

 Moses & Mary Christian Academy

Parent/Student Handbook 2025-2026

E-mail: mosesmaryacademy@gmail.com
Phone Number: +1 (315)930-5041
Fax Number : +1 (248) 710-3771
Address : 580 W Jackson St. Orlando FL 32805

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SCHOOL INFORMATION:

 ADMINISTRATION

 Maria Revelles & Moises Micael, Founders

 Principal, Administrator, Maria Revelles

 Athletic Director, Moises Micael Cruz

 VCA-A-GLANCE

 School Colors: Blue, Red & Gold

 School Office Hours:

9:00 to 4:00 (Monday to Friday)

 E-mail:mosesmaryacademy@gmail.com
Phone Number: +1 (315)930-5041

Fax Number: +1 (248) 710-3771

Address: 580 W Jackson St. Orlando FL 32805

Website: <https://www.mosesmaryacademy.com/>

 Holiday & Summer Office Hours will be posted and communicated to parents.

 SCHOOL HISTORY

Moses & Mary Christian Academy was founded on the belief that education is the key to shaping a brighter future. Inspired by a deep legacy of learning Maria Revelles, is the granddaughter of dedicated teachers and fueled by the global perspective of Moises Micael, a former international basketball player, the academy was born from a shared vision. Together, they created a program that unites athletic excellence with academic growth, ensuring that students are equipped to succeed both on the field and in the classroom.We’ve built a community that will fully support youth in every aspect of life, one that feels like a safe haven and eventually begins to feel like home.

MISSION STATEMENT

Our academy sets students on the right course for success. It is Moses & Mary Christian School's mission to shape tomorrow's leaders through a biblical foundation by increasing wisdom, knowledge, and spiritual understanding of God's ideal plan for their lives, as based on Colossians 1:9-10. “For this reason, we also, since the day we heard it, do not cease to pray for you, and to ask that you may be filled with the knowledge of His will in all wisdom and spiritual understanding; that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God;”

 DISCRETIONARY STATEMENT

 The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. From time-to-time new situations may occur, or circumstances may arise that are not covered specifically by this handbook. M&MCA reserves the right to exercise its discretionary statement in responding to new situations. M&MCA also reserves the right to make all necessary changes to the handbook when deemed necessary.

 NON-DISCRIMINATORY POLICY

 Since God’s love extends equally to all people, M&MCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school.

**Standards of Ethical Conduct**

**Moses & Mary Christian Academy**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

 1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. Concern for the student requires that our instructional personnel:

a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

 b. Shall not unreasonably restrain a student from independent action in pursuit of learning.

 c. Shall not unreasonably deny a student access to diverse points of view.

d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

f. Shall not intentionally violate or deny a student's legal rights.

g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

 a. Shall maintain honesty in all professional dealings.

 b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities. d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

 e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct by Instructional Personnel and Administrators** All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be Reports of misconduct committed by administrators should be made to the School Principal, Maria Revelles via email to maria.revelles@yahoo.com and to Board Secretary Michelle Freeman at michelle.freeman1124@gmail.com

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the school hand book and on our Website https://www.varyvodaacademy.com/

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/.

 Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

 Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

 VISION STATEMENT

 The vision of Moses & Mary Christian Academy is to prepare and inspire our students to accomplish God’s purpose in their lives to expand the Kingdom and glorify God. We work with volunteers from the local community in Orlando, as well as various church groups in the area, to cultivate a system that integrates newcomers into the community.

During the week, our curriculum includes chapel or Bible study, English as a second language class in addition to other classes. After school they spend time in our sports programs such as basketball, volleyball, soccer, as well as arts and extracurricular activities.

 STATEMENT OF DOCTRINAL BELIEFS

 PURPOSE: Christian education is first and foremost the responsibility of the Christian home. (Deuteronomy 6:7). The Christian school has been established to enable parents to obey God’s command to give their children a Christian education while, at the same time, obeying the laws of the land. The purpose of VCA is to educate and train the whole student physically, emotionally, intellectually, and spiritually. In cooperation with home and church, VCA seeks to produce Christlikeness in its students.

 1. THE SCRIPTURES: We believe that the entire Bible is verbally inspired by God and is the only infallible and authoritative rule of faith and practice. II Timothy 3:16-17

 2. GOD: We believe that there is only one true, living, sovereign, holy, and eternal God, existing in three co-equal persons-- Father, Son, and Holy Spirit-- each being a distinct person and with a distinct function. Deuteronomy 6:4-5.

 3. JESUS CHRIST: We believe in the deity and virgin birth of Christ., that He lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return, visibly, and personally in glory and power. John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; I Corinthians 15:1-8.

 4. HOLY SPIRIT: We believe that the Holy Spirit is the convector of sin, the chief agent of regeneration and sanctification, and that He indwells, seals, and empowers believers. John 14:16-19; 16:7-15.

 5. MANKIND: We believe that in the beginning God created mankind in His image, therefore we shall love and respect one and other.

 6. SIN: We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind so that all people have sinned and lost their ability to live for the glory of God. Every person’s sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23.

 7. SALVATION: We believe the salvation of lost and sinful people is a gift of God’s grace apart from human works, based solely upon Christ’s vicarious and atoning death. Ephesians 2:8-10; II Corinthians 5:21.

 8. THE CHURCH: We believe that the church is the body of Christ and the family of God. I Corinthians 12:12-14; Hebrews 10:25.

 9. EVANGELISM: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. Matthew 28:18-20.

10. WELCOME THE FOREIGNER: We believe in welcoming the foreigner as our mission. In the Old Testament, God's people are commanded: 'Don’t mistreat any foreigners who live in your land. Instead, treat them as well as you treat citizens and love them as much as you love yourself. Remember, you were once foreigners in the land of Egypt. I am the Lord your God' (Leviticus 19:33-34). The New Testament also states: 'Be sure to welcome strangers into your home. By doing this, some people have welcomed angels as guests, without even knowing it,' we read in Hebrews 13:2, while 1 Peter 1:17 reminds us that we're all foreigners: 'You say that God is your Father, but God doesn’t have favorites! He judges all people by what they do. So, we must honor God while we live as strangers here on earth.'

 The statement of faith does not exhaust our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

 PARENT PLEDGE

 A pledge is a binding agreement between two parties. It signifies a solemn oath and sincere acknowledgment of mutual respect and cooperation. Moses & Mary Christian Academy pledges to provide the best it can for each child in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. We further pledge to do all that is possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents/guardians of our children, parents pledge to support M&MCA in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the “Parents’/Guardians’ Statement of Support” as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter with Administration and with Christ-like actions. If support or resolution cannot be reached, we recognize it is our responsibility to leave M&MCA and seek a school in alignment with our personal convictions.

 Together, as a school and as parents/guardians we pledge to submit our lives to one another and the final authority of the Word of God.

 PARENTS’ / GUARDIANS’ STATEMENT OF SUPPORT

 Please CAREFULLY read the following statements. If there is any statement you cannot personally support, please initial it and discuss it with us in an appointed conference. While your honest inability to commit to any of the following statements would not necessarily preclude acceptance into M&MCA, we desire your full support in all areas.

 1. It is our desire for him/her to be enrolled in M&MCA. We have made enough investigation to be satisfied with the program, personnel, and philosophy of the school and do pledge our whole-hearted loyalty to M&MCA.

 2. We have read the “Basic Beliefs” of the school and are willing to have our children educated by it.

 3. We agree with the aims and ideals of the school and will bring all questions, criticisms, and suggestions directly to the people involved so that they may be resolved, rather than spreading criticism and negativism. We understand that failure to do so may result in our foregoing the privilege of having our student(s) enrolled at M&MCA.

 4. We pledge to cooperate with the school in its efforts to administer discipline in accordance with the standards set by M&MCA. We understand that our child’s attendance is a privilege and that the school reserves the right to dismiss a student when either the parents or the student does not cooperate with the policies of the school.

 5. We understand that the wearing of a school uniform is a requirement for all students. We agree to abide by the uniform and other dress standards of M&MCA. The school has full discretion in the discipline of our children in accordance with the Dress Code Policy and the Discipline Policy as published.

 7. We hereby give permission for our child to take part in all school activities, including school sponsored trips away from the school premises, and absolve the school from all liability, except that covered by school insurance, should our child be injured at school or during any school activity.

 8. We will pay all our monthly tuition obligations.

 9. Recognizing that the tuition and fees do not cover the actual cost of our child’s education, we will participate as much as possible in service, fundraising, donations, and prayer in order to supplement the cost as God provides the resources to do so.

 10. We will make every effort to attend Parent-Teacher meetings, programs, and workdays and affirm our desire to fully support M&MCA as the school of our choice.

GENERAL INFORMATION & POLICY:

 ACADEMIC EXPECTATIONS:

 Students are expected to meet specific minimum academic requirements. Failure to maintain these will result in academic probation and/or specific summer school requirements, tutoring, small group therapy, enrolling in the accountability of an Academic Plan under the supervision of an Academic Advisor, retentions, or withdrawal from the school.

The minimum academic expectations are:

 1. Maintain a 2.0 or higher GPA.

 2. Display “Excellent” or “Satisfactory” conduct in all classes.

 Academic Probation:

 Academic probation is cumulative and assessed per semester. If a student is placed on academic probation by earning a cumulative GPA below a 2.0. Students will not be able to participate in **any** extracurricular activities and are at risk of being dismissed from VCA. If a student has a semester GPA below a 2.0 but a cumulative GPA above a 2.0, they will be placed on academic probation for one semester. While on academic probation for that semester, the student will meet with guidance bi-weekly.

 ACCIDENT INSURANCE

 M&MCA carries a student accident insurance policy on its students, including those involved in athletics. This coverage is known as excess coverage, meaning the parent’s insurance is primary. The school’s insurance begins coverage to certain limits after the parent’s coverage has reached its maximum limit. The school’s coverage may include deductibles and other claim costs that the parent’ policy may not cover. Claim forms for the school’s insurance are available from the Administrative Office. Note: claims must be filed within 60 days of the accident to be considered for school insurance coverage.

 ADMISSIONS

 All students must go through the step-by-step process for enrollment. The M&MCA student experience begins with a family tour of the campus and face to face meeting with an admissions department representative.

Admissions Decisions:

 Admissions decisions fall into four categories: standard, provisional, conditional and denial of admission.

 1. Standard admission will be granted when the student meets or exceeds all requirements.

 2. Provisional admission is given when the student pays the registration fee, and the application is turned in to the office. Students will receive a provisional letter with a date.

 3. Conditional admission is given to students where test scores and previous school records indicate cause for concern. Applicants with deficiencies in any of the specified areas may be offered conditional admittance if the Administration feels the student has the potential for success at M&MCA. Conditional admissions are reviewed each grading period by the teachers and the principal. If the necessary corrections have not occurred, the student will be denied further admittance.

 4. Denial of admission will be communicated by the Administration.

 All students are admitted conditionally for a nine-week trial period. If the student fails to make acceptable academic progress or does not adjust to the program of the school, M&MCA will need to reconsider their continuance.

 Our academic standards are higher than those of some schools, and we do not want to place undue strain on students who possibly would find it difficult to attain the level of work we require. Parents should understand that if their students do not meet grade requirements, they may be asked to go back to a level, students who do not pass will be required to attend summer school. M&MCA, as a private institution, reserves the privilege of setting and maintaining its standards for student conduct, dress, cleanliness, and scholarship. Admission is not determined by race, color, or creed.

 ADVANCED PLACEMENT(AP) COURSES

 To be eligible for an AP (freshman college level) class, a student must meet the following requirements:

 1. PSAT– 80% (Verbal and Math)

 2. Stanford Achievement Tests are reviewed

 3. SAT– 500 (Verbal and Math)

 4. Grade average– 85%- Must be enrolled at the honors level of the subject area.

 5. Teacher recommendation evidence includes work completion; meeting required deadlines, absences/ tardies, work ethic, class participation/behavior, effort to analyze/synthesize beyond the minimum (85%) expectation, exhibiting written work.

 6. Summer work and or classes may be assigned to AP students before beginning their courses in the fall. Assigned summer work is due the first day of class. Failure to meet this requirement will result in the student being required to drop to honors level.

