



MERCER CHRISTIAN ACADEMY

A ministry of Johnston Chapel Baptist
Church and Maranatha Baptist Church

Home of the Cavaliers

www.mercerchristian.com

Main Office & Elementary School
314-A Oakvale Road
Princeton, WV 24740
Phone: (304) 425-5671
Fax: (304) 487-1263

Middle School & High School
984 Halls Ridge Road
Princeton, WV 24739
Phone: (304) 487-1603
Fax: (304) 431-2514

Parent-Student Handbook 2022-2023

Educating for Life!

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**Office Of The Administrator
Mercer Christian Academy
314-A Oakvale Road
Princeton, WV 24740**

304-425-5671

304- 487-1603

E-mail: mpatton@mercerchristian.com

Dear Students and Parents,

Welcome to Mercer Christian Academy and to the new and exciting experiences that will make your time here happy and memorable.

This handbook has been prepared to tell you about our school. You will find the rules and regulations that govern our lives here at MCA and make it possible for all of us to live, learn, work and play together. We shall do all we can to be consistent. We realize that you may not agree with every item found in the handbook. However, we expect all of our students and their families to abide by these guidelines while enrolled at MCA.

*Read this booklet **now**. Don't wait. Be sure you understand everything in it. Student and parent alike should read its contents. If you have any questions about anything, see your teacher, the administrator, or other staff member. They will be happy to answer your questions. Mercer Christian Academy will be whatever you make it. Be proud of it. Take good care of it. You can get an excellent education by applying yourself.*

We are interested in seeing each of our students develop spiritually, academically, and socially as he receives instruction here at MCA in a Christian atmosphere. Our faculty is dedicated in helping your child reach his fullest potential. We appreciate the trust you place in us and pray the Lord's blessing on you and your family.

Parents and students, if we can be of service to you or help you in any way please contact us at the school office.

Kindest Regards,

*Mark Patton
Administrator*

INTRODUCTION

History

Mercer Christian Academy is a private, nonprofit Christian school that strives to offer high academic and spiritual standards to the families of Mercer and surrounding counties. The purpose of the school is to give Christian training, along with a solid academic foundation in the basic principles of learning. A committed faculty, usage of the Word of God, and cooperation of students and parents will accomplish this purpose.

Mercer Christian Academy is a joint ministry of Maranatha Baptist Church and Johnston Chapel Baptist Church. Mercer Christian Academy was founded as Maranatha Christian Academy by Pastor Wallace Smith and the congregation of Maranatha Baptist Church in 1979 and opened its doors in the fall of 1980 as an A.C.E. school. In the summer of 1984, Johnston Chapel Baptist Church, under the ministry of Pastor Jimmie Jones, became a co-laborer with Maranatha to begin a joint ministry in the Christian education of children. The name was changed from Maranatha Christian Academy to Mercer Christian Academy and the school remains today as an exceptional member of the Christian education community.

Mercer Christian Academy is an active member of West Virginia Christian Education Association (WVCEA) and American Association of Christian Schools (AACCS) and supports the goals of these organizations in encouraging family values, religious freedom, and educational excellence in our local area, state, and nation.

Statement of Faith

1. We believe that the Bible, consisting of Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, and is the infallible and authoritative Word of God. (2 Timothy 3:16,17; 2 Peter 1:20-21; John 10:35)
2. We believe that the one true God exists in three persons: Father, Son and Holy Spirit. (Genesis 1:1,26; Deuteronomy 6:4; Matthew 28:19,20; John 17:1-5; 2 Corinthians 13:14; 1 John 5:7)
3. We believe that Adam, created in the image of God, was tempted by Satan, the god of this world, and fell (sinned). Because of Adam's sin, all men have guilt imputed and are totally depraved, and need to be regenerated by the Holy Spirit for salvation. (Genesis 1:26,27; Romans 5:10-19; Ephesians 2:1-3; Genesis 3:1-24; 2 Corinthians 4:4, 11:3)
4. We believe that Jesus Christ is God, was born of a virgin, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily and ascended to Heaven where He is presently exalted at the Father's right hand. (Isaiah 7:14; John 1:1, 14; John 3:16; Galatians 4:4; 2 Corinthians 5:21; Matthew 1; Luke 2; 1 Corinthians 15:4; 1 Peter 2:24)
5. We believe that salvation consists in the remission of sins, the imputation of Christ's righteousness, and the gift of eternal life received by faith alone, apart from works. (1 Peter 1:18,19; 1 Peter 2:24; 1 Corinthians 15:3,4; Ephesians 1:7; 2:8,9)
6. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 3:16; 5:24; 6:37-40; Romans 8:1,38,39; Ephesians 4:30; Philippians 1:6; 2 Timothy 1:12; Hebrews 7:25; 1 Peter 1:5)
7. We believe that the Holy Spirit indwells every believer. Each believer is therefore a partaker of the divine nature. The old nature is present until the Christian is glorified. (1 Corinthians 6:19,20; Ephesians 1:13,14; 5:18)
8. We believe that God's children may experience healing in answer to prayer, but healing for all sickness and infirmity cannot presently be claimed on the basis of Christ's redeeming work. (1 Corinthians 13:8-13)
9. We believe that the Holy Spirit is sovereign in the bestowing of gifts but that gifts of working miracles and tongues ceased with the early church. (1 Corinthians 13:8-13)

- 10.** We believe that a Christ-controlled life is the evidence of the fullness of the Holy Spirit. (John 14:26; Romans 8:11; Titus 3:5,6)
- 11.** We believe that the Church, the Body of Christ, began at Pentecost and will be completed at the Rapture; and it consists only of those who are born again, who are baptized by the Holy Spirit into Christ at the time of regeneration, for whom He now makes intercession in Heaven and for whom He will come again. (Acts 2:1; 41,42; Ephesians 1:22,23; 5:23-29; 1 Thessalonians 4:16; Colossians 1:18; Hebrews 7:25; Matthew 19:28)
- 12.** We believe that Christ commanded the church to go into all the world and preach the Gospel to every creature, baptizing and teaching those who believe. (Matthew 28:18-20; Mark 16:15-16)
- 13.** We believe that the saved will be raised to everlasting life and blessedness in Heaven, and the unsaved will be raised to everlasting and conscious punishment in Hell. (Matthew 25:46; John 5:28,29; 11:25,26; Luke 23:43; 1 Corinthians 3:13-15; 2 Corinthians 5:8-10; 1 Thessalonians 4:16,17; Revelation 20:4-6; 15; 21:27; Jude 7; 2 Thessalonians 1:7-9)
- 14.** We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord, that the separation from all religious apostasy (including the National Council of Churches and World Council of Churches), all worldly and sinful pleasures, practices and associations is commanded of God. (Titus 2:12; Romans 12:1,2; 14:13; 2 Corinthians 5:17; 6:14; 7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11)
- 15.** We believe that the "blessed hope" of the Christian is the personal, pre-millennial, pre-tribulation and imminent coming of our Lord and Savior Jesus Christ to gather the Church "which is His body" unto Him. (Titus 2:13; Zechariah 14:4-11; Acts 1:11, 1 Thessalonians 1:10; 1 Thessalonians 4:13-18; Revelation 19:11-16; 20:1-6)
- 16.** We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church and (3) the state. Every person is to be subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; 1 Peter 2:13-14)
- 17.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24; Genesis 19:5; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 1 Corinthians 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4) We believe that the only legitimate marriage is joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)
- 18.** We believe that the only legitimate marriage is joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)
- 19.** We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18; Proverbs 22:15; Proverbs 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Galatians 3:28; Ephesians 5:21-33; Ephesians 6: 1-4; Colossians 3:18-21; 1 Timothy 2:8-15; 1 Timothy 3:4-5, 12; Hebrews 13:4; 1 Peter 3:1-7)
- 20.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Psalms 51:5; Psalms 139:14-16; Isaiah 44:24; Isaiah 49:1, 5; Jeremiah 1:5; Jeremiah 20:15-18; Luke 1:44)

21. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary gender together reflect the image and nature of God (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. **22.** We believe that the term "marriage" has only one meaning: The uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

23. We believe that any form a sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10)

24. We believe that in order to preserve the function and integrity of Mercer Christian Academy as a Christian School and to provide a Biblical role model to the MCA staff and the community, it is imperative that all persons employed by MCA in any capacity or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)²

25. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10;; I Corinthians 6:9-11)

26. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31;) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MCA.

Mission and Purpose

Mercer Christian Academy is a Bible-centered educational ministry dedicated to assisting parents and the local Bible-believing church in the task of training their children to reach their fullest potential, both academically and spiritually, recognizing each as a unique creation of God.

The purpose of the Christian school is the directing of the process of human development toward God's objective for man: godliness of character and action. Mercer Christian Academy will strive to educate the whole child: spiritually, academically, and physically with a comprehensive program of Christ-centered Bible teaching, scripturally based curricula in all academic disciplines, and instruction in health and physical education for life long service to God. MCA will attempt to supplement and not supplant the home (which is God's "anointed" institution for all education) and the local Bible-believing church, working with these two to prepare children for whatever sphere of service the Lord would have that child to enter upon graduation: college, vocational/trade training, Bible school, the world of work, the family, or vocational Christian service.

