



MT. BETHEL CHRISTIAN
ACADEMY

2024 - 2025
PARENT/STUDENT HANDBOOK

The mission of Mt. Bethel Christian Academy is to provide a truly Christ-centered education for our children through an environment which develops and encourages academic excellence, spiritual growth, and a lifelong love and desire for learning. Our goal is to prepare students to succeed in competitive environments and to develop their unique abilities to the fullest.

Your role as parents, and ours as educators, is to:

**“Train up a child in the way he should go,
so that when he is old he will not depart from it.”
Proverbs 22:6**

Please help us accomplish this goal by positively helping your child see and understand the importance of the policies in this handbook.

Lower & Middle Schools Campus (JK-8)
4385 Lower Roswell Road
Marietta, GA 30068

Upper School Campus (9-12)
2509 Post Oak Tritt Road
Marietta, GA 30062

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OUR PHILOSOPHY

Mt. Bethel Christian Academy was established to partner with families to provide a truly Christ-centered approach to educating students. This is often referred to as “Christ-centered instruction” or “Biblical integration”. Our philosophical approach to achieving this goal is described in our core beliefs:

We believe that the Bible instructs us to do all things with excellence and purpose, as though we were doing them for God. Thus, at Mt. Bethel Christian Academy, we are unapologetic in our pursuit of academic excellence using the most effective curriculum and instructional techniques available and delivered always in the context of a thoroughly Christian worldview.

We believe the Bible endows parents with primary responsibility for their children's education. Parents who choose to partner with our school delegate that authority to us, but the Academy is not, and can never be, a substitute for active parental involvement.

We believe in the power of Mt. Bethel Christian Academy as an evangelical outreach to our community. Students of any race, religion, etc. are eligible for acceptance, and all students will be encouraged to grow in the knowledge and love of Jesus Christ.

We believe small class sizes are an effective means to encourage development and deepen understanding.

We believe that quality teaching extends beyond ensuring our students master subject content. In order to succeed in competitive environments, our students are taught to think critically and apply their knowledge with reason and discernment.

OUR HISTORY

In the summer of 1997, a small group of Mt. Bethel United Methodist Church members were commissioned to analyze the interest and demand throughout the community for Christ-centered education. For over 20 years, Mt. Bethel had offered one of East Cobb's most respected pre-schools. The possibility of continuing that tradition of Christ-centered excellence was the focus of the committee's analysis. The conclusion was the demand for quality Christian education far exceeded the supply of available options for parents, particularly in the immediate area. Following an extensive feasibility study the MBUMC congregation voted overwhelmingly to found Mt. Bethel Christian Academy in the fall of 1998. On August 21, 1998, the Academy opened with two kindergarten classes. On April 30, 2014, an additional campus location was acquired at 2509 Post Oak Tritt Road, allowing the school to expand its enrollment to include 9th through 12th grades. The campus was opened to freshmen in August 2014. The Academy serves approximately 700 students in grades JK-12. The Academy is an independent school which enjoys full dual accreditation through the Southern Association of Independent Schools (SAIS) and Cognia, and is also a member of the Association of Christian Schools International.

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GENERAL SCHOOL POLICIES AND PROCEDURES

MATTHEW 18 PRINCIPLE

Even in a well-run school, questions and complaints may arise. It is important that these be handled courteously, promptly, and through the correct chain of authority. The following steps are an application of the Biblical injunction recorded in Matthew 18:15-20 for the resolution of a problem between believers:

1. The teacher and parent¹ are to meet privately before anyone else is involved to seek the resolution with a spirit of reconciliation.
2. If unresolved at this level, the teacher and parent meet with a third party, the Division Head.
3. If the problem is still unresolved with the Division Head as mediator, the matter is brought before the Head of School. The Head of School meets with all parties involved to reconcile the matter.
4. If still unresolved, only when all of the above three steps have been taken, may it be directed to the MBCA Board. An appeal may be filed with the MBCA Board by submitting an [Appeal Form](#) in writing to the Board Chair for consideration by the Academy Board. If reconciliation still does not occur, the Board makes a judgment and takes the appropriate action.
5. The resolution of the problem as stated by the MBCA Board of Trustees will be final.

We ask that parents agree to follow these Biblical steps for a positive resolution to problems and disagreements within the school community. Activities to be avoided at all costs include gossiping, rumors, and spreading slanderous reports, any of which may result in asking the family to leave the school. The good reputation of other persons and of the school is to be protected and promoted.

DISCIPLINE PHILOSOPHY

We believe that developing well-rounded moral students is an important aspect of a student's education at Mt. Bethel Christian Academy. It is important that everyone who surrounds that student (e.g., parents, other students, faculty, staff, and administration) also share the same principles.

We believe every student is made in God's image (Genesis 1:27). As a result, each one possesses inherent dignity and each one is unique in their giftedness and personality. Although it is necessary for our discipline system to include general guidelines, expectations, and consequences regarding student behavior, we also recognize the importance of engaging students at a relational and individual level as we work through various issues and concerns. It is our hope that this approach will help to maximize each student's moral and spiritual growth while deepening their own understanding of themselves as a unique creation of God.

We recognize we have all fallen short of God's righteous standard (Romans 3:23). As a result, we are committed to dealing with discipline forthrightly and directly as we endeavor to hold students to high standards of personal behavior and moral expectations that are intended to honor one another and our God. MBCA provides accountability using age-appropriate consequences focused on teaching desired behaviors, skills, and values.

As image bearers, we believe every student has a moral sense and capability (Genesis 3:8-11). We recognize that we must provide reasonable boundaries that each member of the community is

¹ The term "parent" refers to anyone who is the parent or guardian of an enrolled MBCA student.

accountable to uphold. Our desire is for students to develop moral and social competence so that ultimately they are able to consistently and independently make life choices that align with what God has declared as good.

We recognize that only through Jesus Christ, can we ultimately be forgiven of our sin and experience true wholeness. It is because of Christ that we have redemption and restoration. Ultimately, we desire as staff, faculty, and administration to be a redemptive and restorative influence in the lives of our students as we partner with families in the overall development of every student.

STANDARDS OF CONDUCT

(6/2024)

Integrity

Students are to model Biblical principles of integrity in both personal and academic endeavors. Lying, deception, and stealing are unacceptable behavior patterns. We encourage students toward a life governed by the values of academic honesty and respect for the work of others. Therefore, cheating, plagiarizing, and giving or receiving unacknowledged assistance in academic work violates both academic and personal integrity standards.

Responsibility

An integral part of life-long learning is being responsible for one's thoughts, words, and actions. MBCA students show responsibility by being punctual, having good attendance habits, using good judgment, completing and turning in assignments in a timely fashion, being prepared for all tasks, having a heart for service, and showing love and consideration for others.

Respect

Respectful behavior is expected at all times in the classroom, on the school campus, and at all school functions. Respect for teachers, staff members, classmates, and school facilities/property should always be the general rule of conduct. This includes demonstrating compassion, empathy, encouragement, kindness, appropriate dress, and good sportsmanship at all times (on or off campus). Behavior that intimidates, harasses, insults, humiliates, harms, or demeans another human being is unacceptable and inconsistent with Biblical teaching and the standards of MBCA.

Reasoning

Students are taught to be critical thinkers in their daily life, as well as in academics. Students ask questions, seek answers and solutions, and use learning for self improvement, not just to obtain a grade. Students are encouraged to be open minded, think critically in order to seek resolutions and solve problems with those in their community. Global citizens impact their community by searching for solutions to real-world problems as they seek to give glory to God.