 7. Additional charges for summer class, books and testing apply- Students in AP courses are expected to maintain a grade of 80% or better.

 Those not meeting this expectation over a nine-week grading period may be reassigned to a grade level or honors class, depending on class enrollment.

 Students not meeting the 80% or better will not be eligible for another AP class in that subject area. The principal has the authority to admit or reject students for AP courses based on the above criteria. Placement in an AP course is not based on a teacher or parent request but the eligibility criteria. Students who meet the criteria for AP courses will be invited to enroll.

 ANTI-HARASSMENT POLICY

 The environment at M&MCA must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

 ARRIVAL/DISMISSAL TRAFFIC

 The traffic plan endeavors to accomplish three goals: the safety of all students, minimizing the time required to drop off and pick up, and the smooth flow of vehicles. The accomplishment of these three goals will require your willingness to comply with the plans. Parents are advised **NOT** to use cell phones while the car line is moving. It is necessary for the safety and security of our students that the traffic flow diagrams be followed carefully. If your student is not prepared to enter your vehicle when you pull up, please circle back around slowly with your vehicle to keep the flow of traffic moving. If you do not see your student, please park your vehicle in a convenient spot and wait for them to come to you.

 **STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE M&MCA ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW.**

 **EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30PM.**

See Appendix B.

 ARRIVAL/DISMISSAL

 Arrival: The classrooms open at 7:50am

 School Start Time: 8:00 am, Students are tardy at 8:15

 Dismissal:

 • students Need to be picked up from the carline at 3:00pm. If they are not picked up by 3:30 pm they will be considered After School Program students and will be checked into the After School Program.

**(Friday dismissal is at 1:45pm. If they are not picked up by 2:15 pm on Friday)** they will be considered After School program students.

 ● ALL TARDY STUDENTS (any time after 8:15) IN GRADES K2- 5TH MUST FIRST CHECK IN AT THE OFFICE FOR A TARDY SLIP AND THEN MUST WALK TO CLASS.

 ● Parents are not permitted to park and walk up to pick up students. ALL students MUST be picked up via car line.

 \*Reminder, please drive safely, slowly, and always watch out for children. When entering and exiting the parking lot, please be alert and aware of all children. Students not picked up by 3:30 pm (2:30 pm on Friday) will be sent to the After School Program and charged $15.00 an hour, if the parent has pre-paid for Aftercare, they will be charged $8.00 an hour.

* Students may not be dropped off before 7:00 am. M&MCA does not assume responsibility for any students on campus before 7:00 am.
* Students that are dropped off before 7:45 am proceed to the gym where there will be adult supervision.
* Students must be picked up, checked into aftercare, or leave the campus unless participating in an after-school extracurricular activity by 3:30 pm (Fridays 2:30 pm).
* Students are not allowed to wander the campus, hang out in school halls, or other areas of the campus.
* Students not picked up or have not left the campus by 3:30 pm must report to the assigned after school care room.

ATTENTION! All students not under the direct supervision of a parent, coach, or sponsor after the official school day has ended MUST be checked into the After School Program. Failure to follow this guideline will result in immediate discipline, and repeated occurrences may result in suspension or expulsion.

 If a student walks to, and from school, or rides the city bus, the Administrative Office must have a note on file that the parent/guardian has given the student permission. If a student leaves the campus they may not return unless they are attending a M&MCA sponsored event, i.e., Sports event, Fine Arts program, or Guidance meeting, etc.

 Driving Privileges:

 If a student drives to school they must receive a parking decal from the school administrative office, and supply a copy of their driver’s license, along with a copy of their insurance card. Student drivers park in a designated area.

 ATHLETIC ADMINISTRATION

 The Athletic Director reports to the principal matters of policy, game issues, coaching decisions, and others; athletic issues should be brought to the Athletic Director first, and then taken to the Principal if the matter cannot be resolved satisfactorily. This position oversees all matters related to the PE and Sports department.

 ATHLETIC PROGRAM

 Students are encouraged to try out and participate in a sport to begin building confidence and leadership qualities at M&MCA. All athletes, coaches, and fans are expected to represent our school in a Christ-like manner. The Christian philosophy of athletics must stem directly from the school’s Christian Philosophy of Education. The goal must be “to be conformed to the image of Jesus Christ” (Rom. 8:29) and to “develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body.” (I Thes. 5:23)

Genesis 1:27 It is the goal that the athletes develop positive Christ-like character qualities and express them through their involvement in athletics. The athletes are confronted with all types of life situations, which can be perfect learning situations for teaching biblical principles. It is the job of the coaches to model Christlikeness and properly direct the students in these situations to build the biblical character qualities. Athletics should help foster meaningful relationships among team members coming from the team concept and straightforward leadership of the Christian coach. There should be a commitment to excellence in each sport. Athletics are a means to an end, not an end in themselves, in that athletics represents an aspect of the educational program, not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his/her potential. The athletic program shall provide well-planned and well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, personnel, and financial support. The athletic program will strive to present a minimal amount of interference with the academic program. The athletic program shall function to involve not only the participants but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened, and united.

 Sportsmanship:

 M&MCA strives to maintain a reputation that is respected in the community. A good name takes years to build, but only takes moments to destroy, and the behavior of our spectators at athletic events is pivotal in shaping that outcome. We encourage all fans to respond with humility in victory and grace in defeat. They are to avoid criticizing players, coaches, or referees and should censor fellow spectators who display negative behavior. Fans that persist in demonstrating unsportsmanlike conduct may be asked to leave the game by a school official or safety officer on duty.

 M&MCA has opportunities for students to learn and develop their athletic skills. The program is affiliated with youth sports leagues that are deemed appropriate by athletic administration. Practices are held after school during seasons, with games usually on Saturdays. Volunteers are needed to coach these teams. All coaches and assistant coaches will have background checks. Registration fees apply. It is the desire of the athletic program to provide an excellent experience. M&MCA sports offered might include Basketball,Baseball, Flag Football, Track, Volleyball, and Soccer (Additional sports will be added and announced by the Athletic Team):

 1. Participation in a sport requires an athlete to try out for the team.

 2. Student athletes are bound by the rules and regulations and school policies established by the Athletic Department.

 3. Students must submit an approved FHSAA physical examination form before they may participate in any practices.

 4.Students must have a signed parent consent form.

 M&MCA follows the FHSAA guidelines, which can be found at www.fhsaa.org. According to FHSAA regulations and M&MCA policy, a varsity athlete must maintain a GPA of 2.0 and meet M&MCA guidelines to be eligible to participate in athletics. Each coach shall be responsible for individual team rules. Such rules will be approved by the athletic director before implementation.

 ATTENDANCE POLICY

15 unexcused absences in one semester will result in an automatic withdrawal; Parents will receive a notification at 5, 10, and 15 absences. Upon the 15th unexcused absence, parents will be notified to withdraw the student from M&MCA. All absences are unexcused unless:

* Student/Parent turns in an official doctor’s note within 48 hours of return.
* Student/Parent turns in a Parent note due to bereavement.
* Students who choose to stay home on a field trip day will be considered an unexcused absence.

 PARENTS ARE RESPONSIBLE FOR CHECKING THEIR STUDENT’S ATTENDANCE/TARDIES. THE SCHOOL IS NOT RESPONSIBLE FOR NOTIFYING PARENTS OF EVERY ABSENCE/TARDY.

 **Students who receive the Step Up for Students or McKay Scholarship will be in jeopardy of losing their scholarship due to excessive absences, per the State of Florida.**

 TARDY POLICY

 A student is considered tardy if they are not present in their classroom by 8:15 am.

 All tardies are considered unexcused unless:

 ● The student has a note from parents.

 ● Administration has deemed an extenuating circumstance that prevented the student body from being on time. IE: reported major accident on main road, severe inclement weather.

 Unexcused Tardy Consequences:

 ● Each five (5) unexcused tardies will result in one (1) absence.

 ● These absences due to excessive tardies will count toward the attendance policy of 15 unexcused absences per semester will result in immediate withdrawal of the student.

 ● Five (5) unexcused tardies = warning email

 ● Ten (10) unexcused tardies = detention (40 minutes assigned after school)

 ● Fifteen (15) unexcused tardies = Saturday School (2 hours assigned on a Saturday. Parents account will be charged $50)

 Skipping class is regarded as an unexcused absence and a discipline issue. In this instance, class work will not be allowed to be made up and the student will be issued a disciplinary consequence.

Absences over 15 per semester will also be reported to the Orange County Truant Officer for all students.

 High school students with a valid State of Florida driver’s license will be in jeopardy of losing their driving privileges, as stated by the State of Florida Legislature.

 Driving Privileges and School Attendance http://www.flhsmv.gov/ddl/truant.html

 The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attend school over the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

 EARLY DISMISSAL

 Phone calls alone will not be accepted to release a student from campus. The school office must receive a written, signed note from a parent (notes may be hand delivered, emailed, or faxed to the school.)

 Students who drive must sign out in the office before leaving campus for an early dismissal. Parents of students who do not drive must sign their students out by coming into the school office and signing the dismissal register. If you are checking your child out of school, please call ahead to avoid class disruptions. Student drivers who fail to sign out on the dismissal register will receive a Saturday school.

 CHAPEL ATTENDANCE

 The chapel is a highly vital part of student life at M&MCA, attendance is required and is taken during this hour.

 ABSENCES

 If a student is absent, they may make up missed work with no grade penalty (unless the absence was due to skipping in which case the student is not allowed to make up missed work).

Teachers will give make-up tests and help with assignments.

 Students will be given one day (from the day of return) for each day of absence to make-up work. In cases where the student is absent only on the day of a test, the student is responsible for taking the test on the first day of his/her return.

 Absences for Extra-Curricular Activities:

 Students participating in any extra-curricular activities must be present at school or involved in an approved school-day activity for at least four hours before dismissal on the day of an event. When a student leaves school early with the team, club or organization, all work (projects, homework, etc.) that is due on that day must be turned in to the teacher before leaving. Quizzes and tests must be completed the day the student returns to school, or a day and time agreed upon by the teacher.

 BELL SCHEDULE

 A copy of the bell schedule is enclosed as Appendix B.

 BIBLE POLICY/ BIBLICAL INTEGRATION

 Students shall memorize assigned Bible verses from the New King James Bible. All students will have daily Bible instruction. All teachers understand a biblical worldview and are experienced in integrating biblical principles into their lesson plans; in all subject areas taught at M&MCA.

 BUS GUIDELINES

 To provide safe transportation for all students, whether for a field trip, athletic function, or similar activity, students are expected to abide by the following standards of school bus behavior, which includes, but is not limited to:

 • always obeying the bus driver.

 • giving your proper name when requested by the bus driver or monitor.

 • always remaining seated when the bus is moving.

 • remaining silent when the dome lights are on, remaining silent at railroad crossings.

 • refraining from bringing food, drink, and gum on the bus.

 • refraining from using profane language or gestures.

 • refraining from throwing objects from the windows of the bus.

 • refraining from sticking arms and heads out of the windows of the bus.

 • refraining from any conduct or behavior that interferes with the orderly, safe, and expeditious transportation of you or other bus riders.

 The Discipline Policy will be followed at all events off campus, field trips, sports events, etc. If a student violates the Discipline Policy off campus, or on the bus, appropriate consequences will apply.

 CALENDAR

 M&MCA follows the guidelines established by the State of Florida, which requires the school to be in session for a minimum of 900 hours or 180 days. The school calendar is designed to maximize learning and minimize absenteeism. A few noon dismissals are listed on the calendar. Days off for holidays and other events are strategically placed to provide rest for the students, families, and teachers. Because absence from class is detrimental to a student’s academic performance, families are encouraged to align any school year vacations with the scheduled days off. Please see the attendance section of this handbook for details.

CELL PHONES/HEADPHONES/ELECTRONIC DEVICES

 Students are not allowed to have their cellphone during class time. Students will be required to check their phone in with the teacher each class period. Headphone/listening devices will not be permitted during school hours. If a parent needs to contact their student, they are welcome to call the school office. The school office will call the student out of class ONLY in case of an emergency; otherwise, the message will be delivered to the student. Also, see the Electronic Devices section of the handbook for additional information. Possession of a cell phone, and/or electronic device (device or devices) by a student is a privilege. A student may possess a device on school property, at after school activities, and at school-related functions, provided that the device remain off and is concealed during all instructional time (including when outside of the classroom to use the restroom, etc.), other learning environments, chapel, and assemblies during school hours. Students are not permitted to take cell phones inside any restrooms.

