowed to chew gum on school property at any time before, during, or after school. Food and drinks must be consumed in designated areas. All trash must be placed in proper receptacles.

\*Students must respect school property. Willful destruction will be the responsibility of the student and/or parent(s) to rectify.

The school personnel are dedicated to the training of boys and girls in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently

and in order” (I Cor.14:40), and that our boys and girls should be taught to follow a God-given responsibility to walk honorably before all men. Thus, Mullein Hill Christian Academy maintains discipline tempered by love. Mullein Hill Christian Academy does not practice corporal punishment. Corrective measures, such as the school deems necessary, shall be given for infractions. Our teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students.

### ***Academic and Behavioral Consequences Program (“ABC program”)***

Our updated program for affirmation, discipline, and natural consequences consists of three areas: merits, academic marks, and behavior marks.

**Merits** are awarded to students by teachers, staff, and administration. They are given to affirm behaviors above and beyond the standard of academics and conduct in our community. Examples of “meritable” behaviors include, but are not limited to, assisting staff members, students, or the MHCA community at large by being a role model or mentoring students through enthusiasm, participation, improvement, and showing effort in a given area.

**Academic “marks”** will be given when a student displays an academic behavior that needs correction. They are given to help track academic habits that could become detrimental to the student’s learning. Academic marks will be given for missing or incomplete homework, unsigned agenda books, not having the appropriate books or materials, or any other behaviors that directly affect academic progress. After five (5) academic marks the student will meet with their teacher(s) to set goals and problem solve. At this time, there will be a phone call home to inform the parent of the current situation and discuss the plan in place. If an additional five (5) academic marks are received within the same academic term (typically 45 days or nine weeks), the student will meet with their teacher and the principal to review their previous goals and further problem solve. At this time, students may have an in-school academic work day to get caught up on any missing work or projects. A new tally of academic marks starts on the first day of each term.

**Behavior “marks”** are given to track behaviors that are unacceptable. These behaviors include, but are not limited to disrespecting staff, students, or school property, and a lack of self-control in speech and/or actions. After the accumulation of five (5) behavior marks, students will meet with their teacher(s) to set goals and develop a plan for improvement and accountability. If an additional five (5) behavioral marks are accrued, a scheduled meeting with their teacher (lead teacher in the middle school) and the principal will be held to discuss the previous goals and consequences and the following course of action. In the event that a total of fifteen (15) behavior marks are earned, the student will attend a meeting with the principal, their teacher (lead teacher) and their parent. Additional consequences will be discussed at this time.

At each stage parents will be informed through a written notice that must be signed and returned, and/or a phone call home. Behavior marks will be tracked by the academic year, not by term.

Tracking of merits, academic marks, and behavior marks will be done in the student’s agenda book.



The mission of Mullein Hill Christian Academy is to raise up a generation of leaders to serve the Lord with their whole heart, soul, strength and mind according to a biblical understanding of the relationship between knowledge and truth. The ABC program supports this mission through the development of a strong academic standard and Christ-centered code of conduct.

**It is understood that attendance at Mullein Hill Christian Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the school's standards and regulations. Those in authority realize that good behavior cannot be legislated, but must come from within. Every effort is made to establish natural consequences to both positive and negative behavior. The Administration/Board may request withdrawal of any student, at any time, who in the opinion of the Administration/Board, does not fit into the spirit of the school, regardless of whether or not s/he conforms to the specific rules and regulations of the school.**

### ***Suspension and Expulsion***

Major offenses leading to immediate suspension and probable expulsion include but are not limited to: possession of alcoholic beverages, immoral activities, fighting, illegal use of drugs, smoking, stealing, vandalism, possession of firearms and/or explosive devices, knives, or anything that may be used as a weapon. Any possession, dispensing, or being under the influence of alcohol/drugs is a violation of school rules. Any student with alcohol or drugs in his/her possession, or who there is a reasonable suspicion to believe is under the influence of or has ingested alcohol/drugs, will be sent directly to the school office. The student's parent/guardian will be contacted, and the incident may be reported to the police as mandated by State Law. Corrective action, which may include a clinical risk assessment, will be required prior to re-admission to the school. Use, possession, or being present when and where there is use of drugs or alcohol, while under school supervision or at a school event regardless of quantity, location, or time may result in up to a ten (10) day suspension from school, referral for expulsion, and legal action taken. In addition, appropriate counseling may be recommended.

**In-House Suspension** means a student will be excluded from all daily activities, including sports. The student is required to spend the in-house suspension in the office or other assigned area and all work/homework is to be done.