HONOR CODE

Purpose of the Honor Code

The purpose of the Honor Code is to teach and encourage MBCA students to live lives of integrity, honor, and respect. The reason MBCA emphasizes honor in the education of its students is that honor and character are essential attributes for Christ followers. Students are expected to put these principles into practice – not just while students at MBCA – but throughout their lives. The existence of the Honor Code does not mean that lying, cheating, or stealing will not take place at MBCA. The Honor Code is a standard, based upon Biblical principles, which students can choose to uphold or

choose to violate. The entire MBCA community is expected to support and uphold the Honor Code stated as follows:

“As a member of Mt. Bethel Christian Academy, I will hold myself and my peers to the highest standards of honesty, integrity, and respect. For all work submitted at MBCA for the school year, by God’s grace, I will not give or receive unauthorized assistance for any test, project, quiz, or assignment.”

This includes cheating (receiving or giving answers, as well as discussing the information on an assessment), lying, stealing, copying another student’s work, plagiarism (to include artificial intelligence such as ChatGPT), and deliberate misrepresentation (submitting another’s work as your own or forging a signature) of work or self.

To summarize, as a member of the MBCA community:

- I will not lie
- I will not cheat
- I will not steal
- I will not plagiarize

The Honor Pledge, which covers all academic work, reads: “On my honor as a Mt. Bethel Christian Academy student, I pledge that I have neither given nor received unauthorized assistance in the completion of this assignment.” It is standard practice that this pledge will be handwritten or printed on all major assignments and assessments in the Upper Schools.

STUDENT BEHAVIOR POLICIES

(6/2024)

In joining MBCA, students and families are consenting to play their part in upholding MBCA’s high standards for character. Enrollment at MBCA is a privilege, not a right. Every student is expected to make a positive contribution to all areas of the school in which he or she is involved. MBCA students are representatives and ambassadors of the school from the day of matriculation until the day of graduation or withdrawal from the school.

Therefore, students are expected to uphold the behavioral standards of the school and will be subject to disciplinary action for violating these standards. These behavioral standards are in effect at all times while an MBCA student – including after school, weekends, breaks, vacations, and summers. The administration reserves the right to determine if a student’s behavior violates the spirit and mission of the school and to impose what it deems to be appropriate discipline in such cases.

Insubordination

Insubordination of students towards faculty and staff is a serious offense and will not be tolerated. Any act of insubordination will be grounds for a disciplinary action and possible dismissal for the remainder of the school day including after-school co-curricular activities. Repeated acts of insubordination may lead to suspension or expulsion from MBCA.

Improper Sexual Conduct

God has clearly communicated His standard of reserving sex for the institution of marriage between a male and a female. The Bible provides further teaching regarding maintaining sexual purity both within and outside of a marriage relationship. Any lack of restraint or improper sexual behavior between students may result in disciplinary actions, including possible suspension or dismissal for all those involved.

Student Pregnancy

If the school becomes aware of a pregnancy, the MBCA students involved – male and/or female – will be suspended for an indefinite period of time, not less than five days, to allow for an investigation of the facts, a discernment of the spiritual condition of the student or students responsible, and the appropriate response of the school. The continued attendance or dismissal of expectant parents will be considered on an individual basis. Each decision will be made on the basis of concern for the welfare of each student and family involved, the baby, and for the welfare of the student body. This policy will apply to both male and female students. MBCA does not enroll married students.

Student Relationships/PDA

The school encourages friendships between students. However, the public display of affection (PDA) is considered to be in very poor taste and will not be tolerated on campus or at school-sponsored events. As with all behavioral decisions, it is best to keep one's actions above suspicion. Students are encouraged to maintain mature, mutually respectful relationships that honor God, each other, and those around them. For minor incidents, students will be corrected verbally. For more significant incidents or repeated minor incidents of PDA, disciplinary action may result for all those involved.

Sexual Harassment

Sexual harassment of students by other students or by employees of MBCA violates federal law, is contrary to Biblical teaching, and will not be tolerated.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

Any student who becomes a victim of sexual harassment should immediately report the incident to a school administrator and his/her parents. All such reports will be investigated immediately by school authorities. Criminal charges, if applicable, will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees.

All such reports will be handled discreetly to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school may be required by law to report any such incidents to the appropriate state agencies.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of MBCA, by a fellow student, or by a member of the public, the student is encouraged to report this conduct to an administrator as well as discuss the concern with his/her parents.

Fighting

Any students involved in a physical altercation may be sent home immediately and will meet with the Dean of Students and/or Division Head to determine possible further consequences. Students who may not be involved physically but are found to have encouraged or prodded the fight may face the same consequences. Depending on the nature and severity of the fight, students may be suspended for fighting.

Vandalism

Any acts of vandalism, on or off campus, are considered severe offenses. This policy applies to acts of vandalism committed against school-owned, public, or other private property. Vandalism of

school-owned property includes, but is not limited to, writing on or defacing desks, lockers, walls, bathrooms, buildings, or athletic facilities. Vandalism of other public or private property includes, but is not limited to, acts such as damaging or defacing street signs, or the facilities of other schools. Depending on the degree of vandalism, students may face detention or suspension and may be required to make restitution for any damages.

Weapons

Students may not bring weapons of any sort on campus at any time for any reason either on their persons, in their bags, in lockers, or in their vehicles. Smaller items of an innocuous nature such as pocket knives (even small pocket knives on key chains) will be confiscated, and students may face disciplinary action. Any larger knives, guns, or other weapons of a violent nature will be confiscated, and the student will likely face expulsion from MBCA.

Occult Involvement

Students should not be involved in any practices of the occult. Playing with Ouija boards, tarot cards, magic cards, and other devices of the occult is dangerous and contrary to Biblical teaching. Students involved with the occult at a surface level or minor degree may receive a warning; however, students who become deeply involved in the occult may be asked to withdraw from MBCA.

Student Speech

Students should keep their speech positive and edifying and avoid the use of improper language. Examples of unacceptable language include, but are not limited to, swearing, sexually explicit, sexually suggestive, derogatory racial or ethnic remarks, abusive, cruel, or otherwise improper speech. Making fun of and cutting down other students as well as spreading gossip are additional examples of improper speech. Severe or repeated instances may become major disciplinary issues.

Gambling

Gambling of any sort is not permitted. Any incident of gambling may become a major disciplinary issue if it involves significant sums of money or valuables.

Borrowing Money

Because of the frequency of problems that develop from borrowing money, students are strongly discouraged from asking for money from fellow students. Faculty members are not permitted to lend money to students.

Skateboards, Rollerblades, etc.

For safety purposes, skateboards, rollerblades, shoes with rollers, etc. are not allowed on campus before, during, or after school without permission of the Dean of Students and/or Division Head.

Food, Drink, and Gum

Food and drinks are to be consumed only in designated areas. During the school day, students are only permitted to drink water in a sealable container. Students are not allowed to have gum on campus. Gum chewing is not an accommodation accepted by MBCA.

CULTURAL CONSIDERATIONS

American Sign Language

In the classroom at MBCA, we aim to create an environment that promotes cultural awareness, understanding, and respect through our students' behavior, language, and actions. The unique nature of studying American Sign Language is such that verbal communication is not only discouraged but is

inappropriate. Students who communicate verbally in the presence of a deaf faculty member or student commit disrespect at best and academic dishonesty at worst. Students who demonstrate intentional disrespect or disregard for the deaf culture will be subject to disciplinary action or an honor code hearing as appropriate.