 All students will place their cellphone in the assigned space in the front of the classroom during each period. Students may get their cellphone from the teacher at the end of the class period. Teachers are not responsible for any damage to the cellphone or theft. If a student does not want to place their cell phone in the designated area, they may keep their phone in their bag before the bell rings for class.

 If a student has their cell phone or headphones out during school the consequences will be as follows:

 1. First offense- The cell phone/headphones will be given to the principal by the end of the day. The student will receive a Saturday school day. This will be a $50 charge to the parents, the parents will be notified via email.

 2. Second offense- The cell phone/headphones will be given to the principal. The PARENT will need to pick up the cell phone from the front office. The phone WILL NOT be given back to the student. Two Saturday School days will be assigned.

 3. Third offense- The cell phone/headphones will be given to the principal, a conference with Parents will take place, students will be suspended from sports or extracurricular activities. The student will be assigned to four Saturday school days.

 4. Fourth offense- Meeting with the Parents, student, and Principal to discuss the student’s enrollment status at M&MCA.

 If the student refuses to give the device to the teacher this will be addressed as insubordination and disrespect for authority and will be treated as follows:

 1. The student will immediately be sent to the principal, and the device will be turned over to the principal.

 2. The first refusal will warrant a Saturday school at the cost of $50.00 and the parents will need to make arrangements to pick up the device from the school office after 3:30 pm.

 3. The second refusal will warrant an out of school suspension, and the student may lose their privilege to have a device on campus. The parent will need to make arrangements to pick up the device from the school office after 3:30 pm.

 At no time shall M&MCA be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property. If your student brings their cell phone, tablet, computer, headphones, or iPod to school and it is lost, damaged or stolen, M&MCA is not responsible for providing restitution. Your student is bringing these items to a public arena at their risk.

 In the case of an emergency, parents are welcome to contact their student or leave a message by contacting the M&MCA school administrative office.

 CHAPEL / ASSEMBLIES

 Chapel and assemblies are a part of the curriculum and, as such, are designed to be educational, profitable, and spiritually enriching experiences. Chapel speakers include local pastors, worship leaders, ministry leaders, Christian faculty and coaches, and student leaders. They provide one of the few opportunities in school to participate in worship, to hear a motivational speaker, to watch a drama, and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, and booing are discourteous.

CHEATING AND PLAGIARISM

 M&MCA expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating, or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is acceptable if the work being presented is clearly communicated.

 ● Collaboration is to work together (with permission) in a joint intellectual effort.

 ● Plagiarism is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas, you must give the author credit. Some internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.

 ● Cheating includes, but is not limited to, copying, or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or other unauthorized technology, during an exam or project.

 ● Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

 Consequences for Cheating/Plagiarism

 ● 1st violation- Zero for the assignment, Detention 3:00-4:00, and parent

 communication from the teacher.

 ● 2nd violation- Zero for the assignment, Principal Referral, one Saturday School Day and 1 day suspension.

● 3rd violation- Zero for the assignment, Principal referral, two-day suspension, and

 1 game or extracurricular suspension for the next event, two Saturday School Day.

 ● 4th violation- 3-day suspension and meeting with administration and Parents with possible expulsion. No extracurricular activity for the rest of the semester.

 COMMUNICATION WITH FACULTY ANDSTAFF

 Emails are a primary source of communication for M&MCA. It is the parent’s responsibility to communicate to the administrative office if they are not receiving emails. We strongly encourage communication between parents and teachers. However, there are times that are not ideal for the teacher to speak with a parent. Please do not contact a teacher at the door in the morning, at pick-up, or during the car line. Teachers need to focus on the safety of their students and must always monitor them. This is not the time for discussion when the teacher is getting the class settled for the day or helping them dismiss for the day.

 Please contact the teacher via email to request a conference at a convenient time for you and the teacher. Any of the following methods may be used to communicate with a staff member:

 ● Face-to-Face or Zoom Conference: If you would like to arrange a conference, please make your request in the form of an email so that time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administration from adequately addressing your questions and concerns.

 ● Phone: When contacting a classroom teacher by phone you must call the school office and your call will be forwarded to the appropriate staff person. Teachers will make every attempt to respond to all messages within 24 hours during the school week. Please keep in mind that teachers’ hours are from 7:30 am until 4:00 pm and many faculty/staff also have extracurricular commitments following school hours. Therefore, it may be difficult to reach them by phone. In most cases, email is the best method for initial contact.

 ● Email: All staff have email addresses. Contacting a teacher via email is recommended. Teachers will respond to all emails within 24 hours during the school week. Teachers are not required to respond to emails after school hours or during the weekend.

 ● Difficulties Reaching a Faculty/Staff Member: If you are not receiving a response to your requests for communications, you should contact the principal.

 In seeking to solve any problem or misunderstanding originating in class, students and parents should follow this order of communication in discussing any issues: classroom teacher, and then Principal. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

COMPLAINT/RESOLUTION PROCEDURE

 During the year, minor conflicts may arise. This is often the result of a lack of communication or misunderstanding between those involved. The school’s policy for dealing with these situations is mentioned below.

 This policy is consistent with the teachings found in Matthew 18:15-16: “If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

 1. All questions, problems, or complaints should first be brought directly to the classroom teacher involved by the parents.

 2. Only when the above step has not brought resolution, does the problem find its way to the principal. If it is necessary, the matter will need to be brought to the principal through contacting the administrative assistant.

 3. Next, if matters do not resolve the matter will be taken to the principal.

 A meeting will be scheduled by the Principal and the parents will be notified of the date and time of the meeting. Therefore, when a parent or student approaches one of these individuals with concern, please understand that they will direct the parent or student to follow this procedure. It is inappropriate for any staff to be approached about a concern in any manner not listed in steps 1-3 above.

 Please be respectful of this policy and understand that those who may stop you from sharing your problem are doing so to preserve the integrity of this model for problem resolution– not because they lack concern for you and your situation. Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided always include gossiping, spreading rumors, and spreading hearsay reports. The good reputations of other persons, and of the school are to be protected and promoted.

 COMPUTER USE/ INTERNET STATEMENT

 The technology program provides the students with many opportunities to use a variety of new resources including the use of computers, smartphones, and personal devices to connect to the Internet on or off campus. It is understood that computer use and Internet access for students is a privilege, not a right. Computer misuse includes, but is not limited to accessing, or breaking into restricted accounts, networks, modifying or destroying files without permission, sending inappropriate messages, or pictures, viewing inappropriate pictures, cyberbullying, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on, or off campus, the inappropriate school-hour use of iPods, iPads, and personal device’s. All users of the computers and the internet will agree to adhere to the following Code of Ethics, which applies to both school and home use of computers:

 • “I will strive to act in situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the internet. I agree to follow M&MCA basic rules. I will strive to apply Philippians 4:8 and

 Psalms 101:3 to my electronic communication.”

 • Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable– if anything is excellent or praiseworthy– think about such things. -Philippians 4:8

 • I will set no worthless thing before my eyes. -Psalms 101:3

 See also: FACEBOOK & SOCIAL MEDIA

 CONDUCT AND COURTESY

 M&MCA believes that students, faculty, and parents should conduct themselves with respect for themselves and one another. We believe that communication, written and verbal, should be completed with courtesy. We believe that students should respect the authority of the faculty, coach, or Pastor as they conduct themselves on our campus. If a student does not agree with a faculty member, they should request a meeting with that individual and their superior to discuss and solve their dispute. A student should never argue or contradict a faculty member in public, to another student or faculty member.

 CONFERENCES(PARENT-TEACHER)

 We strongly encourage communication between parents and teachers. However, there are times that are not ideal for the teacher to speak with a parent. Please **do NOT** attempt to discuss a concern with a teacher in the presence of other students before, after, or during school. If you would like to arrange a conference, please make your request in the form of an email so that the time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administration from adequately addressing your questions and concerns.

 COUNSELING

 PASTORAL COUNSELING:

 M&MCA believes in ministering to the total needs of our students, based upon Christian beliefs and practices. M&MCA has a Campus Pastor who is available to the students upon request. The Campus Pastor will offer counsel based upon the Word of God and will offer prayer and support emotionally and spiritually to our students.

 PROFESSIONAL COUNSELING:

 If you feel your student needs counseling on a professional level, please contact the office. We have several resources that we can share with you. These range from 100% private pay to insurance pay, to 100% free. Many of these counseling services can also be provided at school or even in the home.

CURRICULUM

 The philosophy of the school is carried out through its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. In selecting classroom textbooks, both Christian and secular publishers are considered. Curriculum committees are composed of teachers and administrators. They screen potential textbook adoptions to determine how closely they align with M&MCA’s philosophy and objectives as well as state and nation-wide standards. It is recognized that Christian publishers provide a distinct emphasis on Christian values and Biblical thinking. However, Secular publishers can provide excellent teacher help for skill building. These publishers may also, unintentionally, provide material which allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values. All books, magazines and other materials in the media center must conform to the media center policy. Decisions of appropriateness are made by the librarian, classroom teacher, and administration.

 DEVOTIONS

Teachers share a short devotion with each second-hour class. This may consist of Scripture reading and prayer or daily devotional.

 DISCIPLINE

 In addition to the guidelines listed below, each grade level establishes an efficient and clear, age-appropriate classroom discipline policy. No one at M&MCA, including staff, teachers, or administration, administers corporal punishment. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy. The levels of offenses and consequences listed below have been established to effectively handle behavior issues and consequences at the most appropriate level. All consequences are at the discretion of the teacher, or administration as to the proper level of the offense. M&MCA uses the philosophy of positive reinforcement, redirection, and parent conferencing to handle the discipline.

 We do not at any time use the methods of humiliation, frightening, spanking or any form of physical or corporal punishment. We do not withhold food, water, rest, or toileting from a child at any time.

 Discipline Guidelines:

Rewards:

 Students may be rewarded for good behavior throughout the year. Recognition ceremonies will take place monthly during assemblies and at the end of the year for each class.

Offenses:

 LEVEL 1 OFFENSES may include, but are not limited to, the following: Excessive talking, horseplay, repeated off-task behavior, not complying with classroom rules/expectations, and minor disrespect. Each teacher will communicate classroom rules of the classroom to parents as well as students. Teachers will follow the classroom discipline strategies of redirection, logical consequence, communication, and documentation. When necessary, the teacher will notify the parents by phone, email, or written communication.

 LEVEL 2 OFFENSES may include, but are not limited to, the following:

 Excessive or ongoing teasing/bullying, name calling, blatant disrespect, lying, cheating, skipping morning care or aftercare, inappropriate language, major class disruption, and excessive horseplay. These behaviors will result in immediate referral to the principal followed by parent contact and appropriate consequence.

 LEVEL 3 OFFENSES may include, but are not limited to, the following:

 Fighting/physical aggression/confrontation, intimidation/threats/harassment, gross disrespect, inappropriate Internet use, defacing or damaging property, theft, and inappropriate activity of a sexual nature. Battery, breaking and entering\*, destroying property/ vandalism ($100-$1,000), disrespect, extortion\*, fighting-physical, fireworks, gross insubordination/open defiance, illegal organization, possession of contraband, repeat misconduct/more serious, smoking/other tobacco, vaping, stealing ($50-$299), trespassing\*, bullying, cyberbullying, other serious misconduct, possession of instrument/object, threats, gang-related conduct\* and harassment. These behaviors will result in immediate referral to Principal followed by parent contact and appropriate consequence.