EDUCATIONAL GOALS

Spiritual to present the Gospel in such a way that each child may independently give his/her life to Jesus Christ and have a personal knowledge of Jesus Christ as Savior and Lord; to teach the Bible as God's inspired word and to teach the essential doctrines of the historic Christian faith; to encourage and develop a desire to know and do the will of God; and finally, to bring the student to experience a life in Christ that brings lasting service, satisfaction, and enjoyment of all that eternal truth has to offer.

Academically to help the student discover and develop his/ her God -given intellectual abilities, promote high academic standards and help the students gain a thorough comprehension and command of the fundamental processes used in communicating with others; to teach and encourage the formation of good citizenship through developing an understanding and appreciation of our Christian and American heritage of

freedom and human dignity; to impart knowledge of the world and current affairs in all fields and relate them to God's plan for men.

Personal/Social to develop, within each student, a balanced personality based upon proper understanding and acceptance of him/herself as God made him/her and on the full development of his/her capabilities in Christ; to foster self-discipline in the student based on respect for and reverence toward God and all authority; to foster wholesome personal relationships through development of social skills based on the Christian concept of love; to show a realistic and Biblical view of life and work and provide skills for future endeavors in college and an occupation; to promote good citizenship through developing and understanding and appreciation of our American heritage of freedom.

Physical to promote fitness, maintenance and respect for the body as the temple of the Holy Spirit; to develop skillful use of the body in coordination, grace and poise, and to foster and develop desirable habits in the care of the body; to develop a lifelong view of good physical fitness; to promote abstinence from harmful substances such as drugs, alcohol and tobacco. The physical education/athletic department of MCA should only enhance the other areas of education and be a part of a balanced whole program. A good sports program that is properly managed and controlled can be a very useful tool in reaching the goals that have been set insofar as building character, teaching respect for authority, and learning how to work within a group setting or as a team.

GOVERNING THE SCHOOL

A Board of Directors governs Mercer Christian Academy. The Board is made up of four members from each of the two sponsoring churches (Maranatha Baptist Church and Johnston Chapel Baptist Church). In addition, sitting on the Board in nonvoting roles are the members of the respective church pastoral staff and the school administrator.

The Board meets regularly and major functions are: policy making, financial decision making, approving staff hiring and transfers, approving curricula, programs, and instructional policy, and overseeing the operation of the school. The Board members are responsible to the Lord and to their churches in their responsibilities. The Board hires a school administrator/principal to conduct the everyday business of the school, interview prospective students, interview prospective staff members, monitor classroom instruction, curricula and the school programs, evaluate personnel, monitor finances, implement policies, promote the school and so on.

Board meetings are held on the second Tuesday of July, August, September, November, January, March, and May. These meetings are held at 7:30 p.m. in the evening. The location of the meetings alternates between Johnston Chapel Baptist Church and Maranatha Baptist Church.

MCA board meetings are open to the public. Each board meeting follows closely a written agenda for the meeting. People may attend these meetings as observers. Persons wishing to address the board need to meet with the school administrator to discuss the items to be placed on the agenda. Individuals are not allowed to address the board unless they have been placed on the meeting agenda.

Time allotted for individuals to speak to the board will be limited. The amount of time given depends on the length of the agenda, and the number of persons wishing to address the board.

Persons may also address the board in writing. Those wishing to submit a letter to the board need to send it to the administrator for placement on the agenda so copies can be prepared for each board member. This request must be submitted to the board chairman **one week** prior to the meeting, if one wants to address the board.

The latter part of each board meeting is reserved for an executive session. Those in attendance at a board meeting will be dismissed as the board goes into its executive session. The board meetings are finished at the conclusion of the executive session.

For matters requiring a response from the board, the administrator is directed to send the board's response in writing to those individuals.

The MCA Board of Directors is happy to hear from our constituents. The board, however, chooses not to hear a matter where the "Matthew 18 Principle" has not been followed, if the issue would require the exercise of this biblical principle. See a full description of this principle later in this handbook. The section on the "Matthew 18 Principle" explains how and when to use the principle.

ADMISSIONS POLICIES AND PROCEDURES

Admission to Mercer Christian Academy will be based upon: (1) a completed application (and payment of fee); (2) an interview with parent(s) and student; (3) additional documents as requested and (4) Entrance Testing (1st– 12th).

Students will be admitted to MCA without regard to race, color, ethnic or national origin. Priority will be given to students attending one of the two sponsoring churches. Students of other denominations or churches of the traditional Christian faith will be eligible for admission if they are willing and able to accept the rules and regulations of MCA and are able to participate in all of the curricular and extracurricular events and activities of the school. Students whose religion or church requires special exemptions or other additions or omissions not in keeping with the goals and mission of MCA will not be admitted.

A varying body of students will be admitted to MCA, but special attention will be given to the following:

- ❖ Student's testimony of faith in Jesus Christ (a written statement of the student's salvation experience should accompany application)
- ❖ Student's and parent's faithfulness to and activity in the local church (a pastor's recommendation may accompany application).
- ❖ Reason(s) for requesting admission to MCA.
- ❖ Student's understanding of rules and regulations of the school and willingness to accept and obey these.
- ❖ Parent's understanding of rules and regulations of the school and willingness to accept and obey them.
- ❖ Parent's ability and willingness to accept financial responsibility to school.
- ❖ Academic data (students with extreme learning problems will not function well at MCA due to our size and limitations) from previous school attendance and behavior records.

The following documents must be provided to the school prior to or at the interview:

1. Completed application
2. Student's written testimony (if applicable)
3. Birth certificate (must be official certificate from the proper superintendent of documents in the student's birth state, copies not acceptable) immunization documentation and other health records
4. Previous school academic, attendance, behavior records.

Other information may be given to the school or may be requested by the school. If a student is living with one parent (the other having no or limited custody rights) or in a foster home, etc. the school should be afforded legal documents to show who has the right to that student's records, to pick up that student at school, and so on.

It shall be primarily the duty of the school administrator to scrutinize documentation and conduct interviews for admission. The administrator may: enroll the student, deny enrollment, or enroll the student conditionally (on probation) with specified limits. A denial of enrollment may be appealed to the MCA board of directors.

No student suspended from any other public or private school for charges of weapons, drugs, alcohol, or violence will be enrolled at MCA solely by the administrator.

No student suspended from any other public or private school for other reasons will be enrolled by the administrator at MCA during the semester in which the suspension occurred.

No student expelled from any public or private school will be enrolled solely by the administrator.

No student who is married or pregnant will be enrolled at MCA.

A parent of any student falling under the previous four paragraphs may request that a committee made up of the administrator and two members of the school board conduct an interview to determine if special probationary enrollment is appropriate. Should the administrator deem it necessary, he may request a committee of two board members be appointed to assist in special cases involving questionable enrollment.

A student will be subject to immediate release from school if information in requested documents or given during an interview is not accurate and truthful, or if information is withheld from the administrator (whether specifically asked or not), a student enrolled under these conditions is subject to immediate release from school.

AGE REQUIREMENTS FOR SCHOOL ATTENDANCE

The following shall be the entrance age for admission to MCA:

K4: As a general rule, the student must reach age 4 on or before July 1 of the year in which he/she enters school. Exceptions may be made by the school administrator depending on classroom availability. All exceptions must be accompanied by a parental consent form.

K5: As a general rule, the student must reach age 5 on or before July 1 of the year in which he/she enters school. . Exceptions may be made by the school administrator depending on classroom availability. All exceptions must be accompanied by a parental consent form.

Grade 1: As a general rule, the student must reach age 6 on or before July 1 of the year in which he/she enters school and/or must have completed successfully one year of kindergarten.

Exceptions may be made by the school administrator depending on classroom availability. In addition, the school reserves the right to select and administer an entrance or readiness test if deemed appropriate.

FINANCIAL POLICIES AND PROCEDURES

Tuition and gifts are used to operate MCA. The Board of Directors and Administrator of Mercer Christian Academy understand the scriptural principles of stewardship and the wise and proper use of money given by the Lord. We also understand the principle of maintaining the school's accounts, paying bills, meeting payrolls, maintaining adequate cash flow, and so on. The school does not receive governmental assistance and is not endowed or supported by outside organizations. It is the desire of the Board to operate MCA in a manner consistent with good scriptural and financial principles and when necessary to assist parents in meeting their obligation to the school. Prompt payment of tuition is vital and essential to the ongoing operation of MCA. A \$25.00 return check charge will be incurred each time a check is returned due to insufficient funds. If there are three returned checks, the account will be placed on a cash, money order, or cashier check only basis.

It is the desire of the board to operate MCA in a manner consistent with good scriptural and financial principles and when necessary, to assist parents in the meeting of their obligation to the school. Parents should understand that by enrolling their child at MCA they accept the financial policies and procedures of the school and in effect are entering into a contractual relationship with the school, obligating them to regular and appropriate payments.

Annual Charges

The financial office will make available the current tuition, fees, and textbooks costs. These charges are set for the school year and are subject to change annually.

Students who enroll late or who withdraw early will be charged a full month's tuition for the month of enrollment and/or the month of withdrawal. Book charges and fees cannot be refunded when a student withdraws.