International Students

MBCA students should be able to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds. Cultural background can include the beliefs, customs, and behaviors of people from various groups. Respect for people from different cultures is demonstrated through behaviors of active listening, empathy, and effective engagement creating a welcoming environment and establishing the appreciation of similarities and differences among cultures.

Gaining cultural competence is a lifelong process of increasing self-awareness, developing social skills and behaviors around diversity, and gaining the ability to advocate for others. It goes beyond tolerance, which implies that one is simply willing to overlook differences. Instead, it includes recognizing and respecting diversity through our words and actions in all contexts.

STUDENT BULLYING AND HARASSMENT POLICY

(6/2024)

Definition

Mt. Bethel Christian Academy has adopted the American Psychological Association's definition of bullying which states:

“Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

“The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying.

“Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.”

Behavior that constitutes bullying or harassment is difficult to define in many instances because it must take into account both the intent of one student and the perception of another student. In general, behavior, whether physical, written, verbal, or nonverbal, which is intended to harm, intimidate, isolate, harass, belittle, humiliate, etc. another student physically, emotionally, psychologically, or any other way will not be tolerated in a Christian community.

Reporting Procedures

All students should immediately report incidents of bullying, harassment, and intimidation to a teacher or staff member. School staff members are expected to immediately intervene when they see a bullying incident occur and then to report the incident to the Dean of Students and/or Division Head. If parents are aware of bullying involving their child, it is the parents' responsibility to report it to the appropriate staff member. Any student who knowingly files a false report of bullying, harassment, or intimidation is guilty of such and should be punished under existing disciplinary provisions. Each complaint of bullying will be promptly investigated. Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

Retaliation

Retaliation is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment or intimidation. Such retaliation will be considered a serious disciplinary violation that will be treated accordingly.

Actions Following Reporting of a Bullying Incident

A. Investigate

Upon receipt of any report of bullying, the Dean of Students and/or Division Head will initiate an immediate investigation. The investigation will include interviewing the alleged bully and victim, identified witnesses (bystanders), teachers, and staff members. The school will strive to keep matters confidential, limiting information only to those directly involved.

B. Notify

At an appropriate time and as soon as practical during or after the investigation, parents of the alleged bully and the victim will be notified. If the incident involves an injury or similar situation, appropriate medical attention will be provided and the parents will be notified immediately.

C. Discipline

Upon confirming that bullying has occurred, the bullying student will be given age-appropriate consequences by an administrator that will include disciplinary action and/or counseling as appropriate under the circumstances. Disciplinary measures that may be taken include, but are not limited to, loss of privileges, behavior probation, suspension, or expulsion. The parents of the students involved will be advised of the results of the investigation and the consequences issued by the school to their student.

D. Follow Up

Follow up is important to the bully and the victim. The school counselor may work with the bully, the victim, and the bystander(s) separately to provide after-care, coping strategies, and skill development.

BANNED SUBSTANCES

(7/2024)

The MBCA campuses and student-related activities, whether on or off campus, are to be free from banned substances at all times. For purposes of this document, *banned substances* are defined to be any of the following: illegal drugs, alcohol, tobacco, alternative nicotine products, vaping and related products, CBD and related products, THC, or legal products used in an abusive fashion, such as sniffing inhalants, or medication, prescription or over-the-counter, used in a manner other than its intended, medical use.

MBCA recognizes that the use by students of any of the banned substances is destructive to a student's potential for learning and for life. At MBCA, we have established goals of conduct to discourage the use of the banned substances. While the school does not actively seek to discover violations of this policy, when presented with substantiated evidence of violations, the school will address such issues.

Students are not permitted to use, purchase, contribute to the purchase of, transport, conceal, sell, distribute, display for sale, provide to another, provide a place for the use or concealment of, or possess any banned substance. Even if, under state or federal law, a student is permitted to purchase,

possess, or use any of these products, this prohibition of banned substances applies to all students enrolled at MBCA.

For students who are found to be in violation of this policy, the school seeks to accomplish the following goals:

- 1) impose appropriate consequences to deter future use of banned substances,
- 2) provide the opportunity for treatment and/or continuing education about the dangers and consequences of such activities, and
- 3) when possible, restore individuals to the school community as positive contributors.

This policy, as well as all other policies, applies the entire time that a student is enrolled as a MBCA student – whether on or off campus, during school hours or not, at a school sponsored event or not, and during the school year (school days, weekends, holidays, and vacations) or summer.

Definition of On-campus vs. Off-campus Event

On-campus:

The use, possession or distribution of a banned substance within the physical confines of the school campus, coming to school, or going from school, or at any school-sponsored or school-related event held on or off-campus is considered an “on-campus” violation of this policy. On-campus violations carry the strictest disciplinary consequences.

Off-campus:

The use, possession, or distribution of a banned substance off school property and at activities unrelated to MBCA is considered an “off-campus” violation of this policy.

Testing for Banned Substances

The school reserves the right to require any student to be tested for banned substances at its discretion – either on a one-time basis, an ongoing regular basis, or an ongoing random basis. The school also may require a student to undergo treatment and/or counseling with either regular or random drug testing as a condition of enrollment. All expenses related to testing and counseling will be the responsibility of the student’s parents.

Self-Reporting

The school will handle incidents differently from students who self-report use or possession of a banned substance. Students who self-report incidents of the use or possession of a banned substance to a faculty or staff member that the school would have otherwise not known about prior to any discipline investigation will not be suspended from school but will still be required to receive a risk-assessment by a licensed professional counselor and may be removed from any leadership role on campus. The student can also expect to be tested regularly for the remainder of his/her MBCA career, at a time of the administration’s choosing and at the family’s expense. Students should also expect to be placed on a Behavior Contract for the remainder of the school year. **This is a one-time offer of grace, not a lifetime of amnesty.**

Discipline Actions for Violations

On-Campus

- Violations that occur under the definition of an “on-campus” event will likely result in dismissal from MBCA unless the administration determines that extraordinary circumstances warrant an exception.
- If an exception is made, any future violations – on-campus or off-campus – will result in expulsion.

Off-Campus

Students involved with a banned substance under the definition of an off-campus event can expect the following discipline actions at a minimum. At the discretion of the administration, discipline actions can include anything up to and including expulsion from MBCA.

- Risk assessment with a licensed counselor
- Participation in educational activities related to the issue
- Suspended or removed from leadership positions in co-curricular activities
- Suspension from school
- Behavior Contract

Any violations of this policy will carry over every year until graduation.

UNIFORMS

(7/2024)

The goal of the school uniform is to create an educational environment free from distraction and a community in which all students feel comfortable, as opposed to feeling excluded for not having the latest fashion items. All students attending MBCA are required to wear a school uniform. MBCA strives to maintain a conservative uniform policy. With the exception of shoes, socks, belts, tights, and leggings, all uniform items must be purchased through our uniform suppliers, Lands' End, Flynn O'Hara, and The Perch Spirit Store (chapel ties, bow ties, and Middle School P.E. uniforms). Administration reserves the right to determine the appropriateness of uniforms. Division-specific uniform requirements are published on the school's [website](#) under School Uniforms.