LEVEL 4 Offenses are as follows:

 Alcohol\*, arson\*, threats\*, battery of employee\*, bomb threat/explosion\*, drug possession/use\*, false fire alarm\*, firearms\*, inciting/participating in/leading violence\*, larceny/theft ($300 or over\*), other weapons\*, repeat misconduct/more serious, robbery\*, sexual battery\*, sexual harassment, sexual behavior outside of God’s plan, possession of inappropriate pictures not reported to administration, requesting inappropriate pictures, distributing inappropriate pictures electronically, or showing inappropriate pictures from a device, repeat cyberbullying, violation early reentry into the school building without teacher permission, motor vehicle theft\*, vandalism ($1,000 or over)\*, drug distribution/sale\*, repeat vaping, distribution of food with drugs in the ingredients, bullying/more serious, harassment/more serious.

**Offenses noted with an \* are reportable to Law Enforcement.**

 Consequences:

 The student will be issued an out of school suspension for up to 10 days. This administration meeting will determine if the student faces a possible expulsion after review.

 • It is our goal to help students grow and mature in their behavior, so they will become all that God intends them to be. It is our prayer that this system will accomplish that goal by holding students consistently accountable for their actions and by involving the parents in the program.

 • Students who are expelled or asked to withdraw are not eligible for reapplication for the following semester.

 • M&MCA Preserves the right to amend consequences when the offense is deemed necessary.

 ATTENDANCE AS PRIVILEGE:

Finally, as stated in the Parent/Guardian statement of support at the beginning of this handbook, parents understand that attendance at M&MCA is a privilege. M&MCA maintains the right to remove any student from its enrollment if M&MCA feels that the parent(s) or student(s) are not in harmony with the philosophy of M&MCA. M&MCA will cooperate with the home in the nurturing of the student(s). M&MCA reserves the right, that if at any time and M&MCA’s sole discretion, if M&MCA can no longer assist the family in the nurturing of their child(ren), the school can remove the student(s) from their enrollment.

 Administration reserves the right to ask a parent to withdraw their student at any time due to a major violation. A student may be expelled if the parents refuse to cooperate with the school, or if the student’s conduct, attitude, or lack of effort makes it inadvisable for him/her to remain. A student may also be dismissed for excessive unexcused absences. Major offenses could subject a student to the immediate cause for suspension or expulsion. “The establishment of reasonable guilt of such involvement is sufficient to cause for dismissal.” Once a student is expelled, they will not be permitted on campus during school hours. While this discipline system covers most disciplinary methods that might be used, those responsible for the disciplinary actions are not limited to the prescribed arrangements. Our desire is to use flexibility and creativity in determining the method(s) that might best meet the specific need of the offending student. M&M CA administration, teachers, faculty, and staff do not administer corporal punishment.

 Infraction:

 Each incident results in a meeting with the teacher issuing the referral and a consequence deemed necessary by the teacher. Infractions 1A-1K as written on the VCA Discipline Referral Form.

 1A Cheating and plagiarism.

 1B Classroom disruption

 1C Disrespect

 1D Dress code violation

 1E Failure to report to detention.

 1F Insubordination

 1G Misconduct

 1H Repeated misconduct

 1I Tardiness

 1J Profane, obscene, abusive language or profane material listed in all levels.

 1K Skipping.

 Level 2 Infractions Outlined in Detail

 Level 2 infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Level 2 infractions are listed from 2A-2O.

 2A Destruction of property and/or vandalism under $100

 2B Disrespect

 2C Fighting-Verbal

 2D Forgery

 2E Open defiance

2F Intimidation and/or threats

 2G Repeat misconduct.

 2H Stealing up to $50

 2I Unauthorized assembly

 2J Bullying.

 2K Harassment

 2L Inappropriate social media/ videotaping without permission

 2M Inappropriate public display of affection

 2N Other serious infractions

 2O Repeat cheating/plagiarism (2nd offense)

 Consequences of Level 2 Infractions; after-school detention, parent contact AND Saturday school, in school or out of school suspension. The teacher issuing the discipline will contact the parent within 24 hours of the infraction. The cost for Saturday school will be $50.00 billed to the parents. The cost for in-school suspension will be $125.00 per day.

 \*\*It will be at the administration’s discretion to recommend the need for counseling or follow-up services.

 Level 3 Infractions Outlined in Detail

 Level 3 Infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. Level 3 infractions are listed from 3A-3V.

 3A Battery

 3B Breaking and entering\*

 3C Destruction of school property, vandalism from $100-1,000.00

 3D Disrespect

 3E Extortion\*

 3F Fighting. 3G Gross insubordination or open defiance to authority

 3H Illegal organization

 3I Possession of contraband

 3J Repeat misconduct/more serious

 3K Smoking/other tobacco/vaping

 3L Stealing between $50-$299.00

 3MTrespassing\*

 3N Bullying

 3O Other serious misconduct

3P Possession of Instrument or object used to cause harm

 3Q Threats

 3R Gang related\*

 3S Harassment

 3T Cyberbullying

 3U Repeat cheating/plagiarism (3 times)

 3V Videotaping & posting online without permission

Level 4 Infractions

 Level 4 Infractions are major offenses, often involving activity that is a violation of the law. The administration will contact authorities when deemed necessary. Level 4 infractions are from 4A-4AA. Infractions listed with an \* will be subject toschool officials contacting local law enforcement as deemed necessary.

 4A Alcohol\*

 4B Arson\*

 4C Threats\*

 4D Battery of employee\*

 4E Bomb threats/explosion\*

 4F Drug possession or use\*

 4G False fire alarm\*

 4H Firearms\*

 4I Inciting, participating in or leading violence\*

 4J Larceny or theft of $300 or more\*

 4K Other weapons\*

 4L Repeat misconduct /more serious

 4MRobbery\*

 4N Sexual battery\*

 4O Sexual harassment

 4P Sexual behaviors outside of God’s plan

 4Q Violation early re-entry

 4R Motor vehicle theft\*

 4S Vandalism $1,000 or over\*

4T Drug distribution or sale\*

 4U Bullying/Cyberbullying

 4V Harassment

 4WPossession of inappropriate pictures not reported to administration.

 4X Requesting inappropriate pictures.

 4Y Distributing inappropriate pictures electronically.

 4Z Showing inappropriate pictures from a device.

 4AA Repeat cheating/plagiarism (4+ times)

 Consequences of Level 4 Infractions

 A level 4 infraction will warrant an out of school suspension for up to 10 days, or an expulsion depending on each situation. The student and their family will be required to attend a M&MCA disciplinary meeting. This meeting will determine if the student faces a possible expulsion after review.

 • It is our goal to help students grow and mature in their behavior, so they will become all that God intends them to be. It is our prayer that this system will accomplish that goal by holding students consistently accountable for their actions and by involving the parents in the program.

 • Students who are expelled or asked to withdraw are not eligible for reapplication for the following semester.

• M&MCA reserves the right to amend consequences when the offense is deemed necessary.

 4W-4Z In relation to inappropriate pictures on cell phones, there are detailed steps in the discipline policy: The first time a student asks for pictures / sends pictures / shows another inappropriate student pictures on their cell phone; they will receive a three-day suspension. A student will have 48 hours to produce any inappropriate pictures sent to them unsolicited without penalty. The second time they ask for pictures/ send pictures/ show inappropriate pictures to another student, they will be asked to withdraw from the school.

 Disciplinary Probation:

 Students may be placed on disciplinary probation for accumulating excessive minor violations, committing a major violation, reaching a level 3 in the system, or any other offense that the administration deems sufficient. The terms and duration of the probation will be detailed on the contract signed by the student, parents(s), and administration. At the end of the probation period, the student will be reevaluated, and the probation status will be lifted or extended. In cases where a student responds poorly to probation, withdrawal or dismissal may be necessary.

 Restoration Plan:

 We desire to model Christ-like leadership by showing grace and mercy when we see students recognize sin, show remorse, and display restoration through communication and making better choices. It is the intention of the M&MCA staff to restore students lovingly with mercy and grace. We are committed to doing this through prayer, modeling, and mentoring. The restoration

 guidelines are as follows:

 1. Identify the offense at both the beginning and end of discipline.

 2. Assist the student in verbalizing why the offense was inappropriate and/or harmful.

 3. Notify the student’s teachers/coaches of the discipline term, but not the nature of the offense.

 4. In the case of long-term suspension or expulsion, the school will (with parental permission) assign a mentor to discipline and maintain contact with the student for the duration of the suspension/ expulsion period.

 At the end of the disciplinary period, the staff will:

 1. Conduct a re-entry interview with the student and at least one parent.

2. Assist the student in identifying a plan to ensure improvement.

 3. Remind the students of their importance in the M&MCA community.

 4. Explain that the student is on disciplinary probation and its ramifications, if applicable.

 DISCIPLINE: OFF-CAMPUS

 M&MCA Preserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off-campus. While M&MCA has no control over student activity off campus which is not school sponsored and does not supervise student conduct off campus during an activity which is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

Students shall self-report within forty-eight (48) hours to the school office any arrests/charges for any off-campus activity. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory, or adjudicatory. Also, students shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, placement upon probation, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the school shall comply with the confidentiality provisions of Sections 943.0585(4) (c) and 943.059(4)(c), Florida Statutes.

 DRESS CODE

 The standards of dress at M&MCA are based on Biblical absolutes and principles found in the following Scriptures: 1 Timothy 2:9, 1 Corinthians 10:31, and 1 Thessalonians 5:21-22. We believe that these verses have practical applications to the dress and grooming of our students. God is glorified when we dress and conduct ourselves in good taste and with modesty.

 Students at VCA wear attractive polo shirts or t-shirts with the M&MCA logo purchased from the school and authorized suppliers. Current year’s spirit T-shirts are worn on Friday only and may be purchased from the school office.

 ● All students may wear any brand navy, black-, or khaki-colored pants or shorts.

 ● Girls in grades may wear navy, black- or khaki-colored pants, capris, skirts, and jumpers (no shorter than 3 fingertip length above the knee). Leggings are not pants and may not be worn as such.

 ● Uniform shirts are to be worn each day.

 ● Outerwear worn in the school buildings must be M&MCA colors, blue, grey, or black.

 ● The school uniform at VCA is intended to provide neutrality for all student clothing (economically and socially), limiting the distractions associated with a non-uniformed school environment. The administration has the right to determine any trend, fashion, or fad inappropriate for school or school activities. Students are expected to adhere to the guidelines of the dress code while on campus for sports, fine arts, special events, or academic activities.

Students are also expected to adhere to the dress code during any M&MCA sponsored, or school event off campus. School uniforms are not required. However, the length of shorts, dresses and the standards of modesty are to be adhered to. The administration has the final authority to decide the appropriateness of an outfit on campus and at all M&MCA events.

**The school will do its best to maintain a closet for students in need or emergency, Donations are appreciated.**

 Parents who volunteer at school or who are on campus for any duration of time are expected to follow the same dress code guidelines as students and faculty/staff.

Student, Faculty and Parent guidelines are as follows: length of dresses or skirts should be just above the knee and blouses/tops that are low cut, see through, or that do not cover the stomach are not allowed.

 Footwear:

 ● students must wear closed toed shoes with backs.

 Tattoos:

 ● Tattoos that are deemed inappropriate by administration must be covered at all times.

 Formal Wear Dress Code

 Girls: All dresses must be pre-approved by administration or a high school teacher.

 Boys: Suits and dress clothes are appropriate formal wear for formal functions.

 DRUG AND ALCOHOL POLICY

 M&MCA is dedicated to academic excellence, the personal growth, and well-being of its students IN A CHRISTIAN ATMOSPHERE. This mission requires a school environment that is safe and drug-free to maximize the learning potential of its students. We have implemented this drug prevention program, for one PRIMARY purpose– to provide our students with a resource they may draw upon when faced with choosing for, or against drugs. Some can make that choice on their own without any fear of social pressure, but some are not.

 We hope this program will help their decision-making in this crucial area. We also want to protect our students from the influence of those who participate in illegal drug use. We want to maintain the right environment for our students. It is based on a structure that assists, rather than punishes, students on the first offense. It is intended to empower parents with valuable information for active participation in this instance. M&MCA insists on a drug-free environment. The possession or use of illegal drugs or the misuse, abuse, possession or use of illegally prescribed drugs or other substances, including alcohol and tobacco, by a student at any time does not promote the general welfare and reputation of M&MCA, its students or the community. Thus, M&MCA will not tolerate the possession, or use of illegal drugs, vaping, or the misuse, abuse, possession, or use of illegally prescribed drugs, or other substances, while being a student of M&MCA.