**Suspension out of school** means the student will not be allowed back into school until the time of suspension is over. A meeting between the Principal, parents, and student will be scheduled prior to the child's return. The student is required to complete all class work and homework given.

**Expulsion**-There are times when a student fails to meet the obligations of Mullein Hill Christian Academy and the Administration/Board is forced to make a decision to expel the student. A meeting between the Principal, Board members, parents, and student will be necessary when expulsion occurs.

***Offenses contained herein are not all inclusive. The Administration and the Board of Directors reserve the right to make the final decision including the suspension or expulsion in all cases of disciplinary action.***

### ***Playground Rules***

\*Children must remain in the designated play area at all times. Children must obtain teacher permission to leave for any reason.

\*Bad language, bullying, name calling, or fighting will result in the loss of recess. In some cases, a more severe disciplinary action may be necessary. Children sent into the building must report to the Principal unless otherwise specified.

### ***What Makes a Bully?***

Bullying, as defined by the Committee for Children, is an abuse of power either physically, psychologically, or sexually. Bullies tease and taunt others, purposefully exclude certain classmates, and spread rumors. A bully's abuse is abrasive and wears down a victim's self-esteem. A child's distress about an attack fuels a bully's sense of importance and can act as a catalyst for future instances of abuse. Bullying will not be tolerated at MHCA and we expect complete cooperation when addressing issues pertaining to social relationships and building appropriate skills. It is important to reinforce healthy boundaries and positive relationships with your children.

### ***Party Invitations***

In the event you are planning a party or gathering which involves the students of this school, we would ask that you be sensitive to the exclusion of classmates. Please send invitations to school only if your intent is to invite an entire class. If your intent is to select students, we respectfully request that you mail or deliver these invitations off school premises.

## **Uniform Policy**

**The rationale for our uniform policy is that God looks on the heart. Man looks on the outward appearance. “Thus, by their fruit you will recognize them” (Matthew 7:20).**

- \*diminishes clothes competition and fosters acceptance of fellow classmates
- \*students dressed neatly and appropriately will have respect for themselves and others
- \*contributes to a disciplined learning environment conducive to good study habits

Parents are responsible for making sure children are dressed in the modified dress code. Uniform clothing may be purchased from Lands' End, JC Penney or Donnelly's Uniform. Each of these vendors has styles that meet our dress code requirements. Please remember that sleeveless shirts are not allowed. **Look for “official school uniform” tags and be sure clothing choices meet MHCA uniform policy as not all available selections will meet our dress code policy.**

MHCA orders navy blue tee shirts which are required to be worn on gym days, and need to be worn on physical fitness days and / or dress down days. Please order through the office.

We encourage families to plan ahead and use our **scrip** program to purchase uniforms. You may also begin your shopping at Box Tops Marketplace. Many vendors will contribute a percentage of your purchase to MHCA.

**Boys:**

Cotton/twill pants; colors: khaki, navy blue. A belt is required if pants have belt loops for grades 5-8. It is suggested for grades K-4.

Cotton/twill shorts; colors: khaki, navy blue. No more than 3” above the knee. A belt is required if shorts have belt loops for grades 5-8. It is suggested for grades K-4.

Polo shirt (long/short sleeve); colors: white, navy blue, cranberry. *No logos and shirts must be tucked in.*

Button-down Oxford (long/short sleeve); colors: white, navy blue, cranberry.  
*No logos and shirts must be tucked in.*

Cardigan button down sweater, pullover v-neck or crew neck, or sweater vest; color: navy blue, cranberry and white. (Not hooded)

Turtleneck; colors: white, navy blue, cranberry. *No logos and shirts must be tucked in.*

Polar fleece/vest; color: navy blue, cranberry. (Not hooded except for MHCA PE sweatshirts.)

MHCA polo shirts (long/short sleeve); colors: navy blue, cranberry. *Shirts must be tucked in.*

Blazers in navy or burgundy school colors, and ties, are also acceptable.

MHCA tee shirts (allowed on gym days only), fitness days, or dress down days.

**\*No Cargo, carpenter, corduroy or denim style pants are allowed. Pants must fit appropriately at waist. No outside pockets with flaps.**

**Girls:**

Cotton/twill pants; colors: khaki, navy blue. A belt is required if pants have belt loops for grades 5-8. It is suggested for grades K-4.

Cotton/twill shorts; colors: khaki, navy blue. No more than 3” above the knee. A belt is required if shorts have belt loops for grades 5-8. It is suggested for grades K-4.