Students are expected to wear appropriate uniform items unless given permission for spirit dress or dress-down days by the administration. Uniform items should be in good repair and free of holes, tears, markings, and stains. Clothing should be the appropriate size, not excessively baggy or form-fitting. We expect our students to dress modestly and in a manner fitting with the expectations of a well-educated professional.

Uniform Violations

For all dress code violations, students will be required to correct the violation to come into compliance with the dress code, and if the violation is severe enough in the opinion of the administration, the student may be held out of class until the violation is corrected. If a student continues to violate the dress code or is not able to correct the violation, the student will receive a dress code notification (JK-5) or demerit (6-12). In addition, students who continue to violate the uniform requirements will be subject to loss of Spirit Wear and Dress Down Days.

The following guidelines are meant to set a standard of dress and appearance expectations; however, due to the endless creativity of students, determination of appropriate dress or appearance will be at the discretion of the administration.

If a student has any doubt about a particular item of clothing, Middle/Upper School students should talk with the Dean of Students beforehand; Lower School students/parents should direct their questions to the homeroom teacher beforehand. Students who wear inappropriate clothing will be subject to disciplinary action and will be held out of class until they have appropriate clothing to wear. If a student wears inappropriate clothing to school a second time on Dress Down or Spirit Dress Days,

he or she will not be allowed to participate in Dress Down or Spirit Dress Days for the remainder of the semester or school year.

Dress Down Days

Throughout the year, the school will designate special days on which students are not required to wear their MBCA uniform to school. Regular school uniforms and shoes are always acceptable. Students still need to bear in mind that they are in an educational environment and must present themselves appropriately for a school setting and activities. In an effort to ensure that students, parents, and faculty have the same expectations for Dress Down Days, please follow the guidelines below.

For Dress Down Days, students may wear athletic shoes or other footwear that is flat, closed-toed, and with a back. Students may **not** wear Birkenstocks, Crocs, UGGs, slides, flip-flops, sandals, slippers, etc.

The following items are **NOT** acceptable choices:

- Clothing that represents another local private or public school
- Clothing with symbols or messages inconsistent with the mission of MBCA
- Clothing with holes or tears
- Pajama bottoms or tops, robes, pillows, blankets, “snuggies” or “onesies”
- Short shorts or skirts (shorter than fingertip length, i.e., the longest fingertip when arms are hanging by the side when standing in a relaxed position)
- Yoga pants and leggings (unless the top layer is longer than fingertip length, i.e., the longest fingertip when arms are hanging by the side when standing in a relaxed position)
- Immodest tops (low cut necklines, crop tops, cutouts, tank tops, halter tops, strapless tops, etc)
- Overly tight or loose clothing
- Hats

Theme Days

For special tradition weeks such as Homecoming, there may be assigned theme days. These days are **not** Dress Down days. For these special celebration weeks, we encourage our students’ imagination through creativity and costuming. Participation should be in the spirit of the theme and any costuming should be appropriate and in agreement with our Christian mission and the Dress Down guidelines above. If students are not dressed appropriately or in line with the theme day, they will need to call home for a change of uniform clothing. There is no obligation to participate, and any student who does not wish to dress up for any of the days should wear his or her regular uniform.

Spirit Wear Days

On school days that are designated as Spirit Wear Days, students may wear any MBCA-approved uniform or spirit wear top with uniform bottoms or jeans (no shorts). Jeans must be in good repair without holes. Students may wear uniform or any color athletic shoes. Students may **not** wear Birkenstocks, Crocs, UGGs, slides, flip-flops, sandals, slippers, etc.

MBCA-approved spirit wear can be purchased in person or online at the school spirit store, *The Perch*.

Uniform Standards

- Student names should be written into all uniform pieces.
- When in uniform, shirttails must be neatly tucked in while on campus.
- Dark navy knit polo may not be worn with any solid navy bottom.
- Slacks and shorts must be belted at the waist; baggy slacks or shorts will not be permitted.

- Shorts, skirts, skorts, and jumper hems should not be revealing and should be appropriate for each body type. They should be no shorter than fingertip length, i.e., the longest fingertip when arms are hanging by the side when standing in a relaxed position.
- Pants should touch the top of shoes when students are standing with legs straightened.
- No undergarments should be visible at any point. Shorts are required to be worn under skirts, but must not be visible.
- In class, a MBCA fleece, sweaters, puffer, sweatshirts, letterman jackets, and vests are acceptable. Non-MBCA versions of these items are not permitted. Non-uniform outerwear should be left in classrooms or lockers during the school day, except for outdoor activities.
- Hats, bandanas, and hoods are not to be worn during the academic day.
- Students are to keep their hair neat, clean, not distracting, and in good taste. Hairstyle should not be distracting to the individual or those around him or her.
- Hair is to be neatly groomed. No unnatural hair tinting or coloring permitted.
- Boys should be clean shaven and properly groomed in such a manner that maintains healthy skin. Mustaches, soul patches, mutton chops, and beards are not allowed. Students should look professional.
- Hair accessories must be MBCA plaid or one of the solid MBCA colors.
- Jewelry and make-up are to be kept discreet, simple, and not a distraction for the school environment.
- Book bag and lunchbox designs must be appropriate and in line with the school's mission.
- Writing on uniforms or shoes is not allowed.

Students in Grades JK-5th:

- Lower School students may not wear sweatshirts in class except MBCA-approved sweatshirts on Friday. 5th graders may wear their "Class of" sweatshirts.

Students in Grades JK-8th:

- Girls may wear small studs or tiny (no larger than 1") hoop earrings in the earlobe only. Boys may not wear earrings.

Students in Grades 9th-12th:

- Girls: Earrings are the only appropriate piercing for students. Earrings must be tasteful and not a distraction. No gauges allowed. Administration will determine what is appropriate. If a difference of opinion arises, the Dean of Students will make a decision with the students and parents.
- Boys: A simple necklace, bracelet and watch are acceptable. While we prefer boys to not wear earrings, boys with pierced ears are allowed to wear studs no bigger than 4mm in size or wear clear spacers. No gauges are allowed. Earrings are the only appropriate piercing for students to have. Earrings must be tasteful and not a distraction. Administration will determine what is appropriate. If a difference of opinion arises, the Dean of Students will make a decision with the students and parents.
- All Students:
 - PE clothes may be worn to school if the student has PE class scheduled for the first period. Otherwise, students must wear the uniform to school and change into PE clothes before PE class.
 - The MBCA blankets may be used during the school day to cover legs. Blankets are not to be worn as coats or wrapped around one's torso.
 - Tattoos are strongly discouraged. If someone has a tattoo, it must be completely covered at all times during school hours and while representing MBCA including athletic events and practices. Tattoos that cannot be covered should be discreet, simple, and not a distraction.

CELL PHONES AND ELECTRONIC DEVICES

(7/2024)

Electronic devices are a distraction to the learning environment. Cell phones, smartwatches, and any device capable of making or receiving calls or text messages brought or worn to school must be turned off and stored at a location designated by the division administration during the school day.

Other than their MBCA-issued devices, students may not have watches or other devices (gaming consoles) which can access the Internet at school during the academic day unless given explicit permission by a teacher. If students are found with such devices without having received permission from a teacher, the device will be confiscated by the administration.

The school has the right, at the discretion of the administration, to inspect the contents of any electronic device that a student brings on campus. The school will not indiscriminately search the contents of a student's electronic device, but if the school has reason to be suspicious about the contents of a student's device, the school may search a student's device and any inappropriate material (text, email, image, video, etc.) that violates the school's standards will result in disciplinary action.