Tuition

Tuition is set annually by the Board of Directors and gives parents some payment options to choose from (1) annual prepay (before school starts in August will earn a tuition discount of 3% (2) parents choosing to prepay a semester (before the semester starts) will receive a 1% discount, or (3) a monthly pay plan; the tuition payment shall be based upon a 9 month pay plan (September through May), a 10 month pay plan (August through May), an 11 month pay plan (July through May) or if requested by the parent a 12 month pay plan (June through May). Those choosing to use the monthly installments must do so either by automatic bank drafts or automatic credit card payment or check or cash unless other arrangements are made with the financial office.

Late Tuition Payments

Tuition will become due on the first day of each month. Tuition will be deemed "late" if it has not been paid by the 10th of the month. A \$25.00 late fee will be added to each regular monthly bill not paid by the 20th of the month. If a school account is not paid to date by the 10th of the month, the student(s) will not be allowed to attend class until the account is current. All charges due must be paid in full before the student(s) may return to class. Teachers may give home assignments to help these students stay current in class work. Students who are not permitted to attend class because of financial reasons will have the days absent be considered part of the maximum days allowed to be absent.

For the month of December/January, any student whose account is not paid to date by the first day of exams will not be admitted to class. Any student, whose account is not paid to date by the first day of exams in May, will not be admitted to class.

Hardship Committee

Parents are expected to maintain regular monthly payments in order that MCA might meet its monthly financial obligations. The Board of Directors does recognize that, at times, an unexpected event might make a timely payment impossible. At that time it is the responsibility of the parent to contact the School Administrator and the Hardship Committee to make arrangements for an alternate plan; this is limited and short term. The Hardship Committee will consist of the School Administrator and two members of the Board of Directors (including pastors) and will be appointed by the Board Chairman.

Re-enrollment Status

No student will be re-enrolled at MCA or allowed to begin classes in the fall if his/her account has not been paid in full. If extreme conditions prevail, parents may appeal to the Hardship Committee.

Graduating Seniors

Graduating students' accounts must be paid in full prior to graduation day, or alternate arrangements must be made, in order for the student to be allowed to participate in graduation exercises.

Delinquent Accounts

If necessary, the Board of Directors may use any or all of the following steps to collect delinquent accounts; legal counsel, magistrate's court and/or garnishment, collection agencies, and so on.

Fees and Textbooks

MCA will require a \$75.00 registration/application fee per student for initial enrollment plus a \$50.00 tuition deposit and a \$40 admissions test fee (1st thru 12th grades only). These fees are nonrefundable. Each spring, currently enrolled students will be given an opportunity to re-enroll for the coming year. Parents re-enrolling their children during this time will also pay a \$50.00 per child re-enrollment fee and tuition deposit fee that will be deducted from the first month tuition for the next school year (students not returning after paying the re-enrollment fee **will not** receive a refund). Textbook costs and additional fees necessary for the operation of the school will be assessed at the beginning of each school year. If possible, payment for books should be paid in July and Matriculation fee should be made in August. However, if necessary, parents may request that they be allowed to break this down into 3 or 4 monthly installments. Matriculation fees include: an annual dues fee of (\$30 per child) for membership in AACS and WVCEA and for staff development and in-service); an annual insurance fee (\$50 per child) mandated by the board for all students; a testing fee (\$30 per child) to pay for materials and scoring for spring Stanford Achievement Testing; an activity fee per family (\$100 for one child, \$125 for two children, \$150 for three or more children enrolled in MCA); a supply fee (\$35); and a technology fee (\$40). Fees and textbook charges are nonrefundable.

Fees Schedule can be obtained from the school offices.

Meal Program

Students can bring their lunch from home or buy at school. We use a voucher system for our lunch program. You can send any amount that you want and we put it on a voucher. You may go on InfoDirect and see how much your child/children has on their voucher or how much they may owe.

Our voucher system **IS NOT A BILLING SYSTEM. There will be NO CHARGING of lunches. There are no refunds for unused voucher money it will roll to the next year. If circumstance arise that a student "needs" to charge, a maximum will be \$25.00.**

Gifts

MCA is a nonprofit organization under IRS code 501(c)(3) and, in addition to tuition, depends upon donations from individuals and churches for its operation. We urge you, as an interested member of the school community and your church to consider regular giving to the school. Donations may be made in the school office and receipts will be given. Donations are tax deductible.

Fundraising

MCA as a school will conduct, on average, two fund-raisers per year, one fall and one spring. Other school classes and organizations may conduct fundraisers if they are submitted in writing to the school administrator and approved in advance. The school board and administrator maintain authority over all school accounts and the accounts of all school groups organized within the school community. Regular reports must be submitted to the school board.

MCA Foundation

Because of a belief that Mercer Christian Academy should focus on its mission to provide an unparalleled educational opportunity, the Foundation was formed as a fundraising entity to provide financial support for this mission. Tuition and fees charged by MCA, along with existing fundraising programs, support only the basic operational costs and expenses of the institution. These funds are not sufficient to provide for needed capital improvements such as new transportation vehicles and new or improved facilities (including an elementary gymnasium, updated science and computer labs, and modern equipment and systems to administer the school). Additionally, these funds are not sufficient to provide modern library facilities or adequate employee benefits for faculty and staff. The Foundation seeks to provide funding for these important needs. The Foundation seeks financial support primarily through these methods:

1. Cash Donations—Cash donations to the Foundation are deductible for federal income tax purposes.
2. Non-Cash Giving—This method of support can save you money through the significant tax advantages available for this type of giving.
3. Planned Giving – Remember the Foundation (and MCA) in your will and other estate plans.

ATTENDANCE POLICIES AND PROCEDURES

Absences

A key to good academic progress is regular and punctual attendance. Continual unexcused absences or tardies will not be tolerated and may be a reason for disciplinary action or removal from school. All students of Mercer Christian Academy are expected to attend school on a regular basis and not to be absent without a good reason. If there are groups (large or small) leaving school for field trips, athletic events, etc., students not in those activities are expected to be in school and if not will have an unexcused absence. Students who miss no days of school will be recognized for Perfect Attendance; students who miss three or fewer days will be recognized for Faithful Attendance. (Excess tardies will negate these rewards.)

All absences will fall under one of two possible categories; either the absence is excused or unexcused. Students will be allowed to make up all work missed due to an absence of either kind as provided for in this policy.

One day for each day absent will be given to complete all work (up to a maximum of 5 days). It is the responsibility of the student to ensure that ALL make-up work is completed and turned in on time. Makeup work not in on time will have a deduction in grade of one letter grade per day it is late. No work will be made up after this time has expired.

Excused absences will be granted for personal illness, serious illness (requiring the student's absence) or death in the family, or severe ice or snow, flood or other natural disaster when it is hazardous for the student to be transported to school. Seniors will be allowed 2 excused days per their senior year to visit colleges. **ALL OTHER ABSENCES WILL BE UNEXCUSED.** The accumulation of 10 unexcused absences may result in a student not receiving credit for the class for the semester. In order for an absence as listed above to be excused, a student must submit notes from home explaining the absence. A note from home is acceptable for up to five absences per semester. Additional absences can be excused but require a note from the doctor's office. No absence will be excused unless the required notes are brought into the office within 2 days after the student returns to school.

Because suspension, expulsion from school or imprisonment in a jail is not a circumstance beyond the control of the individual, such days missed are counted as unexcused days.

Students must bring a note of explanation for the absence from the parent/guardian on the FIRST DAY BACK from any absence. The note MUST include the REASON for the absence whether or not the absence is excused or unexcused. Students in middle/high school who do not bring a note explaining an absence will be subject to lunch detention, parent conference and suspension. MCA is required to maintain attendance records and the necessary documentation to support these records. A phone call from the parent is sufficient if a note is not sent to school. Make-up work will be counted after the note is received in the school office within the days allotted for makeup work following an absence. Tests must be taken within 1 week of return to school.

In the event that a student misses continually or several consecutive days, the Administrator or the teacher may require a doctor's excuse. Under provisions of West Virginia School Law, students of driving age who have ten consecutive or a total of fifteen unexcused absences in a semester will have their driver's license revoked. Chronic absenteeism must be reported. MCA reserves the right to report any student who accumulates 10 or more absences a semester as truant to the Mercer County School Board.

Note: In the middle/high school, attendance and tardies also fall under the demerit system.

Full Day Attendance

MCA students are expected to attend the full day of school and carry a subject load of 7 or 8 classes throughout middle/high school. Junior students may be excused half day if taking classes at Mercer County Vo-Tech. Senior students may be excused half day if they are taking classes at Mercer County Vo-Tech, or taking college classes.

Tardies

Students who are late for school or for any class within the school day (including assembly at middle/high school) will be considered tardy. Tardy is defined as not being in your seat when the bell rings. As with absences, parents should send in a note explaining the reason for the tardy as excessive tardies are detrimental to the learning atmosphere and may subject the student to discipline. If students are tardy due to a doctor or dental appointment, please bring a note from the doctor/dentist.

Parents are asked to refrain from making appointments during the school day except when necessary. Parents are also asked not to make appointments for things such as hair-cuts, photographs, and so on during the school day.

A school calendar will be given to parents at the beginning of each school year. If there are changes to the calendar, parents will be notified.

Arrival/Dismissal

School begins each morning at 8:00 a.m. for middle/ high school and at 8:15 a.m. for the elementary school. If at all possible, students should not arrive at school prior to 7:30 a.m. Students are to report directly to the cafeteria upon arrival at school (both buildings).