Drug Policy: Community and Parental Responsibilities

 For the welfare of students and the school and to promote and insist on a drug-free environment, the entire community, including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on campus or at any school event, athletic or otherwise.

 **Furthermore, it is important that our parents do not condone or allow our students to consume alcohol or any illegal drugs**. The cooperation of parents and guests is needed to send a message to our students about the school’s position.

 DUAL ENROLLMENT

 Qualifying juniors and seniors may be permitted to take online dual enrollment course work through a local community college. Students must first get permission from guidance to apply and then are responsible for completing the application and enrollment process. If for some reason a student drops a dual enrolled class, the student must report their situation to their Guidance Counselor immediately as it may affect their graduation requirements. Students will be required to take an equivalent class on campus to ensure meeting graduation requirements. Qualifying seniors may also be enrolled in our on-campus Dual Enrollment courses through Southeastern University. The courses offered on campus may change from year-to-year and are not guaranteed.

 All courses taken via Dual Enrollment will be included on the student’s official transcript regardless of the final grade.

 M&MCA Policy for Online Dual Enrollment Courses:

 JUNIORS AND SENIORS ONLY

 Valencia: To be considered for Valencia DE

 ● All Graduation Requirements met thus far

 ● Course cannot be used to meet an OCP graduation requirement

 ● Course Approval from Guidance Counselor

 ● GPA:3.5and up

 ● \*PSAT 9/10 score: 1000 (for 10th graders enrolling for next year)

 ● PSAT/NMSQT Score: 1000 (for 11th graders enrolling for next year)

 ● Application complete

 ● Pass both sections of the Pert Test

 SEU:

 ● All Prerequisites met thus far

 ● Course cannot be used to meet an OCP graduation requirement

 ● Course Approval from Guidance Counselor

 ● GPA:3.5and up

 ● PSAT 9/10/NMSQT Score: 1000 or higher

 ● SEU: Application complete

 ELEVATORS

 M&MCA is equipped with an elevator for students who are physically unable to climb stairs. With a parent/s or doctor’s note arrangements will be made for the student to use the elevator if necessary. Special permission must be granted for elevator use.

ELIGIBILITY FOR ATHLETIC PARTICIPATION

 • Eligibility applies to athletics, music, drama, or any other activity where students represent the school publicly.

 Eligibility will abide by the following guidelines set forth by the Florida High School Athletic Association and /or M&MCA Students must:

 1. Be enrolled as a full-time student.

 2. On the first day of the school year, students must be at his/her proper grade level and on schedule to graduate.

 3. Maintain a 2.0 cumulative G.P.A.

 4. Maintain satisfactory marks in conduct (E or S).

 5. No student who is enrolled in or connected with any other school other than the one he/she represents shall take part in any athletic contest.

 6. All student athletes who are participating at the varsity level shall be subject to the FHSAA guidelines.

 7. Every student must attend four hours of school in the day to be able to participate in extracurricular activities for that day. This does not apply to when the student has received a pre-arranged excused absence for a portion of the day.

 Students will be unable to participate in practice or events due to the following conditions:

1. Ineligibility due to grades
2. The student must have a 2.0 cumulative GPA. Failure to do so will result in not being able to participate (practice or events) for the next semester.
3. Out of school suspension, the student will be unable to participate from the start of the suspension until the student returns to classes.
4. This may include evening and weekend events.
5. Students suspended from participation shall not be permitted to participate in any event related activity including practice, dress out or travel to the event with the team or group.

 EMERGENCY SCHOOL CLOSINGS

 M&MCA has a Parent Alert System to send text messages to parents and guardians in case of emergencies. VCA follows the Orange County Public Schools regarding Emergency School Closings. At times, emergencies such as severe weather, fires, power failures or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the school.

 EXAMS

 Middle and high school students take semester exams. Semester 1 exams are administered the week before the Christmas break. Semester 2 exams are administered during the final week of each school year. Senior exams are administered before the senior class trip annually. There are no excused absences or makeup exams offered if a student is absent during the scheduled exams unless it is approved by the administration. Students who are absent from their midterm or final exams will receive a 0% for the exams they miss. Students who cheat on an exam will receive a zero for their exam grade.

 EXTENDED CARE PROGRAM (AFTER SCHOOL PROGRAM)

 after school program offers quality care for students after school. The experienced staff provides an environment that your child will find secure and comfortable. We try to provide something different and enjoyable for them to do each day with supervised sports, games, movies, arts, as well as time set aside for homework.

SEE APPENDIX D for additional information.

 Note: Supervised “Before School Program” begins each school day at 7:00 am.

 If a parent is late picking up after 6:00 p.m., parents will be charged $2.00 per minute. Our Afterschool staff have families, and their time is valuable as well.

 After School Program:

 • 3:20 p.m. until 5:00 p.m. every Monday, Tuesday, Wednesday, Thursday

 • 2:20 p.m. until 5:00 p.m. on Friday

 Please note there is an additional fee after 3:20 pm daily and after 2:20 pm on Friday. If a parent is late picking up, they will be charged $2.00 for each minute after 6:00 p.m. Our Afterschool staff have families, and their time is valuable as well.

 In this social setting, children are encouraged daily to make new friends and to practice God’s love, kindness, and compassion toward others. Specialty classes such as dance, basketball, and drama are available on various days. Registration and pricing information will be made available at the beginning of each school year. Charges for the Afterschool Program are billed on a daily or monthly basis.

SOCIAL MEDIA

 Parents also need to remember that any negative comment posted on social media concerning the school hurts their student’s school. If a parent has a concern, it should be discussed with the administration first as most concerns are misunderstandings. Any social media group, or account that is created without the request being made to our principal will require deleting that account. If an outside account is created that doesn’t comply with M&MCA guidelines, that student will have disciplinary action.

FACILITIES

 Sharing of Facilities: In addition to the buildings on the school campus, M&MCA uses the facilities of Shiloh Baptist for special functions. All facilities are multi-use and have specific charges/guidelines that have been approved. Since any given room or area may be used by two or more different groups over a twenty-four-hour period, it is critical that the buildings, grounds, and parking areas be always maintained in constant readiness.

Maintenance works diligently to maintain the facilities. The school co-exists with numerous church activities, and there are some jointly agreed upon regulations which all staff must abide by. Students and faculty are expected to always keep their areas neat and clean. These regulations exist for the express purpose of maintaining harmony between all the various groups involved in the use of the facilities and will be vigorously enforced.

 Use of Facilities:

 For safety/security, upkeep expense, and for organization purposes, the use of M&MCA facilities is managed using specified requirements. These include calendar day and time approvals, insurance coverage approvals, a specified M&MCA event “host” approval, the Athletic Director’s approval for athletic-related facilities, and approvals by the administration for academic-related facilities. Specific costs and requirements will be provided when requesting use of facilities in writing.

 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

 This law provides for limited access to the student’s records by the person who has legal responsibility for the student. The parent or legal guardian has the right to challenge any misleading or inaccurate information contained in the student’s records. The parent or legal guardian may, for the necessity of obtaining written permission for the “eligible student” (one who is 18 years of age or older, or from the person who has legal responsibility for the student) prior to revealing the contents of the student’s records to other parties, and for the right of “eligible students” and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. To comply with the prescriptions of this law, VCA employs the following policies:

 1. To secure the student’s and the family’s right to privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.

 2. Outside of the school community, only the person(s), usually the parent(s) or legal guardian, who have legal responsibility for the student, may have access to the student records. Any parent or student desiring to inspect their records shall address the request to the school office in writing.

 3. Apart from “directory” type information (name, address, and phone number) M&MCA will not release information contained in the student’s records to other parties without the prior written consent of the person legally responsible for the student. This written consent is recorded by the school’s record release form.

 4. The school is authorized to release the information contained in the student’s records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

 FIELD TRIPS/CLASS TRIPS

 Education is not limited to the four walls of the classroom. Field trips are to be planned; the rule of thumb is three weeks ‘notice. Advanced notice will allow the parent time to plan to attend if they wish, and it will assist in saving the money for the trip. Teachers may choose to take their class to an off-site location for firsthand experiences. To participate in a field trip, a student must have on file a signed permission form from his/her parents and must have earned the right to attend. A student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip to earn the right to participate in the event. Any faculty member, with the consent of the M&MCA administration, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired.

General Field Trips: Schedule and applicable fees will be available from the classroom teachers.

 FINANCE POLICIES

 One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of our resources. The financial statements of M&MCA are audited annually. Each year M&MCA sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. The tuition schedule for the current year is available upon request.

Students with an outstanding balance on their account for tuition, lost books, aftercare charges, etc., will not be issued or have access to report cards, transcripts, or diplomas. Records will not be forwarded to another school until all financial obligations have been satisfied.

 Tuition assistance is available upon request. Tuition assistance is granted through a combination of endowments, seasonal gifts, and need-based discounts. Assistance is equitably disbursed. Names of those receiving tuition assistance will be kept confidential. Further information on this tuition assistance is available through the Office.

Prompt payment of your account is essential to the operation of the school’s financial obligations. So that you are well informed, have knowledge of and understand our policies we have outlined them for you. They are as follows:

 Payment Options:

 Annual Tuition– 1 payment, paid in full by July 1st (5% discount)

 Monthly Tuition–Must be set up. This is completed at the time of enrollment.

 Delinquent Accounts:

 Ten days past due– A friendly reminder will be sent, via e-mail, Friday folders and or notice sent in the mail.

 20 days past due– Placed on financial probation until your account is brought current. During this time your student will be unable to participate in sports, field trips, fine arts or any other extracurricular school activities.

 30 days past due– Student Suspension for Non-Payment. Your student will be unable to attend classes until the account is brought up. In addition to the above steps NO report cards, diplomas, awards, yearbooks, transcripts of records will be given or transferred until accounts have been paid in full. Documents such as birth certificates, physical forms, and shot records will be returned at request.

 Returned Checks, Transactions, and Late Fees:

 You will be charged a $50.00 NSF fee on all returned transactions.

 Refunds:

 Application, enrollment, registration, and testing fees are non-refundable.

 Early withdrawal– If a student is withdrawn for any reason by M&MCA or the parents, after June 1st, you agree to pay the full tuition for the entire first semester. If the withdrawal occurs after November 1st, tuition will be owed for the entire academic year.

 Additional Charges:

 McKay and Step-Up Scholarships– Parents are responsible for any unpaid portion that the scholarship fails to pay.

 Standardized Testing:

 The cost of standardized tests is covered in the price of tuition. However, if a student deliberately fails, cheats, or has a discipline issue during the test, you will be charged a fee to cover the full price of the test and the proctor. There may be additional charges for materials, re-scoring and any other expense incurred for this inconvenience.

 FINE ARTS

 Artwork Policies: All original student work, produced at school, whether graphic, written or performed, is considered the property of M&MCA The school reserves the right to print and reproduce copies of the student work for sale and display to continue to fund the training of students in a performing fine arts area. This policy also protects the amateur status of the serious fine arts student until such a time as he/she is ready to assume the responsibilities of a professional artist.

 1. All original work produced by the student within the school and under the instruction of a VCA instructor will be returned to the student at the end of the school year. The student is not permitted to sell any original work or a copy of original work while holding the status of the student at VCA. The sale of an original work or copies of an original work by a student may result in his removal from the Fine Arts Department or even dismissal from school.

 2. Once a student has graduated, transferred, or otherwise left M&MCA, they will be granted by M&MCA non-exclusive rights to any work done while at M&mCA. These rights are non-exclusive: M&MCA will maintain the right to reproduce from a copy any student work for resale or display while allowing the student to do the same from the original.

 Visual Arts: The visual arts are a means to communicate ideas, concepts, and emotions visually; they are a way to express beauty and a powerful medium for telling stories. God gives people gifts in art, commanding and inspiring them to use their artistic gifts to glorify God and instruct his people (Exodus 31:1-11). A biblical perspective in our visual arts curriculum enables the student to appreciate and enjoy the abundant beauty of God's creation. We teach related skills of observation, critique, and synthesis; and sharpen critical thinking skills that enhance success in core subjects. Our students study artist's styles as well as creating art in drawing, painting, ceramics, and in two and three-dimensional design. Our Advanced Visual Arts class in the High School explores conceptual content and increased exposure to media. Our long-term goal is to encourage an appreciation for the arts as a gift from God.