If a student turns in one phone (e.g., "decoy phone," "fake phone," phone without service, etc.) while keeping a second phone (e.g., "primary phone," "working phone") in their possession, both phones will be confiscated and will only be returned directly to a parent after the parent and student have met with the administration. Going forward, the student will be required to turn in their "primary phone" to the administration each day. The deceitful nature of such behavior is considered a major disciplinary violation and will result in disciplinary action up to and including suspension and dismissal.

Earphones/Headphones

Students using earphones or headphones isolate themselves from other members of the school community, which is contrary to the goals of the school for a student's social and personal development. Therefore, students may not use earphones or headphones with any devices – electronic devices, laptops, etc. – during the school day unless given explicit permission by a teacher to use them as part of a school assignment. Students should not use earphones or headphones while traveling on school-related trips or activities.

Students in Grades JK-5th:

Any electronic devices, including all smartwatches, brought to school must be turned off and stored in bags before entering the school building. These items are then to be stored as directed by the homeroom teacher. Unauthorized devices used during the day will be confiscated and must be picked up by a parent from the teacher and/or administration.

Students in Grades 6th-8th:

Any electronic devices, including all smartwatches, brought to school must be turned off and stored in bags before entering the school building. These items are then to be stored in the students' homeroom closet. Confiscated electronic devices will result in a demerit and need to be picked up by a parent from the MS Office.

Students in Grades 9th-12th:

Students may not use in any way or be in possession of a cell phone or smart watch during the academic day unless a teacher gives explicit permission for them to be used. If a student is discovered in violation of this policy, the phone or smartwatch will be confiscated for a period of time determined by the administration, and going forward, the student will be required to leave the cell phone or smart watch at a location designated by the administration during school hours and may lose the privilege of bringing a cell phone or smart watch to school at all.

COMPUTER USE AND TECHNOLOGY POLICY

One-to-One Guidelines and Technology Contract

All students are issued a school device. At the time students are issued a device, a MBCA Technology Contract (Link to [MBCA Technology Contract](#)) will be signed by students and/or parents.

After signing the Technology Contract, all fourth through twelfth grade students will be issued a laptop computer for their use during the academic year. In some classes, students may be required to use the laptop to complete assignments or to participate in classroom activities. These laptops are the property of Mt. Bethel Christian Academy and must be returned to the school at the end of the year, if the student withdraws or is expelled from the school, or at any time the school requests it. Students are not permitted to record audio or video with any electronic device in the classroom to protect the privacy of all participants.

Students are responsible for the daily care of the laptop and associated items (power cord, case, etc.) and returning them in the same condition that they received them, excepting normal wear and tear. ***Families will be charged the actual repair costs for any incident of accidental damage to a laptop.***

Laptops are powerful tools for learning which need to be respected, well-cared for, and used appropriately at all times. As a student of Mt. Bethel Christian Academy, students understand and agree to the terms and responsibilities outlined in the Technology Contract.

Acceptable Technology and Internet Use

The use of technology and the internet is a privilege, not a right. Inappropriate, non-educational use, including any violation of conditions and rules, may result in the suspension or cancellation of the privilege. In addition, disciplinary action for infractions will be taken. The sending or receiving of any form of messaging from any MBCA computer is also prohibited. MBCA reserves the right to search for any reference to MBCA, administration, teachers, or students on the Internet and discipline students for inappropriate comments or remarks. Inappropriate and/or derogatory language, including swearing and vulgarities, in any digital file, is prohibited.

Artificial Intelligence (AI) Policy (5/2024)

The use of Artificial Intelligence (hereafter AI) in education has become more prominent with the introduction of chatbots such as CHATgpt, Bard, and others. Regarding MBCA academic policy, students, parents, and faculty should note the following:

1. Students must have the expressed written permission of their teacher of record to use such tools on any type of assignment.
2. Use of such tools without expressed written permission could be considered plagiarism and related academic policy consequences would apply to the situation.

3. MBCA does not specifically discourage the use of AI and chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers will use AI detection devices as a counter to plagiarism.
4. If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations. ([Link to MLA AI Citation](#))

Copyright

It is a student's responsibility to follow all copyright laws. All information taken from the Internet should be properly cited.

Harassment/Unacceptable Behavior

Aggravation of another student or the interference in another student's work includes, but is not limited to, the sending of unwanted email, images, etc. Harassment will result in the suspension or cancellation of student privileges. No one should send digital files that would not be acceptable for public consumption. Inappropriate or careless use of a laptop will not be tolerated including, but not limited to, intentionally visiting websites with inappropriate content, accessing or sending email from another student's email account, or impersonating someone else online.

Monitoring

MBCA reserves the right to review any material or files in a student's account (including content and total file-space used) to determine whether specific uses of the network are appropriate. Downloading and storing any files for personal use to the MBCA computer network is prohibited. In class settings, software may be used to monitor software/internet usage. The software and equipment is provided exclusively for educational use. As students are representatives of MBCA, any incident of illegal or inappropriate internet use while outside the school that is brought to the attention of the MBCA administration may result in disciplinary action.

Security

Security on the network system is a high priority. Use of another student's account or password is strictly forbidden. Students should protect their password to ensure system security and their own privilege and ability to continue to use the system. Students who become aware of potential security problems should notify a teacher immediately. Any problem encountered should not be demonstrated to other students. This action is a more serious offense.

Unauthorized attempts to log on to the MBCA computer network as a system administrator, faculty/staff, or any other user are prohibited. All computer usage by students while on campus during school hours is supervised by a member of the MBCA faculty, staff, or administration.

Social Media Sites

The use of social media sites is prohibited on any MBCA computer or on any computer device on school property. Students should be aware that any network activity (e.g., text, audio, photo, and video contents of personal pages on websites such as Twitter, Instagram, TikTok, Facebook, SnapChat, YouTube, etc., emails, blogs, chat sessions, other online postings, text messages, and so forth) using any device (e.g., desktop computer, laptop, tablet, electronic reader, or phone, whether over a wired, wireless, or cellular network) is taking place in a forum completely beyond their control and that as representatives and ambassadors of MBCA, their behavior online should be consistent with the policies and mission of the school.

Inappropriate behavior which the student intended to remain private (even if password protected or encrypted) is not exempt. Students need to realize the ease with which online activity, even that which they expected to remain private, can be broadcast publicly. The school does not actively seek to discover violations of this policy. However, if MBCA becomes aware of inappropriate online behavior, whether through the use of school-issued or personal equipment, whether during or outside of school hours, and whether school-related or personal, all students involved will be subject to disciplinary action. Examples of inappropriate behavior include, but are not limited to: threatening, harassing, slanderous, or disrespectful emails, text messages, or online postings; and photos or videos depicting inappropriate behavior. Posting negative or inappropriate comments about the school, its faculty, staff, or students is prohibited.

Minor issues may result in warnings; however, more severe issues such as bullying, harassing, or threatening behavior, sexting, and images of students using banned substances may result in more severe consequences including suspension or expulsion.

Technology Vandalism

Technology Vandalism is defined as any attempt to harm, modify, or destroy data of another student, faculty member, or the school on the Internet or MBCA computer network. This includes, but is not limited to, the uploading of computer viruses, games, other executable files, or compressed files.