School dismisses at 2:50 p.m. at the elementary school and at 3:15 p.m. at the high school. All students should be picked up no later than 3:30 p.m. Please let us know who will pick up your child. We cannot let them leave with persons we do not know. If someone else will pick up your child, or if your child is to leave early during the school day, please send a note and let us know. Also, please let your child know who will be picking him/her up.

Student drivers may not transport another student without written permission from both parents (driver and passenger).

On special days when school dismisses early, students must be picked up no later than 30 minutes after dismissal time.

Any student arriving prior to 7:45 a.m. or leaving after 3:30 p.m. will need permission from the school office.

High school students will not be supervised or allowed in the school past the given time on ball game or practice days. Parents are asked to either pick the student up or arrange for him/her to go home with another student to wait for game time.

These rules are necessary so that we can provide proper supervision for your child and so that teachers (who have their own families, church responsibilities, and other duties) will not have undue burden for before and after school supervision.

Inclement Weather

When there is severe ice, snow, flood or other natural disaster and it is hazardous for the student to be transported to school, if the parent attests to that fact, the student will have an excused absent for that day.

In general, MCA follows the Mercer County public schools inclement weather announcements. If Mercer County schools are closed for bad weather, operate on a delayed schedule, or dismiss early then MCA generally will do the same. HOWEVER, at certain times it may be necessary for us to make our own announcement concerning school and the weather. Please listen carefully to the radio, television (WVVA Snow Patrol or 59 News) and or check MCA voice mail at 304-425-5671. We also will send out a school-wide text message through Renweb.

In order for a student to be counted present for the day, he/she must be in attendance at least 1/2 of the school day. Attendance for less than 1/2 of the school day will be counted as an absence.

COMMUNICATION POLICY AND PROCEDURES

RenWeb

Communication with parents has never been this easy. RenWeb provides parents with everything they need to know about the school and their students. No more lost notes, forgotten homework, phone tag, or end-of-period grade “surprises”. This is considered the main source of communication at Mercer Christian Academy with parents and students. Parents can go to the ParentWeb link on our school website (www.mercerchristian.com) to access their account. There you will create a log in using the email that the school office has on file. Parents will be able to access information on each of their children with one log in but the student will not be able to access information on siblings with their Student login. The student will only be able to access information that pertains to them (homework, grades, etc.) Parents are strongly encouraged to **NOT** give their children the family username/password to RenWeb. This will defeat the integrity of the system. For example, a student could delete an important message from a teacher or administrator if they have the family username/Password. Through ParentsWeb you will have access to attendance, daily grades, progress reports, report cards, discipline, homework, missing assignments, and other useful school information. There is also an app for iphone and android users available for download in the app store.

Progress Reports/Report Cards

Progress reports are available at any time on RenWeb during the 9 week grading period. Report cards will be finalized at the end of the 9 weeks. If you need a paper report, please contact the office and one will be made available.

Teacher email

Teachers can be emailed at their school account (first name initial, last name @mercerchristian.com). Email is one of the best ways to communicate with our teachers. It allows them to get back to you sooner than with a phone call.

CONDUCT AND DISCIPLINE POLICIES AND PROCEDURES

Student Standard of Conduct

Because as Christians we are to live lives that bring praise to our Savior, we are constantly striving to meet high expectations. For that reason, Mercer Christian Academy expects the best from each student in every area: spiritually, academically, socially, and physically. All students are not expected to achieve the same level, but each student is encouraged to make a habit of personal prayer, Bible reading and witnessing, and is expected to attend his/her home church regularly and be involved in the ministries there as much as possible is expected to do his/her best. God commands us to live holy and pure lives. Thus, the school will do everything in its power to provide an atmosphere conducive to good instruction and learning. In order to accomplish this, we need the cooperation of parents and students. Students are expected to behave and follow the rules of the school and classroom. They are to respect their teachers, respect other students, take care of school/church property, take care of textbooks and lockers, etc.

Character development and spiritual training are important components of the educational program at MCA. Character traits such as honesty, responsibility, respect, and self-control are encouraged. MCA policies and procedures are designed to encourage these traits within individual students, and to create an atmosphere where these kinds of traits are prevalent.

Honesty

Students are expected to answer truthfully and completely when questioned by MCA staff members. Students are expected to do their own work. Students shall neither give nor receive aid on any assignment, quiz, test, exam or project, unless authorized by their teacher.

Respect and Courtesy

Students will show respect for MCA staff, school and church property, other students, and the property of others. Students shall refrain from chewing gum on school property. Food and drink are to be consumed in the lunchroom only. Hats are to be removed upon entering the building.

Responsibility

Students are to be present and punctual for each class each day, and under the supervision of MCA staff at all times. They will be prepared for class each day, having necessary items with them, working on assignments given, and completing assignments on time.

Students will return permission slips, grade reports, and other correspondence from the school as requested. Automobile use by students shall be permitted, provided that school policies regarding registration, permission, parking, and safe operation are honored.

Students shall bring to school those items consistent with the educational purposes of the school. Valuable items and personal possessions that are for entertainment should be left at home.

Self-control

Students shall not use or possess illegal drugs, alcohol, tobacco products, prescription drugs intended for someone else, pornographic or unwholesome materials, weapons, or objects usable as weapons. Students shall refrain from displays of affection involving physical contact. Couples shall not be alone together at any time on school property.

Safety and security

Middle and high school students are not allowed to carry book bags and heavy jackets into the classroom. These items must be left in the locker area. Lockers and book bags will be subject to inspection (see page 32).

DRESS CODE POLICY AND PROCEDURES

The way students dress influences their behavior, self-image, and performance. We want to encourage students to dress in a way that encourages a development of personal self-respect and self-esteem.

The dress code of MCA is based upon teaching modesty and appropriateness in an educational environment. The dress code is regularly reviewed to achieve these purposes and also to provide liberty in choice of dress. The establishment of specific acceptable dress does not indicate that other dress is unacceptable for other occasions. While it is true that parts of the MCA dress code are purely institutional preference, the dress code is not optional. The dress code is an outgrowth of our experience in maintaining an atmosphere consistent with the instructional goals of the Academy.

This dress code is intended to establish the MCA Board of Directors' and Administration's standard for clothing that is acceptable for MCA students. It is not intended to be exhaustive, but rather a guideline for determining acceptable attire for most school functions and circumstances. The MCA Administration (including faculty and staff) has the right and duty to enforce this dress code and may challenge any attire worn by a student that is not specifically prohibited herein and that, in its opinion, does not meet the intended standard.

School Day Attire for Boys and Girls (Kindergarten through 12th grade)

Girls may wear only MCA-sponsored tops/t-shirts that are loose-fitting and modest. Such tops/t-shirts shall be worn without modification. Girls may wear non-ripped jeans or capris that are loose-fitting and that are free from holes. No leggings, jeggings, jogging pants, sweatpants, shorts, pajama pants, or camouflage will be permitted. No hats will be permitted. All jackets and hoodies worn in the classroom must be MCA sponsored. Appropriate jewelry is permitted for girls.

Boys may wear only MCA-sponsored shirts/t-shirts. Such shirts/t-shirts shall be worn without modification. Boys may wear non-ripped jeans that are free from holes. No baggy pants, jogging pants, sweatpants, pajama pants, or camouflage will be permitted. No hats will be permitted. Boys may not wear sandals, flip-flops or other similarly loose-fitting footwear. All jackets and hoodies worn in the classroom must be MCA-sponsored. Hair shall be neatly trimmed, and shall not hang over the collar, eyebrows, or ears. Earrings are not permitted for boys. Watches are permitted. Medical alert jewelry is acceptable.

Special Note on Elementary (K5-5th Grade) Girls Attire: Dress sandals may be worn in season. High heels are not appropriate for elementary students. For the safety of our students on the playground, flip-flops (or other loose-fitting footwear) are not permitted.

Chapel Day Attire

Girls may wear only dress tops that are loose fitting and modest or MCA-sponsored polo shirts. Girls may only wear loose-fitting dresses or skirts having a length that extends to the knee. All slits in the skirt must be in the rear or sides and must not extend above the knee. Leggings may be worn beneath a dress/skirt so long as the dress/skirt meets the standard of the dress code. Dress or blouse straps must be at least a three-finger width of the student. Basketball style tennis shoes are not permitted on chapel days.

Boys may wear only collared dress shirts or MCA-sponsored polo shirts that are tucked in. Boys may wear khaki or dress style pants. Jeans and/or basketball style tennis shoes are not permitted on chapel days.

Chapel dress is acceptable attire for any school day.

Physical Education Class Attire (6th-12th grades)

Girls and boys may wear only shorts having an inseam of at least six inches and MCA-sponsored t-shirts. Such t-shirts shall be worn without modification.

Athletic Game Day Dress

Team members may wear school-approved travel suits for both home and away ball games during the school day.

Field Trips

The dress code for most field trips will be regular school attire, unless otherwise stated by the sponsor.

Extracurricular Activities (home ball games, fundraising events, etc.):

Normal school attire for these events is always appropriate. However, the following attire will also be acceptable: t-shirts (excluding anything questionable or clearly identified with an ungodly or unwholesome segment of culture), shorts having an inseam of six inches, capris, jeans (that fit appropriately) and/or wind suits. All clothing shall be worn without modification.