 Performing Arts: Performing Arts at VCA include choir, music, and theater. In each of these artistic disciplines, students develop knowledge, skills, and an appreciation for creative expression, and learn to evaluate music and drama through the grid of a Christian worldview, as is developmentally appropriate. At VCA, we recognize the challenge that parents face in teaching their children to discern the many messages they face each day through music lyrics, movies and other forms of media. A partnership between home and school will provide a solid base for making godly choices in the areas of performing arts, visual arts, and media. Beyond discernment, we are determined to train our young leaders to be influencers in the realm of the performing arts. Students must be able to compete with a quality of musicianship or dramatic ability that not only allows them to express their God-given talent in a way that is skillful and aesthetically pleasing but provides them with a platform to share their faith. Students who are enrolled in choir or theater are required to participate in all plays and musicals.

 FLORIDA VIRTUAL SCHOOL

 Florida virtual school courses are offered when a student’s required course schedule cannot be accommodated. If there is a course that a student desires to take through FLVS that enhances their academic portfolio, not offered at M&MCA, they may submit a request for approval.

 FOOD AND DRINK

 Students are only allowed water in a bottle with a cap on it in the classroom, or hallways. Special classroom events involving food must have administrative approval.

FOOD SERVICES

 M&MCA offers lunches for staff and students and may be purchased through the office. Orders must be completed by the Sunday evening before each week. To prevent excessive clean-up students are to keep their food and drinks on the dining tables. Students will be given the opportunity to be good stewards of the facility by assisting with lunch cleanup as directed by the supervising teacher. Therefore, all students will participate in lunchroom clean-up at the direction of the teachers.

 FORMAL EVENTS

 If a student chooses to invite a guest to a formal event or banquet, the guest must currently be in high school or an M&MCA alumni. The guest must fill out a request to attend a form which may be obtained in the Administrative Office. The guest must also adhere to the Formal Dress Code Policy.

 M&MCA does not endorse, promote, or encourage students to attend "after parties" following any formal event. Parents who permit their children to attend must understand these events are not school sanctioned and should take all precautions necessary to educate themselves as to the level of adult supervision, type of activities, safety/security of facilities, etc.

 M&MCA cannot and will not assume responsibility for such events. Please see Formal Dress Code Policy in the Dress Code section.

FUNDRAISING/CLUB FINANCES

Any class, club, or another school-related group (athletics, fine arts, etc.) involved in fundraising must clear its project through the principal. Such activities are potential sources of conflict and must be coordinated according to an overall master plan. All club/class money and accounts must be maintained in M&MCA school activities account specifically for the purpose of the activity. No separate bank accounts may be managed by any student organization. School organized fundraising events are mandatory.

 GRADING

 A serious attempt is always made to provide parents and students with some evaluation of students’ progress that is consistent and meaningful. Students’ grades may include test scores, quiz scores, notebook checks, labs, projects, reports, and term papers. Progress reports are paperless.

 GRADING SCALE

 A=90-100

 B=80-89

 C=70-79

 D=60-69

 HONORS WEIGHTED QUALITY POINTS

 A=4.5

 B=3.5

 C=2.5

D=1.5

 AP AND DUAL ENROLLMENT WEIGHTED QUALITY POINTS

 A=5.0

 B=4.0

 C=3.0

 D=2.0

 GRADUATION

 1. Please see guidance counselor for details, each graduating class requirements change from year to year. Students are required to complete a minimum of 28 credits to graduate. Bible will be waived for the year(s) that transfer students were not in attendance at M&MCA.

 2. Students must be enrolled in five core academic classes (English, Math, Science, History, and Bible) per year.

 3. Credits that count toward graduation begin in the eighth or ninth grade. Advanced courses taken at earlier grades (Algebra I or Spanish I) in middle school (grades 6-8) do count in the credits toward graduation. The student’s math or foreign language requirements for graduation are not reduced. The purpose of taking advanced courses in grades 6-8 is to make available extra time for more advanced work in grades 9-12.

 4. A student must have taken and passed four state-accepted math courses.

 5. A student must have taken and passed 4 Bible courses.

 6. Students must have taken and passed English I-IV.

 7. Students must have taken and passed five social studies courses, including Economics and

 American Government.

 8. Students must have taken and passed four state-accepted science courses.

 9. Students must have taken and passed two consecutive years of the same foreign language.

 10. Students must have taken and passed one year of HOPE (PE/Health).

 11. Students must have taken and passed one semester of a fine arts class.

 12. Students must have taken and passed one semester of practical or performing art.

 13. Students must have taken and passed four years of elective classes.

 14. Students must have completed 100 hours of community service.

 15. A student must have earned a cumulative unweighted GPA of 2.0 on a 4.0 scale.

 16. Summa cum laude: 4.0 or higher GPA and Satisfactory Conduct

 Magna cum laude: 3.75– 3.99 GPA and Satisfactory Conduct

 Cum laude: 3.5– 3.74 GPA and Satisfactory Conduct

 High School Graduation Exercises:

 The High School graduation program is designed to recognize the accomplishments of the students. All faculty and administration of M&MCA are required to attend. The valedictorian and salutatorian give brief addresses. The addresses must be approved by the Guidance Counselor. Students must have completed and passed all M&MCA graduation requirements to walk during the Graduation ceremony. Walking in the M&MCA graduation ceremony indicates completion and rite of passage from high school to college. If a student does not have the M&MCA graduation requirements completed or does not pass a course, they will be issued their diploma and final transcript at the time of successful completion from the M&MCA Administrative Office.

 A student is eligible for Valedictorian or Salutatorian Honors, by being enrolled and in full attendance for the entire Junior and Senior year. The selection of the students is based on the highest GPA in the graduating class. The academic portion of the formula will be based on a calculation of weighted grade point averages, which will include all required courses plus electives up to 26 credits. If a student has less than 26 credits, grades in all courses taken will be calculated. If a student has more than 26 credits, the lowest grades in all elective courses of more than 26 will not be calculated in the grade point average. A Valedictorian or Salutatorian must also have fulfilled the mission statement of the school in an expressive way.

 GUIDANCE

 The guidance department will review all students’ progress through grades 6-12. There are four meetings each year, one group meeting for all grade level parents and one individual meeting with each student and his/her parent(s). This program is presented by the administration and focuses on the following:

 1. Providing guidance to students and families in setting educational goals which would include monitoring requirements for graduation and focusing on areas of concentration.

 2. Providing realistic tracking of performance for projected results.

 3. Evaluating a battery of tests (PSAT, ASVAB, SAT, ACT) for a students’ high school and college career.

 4. Students are encouraged to complete three college applications by their senior year of high school. For students in the top 20% of their class, one of the three applications must be to a selective institution as determined by the Guidance Counselor.

 HALL PASS

 Students outside of a classroom, during class hours, are required to carry a hall pass from their classroom teachers. Students out of class, without a hall pass, will be considered skipping class. Teachers will monitor what a reasonable amount of time each student should be gone from the class for each request. Students may not go to their cars/parking lot unless they have checked out with the school office or have written permission from the administration.

 HEALTH/MEDICAL INFORMATION

 Health office: A health office is available on campus. School office personnel will only dispense prescription medication if a parent has filled out the required medical authorization form or has phoned a parent for verbal permission. The office personnel will contact emergency services if needed, as mandated by the state of Florida. In the event a student becomes ill, a parent will be notified to pick up their student. Personnel will monitor the student until the parent arrives. Our goal is to provide a safe environment for students until a parent, or other designated adult is notified and picks up the student. Please make sure your contact information is current. This will enable us to communicate with you more efficiently should the need arise.

 Medications: Students requiring prescription medications will be administered those medications as directed. Medications must be in the original bottle with the prescription label attached. The label must have the student’s name, dosage, and all pertinent information to properly dispense the medication. The parent must complete a Medication Authorization form. Office personnel are not permitted to give students over-the-counter medications without permission from the parent. Exceptions to this would be if, for instance, your student has braces and requires Tylenol for pain. We must be given written permission from the dentist stating the reason for medication, type of medication, amount to be given, and how often it may be administered. This information along with the drug (in its original bottle) should be given to the office personnel. Medication Authorization forms are available in the school office. Students may carry epinephrine pens to school, and on school trips with parent authorization given to the school office. Parents are encouraged to provide multiple Epinephrine pens, one for the office, classroom, and PE, or after school. Epinephrine pens can be kept in the office, health office, classroom, or backpack– forms need to be filled out and kept in the clinic. Teachers are not to dispense medication unless it is a life-threatening situation.

 Immunization Policy:

 Florida State law decrees that each student must present to the school a current Florida (original) immunization certificate. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from any branch of the Orange County Health Department or your doctor’s office. The immunization program must be completed and dated on file in the office no later than the 15th of school or the child will be excluded from school until the program is completed.

 In keeping with the Florida State immunization law, non-compliance will result in the following procedure:

 1. office staff will contact the parents of those students with missing and/or expired certificates. Communication will be within the first 2-3 weeks of the school year.

 2. If an action has not been taken after two weeks of notice, the child will not be allowed to attend school until the immunizations have been completed.

 Infectious and Communicable Disease Policies: Any student or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability.

 • If a student has a fever, they must be fever free without medication for 24 hours.

 • If a student has diarrhea and/or vomiting they must be free from these symptoms for 24 to 48 hours. The period will be at the discretion of the administration and will depend upon the length of illness and symptoms.

 • Due to the possible nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. The parent may be required to submit a written diagnosis to the school office.

 • This school reserves the right to make all final decisions necessary to enforce its infectious disease policy and to take all necessary action to control the spread of infectious diseases within the school.

 The reportable diseases include the following: Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, COVID , Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinal, Hansen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaires Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

HIGH SCHOOL RETREAT

 High school retreat is a required on-campus event lasting three days. All high school students are required to attend. Students will be considered unexcused. The high school retreat is a vital part of the M&MCA high school student experience and is held in high regard as one of the main events of the school year. This is an opportunity for students to bond together and grow as a class by spending time in God’s Word. The high school retreat is also a time for our students and faculty to get to know one another on a personal and spiritual level. Students find Spiritual renewal and dedication for a new school year. Retreat expenses are included in the tuition costs.

 HOMECOMING/PROM COURT

 The Prom and Homecoming King, Queen, Court Candidates are chosen by a direct vote process, students are eligible based on the following criteria:

 ● Students must have attended VCA for one year

 ● Students must have a cumulative GPA of 2.5 or above

 The Prom and Homecoming Court Candidates are presented to the high school student body by ballot according to class. Students will vote, votes are tallied by a committee, and then the court is then announced two weeks before Prom and or Homecoming.

 FORMAL DRESS CODE FOR HOMECOMING AND LIKE EVENTS:

 Formal wear for all events will be as follows:

 Boys:

 • Suits or dress shirts with dress pants and tie are appropriate attire.

 • This event is a public representation of M&MCA, and it is important that our students exhibit modesty in their attire for this special evening.

 Girls:

 • Dresses must be just above the knee, to the knee, or longer.

 • Modest strapless dresses may be worn.

• No revealing neckline or off the shoulder gowns or tops are to be worn.

 • Slits must be no higher than 3 inches above the knee; garments must not be excessively tight where undergarment lines may be seen. Girls must wear a slip and necessary undergarments; see-through garments are not allowed.

• Sheer dresses must have an under-layer of solid material to the knee or below.

 • Girls’ formal wear must be approved by the high school lead teacher and the administrator.

 HOMEWORK

 Homework is an essential part of our program. Please note that we strive to provide excellent in-classroom education and students in our school are only sent home with homework **Tuesdays, Wednesdays, and Thursdays** or if they choose not to complete work during class I.e., if a student exhibits off-task behaviors during the school day and fails to complete an assignment, the assignment will be sent home for completion. From time to time, our students may be offered bonus points, rewards, or extra credit for doing optional special projects or learning at home. Homework serves two purposes. It reinforces and extends learning. The amount of time a student needs to complete homework varies from day to day and from student to student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities.