Polo shirt (long/short sleeve); colors: white, navy blue, cranberry. *No logos and shirts must be tucked in.*

Button-down Oxford (long/short sleeve); colors: white, navy blue, cranberry. *No logos and shirts must be tucked in.*

Cardigan button down sweater, pullover v-neck or crew neck, or sweater vest; color: navy blue, cranberry and white. (Not hooded)

Jumpers; colors: khaki, navy blue, cranberry, blue plaid (from Lands' End, JCPenney, or Donnelly's Uniform only). No more than 3" above the knee.

Skirt; colors: khaki, navy blue, cranberry, blue plaid (from Lands' End, JCPenney, or Donnelly's Uniform only). No more than 3" above the knee. A belt is required if skirt has belt loops for grades 5-8. It is suggested for grades K-4.

Scooter skirt/skort (attached shorts); colors: khaki, navy blue, cranberry, blue plaid (from Lands' End & JCPenney only). No more than 3" above the knee. A belt is required if skirt/skort has belt loops for grades 5-8. It is suggested for grades K-4.

Turtleneck; colors: white, navy blue, cranberry. *No logos and shirts must be tucked in.*  
Polar fleece/vest; color: navy blue, cranberry. (Not hooded except for MHCA PE sweatshirts.)

MHCA polo shirts (long/short sleeve); colors: navy blue, cranberry. *Shirts must be tucked in.*

MHCA tee shirts (allowed on gym days only), physical fitness days, or dress down days.

**\*No Cargo, carpenter, corduroy or denim style pants are allowed. Pants must fit appropriately at waist. No outside pockets with flaps.**

**\*Leggings worn on dress down days must be layered with a tunic top or a long sweater/sweatshirt/t-shirt.**

**Shoes:** no open toes, flip-flops or high heel/platform shoes; *sneakers must be worn on gym days.*

**Boys'** hairstyles must be neatly trimmed and in good taste. Hair must be off the collar, above the ears, and above the eyebrows. "Buzzed" haircuts are acceptable, but shaved heads are not permitted. Boys should be clean shaven with no facial hair. Boys are not allowed to dye their hair or wear earrings. No visible body tattoos or body piercings are allowed.

**Girls** in middle school (grades 6 – 8) may use make-up and jewelry conservatively. The teachers and administration reserve the right to make judgments regarding the use/misuse of make-up and jewelry. No visible body tattoos or body piercing other than earrings are allowed. Girls are not allowed to dye their hair. Girls hair should be clean, brushed, and pulled away from their face.

### **School Uniforms –JCPenney**

All of the approved items from JCPenney may be found in school uniform catalogs available at the JCPenney stores, or in the school office; items may be viewed and ordered online at [www.jcpenney.com](http://www.jcpenney.com).

Some of the items may be found in the JCPenney Kids catalog, which comes out seasonally. These catalogs can be found at the JCPenney store or call 800-222-6161.

### **School Uniforms – Lands’ End**

MHCA’s preferred school number for Lands’ End is **9000-8060-7**. Please give this number to Lands’ End when you purchase from the school catalog. Items from Lands’ End may be purchased online or by calling 800-469-2222.

### **School Uniforms – Donnelly’s Uniform**

The Board of Directors has approved Donnelly Uniform of Providence, RI as another option for dress code apparel. You may contact them at 1-800-498-0045 or go online at [www.DonnelysClothing.com](http://www.DonnelysClothing.com)

### **School Uniforms---Hilfiger**

MHCA now has an account with Hilfiger which you can access by going to: [www.globalschoolwear.com](http://www.globalschoolwear.com) The Partner School Number is: Mull01 or the name of our school and the state. For customer service, please call: 1.877.825.2860

**\*\* Remember to use scrip for your purchases from JC Penney and Land’s End!**

**All clothes, uniform or dress down, must be clean and pressed; they must not be frayed or torn. They must fit properly, and they must be modest. Pants should fit at the waist. Shirts must be tucked in. No spaghetti straps or off-the-shoulder tops. Extreme fads are not permitted including excessively baggy pants, wording on the seat of the pants, “heely” shoes, etc. Layering of clothing, including leggings, is acceptable as long as you are wearing the appropriate school colors: navy blue, cranberry or white. Leggings need to be worn with a tunic or long sweater/sweatshirt/t-shirt. All shorts should be 3” above the knee.**

We believe it is the parents’ responsibility to ensure the proper attire for their children. If a student comes to school out of dress code, a dress code violation notice will be issued. If there is a flagrant disregard for dress code, students will be required to call home for a clothing change. If the problem should persist, the parent/guardian will need to meet with the principal to deal with the problem and formulate a solution. Questionable uniform policy compliance will be determined by the administration.