Extracurricular Activities hosted by others (WVCEA events, away ball games, etc.):

The dress code may be modified to meet standards of the sponsoring host. We will always be responsible guests and honor the host's request. The faculty/administration will notify students of the host's standard of dress.

Formal/Semi-Formal Events (Banquets, Graduation, Homecoming, Junior/Senior Banquet, etc.):

The dress code for formal/semi-formal events will be provided by the faculty/administration and will be defined as appropriate for the type of event and age of the student. Such dress code will be of no less standard than school attire. Advance approval of attire for both students and guests may be required for certain events, particularly formal/semi-formal events. In such circumstances, it is best to obtain approval prior to purchasing formal/semi-formal wear or other special event clothing. Such attire must be worn as approved.

THE FOLLOWING ARE UNACCEPTABLE FOR GIRLS OR BOYS:

1. Visible tattoos
2. Visible body piercings (except for earrings for girls as stated previously)
3. Hair styles, hair colors, make-up, or jewelry that are extreme/excessive or distracting
4. See through or transparent clothing without having underlying garments that is otherwise in compliance with this dress code
5. Clothes intended for the opposite gender

6. Any clothing article, including jewelry, which is questionable or is clearly identified with an ungodly or unwholesome segment of culture
7. An article of clothing that is identified with gangs or gang colors
8. Bizarre fads relating to clothing, jewelry, hairstyles/colors, make-up (e.g. Gothic), etc.

School Day Attire for Boys and Girls (K4 ONLY)

The dress code above as outlined for our K5 – 12th grade students is certainly appropriate for our pre-school students. However, we do understand that the maturity of our pre-school students necessitates flexibility in our dress code. Our primary guideline for pre-school dress code is modest attire.

Boys and girls may wear MCA branded clothing, but it is not required. Girls may wear dresses, skirts, jumpers, capris, and slacks/jeans that fit appropriately. It is probably wise for girls of pre-school age to wear something under dresses, skirts, or jumpers to cover undergarments. Leggings may not be worn unless under a dress or skirt. Boys may wear slacks or jeans that fit appropriately. No shorts may be worn for either boys or girls.

Both boys and girls should wear appropriate shoes for play. Flipflops are not acceptable. During warmer weather, girls may wear dress sandals.

NOTE: School appropriate graphics will be defined as wording and graphics that do not detract from a Christian school setting. Without trying to outline every word phrase or graphic style, MCA reserves the right to ask students to not wear clothing that we deem outside the scope of our handbook.

Conclusions pertaining to dress code

Parents are expected to be aware of and monitor dress code at home. It is unfortunate when valuable educational time is lost when MCA staff must deal with dress code issues. Your understanding and support in this area is expected. Parents are encouraged to set an example for students by being properly attired when attending school functions and events.

Accordingly, when violations of dress code have occurred during the school day, you will be contacted to bring appropriate attire for your child. Students will not be dismissed from school to go home nor allowed to attend class until they are appropriately attired. Missing class because of a dress violation will be counted as an unexcused tardy/absence and the consequences of missing class will come under the attendance policy guidelines.

When violations occur at special events as defined in this section, the student will be denied admission until he/she is attired properly for the event.

School administration and faculty reserve the right to interpret and alter the dress code as needed and to rule on unforeseen circumstances as they may occur. Final authority on dress code issues rests with school administration.

DISCIPLINE POLICIES AND PROCEDURES

Elementary classroom teachers will use a system of discipline appropriate for the age and grade of the student. Parents are informed of the classroom procedures on the first day of school.

Middle school and senior high students operate under a merit/demerit system.

Middle/High School Merit System

MCA uses a merit system to evaluate student behavior. This system provides an objective method of determining when administrative mediation is needed, while also providing plenty of notice to students and parents regarding the conduct status of the student.

How does a merit system work?

Each Middle/High School student will begin every semester with 100 merit points. Inappropriate behavior will cause students to lose merit points based on the offense. Consequences will vary based on the number of merit points lost per semester.

Once a student has dropped below 100 merit points, students will be awarded 2 merit point per week in which merit points are not subtracted for behavior.

Merit point will be reset to 100 every semester with one exception. If a student drops below 50 merit points, the following semester he/she will begin the semester with 70 merit points.

MERIT SYSTEM FORM

OFFENSE	1	2	3	4	5	6	7
Tardy	1	1	1	2	2	2	3(Thereafter)
Unprepared	1	1	1	2	2	2	3(Thereafter)
Disruptive	1	1	1	2	2	2	3(Thereafter)
Dress Code	1	1	3	3	4	4	5(Thereafter)
Horseplay	5	5	5	10 (Thereafter)			
Disrespect (peers)	5	5	5	10 (Thereafter)			
Disrespect (faculty/staff)	10	10	10	20 (Thereafter)			
Inappropriate Language	10	10	10	20 (Thereafter)			
Disobedience (Willful)	10	10	10	20 (Thereafter)			
Vandalism	10	15	20 (Thereafter)				
Cheating	40	40					
Lying	40	40					
Tobacco use	40	40					
Stealing	50	50					

Drugs/Alcohol 100

Immorality 100

- Note:
1. Physical contact short of immorality will be dealt with seriously.
 2. Although this list is for use primarily at school and all MCA events, any student caught with tobacco, stealing, drug/alcohol use or immorality away from school may be disciplined.
 3. Please note MCA's policy for those dismissed for immorality.

What are the consequences for falling below a merit point level?

- At 90 and 70, the student will be required to serve an after-school detention to be held immediately after school on Wednesdays. This detention will usually involve some form of school facilities cleaning.
- At 80 and 60, the student will be required to serve a Saturday detention. Saturday detentions will be for one hour and cost the student a \$10.00 fine to be paid to the supervising teacher. This detention will usually involve some form of school facilities cleaning.
- At 75, an official Administrative letter will be sent home.
- At 50, an official Administrative letter will be sent home AND the student will be placed on probation.
- At 25, an official Administrative letter will be sent home AND the student will serve a 3 day out of school suspension.
- At 0, an official Administrative letter will be sent home AND the student will be dismissed from MCA for 2 semesters.

What does it mean for a student to be on probation?

A student who falls below the 50-merit limit will be placed on probation. The following things will occur:

1. The student will be removed from all extra-curricular activities.
2. The student will be removed from all leadership positions (class offices and student council)
3. The student will be required to attend a Parent Conference with the Administration.
4. The student's merit total will be reset to only 70 merit points the following semester

SUSPENSION AND EXPULSION

Students whose merit points fall below the designated numbers shall be suspended from school. However, certain specific actions may result in immediate suspension or expulsion, whether these actions occur on or off the MCA campus. Among these are use or possession of illegal drugs, alcohol, tobacco products, weapons, pornographic or unwholesome materials, and having or being part of web sites deemed to be inappropriate and/or suggestive. In addition, engaging in the following activities could result in immediate suspension or expulsion: immorality, fighting, stealing, dishonesty, disrespect, vandalism, gang related activity or gang initiated activity, and leaving school without permission.

Students receive a 2% reduction in the 9-weeks grade per day of suspension. All class work and assignments should be done for credit and will be due the first day the student is back in school following the suspension. Days missed due to suspension are counted as unexcused absences. **IT IS THE STUDENT'S RESPONSIBILITY TO GET MAKEUP WORK ASSIGNMENTS.**

Suspension may be out of school or in school; the administrator will decide, in consultation with parents. The following provisions will apply to suspended students:

Academic work is due the day the students return to class. The student will not attend any extracurricular activities while suspended.

PROBATION

Students suspended during a given semester are automatically placed on probation for the following semester. Suspension during the probationary semester will result in expulsion. Completion of the probationary semester without additional suspension will result in restoration to non-probationary status.

ADMINISTRATIVE WITHDRAWAL

When a student and/or parent is found to be out of harmony with the mission and purpose of MCA, the student will be released from enrollment by the administrator. This would include the misuse of Facebook, texting, tweeting and any other type of harassment.

THREATS OR PERCEIVED THREATS OF VIOLENCE

Mercer Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school also will report the threat to appropriate authorities. Students making such threats will be expelled. For purpose of this policy, credible means a reasonable threat or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence. In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat or danger.

ACADEMIC AND INSTRUCTIONAL POLICIES AND PROCEDURES

Bible requirement

All subjects at MCA will be taught from a factual and Christian perspective. Creationism will be taught as a scriptural fact and absolute in all grades. Bible classes will be taught to every student in every grade each year. Students should take Bible class as a serious subject.

The school will use exclusively the King James Version of the Bible in class and from the chapel platform and in all Bible memorization, as it is the Bible of choice for the majority of our constituency. MCA does not hold

to the King James Only doctrine. Students will be expected to have in school a Bible (KJV) for use in classes and chapels.

Grading and report cards

MCA operates with nine-week grading periods. Three-week reports will be sent home the 3rd and 6th week of the grading period. At the beginning of the year, parents will be given a schedule of times reports should be sent home.