ACADEMIC POLICIES

Extra Credit and Recovery Work

Teachers may not give any type of extra credit or recovery work to an individual student solely for the purpose of giving the student an opportunity to raise his or her grade. This policy does not preclude teachers from offering bonus questions on tests or opportunities such as correcting assignments, rewriting papers, or work of that nature, if a teacher so desires. However, such opportunities must be offered to all students in the class and must be directly related to mastering the course material.

Educational Testing

If any educational or psychological assessments have been administered to a student who has applied to, or is attending MBCA, a copy of that assessment must be on file in the administrative offices. The report will provide information for the classroom teacher(s) to understand the student's learning profiles and recommended accommodations from the psychologist. Parents must comply with all recommendations for actions taken outside of school as well.

All reports must be current (within three years for JK - 8th or within five years for 9th-12th) for students to receive accommodations or if recommended sooner by the current report. MBCA reserves the right to request an updated report if the existing one is outdated. MBCA has specific accommodations that can be met that will be discussed with the parent, student and Accommodations Coordinator. Should the child not make adequate progress with the recommended accommodations in place, the family will be counseled regarding alternative school placement.

ATTENDANCE POLICIES

(6/2024)

Attendance and Absences

Consistent school attendance is essential to achieve the MBCA mission of academic excellence and spiritual growth. Absences for causes other than illness or emergency are, therefore, to be avoided. Parents can be most helpful by scheduling vacations during those times allotted in the school calendar. Parents are also encouraged to make every effort to arrange doctor, dental, and orthodontist

appointments before or after the school day. While our teachers work tirelessly to help students that have missed school, there is no substitute for regular attendance and classroom engagement. For any planned absence, teachers are not expected to provide work in advance.

Please note the following regarding school attendance:

- Georgia law requires regular school attendance.
- A written doctor's note is required for any student missing three or more consecutive days or partial days. Notes should be turned in to the appropriate division office on the day the student returns to school. If a note is not provided, a student will receive a zero for any work assigned or completed on the missed days.
- More than ten full day absences per semester are considered excessive. Excessive absences may place a student's promotion in jeopardy or lead to other administrative action. Such cases are dealt with on an individual basis by the Administration.

Punctuality and Tardiness

Punctual arrival is essential to maintaining helpful routines and starting the school day well. While occasional tardies may be unavoidable, excessive tardies are unacceptable and a disruption to the class.

Note: For additional division specific attendance rules, absence policies, and make-up policies, see division sections.

ADMISSION PROCEDURES

General Admission

Mt. Bethel Christian Academy (MBCA) will not deny admittance to any student based on race, color, or national origin. Parents must complete the admission process for their student/s by returning all specified forms with accompanying fees. Students must undergo the required student screening before being considered for admittance. To begin junior kindergarten a student must have turned four years old by May 31st. To begin kindergarten, a student must be five years old on or before September 1. All required procedures and documents are available on the website.

Re-enrollment

Beginning with the 2021-2022 school year, all Mt. Bethel Christian Academy families sign a [Continuous Enrollment](#) agreement. Once a student is enrolled at MBCA he/she is assumed to remain enrolled through Upper School graduation unless the family notifies the school otherwise through the [Change of Enrollment Notification Form](#). If notification of withdrawal is received after February 1st, a family contractually forfeits the tuition deposit for the upcoming school year. If notification is received after March 1st, the family is contractually obligated to forfeit the tuition deposit and pay a portion of the upcoming school year tuition based on the timeline below:

| | |
|-------------------------|---------------------------|
| March 1st – March 31st: | 20% of total tuition due |
| April 1st – April 30th: | 40% of total tuition due |
| May 1st – May 31st: | 60% of total tuition due |
| After June 1st | 100% of total tuition due |

CHAPEL

MBCA believes that an integral part of instruction is encouraging students to recognize God's calling on their lives and to respond to that call in authentic relationship with Him. The focus of Chapel is to worship Jesus Christ via creative and relevant ways through the media of song, spoken word, drama, art, and student participation. Chapel is an important time for building community among the students and faculty. Consequently, all students and faculty are required to attend Chapel services. Parents are invited and welcome to attend Chapel as well. Students must wear Chapel uniform on designated Chapel days.

COUNSELING

It is with great honor and humility that the MBCA Counseling Department acknowledges the trust parents have placed in us to help their children grow into the person Christ created. Forming close personal relationships with students, our counselors partner with families and faculty to further the development of each child – socially, emotionally, spiritually, and academically. As such, MBCA offers a comprehensive counseling program for the Lower, Middle, and Upper School divisions that is overseen by a Licensed Professional Counselor and implemented by Christian counselors.

Our counseling staff routinely provides support services including individual counseling, small group counseling, large group guidance, crisis intervention, and clinical referrals. They also work closely with our Pathways and Compass programs to assist with learning support and college counseling. In addition, they actively consult with private clinicians who provide outside therapeutic services and psycho-educational testing.

In order to meet the needs of our students, parents, and faculty, MBCA counselors engage across various levels of our community to help promote and maintain a healthy school culture of empathy, inclusion, and wellness. Grounded in Biblical truth, they address the developmental concerns of the whole child by utilizing a variety of therapeutic strategies in the counseling process. Through this integrated approach, they strive to create and maintain a collaborative, student-centered relationship which offers a safe place to find solutions that improve overall well-being. MBCA counselors focus on a ministry of presence and compassion as the vehicle for demonstrating God's grace, restoration, and transformation.

When your student is enrolled at MBCA, consent to allow participation in counseling is implied. Students are primarily referred by parents, teachers, peers, and often request counseling services for themselves. Participation in ongoing sessions is voluntary, unless a child's personal safety is at risk. You and your child are always welcome to contact and/or meet with our counselors to discuss academic, social-emotional or family related concerns.

Because a student and family's right to personal privacy is valued as the basis for a trusting and effective counseling relationship, MBCA school counselors take every precaution to prioritize and protect the confidential communication of each student/family. Confidentiality ensures that school counselors will not share students' or parents' disclosures with others (including teachers and other staff members) unless the student and/or parent authorizes it, or when there is a clear and present danger that may threaten the health or well-being of the student or other persons.

MBCA counseling services are not intended as a substitute for private therapy or psycho-educational diagnosis. Rather, our counselors partner with parents to seek the clinical support of outside counselors, psychologists, and psychiatrists for formal assessments, therapy, and medication consults as necessary. Any counseling provided by our staff is considered short-term and ancillary to the

treatment students may receive from mental health agencies in the community. With written permission, MBCA counselors are happy to contact a student's private clinician to help provide a supportive continuum of care while at school.

Mental Health Enrollment/Reenrollment Policy (5/2024)

CUSTODY POLICY

Copies of custody papers or of guardianship must be on file with the school in situations where a student is living with a guardian or with one parent following a divorce. Unless we have legal documentation stating otherwise, we cannot prevent a parent or guardian from having access to his/her child or accessing their student records. It is the parents' responsibility to update Blackbaud and SchoolDoc with relevant information as to who may or may not be contacted regarding school communication.

FINANCES

Fees and Tuition

A complete listing of fees charged by MBCA is available on the [MBCA Tuition and Fees webpage](#). Once a student is accepted to the Academy, a deposit is necessary to secure a place for a student entering the school. This deposit is applied to tuition and is non-refundable. The first payment for all payment plans is due by May 31st of the upcoming school year. Parents may choose a single payment plan, a three payment plan, or a ten payment plan. All payments will be charged through the FACTS, the tuition management system. For more information about FACTS, please contact the [Business Office](#) or visit the [website](#).