### ***Dress Down Days***

MHCA schedules Dress Down Days throughout the year on the 1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> Thursday. The cost of Dress-Down Day will be \$1.00. *Certain restrictions still apply during Dress-Down Day. Specifically, clothing should be modest, neat, and without worldly or inappropriately suggestive written messages. No holes in clothing please. Christian messages are acceptable. We ask that you do not promote name-brand labels, no hooded sweatshirts except for MHCA PE sweatshirts. Fitness Days need to be MHCA P.E. Uniforms.*

### *Dress Up Days*

Every last chapel of the month (Awards Chapel) students will have the option to dress up for school. Dress up does not include jeans, tee shirts, etc. Girls may wear dresses/skirts or dress pants; boys can wear dress pants, shirts/ties, etc. MHCA administration has the right to call home to parents if this dress up day does not follow our guidelines. Remember, this is optional; a school uniform may also be worn on these days.

## **Respect for Property and Boundaries**

All school property was provided through the sacrificial gifts and labors of many people. Therefore, it is our desire to maintain this property to the best of our ability. Any damage is to be reported promptly. Please note the following:

- \*Protect the shrubbery and flowers by not allowing students to run through them.
- \*Place all trash in trash cans or in the dumpster.
- \*Students must stay in designated play areas.
- \*Students use restrooms appropriately, disposing of paper towels properly.

Children are to stay within the boundaries of the grounds and school rooms at all times within the scheduled day's program.

Children must be supervised by an adult at all times during the hours of 7:00am—5:30 pm. daily. **Parents visiting the school must keep their children with them, or send them to the Extended Day program to ensure the safety of all children.**

MHCA is not responsible for any personal property left inside the building or on the premises. All sweaters, coats, hats, personal items, etc., **should be well marked** with the child's name to facilitate their return.

### *Lunches and Snacks*

All students must bring their own lunches and drinks or purchase through our lunch program. Lunch boxes, paper bags, etc. should be plainly marked in a permanent way. Our lunch program, with menu selections and prices, is sent home prior to the beginning of each term. Payment in full is due for each term's lunch. ***If your child has paid for a lunch and is absent on the day it is served, there will be no credits or refunds. If you wish, you may call in the morning to either pick up the lunch or have it sent home with a sibling. It is the parents' responsibility to see that the food is taken home.*** Students are also allowed a snack during mid-morning. This should be a healthy snack. Examples of healthy snacks are fruit, vegetables, crackers, graham crackers, cheese, and yogurt. Soda is not allowed in school. Your child needs to bring a personal water bottle every day or purchase water through school store. **The school does not heat student lunches. Please send food that does not require heating or use a thermos.**

### ***Telephone Usage Policy***

Please refrain from calling your child at school unless it is an absolute emergency, regarding a car pool situation or Extended Day. Students are not permitted to use the phone to make outgoing calls. The phone lines are used for school business and should be left open. **No cell phones are to be used in the building.**

## **Requirements for Parents and Families of MHCA Students**

### ***Enrollment Policy***

First-time applications of new students at MHCA will be considered upon timely submittal of all required application forms, payment of the registration fee, student academic evaluation, and successful completion of a parent interview with the Board of Directors. Parents will be notified by letter of acceptance/denial. **When accepted, tuition requirements and fees as outlined in the acceptance letter must be returned to MHCA within 10 days or the student's place will not be held.** Copies of student records from the student's previous school are expected to be provided by the parent to the MHCA administration at the time of application. Re-enrollment from year to year is the responsibility of parents and is not assumed. Re-enrollment forms are sent home during the month of January. Open enrollment begins in February.

### ***Security Deposit***

A security deposit is required of all families enrolled in the SMART tuition payment plan. The security deposit is equivalent of one month's tuition for each student enrolled for the upcoming academic year. The security deposit is applied to the last month's payment for the academic year. If a student withdraws during the year, the security deposit is applied toward any outstanding tuition and fees.

### ***Late Enrollment***

Should a student enroll after the start of the school year, the tuition balance will be adjusted as follows:

- Students beginning between the 1<sup>st</sup> and 15<sup>th</sup> of the month pay full month tuition and remaining monthly tuition.
- Students beginning between the 16<sup>th</sup> and 31<sup>st</sup> of the month pay ½ month tuition and remaining monthly tuition.

The first tuition payment is due prior to the student starting school. All students are accepted on a probationary basis.