Grading scale

Middle/High School		Elementary	
A	90 – 100	A	93-100
B	80 – 89	B	85-92
C	70 – 79	C	75-84
D	65 – 69	D	65-74
F	0 – 64	F	0-64

Grade Weighting

For middle/high school classes weighted for GPA, the following policy will be applied:

Dual enrollment class	5.0 scale
Honors class	4.5 scale
All other classes	4.0 scale

Exam exemption criteria for middle/high school students

6th – 8th grade students

Student's in our middle school will be expected to be present on exam days unless otherwise instructed. A semester exam for these classes will not be given; however, a regularly scheduled test may be given on exam days.

9th – 12th grade students

All student in high school will be expected to take 1st semester exams. High school students may exempt second semester exams if they:

- 1. An "A" average for all four quarters*
- 2. Have no more than 7 absences. *Absences for school-sponsored events do not count against exemption and 2 pre-approved college visits are allowed.*

INSTRUCTION AND CURRICULUM

MCA will conduct a comprehensive academic program for its students. The K4, and K5 will stress readiness activities, socialization and so on. Grades 1-8 will form a strong educational foundation for students, emphasizing basic subjects: reading, language, mathematics, and thinking/reasoning. The high school program will be geared to either college bound or vocation bound students and will offer required courses and electives to allow the student to enter college or an occupation. In addition, as scheduling allows, MCA will work with the Mercer County Vocational-Technical Center to allow our students to take classes there. The basic curricula and textbooks will come from Abeka or Bob Jones Press. Other publishers will be used to supplement the academic program offered MCA students.

Students are expected to work hard and make every effort to reach their potential academically at MCA. Daily work and homework should be done diligently, completely, neatly, accurately, and punctually. Homework is recommended but should be limited to assignments with specific purpose, to assignments the student can complete with little assistance, to studying for tests, and so on. Teachers are asked to consider the student's

grade level and maturity when assigning homework. Homework is not given on Wednesday so students will not be kept from church services, AWANA, youth group, etc. (Minor tests or quizzes may occur on Thursdays or assignments required to be turned in if adequate time has been given for preparation in class or at other times.) Parents should keep in touch with students and teachers so that they are aware of assignments, projects, and student achievement in each area.

Recommended guidelines for homework are as follows:

Grades 1-2	20-30 minutes per night	Grades 3-4	30-45 minutes per night
Grades 5-6	60-75 minutes per night	Grades 7-8	60-90 minutes per night
Grades 9-12	60-120 minutes per night		

Parents should note that sometimes students bring homework that should have been completed in class and that might add to the homework time for that evening.

The student is primarily responsible for receiving, doing and turning in all make-up work from excused absences. The teacher will give the assignments, assign a deadline for turning in the work (approximately one day for each day absent), and grade the work. However, it is not the teacher's responsibility to hound the student for makeup work. Makeup work and extra credit must be turned in before the last day of the grading period (except for excuse absences occurring just before the period ends). Work turned in late will receive a reduction in the grade. After the grading period is over, teachers may not accept work that should have been turned in earlier.

Academic Probation

A student receiving a grade of F on three of five major subjects in grades 7-12 (math, English, Science, social studies, Bible) will be placed on Academic probation and given a semester to bring those grades up. If he/she fails to do so, he/she may be dismissed from school.

Promotion-Retention

The decision to promote or retain a student is primarily the responsibility of the classroom teacher but may be made in conjunction with the parents and administrator. If a student is considered for retention, the parent should be notified during the second semester (before the beginning of the last grading period) and a conference set up to discuss the situation. The final decision is made based upon what is considered best for the student. Students in grades 1-8 will be seriously considered for retention if they "fail" two major subjects. Some students may be promoted subject to the student receiving summer work or tutoring; failure to meet these requirements may negate that promotion.

Honor Roll

Students will be named to the "A" Honor Roll each nine weeks all grades are A's or to the "B" Honor Roll if their grades are all A's and B's with no grade below a B. Students who make Honor Roll on at least 4 of 4 times during the year, will receive an award on Awards Day.

Testing

As a requirement by the state of West Virginia, and in order to keep our legal Exemption K status, students in grades K-12 are tested annually in the spring. The test given is the Iowa and the CogAT. These test many areas such as reading language, math, science, social studies and so on. Student scores are submitted to the state department of education each June and a minimum score is required for us to maintain our existence. Students should make every effort to get good rest, good nutrition, be in attendance and do his/her very best on every part of the test.

These test results also become a part of the student's permanent record. Some students may be required by the administrator to take an entrance test before admission to MCA, particularly if grade placement is in question. The administrator will supervise the administration and scoring of the test and make a determination on grade placement.

Other tests students are encouraged to take are: PLAN in grade 10; PSAT/NMSQT in grade 11; ACT in grade 11 and/or 12 (may be taken more than once); SAT in grade 12. Students may get information about these tests from the guidance counselor or administrator. Junior and senior students considering college should determine what test(s) are necessary for college admission (generally the ACT).

These standardized tests cannot be made up if a student misses a testing session. Test scores will be on the sections tested.

Graduation Requirements

Students are required to earn 28 credits in order to graduate from MCA. The twenty-eight credits will include required courses as well as electives.

In order to be considered for graduation, a student must complete not less than 8 semesters of high school work beginning with grade 9. It is the student's responsibility to make sure he/she is in line with requirements for graduation and post high school ambitions. For requirements for college admission, students are urged to check with the guidance counselor or administrator.

Participation in graduation ceremonies

Participation in graduation exercises and special programs is an honor. Students will be permitted to participate in graduation exercises only if all graduation requirements are met:

1. All course requirements and all credit requirements are met. A student who lacks one credit or less and who is enrolled in summer school with the summer school fee paid may participate in graduation exercises.
2. All attendance requirements must be met.
3. Demerits must not be over the stated limit to remain in school.
4. The student's school bill must be paid in full prior to graduation.

The school administration reserves the right to rule in cases with extenuating circumstances. Mercer Christian Academy cannot be responsible for the inconvenience caused by a senior's failing courses, lack of attendance, or poor discipline during the last days of school.

Valedictorian, Salutatorian, High Honors, and Honors

Mercer Christian Academy recognizes that it is vitally important to recognize all the hard work that our students put into their academic careers at MCA. We seek to give honor to whom honor is due in a professional manner so that we are publicly declaring that our academic standards are high. MCA will be recognizing the following categories with our graduates:

Valedictorian (Highest Honor): The student receiving the Advanced College-Prep Diploma who achieves the highest GPA and Percentage Average receive the award of Valedictorian. If there is an occasion that more than one student achieves the highest GPA and Percentage Average, those students will be honored as Valedictorian. Calculation of grades will be to the hundredth place value (e.g. $98.457 = 98.46$ and $98.454 = 98.45$).

Salutatorian (2nd Highest Honor): The student receiving the Advanced College-Prep Diploma who

achieves the highest GPA and the 2nd highest Percentage Average will receive the award of Salutatorian. If there is an occasion where more than one Valedictorian Award is given, no Salutatorian will be selected. Calculation of grades will be to the hundredth place value.

High Honors: Any student who achieves a GPA of 4.0 or higher will receive the award of High Honors.

Honors: Any student who achieves a GPA of 3.5 up to 3.99 will receive the award of Honors.

Students who are eligible for the awards of Valedictorian and Salutatorian will be judged on an equal number of credits earned based on their completion of the Advanced College-Prep Diploma. In the event that only one student is pursuing the Advanced College-Prep Diploma, the Salutatorian may be selected from the College-Prep Diploma Track. In the event that no students are pursuing the Advanced College-Prep Diploma, the Valedictorian and Salutatorian may be selected from the College-Prep Diploma Track. No student may receive the Valedictorian or Salutatorian Award from the Standard Diploma Track.

MCA does employ a weighted system. Any Honors Classes taken on campus will follow a 4.5 GPA grading scale. Four Dual Enrollment classes that correspond to MCA Honors Classes may be submitted as “Honors Classes” to be weighted at a 4.5 GPA. All other classes, including all other Dual Enrollment classes will follow a 4.0 GPA grading scale.

In order for a student to be considered for the honor of Valedictorian or Salutatorian, they must be enrolled full-time for the six final semesters at MCA. Full-time is defined as having received at least 23 on-campus credits from MCA (or 16 if transferring in the 10th grade). This allows for 4 Dual Enrollment Classes to be counted towards their graduation and Awards. MCA will be coding PE as a Pass or Fail (P/F) course and it will not factor into overall GPA or Percentage Average. Students who transfer in credits to MCA will have those grades evaluated with MCA’s grading scale. It is the responsibility of the student transferring in grades to secure numerical grades. If no numerical grade is given for transferred credits, the middle numerical grade will be given for the purpose of Percent Average. If a Homeschool student transferring in the 10th grade does not have a transcript of work completed through an outside agency, the student will need to show a portfolio to determine percent average grade.

EXTRACURRICULAR ACTIVITIES

Students participating in athletics, cheerleading, and other extracurricular activities are expected to maintain acceptable levels of grades, behavior and attendance. Eligibility for athletics and other extracurricular activities will be based upon semester grade averages: a student must attain a grade point average of 2.0 (on a 4-point scale) for the previous semester to be eligible to play for athletic teams or participate in other extracurricular activities.

Extracurricular activities which are currently available are: Student Council, American Christian Honor Society, Music, Junior Civitan, and Athletics.