 No homework is to be assigned during, nor is an assignment to be due immediately upon return from the following holidays: Labor Day, Thanksgiving, Christmas, New Years, Good Friday, or Spring Break.

 To help students budget their time, one should expect the following as a minimum timeframe for homework requirements (each student is different, and some may need additional time):

 • Grades 6-8: thirty minutes to one hour

 • Grades 9-12: Two to three hours (depending upon level of courses)

 Parent participation is crucial to the educational process of each child no matter what age. If the homework load seems excessive for your child, please take the following steps:

 1. Make sure there is a designated time and place for homework to be completed each homework night.

 2. Maintain a log of how much time is being spent on each subject/project for an entire week.

 3. See individual teachers for a conference to discuss possible solutions.

 HONORS CLASSES

 To be eligible for honors classes, a student must meet the following requirements:

 1. A teacher in the course under consideration must recommend him/her.

 2. A student must have scored in an excellent range of the subject areas on the school’s adopted achievement test.

 3. A student must have excelled in the subject during the previous year by earning a minimum of a B letter grade.

4. Students may request a waiver of the requirements to be placed in an honors class.

 These courses are for the highly motivated student who possesses good study habits and has a high aptitude. These courses are more in-depth than regular classes. Students in honor courses are expected to maintain a grade of 80% or better. Those not meeting this expectation will not be recommended for honors level classes for the following year. Honor courses are weighted a 0.5-grade point above the standard weight.

HONOR ROLL

 To qualify for the honor roll, a student must: Finish each class with a B (80%) or higher. Honor Roll is determined by the student’s cumulative percentage.

 • “A” Honor Roll = 3.5 GPA or higher

 • “A/B” Honor Roll = 3.0 GPA or higher

• Principal’s List = 94 and above

 • “A” Honor Roll = 90 and above

 • “A/B” Honor Roll = 80 and above

 LATE WORK

 VCA’s goal is to help students understand that deadlines and due dates are a part of day-to-day living and can be reflective of work ethic and character. The following policy applies to student’s daily work and major assignments:

* If a student is absent, they must turn in their missed assignments one day for each day missed for full credit.
* Daily Work/Homework: All work is expected to be completed and turned in on the assignment due date. Late work will not be accepted and graded as a zero on day two.
* Major Assignments/Projects: All the key assignments and projects are expected to be completed and turned in on the assignment due date. If major assignments or projects are submitted late 10% will be deducted for each day, the assignment/project is late if the student was not absent. The 10% penalty will compound (10% day one, 20% day two, 30% day three, etc.), Late assignments/projects will not be accepted after day 5 and will be graded as a zero.
* Deductions will be based on actual school days rather than days in which the class meets. Major assignments and projects are assigned well in advance. If a student is absent, major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. All AP assignments are required to be emailed to the AP teacher on the deadline without exception. The administration may grant exceptions to this policy.

 LEGAL INJUNCTIONS

 It is necessary that all affected parents provide information pertaining to an injunction and will be directed to the administrative office of the student’s grade level. Parents will provide the original court order document to the administrative office at the time the injunction is presented. The principal or designee will see the parent as soon as possible. Parents will provide a current picture of the spouse to the school office within 48 hours of notifying the school of the injunction. The information will then be given to the following:

 1. Principal

 2. Office Personnel

 3. Athletic Director

4. Afterschool Staff

 5. Teacher(s) of that student

LOCKERS

 All lockers are the property of the school. Lockers, storage areas, backpacks, and purses may be searched without prior notice if the school staff has reasonable suspicion that contraband items may be present. Lockers are issued to students who request them at the beginning of the school year. Students are responsible for all items stored in his/her locker. Use only the locker assigned. Do not tamper with another locker. Do not leave money or valuables in any locker. Stickers or markers, inside or outside of lockers, are prohibited. M&MCA is not responsible for items lost, damaged or stolen from any locker.

LOST AND FOUND

 Lost articles, including books, clothing, valuables, etc., may be reclaimed before or after school. A rack of items will be in the hallway and the gymnasium for parent and student convenience. Lost items will not be held over the summer months.

 MEDICAL EMERGENCY PREPAREDNESS

 At the beginning of each school year, all parents must complete a medical authorization and parental consent form with their admissions packet. This includes the name and phone number of the doctor to be notified, as well as the name, addresses, and phone number of the parents and the other person to be notified if the parents cannot be reached. Note: It is the responsibility of the parents to see that this information is on file and kept current. In the case of serious illness or injury, this information may be relied on and used before consultation with the family can occur. The family will be contacted by phone, and the parents will be requested to come to the school to pick up the student as necessary.

MEET THE TEACHER

 This event is held a few days before the first day of school, affording all students and parents the opportunity to meet their new teachers in the classrooms. It takes place in the late afternoon and/or early evening.

 MOVIES/MEDIA

 Students will see G movies only and will need parental permission to see PG-rated movies and require parental permission for all movies that are rated PG-13 or higher.

PARTIES/SOCIALS

 1. The lead/classroom teacher must approve all class party plans.

 2. Please note that for any type of party to be an official M&MCA party, a faculty member must be involved in the planning, and be present at the party.

 3. For VCA socials the ratio of chaperones to students is 1 to 10.

 4. If water activities are planned, girls will wear modest one-piece bathing suits with shorts and a T-shirt over the top (a two-piece worn under other clothing is not allowed). Boys should wear Tank tops .

 5. A child’s birthday is special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday.

 For birthday parties outside of school, please adhere to these guidelines:

 • Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

 • After school carpool lines may not be used as pick up times for birthday parties to avoid students feeling left out for not being invited.

 Note: Social gatherings or parties not sanctioned by M&MCA (events where a school employee is a person-in-charge) may take place. The school, however, does not endorse, promote, or advertise such events. Parents who allow their children to attend must assume all risks associated with the event.

 PERSONAL PROPERTY

 The school will not assume responsibility for personal items, such as vehicles, when damaged, lost, or stolen. Electronic devices such as iPod, cell phones, smartphones, Kindles, Nooks, headphones, or iPads are allowed at school. However, the school is not responsible for loss, theft, or breakage of these devices. Students will bring electronic devices to be used at VCA at their risk. The school is not responsible for the repair, or replacement of these devices. Students who choose to bring devices or headphones will be expected to follow the policy for device and headphone use. Valuables (jewelry, electronics, cameras, music, or athletic equipment, etc.) should be insured through a homeowner’s/vehicle policy. We highly discourage students from carrying large amounts of money (over $20).

 PETS ON CAMPUS

 Pets are not allowed on the campus due to allergies, and for the safety and protection of students, parents, and faculty.

 PHILANTHROPY

 Through your gifts of time, talent, and treasure, M&MCA will attain its full potential as a Christ-centered college prep school. Your time and talents are greatly needed as volunteers, as well as participating in fundraisers. Your treasure is greatly needed as we work to meet the financial needs of the school. Your charity and monetary gifts impact our students directly. Matthew 6:21 states, “For where your treasure is, there will your heart be also.”

 PHOTOGRAPHS AND VIDEO

 students are photographed (and videotaped) on a regular basis both by students and professional agencies. These photos and videos are used to promote the school by showing many of our great activities. If a student or family does not wish such pictures to be used in school publications or promotions, parents will need to indicate this when completing the application.

 PLEDGE

 All students are required to participate in the daily pledge that will be done during homeroom hour:

 The American Flag:

 I pledge allegiance to the flag of the United States of America

 And to the republic for which it stands,

 One nation under God, indivisible,

 With liberty and justice for all.

 POSTERS, FLYERS, ANNOUNCEMENTS, ETC.

 Students, parents, or employees who wish to display a poster, distribute any literature announcing an event or information, or sell any non-M&MCA items, must first have it approved by the principal. If it involves anything to be sent home to parents or distributed off campus, the Administration must give permission. Announcing certain activities in Chapel or assemblies is left to the Administration’s discretion.

 PRAYER

 M&MCA is a school founded on prayer. We pray openly with our students and teach them that prayer is a direct line to the Lord. All teachers open each day with class prayer and encourage their students to pray for one another. Middle and high school teachers begin their first-hour class with prayer and a morning devotion. After the first-hour class, middle and high school teachers begin each class hour with prayer.

 PROM ATTENDANCE

 Tenth grade through twelfth-grade students may attend the prom and are encouraged to purchase tickets to help offset the cost of the event. Students are allowed to bring a guest. If the guest is from another school besides M&MCA, the visiting student must fill out a form to prove they are in good standing with their school. Only students 19 years or younger are approved to attend the M&MCA Prom.

 PROMOTION/RETENTION POLICY

 To be promoted to the next grade level a student must pass all classes with a grade of 60% (2.0) or higher. Students must pass all 4 Core Courses per year to be promoted to the next grade. Students who do not pass may attend summer school (costs will be announced yearly).

 READING PROGRAM PHILOSOPHY

 Students begin the Accelerated Reader program within the first few weeks of school to also determine their reading level and comprehension. In the development of Western civilization, there are writers and poets who, because of the time about which they wrote or the theme of their writings, stand head and shoulders above the others. It is acknowledged that, of all books to read, the Bible is the most important; and it is a very integral part of M&MCA However, for our students to be well prepared for the educational demands that will be placed upon them at institutions of higher learning, it is necessary that they have a broad experience with works of literature from different time periods, dealing with a variety of themes. A major part of the process of becoming an educated person is to be well read. At M&MCA, we feel that it is important for students to be exposed to the great writers of Western civilization and to the thoughts which reflect their period of time and their frame of reference. At M&MCA there is a mandatory reading program through the regular school year as well as a summer reading program. Any student who faithfully follows this reading schedule and selects books from the approved list will be on his way to becoming a well-read person. One of the challenges in compiling a book list for reading assignments is that some families may find some of the books objectionable because of language, graphic descriptions, or overall themes. This will be true of some of the books on our list. The Administrators and teachers have labored diligently to select pieces of literature that are considered to be important works that most colleges and universities would expect students to have read. We try to consider the value of the overriding themes of the book carefully and not allow a few passages to be the ultimate determining factor in the selection of a book. In all cases, the student has a choice regarding the book he reads, and on each list, there are books about which each family can feel good. A student is never required to read a book that he/she or his/her family might find objectionable. If there are ever any questions about the appropriateness of any of the books on the list, please contact the teacher, who will be happy to provide you with additional information about the book.

 The school’s educational program is designed to help students develop a biblical worldview which will equip them with a consistent value system. This value system will act as a filter through which they will learn to evaluate all that they see and hear. An individual with a framework for biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students will be building this grid even beginning at a young age. The teaching of literature is closely related to this filtering system. Using good literature can help strengthen the filtering system. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught in the upper grades to encourage the students to evaluate and analyze the written word by Scriptural truth.

REPORT CARDS

 Progress Reports: These are reminders given in the middle of each nine weeks. Parents and students may check on current and up to date grades. During the nine-week period, a parent will be notified if a student’s grade begins a significant decline or if a pattern starts to develop in the student’s homework or conduct that indicates a cause for concern. Copies of Progress Reports are available upon request at the school office.

Quarterly Reports: All grade level report cards are available one week after the quarter ends. Final report cards will be sent home two weeks after the school year ends along with student Stanford Achievement Tests. Report cards are available. If there is a question or concern about a grade, please notify your child’s teacher for a conference within one week of receiving the report. If there is a question or concern about attendance, please see the school office.

 RESTRICTED AREAS

 Restricted areas are defined as those locations that are considered off–limits to all students during the school day because of student safety concerns. Violations of restricted area policies and procedures will result in disciplinary action.

 The following restrictive areas include, but are not limited to:

 1. Parking Lots– Administrative permission from the school office is required to enter the parking lot during the school day.

 2. Gym and Athletic Fields– Only students scheduled for physical education are permitted in these areas during the school day with the supervision of a teacher.

 3. Lunchroom– Students are only allowed in the lunchroom during their scheduled lunchtime.

 4. Class Buildings/Rooms During Lunch– All classrooms/buildings are closed to students during lunchtime unless a teacher is present and supervising. Students in the hallways must be able to verify permission granted with their teacher by presenting a hall pass.