### ***Withdrawal Policy***

Anyone considering withdrawing at any time during the school year must **contact the school office in writing 30 days prior to the effective date of withdrawal.** The student will not be considered officially withdrawn from MHCA until a withdrawal form has then been signed and submitted to the office. In addition, the office must be contacted for clarification of financial obligations. If a student is withdrawn during their probationary period at the request of the School administration, then a full tuition refund will be made less the cost of the tuition for the period the child attended school. Enrollment fees are non-refundable.

\*In the event of withdrawal prior to May 31 the security deposit will be forfeited.

\*If the student withdraws between June 1 and August 31, parents will be responsible for 2 monthly payments to cover the cost of materials already purchased for the student.

\* If the student withdraws prior to December 31, parents are responsible for **one half of the total annual tuition.**

\* If the student withdraws after December 31, parents are responsible for the full year tuition. The MHCA Board of Directors reserves the right to make exceptions to this policy on a case-by-case basis.

\*If a student withdraws before the end of the current term, no grades will be issued. **Student records will be marked “incomplete.”**

\*Students are responsible to **turn in all school-owned materials.** If any materials are returned damaged, the student’s family is responsible for replacement costs. Materials include, but are not limited to textbooks, sports equipment, and instruments.

### ***Visitor Policy***

Parents are not permitted to go directly to any room during school hours. All parents, volunteers, and other visitors must sign in at the school office where a badge will be issued identifying you as a guest in the building prior to proceeding to any part of the building. After completing your assignment or reason for visit, visitors are asked to promptly leave the building after signing out. Please sign in/out if you are attending chapel. Any small children accompanying volunteers and visitors are required to stay under parental care and supervision at all times.

**Anyone that volunteers for the school in any capacity (chaperone, classroom helper, etc.) must first complete a CORI check. All volunteers must wear an identification badge and check in at the office prior to entering a classroom or event.**

### ***Before and After-School Policies***

School begins promptly at 8:00 a.m. for middle school and 8:30 a.m. for Pre-school through 5<sup>th</sup> grade. Children dropped off prior to 8:00 a.m. will be sent to the morning Extended Day program and will be charged accordingly. Do not leave your child unattended. School is dismissed at 2:40 p.m. for Pre-K through grade 2, 2:50 p.m. for grades 3 – 5, and 3:00 p.m. for grades 6-8. We ask that parents pick their children up in a timely manner. **All students not picked up by 3:00 p.m. will be sent to the afternoon Extended Day or Homework Club program. Parents will be charged accordingly.**

Due to the fact that all students are parent-transported, students will enter and leave school through the main doors. Parents should not accompany their children to their classrooms but say “goodbye” when the teacher lines up his/her class.



For afternoon pick up, parents are asked not to come into the building; children will be escorted to your vehicle so that things will move in a timely manner. Only those persons authorized by the parents will be allowed to pick up children. Parents must notify the school office if a child is to be picked up by someone other than the parent. ***Please be sure you also notify friends/family who may be picking up your children about our traffic rules.***

Parents and/or students should only enter a classroom before or after school when supervised and escorted by a teacher.

### ***Early Dismissal***

All parents coming during school hours to pick up students for dental or doctor appointments, or other excused dismissals, must report to the school office to sign out the student. If a student must leave early, a written note stating the reason is to be brought in and approved by the school office before school. If possible, please make dental or doctor appointments after 3:00 p.m. Additionally, if a student is out sick a written note should be submitted upon returning to school.

### ***Grievance Policy***

Mullein Hill Christian Academy asks that parents abide by the Biblical principles set forth in Matthew 18:15 and 1 Corinthians 6:1 - 6 concerning any disagreement or dispute that should arise between parents and the teachers, Principal, or faculty. We ask that parents respect the teachers' and board members' time at home with their own families. Please contact your child's teacher through the school office. The office manager will leave a message for the teacher to return your call or schedule a meeting.

All problems and concerns will be addressed in the following manner:

- First step: The parent(s) are to make an appointment with the teacher(s) and attempt to resolve the problem at the classroom level. Lead Teachers may also be present at this meeting. In most cases, this is successful.
- Second step: If the issue remains unresolved, an appointment should then be made with the Principal, teacher, and parent.
- Third step: If the school administration cannot resolve the issue, it is appropriate to contact the School Board in writing through the school office. A meeting of all concerned individuals will be held. As stated in the "Expectation for MHCA Students & Families" section, it is never appropriate to contact Board members, faculty or staff at home via telephone, mail or email.