ATHLETICS

MCA will offer a full program of athletics and as many extracurricular activities as possible. The Athletic Director will administer athletics, and the school will select coaches. The number of student participants in any sport dictates whether or not a sport can be offered.

Parents are encouraged to volunteer in coaching the elementary teams.

Athletic programs each season, as in the past, depend on student interest and participation. We have the possibility of offering the following:

Elementary School

- boys and girls basketball (grades 3-5 through Triple Threat League)
- boys and girls soccer (school teams through East River)

Middle School

- cheerleading
- co-ed soccer
- cross country
- girls volleyball
- boys and girls basketball
- track and field

High School

- cheerleading
- co-ed soccer
- cross country
- girls volleyball
- boys and girls basketball
- track and field

Coaches, athletes, and fans are expected to exhibit good sportsmanship, courtesy, and Christ-likeness toward other players, teams, coaches, and officials.

FIELD TRIPS

From time to time, classes and groups within the school will take field trips. Such trips are designed to enhance or supplement the classroom instruction, to provide recreation, or to reward students as a positive reinforcement tool. Parents will be notified before students are taken from school for field trips and asked to sign a permission slip. Students will not be allowed to attend the activity without a signed permission slip and/or if you cannot be reached by phone.

Students will generally be transported on the school bus or in the Maranatha or Johnston Chapel van. Parents who have been placed on school insurance as a sponsor, chaperone, homeroom mother/father will also be allowed to drive or transport children. However, other parents or individuals will not be allowed to transport other children than their own unless the other child's parent accompanies them. The same rule applies to athletic trips and away games. This is not to show distrust of you or your driving ability, but it is to protect the school, you, and most importantly, your child.

NETWORK AND INTERNET ACCEPTABLE USE POLICY AND PROCEDURES

Parents and Students

The purpose of this policy is to outline the rules for using the local area network and the Internet at Mercer Christian Academy. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, all parents and students need to understand the rules for usage.

Acceptable Use

The purpose of all our electronic resources and the Internet is to support the school's educational mission. Consequently, student use of these resources must be for matters directly related to one's academic studies at Mercer Christian Academy. While it is impossible to prevent the truly determined from accessing questionable

material, short of not providing these resources at all, we have established the following policies in an attempt to provide clear guidelines for use and reasonable consequences of misuse.

Network and Internet Policies

1. Conduct on the computers/ipads is to:
 - a. reflect and be consistent with Christian ethical and moral principles and
 - b. be consistent with the high standards of character and conduct expected of all students and faculty
 - c. be in compliance with all school policies
2. The use of school computers/ipads is a privilege that may be taken away if the student uses computers, the network, or the Internet improperly or causes damage to computer hardware or software.
3. The computers are to be used only for schoolwork as directed by the Technology Department or classroom teacher.
4. The student should not download material and incorporate it into his own work without properly identifying the source. (Do not plagiarize.)
5. The student will only use the Internet in the computer lab under the supervision of a teacher or staff member.

The following are considered **UNACCEPTABLE** for school Internet use in the computer lab.

1. Chat Groups – unless set up by a teacher in a course linked with other schools
2. Surfing questionable sites – those not in keeping with moral Christian standards
4. Using home e-mail accounts such as Yahoo & Hotmail
5. Playing non-educational Internet games

Should any of the above policies be violated, disciplinary measures will be taken by the Administrative Staff which could include suspension or expulsion from Mercer Christian Academy.

Student Policy for all School Computers

1. Students are:
 - a. encouraged to use the computers whenever possible
 - b. encouraged to ask for help in using the computers
 - c. encouraged to ask for help in conducting on-line research
 - d. to treat the equipment with care
 - e. responsible for scanning any portable device (i.e. CD, USB) for viruses before using
 - f. to use their own name (never an alias or other person's) if prompted for in a program
 - g. to understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied and/or expulsion from the school
 - h. to report any suspected misuse of hardware/software to the school's Technology Department
2. Students are not permitted to:
 - a. use any computer in any lab without supervision
 - b. use any classroom computer without the permission of that classroom teacher
 - c. give their personal passwords to another student
 - d. have food or drink at any computer at anytime
 - e. delete programs
 - f. access anyone else's files without permission
 - g. rename any computer files
 - h. change, move or otherwise tamper with computer hardware, software, or network connections

Any damage to computers or vandalism will result in the loss of computer privileges and the student will be charged for any materials and labor costs to make repairs. This policy includes pranks such as unplugging network cables, removing “roller ball” from the mouse, etc. No exceptions to this policy will be made.

Guidelines for Portable Electronic Devices (Computers/Calculators)

1. MCA will not be held responsible for the loss, theft, or destruction of any portable electronic device.
2. The privilege of laptop use is primarily for the purpose of note taking in a classroom and its use is up to the discretion of the individual teacher.
3. Students may connect to the MCA guest network with a password provided by their teacher if a personal electronic device is needed for school purposes. No student should ever be connected to the MCA Staff Wifi.
4. The linking of portable devices (i.e. calculators, etc.) is for educational purposes only with direct teacher supervision.
5. During the school day there is to be no video/text/chat, etc. communication between laptops unless designated by a staff member.
6. MCA reserves the right to review files on any portable electronic device brought into the school.
7. The Acceptable Use Policy for MCA technology also applies to all portable electronic devices. Any violation of these rules will result in the loss of the student’s privilege to bring a portable electronic device to school and may result in disciplinary action.

Personal Electronic Devices (Cell Phones, IPODS, etc.)

Elementary: Personal electronics (cell phones, iPods, laptops, electronic tablets, digital cameras, etc.) can easily become distractions in the classroom. Therefore, MCA believes that students in the elementary grade levels should leave electronic devices at home. If a student brings an electronic device, they must keep them stored in their backpacks. Teachers are not responsible for your student’s devices. MCA bears no responsibility for the loss, damage or theft of your student’s device. Notification of emergency situations should go through the school office.

6th – 8th grade: Personal electronics (cell phones, iPods, laptops, electronic tablets, digital cameras, etc.) can easily become distractions in the classroom. Therefore, all 6th – 8th grade students will be required to turn in their electronic devices to their teacher. The teacher, at their discretion, will allow 6th – 8th grade students to use their phones when deemed beneficial. Teachers are not responsible for your student’s devices. MCA bears no responsibility for the loss, damage or theft of your student’s device. Notification of emergency situations should go through the school office.

9th – 12th grade: Personal electronics (cell phones, iPods, laptops, electronic tablets, digital cameras, etc.) can easily become distractions in the classroom. For this reason, personal electronics (non-MCA devices) are to be kept off and away during classes. Personal electronics may be used as powerful tools for learning. For this reason, teachers have the discretion and authority to allow their use during instruction. The scope and duration of the instructional use of personal electronics are defined and communicated by the teacher and is limited to that purpose and period only. Students are expected to follow the directions of the teacher. Students who violate this policy will be subject to disciplinary action (demerits), the confiscation of the electronic device, and the potential loss of privilege of bringing personal electronics to school. If a teacher confiscates a personal electronic device, such as a cell phone, the teacher and the school take NO responsibility for loss, theft, of damage to the property. A student may lose the privilege of possessing a personal electronic device at school if he/she allows the device to become a distraction in or out of the classroom, violates the school’s electronic acceptable use policy, or is found to be in violation of the school’s sexting or electronic bullying rules. Notification of emergency situations should go through the school office.

School-Owned ipads

MCA is now going to be an iPad school for 9th – 12th grade students. They will be issued school devices with adequate controls and filters. The ipads will be loaded with available ebooks and other apps needed for classroom use only. Parents and students will sign a contract of use each school year. The ipads are school-owned and operated and school administration will monitor activity as needed. Administration also reserves the right to revoke ipad use or search the ipad at any time.

Policy on Sexting

In keeping with Mercer Christian Academy's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. MCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

MCA will not be held responsible for loss, theft, or destruction of any of these items at school. (Refer to Acceptable Use Policy)

PROBLEM SOLVING: THE MATTHEW 18 PRINCIPLE

In any organization involving people, because of human nature, problems will invariably arise. The best way to handle such problems is to do so quickly and decisively. Teachers, students, and parents are all urged to take care of differences, disagreements, misunderstandings and the like in a manner that is Scriptural and conducive to good relationships within the body of Christ and the school community. Such things should be handled in a fashion of humility, concern, compassion, and Christ-likeness. In order to accomplish this, MCA will utilize a principle found in Matthew chapter 18 (verses 15-17) and enumerated by our Lord Jesus Christ. This procedure is very simplistic and easy to understand and follow; it is guaranteed to work correctly if followed in the manner given and with the attitude intended. This procedure allows problems to be solved at the lowest level, in the quickest possible time, and with the fewest people involved.

Some practical applications involved in using this principle:

1. Do not jump to conclusions. Do not unconditionally take the child's side. Do not criticize or put down the teacher in the presence of the child. Remember, children often perceive events and words differently than intended.
2. Pray about each situation before beginning the process. Ask for the Lord's guidance, for divine wisdom, for patience, and for a loving, humble spirit.
3. Set up an appointment to talk to the teacher or other party involved when the discussion can be done privately, confidentially, and unhurriedly. Do not take the teacher away from the classroom or other supervision unless absolutely necessary.
4. Do not involve other people in the problem. Keep the matter between you, the party involved and the Lord. Do not call in others or seek to garner additional support "for your side."
5. Bring in notes to the conference. Be specific in the concern, complaint or question, and be willing to listen.
6. Remember that the teacher is a professional hired to conduct instruction in the classroom and maintain an atmosphere conducive to learning. There are many good philosophies, instructional strategies, techniques and methods. Just because the teacher doesn't conduct class in the way you would, that doesn't make him/her wrong.