Financial Assistance

Parents who are in need of tuition assistance are encouraged to apply for aid through FACTS, an independent third party program. Families can apply by going to [FACTS](#), creating an account and filling out their Grant and Aid application. All paperwork must be submitted by the published deadline of the current school year in order to receive consideration for the upcoming school year. Full financial disclosure is necessary for financial needs to be fully assessed. All financial documents will remain confidential and will be evaluated by the MBCA Tuition Aid Committee. Distribution of financial aid will be made at the discretion of the Tuition Aid Committee and is limited and reserved for families with verifiable financial need. Deadline dates and further information will be published yearly on the MBCA [website](#).

Returned Checks

All checks for any fees should be made payable to Mt. Bethel Christian Academy or MBCA. If a check is returned for non-sufficient funds, the amount of the check and all return check charges must be paid in cash.

Past Due Balances within the School Year

The operations at Mt. Bethel Christian Academy depends on the prompt payment of tuition and incidental fees. It is crucial for families to make payments on time and, if necessary, collaborate with the Business Office to address any billing concerns.

Two weeks before the end of the academic quarter, the business office will review all student accounts for any overdue balances. Families with outstanding balances will receive an email notification. Students with unpaid balances of \$1,000 or more will not be permitted to return for the following quarter until their accounts are settled. Families should contact the business office directly to address and resolve any billing issues.

Tuition Insurance

MBCA must rely on tuition income to meet its operating expenses. A major portion of the school's expenses are related to faculty salaries. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured.

Tuition insurance is required for the three and ten payment options and is optional for the single pay plan. In the event of separation between the school and the student, for any reason, all unpaid tuition becomes due and payable immediately. Without full payment of said tuition and any other unpaid fees, student records will not be released.

SUPPORT

The Annual Fund Campaign

Independent schools such as Mt. Bethel Christian Academy traditionally conduct an annual giving campaign in the fall of each year to "bridge the gap" between what tuition covers and what is needed for Operations. Our giving campaign, called The Annual Fund, is a yearly source of revenue used to address those needs. On average, tuition covers about 93% of the school's budgetary needs, with charitable contributions making up the rest. The Annual Fund helps support a low student/teacher ratio and allows MBCA to confidently meet the goal of attracting and retaining the highest caliber faculty to provide students a truly Christ-centered education. The Annual Fund is used for financial aid, program enhancements, and faculty development.

All members of the MBCA community – parents, faculty, past parents, grandparents, businesses, alumni, and other friends – are asked to contribute to The Annual Fund to augment the programs of the Academy. Please prayerfully consider your family's level of participation. The success of The Annual Fund is critical to the success of fulfilling the Academy's mission.

The Annual Fund gifts are payable by the end of the Academy's fiscal year on June 30, so that they may be applied to that year's operating budget. Gifts to The Annual Fund are fully tax deductible.

The Building Up Capital Campaign

The Academy is currently raising funds for campus expansion efforts at the Upper School Campus. Details of the multi-year campaign, construction timeline, and master plan can be found on the Support page of the MBCA website.

Capital expansion is funded completely through charitable donations, grants, and sponsorships; tuition dollars and annual giving funds may not be used. However, gifts to the capital campaign are fully tax deductible. To learn more about the Capital Campaign, named-giving opportunities, and sponsorships, please contact the Advancement Office.

Student-led Fundraising and Collection Initiatives (11/2023)

MBCA is blessed by a generous community and students who seek ways to serve others in Cobb County and beyond. While the administration encourages student participation in these activities, it is

important to limit the number of “asks” directed to our families, faculty, and staff in order to preserve the integrity of, and ensure the continued success of, the mission partnerships already in place.

Students may not raise funds or collect items for non-mission partner organizations while on campus or through the use of Academy email, social media, and other school communication channels.

MBCA and MBCA-sponsored student organizations/clubs are committed to providing assistance to vetted organizations and initiatives. If you have any questions, please contact the appropriate division head.

Solicitation

No person or group of persons will be permitted to solicit for personal profit from the staff or families who attend MBCA. Under no circumstances are the Parent, Student, or Faculty/Staff Directories to be used by individuals for personal or business solicitation.

HEALTH AND WELLNESS

MBCA CLINIC

The MBCA Clinic is located on the first floor of DeVore Hall, behind the reception area at the MBCA LS/MS Campus. It is available to students and parents Monday through Friday from 7:45 am – 3:30 pm, with a lunch break from 12:30 - 1:05 pm each day. The Clinic is staffed by a team of seasoned Registered Nurses who lovingly provide routine care for illness, injuries, urgent medical treatment, and management of chronic illnesses as directed by the students’ parents and personal physician.

At the Upper School Campus, students may request over-the-counter and parent-provided prescription medications, as well as treatment for minor illness or injury at the Upper School Reception desk.

SCHOOLDOC

SchoolDoc is a user-friendly, web-based electronic health record (EHR) that is used on both the Lower School/Middle School and Upper School campuses to store and document any student medical issues, allergies, illness, injury, and treatment provided by the MBCA school staff. Full completion of SchoolDoc prior to the start of each school year is *mandatory* for school attendance. For more information on SchoolDoc, click [here](#)

Up-to-date health information provided to the MBCA Clinic Staff for the care of your child, and the completion and upload of any required documents in your child’s EHR (electronic health record) is solely the responsibility of you, the parent or guardian. Please make sure your child’s information is up-to-date at ALL times.

ELEVATOR PASS

If your child has an illness or injury that prevents them from being able to use the stairs on the LS/MS Campus, please contact the MBCA Clinic. There are a limited number of elevator passes available on any given day. These may be provided on a “first come, first served”, day-to-day basis, based on need. Elevator passes must be approved by the MBCA Clinic Staff. Elevator passes must be turned in to the Main Reception desk at the end of each school day.

If your child has an illness/injury that will require the need of an elevator pass for *more than two days*, a note from a medical provider is required. The note should state the specific illness/injury and reason for the need of an elevator pass, as well as the required duration.

FORMS

All Clinic form templates can be found in SchoolDoc and/or the MBCA School Website (mtbethelchristian.org) under “Quick Links” or “Student Life/Clinic”.

HEAD LICE

The problem of head lice/nits is a common occurrence in schools, and can be difficult to control. Even though lice are not a threat to health, they are a frustrating nuisance and are easily spread to others. The following policy has been implemented to control head lice/nit infestation:

- Parents **MUST** notify the MBCA Clinic immediately if their child or a child’s sibling has been diagnosed with and/or treated for head lice, so that the necessary precautions and appropriate notifications can be disseminated.
- In order to prevent outbreaks in the school setting, any student found to have head lice or nits (or has a sibling that has been found to have head lice or nits) will be sent home. The student must be treated for head lice by the parent at home, or by a physician or head lice removal specialist prior to returning to school. If the child is treated by a physician or lice removal specialist, a note allowing the student to return to school must be provided.
- After being treated for head lice, students must report to the MBCA Clinic to be evaluated prior to going to their homeroom or 1st class period. Students **MAY NOT** ride the MBCA school bus to school, should avoid riding with their normal carpool (if applicable), attend school or any school related activities (INCLUDING Early Eagles, sports practices or competitions, drama/film practices or productions, etc.) until they have been cleared by the MBCA Clinic staff. A parent must accompany the student directly to the MBCA Clinic upon arrival to school - the student **MAY NOT** ride the bus or be dropped off via carpool or walk-up without being released to do so by the MBCA Clinic Staff.
- If a case of head lice has been found or reported in a classroom (Lower School), or a grade level (for Middle and Upper Schools), a letter will be sent home to parents informing them of the incident so that parents are able to monitor their own children for any occurrences of head lice.
- If three or more cases are found in one class, qualified personnel will check every child in the classroom and any other classes with whom the class may have interacted.
- Any notifications regarding head lice sent to parents will be done with the utmost concern for a student’s/family’s privacy. No student names will ever be released by MBCA Clinic Staff.