### ***Tuition***

Tuition is paid in 12 monthly payments through our tuition processing company, SMART. All tuition accounts will be set up with SMART. There is a \$50 set-up fee per family, payable directly to SMART in the first payment. SMART will send a monthly invoice for you to make payments. Tuition payments must be made directly to SMART.

Tuition payments are due on the **10<sup>th</sup>** of each month, June through May. MHCA and SMART encourage the use of EFT (Electronic Funds Transfer), in which payment is made automatically each month from a specified account. The \$50 set-up fee applies to EFT also. All accounts, whether EFT or invoice billing, are set up using this unique URL: <https://enrollwithsmart.com/#/enroll>

SMART charges \$60 in fees for payments received 10 or more days after the due date. SMART credits the payment on the day it is received, not the date of the postmark. To avoid these fees, it is necessary that you allow sufficient time for your payment to reach their office. SMART also charges \$30 for each returned check and \$30 for each returned ACH (automated) deduction. SMART credit card convenience fee is 2.85% of payment amount.

When posting tuition payments, SMART credits the oldest charge first, whether it is a tuition charge or a late fee. **It is important to pay outstanding late fees in order to avoid additional late fees.** In the event of overpayment, extra funds are credited to future tuition payments.

When submitting a payment to SMART, it is important to itemize each type of payment on your invoice so that your account is accurately credited.

The Board reserves the right to suspend a student for lack of payment. Tuition accounts which are delinquent may result in students being ineligible to participate in field trips. Report cards and progress reports will also not be issued if accounts are delinquent.

Any check payable to MHCA which is returned for insufficient funds will be charged the bank fee charged to us.

Questions regarding school policy should be directed to the school office at 774-213-9093. Any question about the status of your tuition account or receipt of payment should be directed to SMART at 1-888-868-8828. You may also access SMART online at [www.parent.smarttuition.com](http://www.parent.smarttuition.com). The Board reserves the right to delay suspension of any student for lack of payment in extraordinary circumstances so long as it appears full payment will be made. It is important to communicate to the School administration if you are having a financial problem to determine if alternate arrangement can be made.

All accounts must be current in order to re-enroll for the next school year.

Delinquent accounts will be forwarded to small claims court.

SMART allows additional payers to be added to accounts. If a non-custodial parent or a grandparent wishes to make tuition payments directly to SMART, please let the office know.

\*All textbooks excluding Spelling books for grades 4-8, PE clothing (1 pair gym shorts for 1<sup>st</sup>-8<sup>th</sup> grade and 1 short-sleeved tee shirt for 1<sup>st</sup> - 8<sup>th</sup> grade), yearbook, supply and lab fees included in tuition.

**Multi-child discount:** For families with more than one child enrolled, full tuition is charged for the more expensive tuition, while each additional child in the family receives a 5% discount.

**Security deposit:** One month's tuition per child.

**Referral Program:** A family can earn up to one month's tuition (one child) for each family referred. Invite a family to tour and apply. If the student(s) is accepted, and enrolls for the following year, your family will receive up to one month's tuition (one child) as a referral fee. Referral fees will be distributed in April.

**National School Choice Week Re-Enrollment Discount:** Any family that enrolls for the next school year during National School Choice Week will save \$50 on enrollment fee.

***There are no tuition barter arrangements at MHCA.***

### ***Financial Aid***

Financial aid will be awarded only when there is money available for such purposes and only after genuine need has been determined. Financial aid will be in effect for one year only. A general acceptance to MHCA must precede any application for financial assistance. Financial aid money is to be used only toward payment of tuition. In the event of simultaneous financial aid applications, the Board reserves the right to determine the disbursement of funds based on the information made available to them. As long as financial aid money is used exclusively for tuition, it will not be taxable to the applicant. The amount of school funded financial aid may not exceed 50% of tuition. The Board reserves the right to alter this financial aid policy at any time, or to seek the services of an outside financial aid service. **All financial aid applications must be filed by September 30. Financial aid disbursements will be made in April.**

### ***Student Records***

Please keep the office informed of any change of address, telephone numbers, places of employment of both the mother and father, and current name, telephone number, and address of person to be called in case of emergency. Appropriate custody documentation and information is required in cases of divorce. It is also necessary at the beginning of the school year to inform the school of the person(s) responsible for picking up your child at the end of the day.

### ***School Calendar***

The MHCA school calendar roughly follows that of the area public schools with regard to vacations, holidays, and curriculum days (half days). **Keep in mind that there is no afternoon Extended Day program on teacher prof. development days. The Eighth graders may host a ½ day program on these days for a fee. Volunteers are needed in order for this program to be held.** There is typically one half day each month. Please plan accordingly.