7. Leave the conference with a good word, a handshake, a hug or whatever necessary to show that even though things may not be worked out exactly the way you feel they should be, you can part as a brother or sister in the Lord.
8. Begin and end conferences with prayer. This may be initiated by either the parent or the teacher but does allow for a good feeling and a proper attitude.

THE MATTHEW 18 PRINCIPLE as mandated to be used by parents, teachers, and students in MCA is as follows:

Level 1: Parent and Teacher. A conference is set up between the parent and teacher to discuss the complaint, concern or whatever the matter might be; both parties are to make every effort to solve the problem here.

Level 2: If the problem cannot be adequately solved at Level 1, the parent and teacher will agree to take the problem to the school administration who shall set up an appointment for a conference, listen to both sides of the situation, and attempt to offer a solution to the problem.

Level 3: If the problem cannot be adequately solved at Level 2, the parent, teacher and administration will agree to take the problem to the pastors of the sponsoring churches who shall set up a conference with all parties, listen to the components of the problem, and attempt to offer a solution to the problem.

Level 4: The board of directors believes that most difficulties encountered can be worked through using the Matthew 18 principle as stated in this manual. The board of directors realizes that in rare situations it becomes necessary for the board to become involved in helping solve a problem. For such times the board has established the following guidelines to be followed when an appeal to the board is made.

The board of directors elects to allow administrative decisions to be the final step in matters discussed in the handbook where the school has specific written guidelines and the consequences are stated when the guidelines are not met. Some examples that fit this category are punishment resulting from an accumulation of demerits and an accumulation of days absent and/or tardy in matters of grade retention. The board will grant no appeal unless in the opinion of the administration and board moderator there are extenuating circumstances which warrant the board's decision.

The administration is authorized to suspend and/or expel students who are in violation of school policy in the use of tobacco, drugs, alcohol, sexual misconduct, gang-related activities, the attendance policy, open and defiant rebellion, and in other incidences where the immediate removal of a student from the student body is in the best interest of the student and the student body. These matters can be appealed to the board within one week of the suspension or expulsion of the student.

Appeals to the Board of Directors shall be submitted in writing to the Moderator of the Board via the Administrator. In the letter of appeal, the individual should give the necessary background of the situation being appealed. The written appeal should include the steps that have been taken to the point of appeal and the results of each step taken. State in the letter of appeal exactly what is being asked and state the reason for the appeal. The board will act on the appeal at the next scheduled board meeting, unless at the moderator's judgment a special meeting will be called to consider the appeal. The moderator may elect to have the parties making the appeal appear before the board. If this is the case, the individual will be notified of the time and place to appear to make a personal appeal before the board. The board may act on the matter using the information given in written appeal. The party making the appeal will be notified by letter of the board's decision in the matter after the board has considered the appeal. The decision of the board in the matter is the final.

MISCELLANEOUS POLICIES AND PROCEDURES

LUNCH PROGRAM

A "Hot Lunch" program is offered by MCA to students who wish to buy. White milk, chocolate milk, juice, water, tea, lemonade or ice cream. Student can bring all of their lunch from home, buy all of their lunch at school, or buy part of their lunch and bring part of their lunch from home. **Please NO ENERGY DRINKS.** We use a voucher system, which enable you to put as much money as you chose on it. **The voucher system is a payment in advance system, not a billing system. We do understand that under certain circumstances your child may need to charge. A \$25.00 limit is imposed on the lunch debit system.**

MEDICATION AND MEDICAL EMERGENCIES

Medication will be administered with written permission. Minor cuts, scrapes, etc. will be treated.

In the event of a medical emergency, every attempt will be made to notify the parent, other close relative, or any other person noted on the child's application. However, if you or others cannot be reached, your child may be transported or sent to a hospital if the teacher, administrator or other staff member deems it necessary or feels his/her life might be in danger.

Please keep the school up to date on your child's medical history, allergies, illnesses, medicines taken regularly, etc.

LOCKERS

Students in upper elementary grades through high school are allowed to use school lockers. Lockers and book bags will be checked regularly in an effort to see that all of our students are in as safe of an environment as possible.

CLOSED CAMPUS

MCA operates on a closed campus principle meaning that all visitors must check in at the office and state their reason for being on campus. Permission from the school office is necessary prior to a student having a visitor on campus. Exterior doors are locked after school begins. Office personnel must admit visitors into the building after school begins.

SCHOOL VISITATION

Parent interaction and cooperation is a vital part of the success of MCA. Parents and others are invited to visit the school often to talk with school staff or administrator. Parents coming to school should stop by the school office to notify the secretary that they are in the building. Parents are invited to observe a classroom but should make arrangements with the classroom teacher beforehand. Parents are welcome to attend Chapel and other special programs. Parents may come to school to eat lunch with their child and may take their child "out to lunch" (providing the child is back in school on time).

STUDENT VISITORS

MCA welcomes school visitation by students and parents who are interested in enrolling. On occasion, students may also be allowed to bring a friend or relative to school for a day. The school administrator, administrative assistant, and/or teacher(s) must approve all such visitation in advance. Visitors who do not check in at the office will be asked to leave immediately. Any visitor creating a disturbance will be immediately asked to leave school and will not be allowed back on campus during the school day.

ALL VISITORS ARE REQUIRED TO STOP FIRST IN THE SCHOOL OFFICE TO NOTIFY APPROPRIATE PERSONNEL OF THEIR BEING IN THE BUILDING.

VOLUNTEERS

MCA greatly values parents and others who volunteer to help out at MCA. These folks tutor, read to students, do art projects, throw parties, help in special programs, serve food, assist in fundraisers and do many more things than we can list here. If you have time to volunteer a specific or general talent, ability, or service, please contact your child's teacher or the school administrator. Volunteers are asked to comply with MCA policies and procedures (including dress code) while in the school.

Volunteers may be asked to complete an application and submit to a background check. All volunteers should obtain and read the MCA Volunteer Manual.

ASBESTOS

AHERA rules require the school to notify parents that asbestos containing materials are to be found in our high school building (Johnston Chapel). These are located only in select floor tiles in the school wing. Twice annually, school officials do an inspection. These materials do not pose a health hazard to staff, students or parents. A management plan is available in the school office. Maranatha (our elementary school) does not contain asbestos.

RESOLUTION OF NONDISCRIMINATION

MCA admits students of any race, color, national and/or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at the school. MCA does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational programs, scholarships and loan programs (if applicable), athletic programs and other school-administered programs.

In addition, MCA does not discriminate on the basis of race, color, national and/or ethnic origin in staff hiring, utilization of coaches and volunteers or any other aspect of the school.

PATRIOTISM

MCA believes that good Christians are also good citizens and will stress patriotism in the school. Each school activity will open with prayer; all chapel programs (and each school day) will open with prayer and the salute to the American Flag and Christian Flag. All home ball games will open with prayer and when possible the National Anthem.

PLEDGE TO 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.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe.

AMERICAN'S CREED

I believe in the United States of America as a government of the people, by the people, for the people whose just powers are derived from the consent of the governed; a democracy in a Republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies. —William Tyler Page

QUESTIONS

After having read this handbook, if you have questions or need additional information about the school, please do not hesitate to contact us. All rules and regulations herein are designed to make Mercer Christian Academy a good place for your child's education. We hope that you will pray regularly and fervently for our school, our students, our faculty and staff, our Board of Directors and our administrator.

DIPLOMAS

Departments	Standard Diploma 28 Credits required	College Prep Diploma 28 Credits required	Advanced College Prep Diploma 28 Credits required
English/language Arts	English 9 English 10 English 11 English 12	English 9 English 10 English 11 English 12	English 9 English 10 English 11 English 12 English Elective
Bible-1 cr. Per yr. At MCA	Bible 9 Bible 10 Bible 11 Bible 12	Bible 9 Bible 10 Bible 11 Bible 12	Bible 9 Bible 10 Bible 11 Bible 12
Mathematics	Algebra I Geometry Algebra II	Algebra I Geometry Algebra II	Algebra I Geometry Algebra II Trig/Pre Calculus Calculus
Science	Physical Science Biology Lab Science Elective	Physical Science Biology Lab Science Elective	Physical Science Biology Lab Science Elective Physics or Anatomy/Physiology
Social Studies	World History U.S. History I U. S. History II	World History U.S., History I U.S. History II	World History U.S. History I U. S. History II/AP Government Government/AP Government
Phys Ed/Health	Physical Education Health	Physical Education Health	Physical Education Health
Foreign Language	Spanish I Spanish II	Spanish I Spanish II	Spanish I Spanish II
Computer Skills	Keyboarding/Word Processing Computer Applications Accounting I Business Law	Keyboarding/Word Processing	Keyboarding/Word Processing Computers or Personal Finance Economics
Electives	4 Additional Electives	5 Additional Electives	1 Additional Electives