 5. Empty Classrooms– Students are not permitted in empty rooms.

 6. Church Facilities/Building– Students are not allowed in these areas without teacher supervision.

 SAFETY AND SECURITY

 Security at M&MCA is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to create a safe learning environment. The Facilities staff is charged with the responsibility of overseeing this important aspect of our school. A comprehensive Crisis Management Plan is available to all faculty, support staff, and administration.

 Parents who will be chaperoning students on Field Trips, Volunteering in the Classroom, or assisting the Classroom Teacher with special events will need to complete a background screening for the safety and security of our students. Applications for, completion of, and payments for these screenings are in the school office.

SCHOOL PICTURES

 Individual school pictures are taken. Group pictures, by class, are also taken of our sports teams and clubs. Dates for all pictures will be announced and order forms sent home to be used to request pictures if desired. Orders should be placed at the time the pictures are taken.

SEARCH OF STUDENTS

Any student locker, vehicle, or person is subject to a search due to reasonable suspicion at any time, while on the M&MCA campus.

Our policy with students is as follows:

 1. The Principal, with another school employee present, asks the student to empty his/her pockets, jacket pockets, backpack, gym bag, or any bag owned by the student, and remove shoes and socks. If the student is unwilling to do so, the school will contact the parent, and the student will be asked to withdraw from the school for non-compliance with the rules.

 2. Entrance to the M&MCA property is your student’s consent to search their vehicle. If a student or parent refuses this search, the student is in violation of the student conduct policies of the school, which may result in expulsion.

3. All student drivers will sign a M&MCA student parking application and understand that under Florida law their vehicle may be searched at any time by school administration without the consent of the owner of the vehicle while on VCA property.

 4. All students will be issued a M&MCA decal. If the vehicle your student is driving does not have a VCA issued decal, this vehicle is subject to towing at the owner’s expense.

 SEMESTER EXAMINATIONS/EXEMPTIONS

 For a High School student to be exempt from a semester exam, he or she must have a 95% semester average or higher in the class. Exemptions will be announced the Friday before the exam is administered. There are no exam exemptions for Dual Enrollment or AP classes.

 SENIOR PRIVILEGES

 Senior privileges are decided on a yearly basis by class officers or the M&MCA leadership class with approval from administration. Privileges have included monthly off campus lunches, and possible senior day when students may wear senior T-shirts and jeans.

SERVICE HOURS

 M&MCA’s community service hour policy states that all HS students in grades 9-12 must have a minimum of 100 hours to graduate. Students who want to compete for the Bright Futures Scholarship offered by the state of Florida must complete a minimum of 75 service hours before graduation. Service hours must be documented on the appropriate forms, which are available in the guidance/school office. Students are to complete the service form and return it to the school office. Students are encouraged to complete service throughout their high school career. Various scholarships are available for students that have a great deal of service.

 SEXUAL HARASSMENT

 M&MCA endeavors to provide an environment free from any form of sexual harassment. Sexual harassment by any member of M&MCA’s students, faculty or parents is a violation of both the law and VCA’s policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the school and will be dealt with promptly by the administration. Students, staff, or parents are to report any harassment immediately to the Administration.

SPIRIT DAYS

 Friday is designated as VCA Spirit Day. Students will be allowed to wear the current year’s VCA Spirit t-shirt with their uniform bottoms. Students will follow the guidelines outlined in the dress code section of this handbook. Spirit Day t-shirts are sold each year at the “Meet Your Teacher” open house event. If a student misses this opportunity, they may purchase a spirit t-shirt through the school office. Throughout the year, spirit wear may also be permitted on various game days, during spirit week or other occasions.

STANDARDIZED TESTING

 Testing is a major component of the M&MCA academic program. Students and their parents will be provided specific information regarding which tests are available, deadlines for application, and dates of administration from the guidance counselor.

 1. All 6 to 10th-grade students take the Stanford Achievement Test.

 2. All 9th-11th grade students take the PSAT. The 11th grade PSAT is the qualifying test for the National Merit Scholarship.

 3. ASVAB is offered to 11th& 12th graders

 4. Juniors and seniors take the SAT and/or the ACT.

 STUDENT RECORDS

 The school maintains complete records, including a cumulative academic record, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

 1. No report card or student records will be released to parents, or to another school, if the family is delinquent in tuition payments, or has a debt of any kind with the school.

 2. Parents or guardians have the right to inspect and review all official records, files, and data directly related to their child’s academic progress, including all material that is incorporated into their student’s cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such a request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor so that a proper explanation can be given.

 3. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student’s school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Parents will be provided with an opportunity to discuss the correction or deletion of any such inaccurate or misleading information.

 4. There will be no release of a student’s personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:

 a. Staff members of the school who have legitimate educational interest.

 b. Court or law enforcement officials if the school is given a subpoena or court order.

 c. Certain federal, state, or local authorities performing functions required by law.

 d. Officials of other schools in which the student intends to enroll.

 5. The release of report cards, etc., to non-custodial parents.

1. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, “Dissolution of Marriage; Support; Custody.”

 b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the principal, if the school is to comply. Such documents shall be placed in the student’s regular file.

 c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher’s conference, etc., the custodial parent may be notified by the school of the non-custodial parent’s request for information.

SUMMER CAMPS

 M&MCA will offer summer camp. Registration fees and applications will be made available in the spring of each school year.

 SUMMER READING

 Students will be given a suggested summer reading list. It is helpful for students to read books, and for parents to read books so the students are encouraged to continue their Accelerated Reader points over the summer break. This helps to avoid learning gaps over the long summer. Students will have extra credit for additional summer reading. AP and Honors students have required summer reading.

 SUMMER SCHOOL

 Summer school is offered and required for students who do not complete their courses with a passing grade. There is a cost of $150.00 for each course per week, and for each semester for summer school. Students needing additional help in academic areas are asked to receive private tutoring. (Tutors must be approved by the VCA administration.) Objectives to be reinforced are given to the tutor. The list of approved tutors per assignment will be submitted before the beginning of the new school year.

 Students in grades 6-12 may take one of the following if there is sufficient enrollment:

 1. Bible, Math, and English, Science, History, and Spanish

 2. Additional subjects may be offered in the future, as feasible.

TEXTBOOKS

 M&MCA conveniently orders all student books. Parents pay a book fee per student, per grade, by July 1st before each school year begins. It is recommended that parents encourage their students to take care of their books during the year to avoid being charged for the replacement value of the book. If a textbook is lost, students are required to immediately pay for a replacement book to finish the school year. M&MCA is not responsible for lost, stolen, or damaged books, a replacement will be at the cost of the parent.

TOYS & ELECTRONIC GAMES

 Toys and electronic games should be left at home unless special permission is granted by a teacher for events such as “Show and Tell.” M&MCA is not responsible for lost, stolen or damaged toys or electronics, the students bring these items to school at their own risk. M&MCA will not replace these items; it will be the responsibility of the parent to do so.

 TRANSCRIPTS

 M&MCA Seniors will receive three sealed official transcripts and one unofficial transcript free of charge with their diploma the week following their graduation from school. Alumni may request additional transcripts in writing for a $30.00 processing fee.

 Transcripts may be requested any time by completing a transcript request form located in the school office. Current students may receive transcripts free of charge. Once a request has been submitted, the transcript will be prepared and ready for pickup within one week from the time of the request.

 TUITION PAYMENTS

 For all parents who are on a monthly payment option, payments will be automatically deducted from the parent’s bank account. Parents will be required to set up their account online. Tuition accounts and fine/fee balances must be kept current for students to receive report cards and transcripts, as well as to participate in extracurricular activities, and field trips. Delinquent accounts are also grounds for suspension and/or expulsion. However, it is the goal of M&MCA to work with parents who are having financial difficulty. Please let us know if you are going to be late on a payment to help you develop a plan.

**Please do not wait until after missing multiple payments, at which point there may be little we can do.**

 TUTORING

 Teachers and peer student tutors are available upon request to assist students after school. All on-campus tutoring must be processed through the Guidance Counselor M&MCA will match the student with a tutor and inform the tutor with contact information for the student. The tutor is responsible for scheduling and must turn in the schedule to the IEP Specialist. Students needing additional help in academic areas are asked to receive private tutoring. (Tutors must be approved by the M&MCA administration.) Objectives to be reinforced are given to the tutor. The list of approved tutors per assignment will be submitted before the beginning of the new school year.

SPECIAL SERVICES

 Students who have been issued an IEP will be provided with the services that have been designated as means would allow. It is VCA's desire to meet all the learning needs of each student through internal and external methods. Support services are available upon recommendation only by the Administration in partnership with the IEP Specialist. Should a parent or teacher believe there is an academic concern that warrants testing, support or intervention, they should contact the principal.

 Once a recommendation is made, the family will come to an agreement as to which services are best for their child, and services will be implemented. Students who qualify will be selected for Title 1 reading with a specialized reading teacher if they meet the eligibility requirements. VCA also makes other outside services available to better serve students in need.

 VISITOR POLICY

 Anyone visiting the campus must have prior approval from the office 24 hours before the visit is to take place. To receive approval, students must provide a written letter from a parent, or guardian with an explanation of the visit given. To not interfere with the learning environment, visitors are allowed for lunch and chapel with approval from the teacher or administration. Once permission is granted a visitor must sign in at the office upon arrival and is expected to follow all guidelines for students while on campus. Student visitors must be in good standing; they must not be students who were asked to leave M&MCA due to behavior or inappropriate circumstances. Student visitors must be out-of-town guests or prospective students of M&MCA. All parents/guardians must check in with the office before going to a room. All visitors will be given a visitor identification badge or sticker to wear while in the school building. Visitors' dress, appearance, and behavior must be similar to that of the students to be allowed on campus. Guest speakers are encouraged and welcome; the host teacher must have all speakers approved by the principal before extending an invitation to protect the integrity of the M&MCA curriculum and policies.

WARNING BELL

 The first tone (7:55 a.m.) in the morning is a signal for all students to proceed to their first-period class. Students are to be in their seats when the second bell rings.

 WITHDRAWAL PROCEDURES

 Several days before the withdrawal date, parents should make direct contact with the Admissions office. The student or parent should pick up a withdrawal form from the Office. The student and/or parent will be supplied with a checklist of items that must be cleared before withdrawing. The withdrawal form must be returned to the business office when completed. Records will not be forwarded to the new school until all items on the checklist are cleared, all outstanding fees and fines are paid, and a parental release form has been received from the new school. The receiving institution initiates the actual release of records. If a student attends any part of a month, that full month’s tuition is non-refundable. Tuition paid annually or by semester will be charged a $400.00 processing fee and the rest will be refunded once all accounts are cleared of any charges.

 APPENDIXES

APPENDIX–BELL SCHEDULE

 Monday/Tuesday/Thursday

 1st-8:00-8:52

 2nd-8:57-9:54

 3rd-9:59-10:51

 4th-10:56-11:48

 Lunch: 11:50 – 1:00

 5th-1:00 -1:30

 6th-1:30-2:15

 7th-2:15-3:15

 Wednesday with Chapel

 1st-8:00-8:46

 UPPER CHAPEL-8:52-9:35(43 minutes)

 2nd-9:40-10:26

 3rd-10:31-11:17

 4th-11:22-12:08

lunch:12:10-12:45

 5th-12:45-1:29

 6th-1:34-2:20

 7th-2:25-3:15

 Friday

 1st-8:00-8:48

 2nd-8:53-9:39

 3rd-9:44-10:30

 4th-10:35-11:21

 Lunch-11:26-12:00

 5th-12:00-12:45

 6th-12:47-1:33

 7th1:38-2:15

 APPENDIX B–EXTENDED CARE/AFTERCARE SERVICES

 Morning Care (M-F: 7:00-8:00 AM) $78.00permonthor$8.00perhour(pre-paid);$15.00per hour(Open Hourly Rate).

 Afternoon Care (3:15-5:00 PM M, T, W,Th;2:15-5:00PMFriday)$210.00per month(includes Morning Care) or$8.00per hour(pre-paid);$15.00per hour(Open Hourly Rate)

Please sign that you have read and agree with the 2023-2024

 Parent/Student Handbook.

 Print Student’s Name(s) & Grade Level:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Parent’s Name(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_