### ***Cancellations***

For information on our school closing please stay tuned to Channel 5 (WCVB), Channel 7 News (WHDH), Channel 6 (WLNE) or the Eyewitness News Pinpoint Closing Network, which

includes WPRI/WNAC (channel 12, 64), WHJJ-AM (920), WWBB (B101), WHJY-FM (94.1) and WSNE-FM (Coast 93.3). Call the school at 774-213-9093 to find out the school's status. The phone is updated no later than 7:00 a.m. the day of the closure.

### ***Emergency Plan***

In case of emergency or natural disaster, the school has a plan on file for the safety of all students. Periodic drills are done to make children aware of existing policies. Fire drills are done in cooperation with the local fire department on a regular basis.

## **Medical Requirements and Policies**

Mullein Hill Christian Academy will not administer any medication to any child without a physician's written order and written parental consent. This includes prescription drugs as well as aspirin, cough syrups, cough drops or any other over-the-counter drugs.

All medication must be properly labeled in the original containers, transported by an adult, and kept in the school office. For short term medicines, such as antibiotics, the prescription label can serve as the physician's order and the parent must write a note, or fill out a parental written consent form which gives the office consent to administer the medicine. In the event a child requires cough drops during the day, a parent must send cough drops with a note directly to the classroom teacher. The classroom teacher will administer cough drops as needed.

Medication may be retrieved from the office by the parent at any time. Medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school. Physician medication orders and parental authorization forms are available in the school office. These forms are valid for the current school year only and must be resubmitted at the beginning of a new school year.

### ***Notification of any Changes in Health Status***

Parents **must** notify the school of any changes in a child's health that may cause a barrier, difficulty, or hindrance to the child's education. These include: allergies, medication stops or starts, nutritional issues, dental injury, hearing and/or vision problems, and most important, the contraction of contagious or communicable diseases or illnesses.

### ***Physical Examinations and Immunizations***

The following policy has been adopted in accordance with Massachusetts law. It is the responsibility of the parent or guardian to have up-to-date physicals and immunizations and to provide a record of such to the school at the beginning of the school year. Failure to do so will delay your child's entry to school. The child's physician can provide parents or guardians with the immunization and physical examination record that the school is required to keep on file as part of the child's School Health Record. All new students entering Mullein Hill Christian Academy must have a physical examination and immunization record on file by the start of the school year. The physical examination must have been performed within the previous six months. Subsequent physical examinations are required every three years: when entering preschool/kindergarten, entering third or fourth grade, and entering sixth or seventh grade. In between these required physicals, if there is any change in your child's health status, you must notify the school office.

### ***Illness Policy and Return to School***

Please keep your child home if your child exhibits signs of illness including the following (this list is not exclusive; there may be other reasons that your child should not attend school which should be discussed with your physician): fever, cough which produces mucus, rashes, conjunctivitis (“pink eye” or eye infection), flu or cold with fever, disruptive cough, excessive runny nose, vomiting, or diarrhea. Children should be symptom free before returning to school. **Please use sound judgment. Your child may return to school 24 hours after starting an antibiotic or after having a normal temperature for at least 24 hours.** Since we do not have a school nurse on site, it is imperative only healthy children are sent to school. If your child becomes ill during the school day, you will be called to take him or her home. Massachusetts law is very clear on infectious disease protocol, which includes school attendance guidelines, reporting requirements to state health officials, and notification guidelines to parents and staff.

Our goal at the Academy is to provide an education to your children within a safe, healthy environment. Therefore, the following “Stop-Spread” guidelines are in effect:

If your child develops any of the following conditions, he/she must be kept out of school until you present a doctor’s note (follow your physician’s orders and report the condition to the school staff immediately):

- Hemophilus Influenza type B (HIB)
- Measles, Mumps, or Rubella
- Chicken Pox
- Roseola (rash)
- Strep Throat (Your child may return to school 24 hours after starting an antibiotic)
- Scarlet Fever
- Tetanus
- Pertussis (whooping cough)
- Hepatitis A or Hepatitis B
- Coxsackie Virus (hand, foot, and mouth syndrome)
- Meningococcal Disease
- Impetigo
- Ringworm
- Conjunctivitis (“pink eye”)
- Scabies or Head Lice
- Infectious Mononucleosis

It is the responsibility of your physician and the school staff to report some medical conditions as required by law. Your physician can advise you about having your child return to school, and the school staff is able to help you with questions or concerns about the illnesses listed above and the school health guidelines.

Remember, we do not administer any over the counter medications, and only administer prescription medications with the proper documentation.

### ***First Aid Procedures and Policies***

Standard and Basic First Aid can be provided for your child at school, such as cleaning and bandaging minor cuts and abrasions. Only First Aid that is reasonable under the circumstances will be provided. When an illness or injury occurs beyond the scope of basic First Aid, Mullein

Hill Christian Academy's Emergency Plan is to contact a parent and/or 911. Emergency telephone numbers are posted conspicuously as required by law.

***Notification of the AHERA management plan:***

***To: Staff, Guardians, Students***

***From: Mullein Hill Christian Academy, Mrs. Barbara Priestly, Principal***

***Date: September 1, 2019***

***A copy of the AHERA management plan for MHCA is available for review in the administrative office and the school office during regular school hours. Any inquiries regarding asbestos containing materials in our school should be directed to our AHERA Designated Person, Mrs. Priestly, who can be reached at 25 Staples Shore Rd. in Lakeville and by email at: [Principal@mhca.net](mailto:Principal@mhca.net) or by phone: 774-213-9093 with any questions.***

***Title 1 Parent Involvement Policy***

A. Each school receiving Title 1 funds shall, by October 10th of each school year, send home a notice to the parents of each eligible child, in clear, easy to understand language, informing parents:

1. About the nature of the Title program
2. That parents have the right to participate and be involved in the planning, development, operation, evaluation and improvement of the Title 1 program.
3. That an initial meeting will be held for all such parents in order to discuss the possible form of parent consultation and involvement.
4. Of the time and place of such meetings, which shall be selected in a manner designed to encourage maximum attendance.

B. At the initial Title 1 Orientation meeting, school staff shall:

1. Explain the nature of the program at each school.
2. Promote understanding between parents and school personnel.
3. Describe the rights of parents and the obligations of school staff as set forth in Title 1 and this policy concerning parent involvement.
4. Explain that one of the purposes of the meeting is for parents and Title 1 staff to determine what mechanisms they wish to propose for implementing parent involvement, including the Parent Advisory Council.
5. State that written copies of information about the program, including federal statute and regulations, any applicable state or local laws or regulations, and current and prior program applications and evaluations are available.
6. Provide information which will help build the capacity of parents for strong parental involvement and participation in the educational process.
7. Review the Title 1 Parent Involvement Policy.
8. Review the School-Parent Compact.

C. Parents and Title 1 staff shall participate in a Parent Advisory Council for the purpose of consulting on topics that include: a) needs assessment, b) determination of program goals and objectives, c) determination of educational strategies, d) implementation of projects, e) development of program applications, and f) program evaluations.

D. School staff shall provide a full and timely response to any parent recommendations concerning the program and, to the extent that such recommendations are rejected, shall

explain the basis for their decision. If the recommendation is made in writing, the response shall be in writing.

E. School staff shall be prepared to offer, upon request, such support and resources as are needed for effective and full parent consultation and involvement including, but not limited to:

1. Reasonable access to meeting space, necessary materials, available communications facilities, and clerical and other support staff.
2. An ongoing and effective program of training for parents which provide educational opportunity for parents to support the learning of their children, programs to be developed in consultation with parents, including needed literacy training not otherwise available to help parents with their child's achievement, parent assistance and training concerning the No Child Left Behind Act, state content and performance standards, state and local assessments, Title 1 legal requirements for the program, how the Title program actually operates, the rights and responsibilities of parents, and how parents can work effectively with each other and with the school in developing and providing parent consultation and involvement.
3. Provisions to parents on request, in a timely manner, of proposed and final projected applications, needs assessments documentation, district plans, budgetary information, evaluation data, state, federal, and local statutes, regulations and guidelines, and any other information needed for full, effective, and informed parent involvement.
4. Opportunities to request according to school procedures to view the operation of the Title 1 program, including classroom visits, in order to share in the responsibility of the learning of their children and to acquire the information and experience needed for meaningful consultation.
5. Opportunities for the parents to be involved in the planning of the Title 1 programs (such as the Family Evening Programs), home learning activities with their children, and the coordination and integration of parent involvement programs and activities with other programs such as Headstart.
6. A budget sufficient to fully fund the parent activities.

F. In developing methods and policy guidelines for parent consultation, parents and school staff shall conduct a review of parent consultation to determine the causes of any barriers to full and effective parent involvement. This information shall then be used to review and revise the methods and policies for consultation in order to increase the effectiveness of parent consultation.