STUDENT ILLNESS

In order to keep our MBCA students and staff as healthy and safe as possible, in the event of illness or contagious disease, a student should be kept at home until symptoms of the illness have improved, they are feeling well enough to attend school and actively participate in the classroom, and/or a note of re-admittance is issued by your child’s pediatrician.

If your child becomes ill while at school, they will be escorted or sent to the MBCA Clinic or the US Reception Desk where they will be evaluated and treated accordingly.

If the student's condition is stable, but the illness requires services greater than the school can provide, parents will be called to transport the child to a hospital or Urgent Care Clinic with a higher level of care. 911 and ambulance transport will only be contacted if parents are unable to be reached in a timely manner, or the parent chooses to opt for ambulance transport.

In the event of serious illness requiring emergent care, the staff will call 911 and alert any medical personnel on campus, who will evaluate and stabilize the student to the best of their abilities until first responders/paramedics arrive. After the student has been attended to and stabilized, the parents will then be contacted as soon as possible and informed of the situation. If parents are unable to be reached, there will be *no delay* in transporting a student by ambulance to the closest appropriate facility.

Please understand that if a parent is unable to be contacted, the closest appropriate facility may not be the parents "preferred" hospital. Any cost for ambulance transport services will be the responsibility of the parent.

The MBCA Clinic reserves the right to send a student home from school or not permit a student to attend school if it is determined that a child is too unwell to attend school, participate in class, and/or the health of other students and/or staff may be compromised.

If a student is absent from school due to illness, Lower and Middle School parents should inform the child's homeroom teacher and the MBCA Clinic via email at nurse@mtbethelchristian.org as soon as possible.

Upper School parents should inform the Upper School staff of any illness/absence via the attendance email at usattendance@mtbethelchristian.org.

Any "return to school" notes from a student's medical provider should be turned in to the LS/MS/US reception desks when the student returns to school. Please do not send in any medical documents to school in your child's homework folders or backpacks.

Please keep in mind that when your child is ill and not feeling well, they not only provide a risk of spreading illness to other students and staff, but they also will not be performing to their own best abilities. **When in doubt, keep them home.** Teachers and staff are more than willing to assist your child with any make-up work or missed tests/exams once they are feeling better.

MBCA ILLNESS POLICY AND RETURN TO SCHOOL

The following applies to school attendance as well as participation in any MBCA related activities, sports, retreats, camps, productions, school dances, etc..

A student should remain at home if any of the following illnesses should occur:

- **Conjunctivitis (Pink Eye):** Students may return when cleared by a physician, *and* after 24 hours of treatment with any required medications, if deemed necessary by the doctor. A note of readmittance from the physician must be provided to the Clinic.

- **Cough/Croup:** Students should remain at home until they are breathing comfortably, their cough is improved and is not disruptive to your child and/or the normal activities in their class. The student must have been fever-free without the use of any fever reducing medications such as Tylenol (Acetaminophen), Motrin/Advil (Ibuprofen), Aleve (Naproxen), etc. for a minimum of 24 hours prior to returning to school, *and* they are feeling well enough to attend school and participate in class.

- **Diarrhea:** If a student has an episode of loose stools which are not caused by a known and previously documented food allergy or intolerance, special diet, any medications, or chronic illness, the child should be kept at home. They may return to school after a minimum of 24 hours since the last episode of diarrhea without the use of any anti-diarrheal medications, **AND** they are feeling well enough to attend school and participate in class. If the child experienced fever as an accompanying symptom, they must have been fever-free without the use of any fever reducing medications such as Tylenol (Acetaminophen), Motrin/Advil (Ibuprofen), Aleve (Naproxen), etc. for a minimum of 24 hours prior to returning to school, **AND** they are feeling well enough to attend school and participate in class.

****** If your child has a medical condition that causes frequent diarrhea that is not related to an infectious illness (ie. food allergy or intolerance, antibiotics or other medications, or chronic illness, etc.), the Clinic *must* be provided with a note from your child's physician stating the cause of your child's symptoms and plan of care upon return to school.

- **Fever:** If your child's temperature is 100.4 F degrees or higher, the student should remain at home. Students must be fever-free, **WITHOUT** the use of any fever reducing medications such as Tylenol (Acetaminophen), Motrin/Advil (Ibuprofen), Aleve (Naproxen) for a minimum of 24hours prior to returning to school.

If your child is sent home from school with a fever, they will need to remain at home the following day **AND** until they have been fever-free for at least 24 hours **WITHOUT** the use of any fever-reducing medications, **AND** they are feeling well enough to attend school and participate in class. Many OTC multi-symptom cold/cough medications contain Tylenol (acetaminophen) which can mask fever and make the student feel well.

Please check labels on any multi-symptom cold medications for this ingredient to make sure that your child has not received any fever-reducing medications before making the decision for their return to school.

- **Impetigo:** Student may return to school after a minimum of 24 hours of starting topical or oral antibiotics. A note from the prescribing physician must be provided to the Clinic, and any exposed areas of infection must be completely covered with a bandage or dressing. In the event of an impetigo infection on the student's face or head, parents *must* contact the MBCA Clinic prior to their return to school.

- **Influenza:** Student may return after a minimum of 24 hours of being fever and symptom-free without the use of any fever reducing medications *and* they are feeling well enough to attend school and participate in class.

- **Ringworm:** Students may return to school 24 hours after starting treatment and a note has been provided by the child's physician that they have been cleared to return to school.

- **Strep Throat:** Student may return to school after they have been treated with antibiotics for a minimum of 24 hours, they have remained fever-free for a minimum of 24 hours without the use of any fever-reducing medication, AND the student feels well enough to attend school and participate in class.

- **Vomiting:** If a student has vomited at home for any reason without a known cause, (ie. food intolerance, ingestion of an allergen, use of antibiotics/medications, or a known chronic illness), they may not attend school. If vomiting occurs at school that does not have a known cause as listed above, they will be sent home. The student must not return until he or she has not vomited for a minimum of 24 hours, WITHOUT the use of any anti-nausea medications.

** If your child has a medical condition that causes vomiting that is not related to an infectious illness (ie. food allergy or intolerance, antibiotics or other medications, or chronic illness, etc.), the Clinic must be provided with a note from your child's physician stating the cause of your child's symptoms and plan of care upon return to school.

STUDENT INJURY

If your child is injured at school, they will be escorted or sent to the MBCA Clinic or the US Receptionist where they will be evaluated and treated accordingly. An elevator pass (if available) will be provided if the injury warrants this.

If the student's condition is stable, but the injury requires services greater than the school can provide, parents will be called to transport the child to a hospital or Urgent Care Clinic with a higher level of care. 911 and ambulance transport will only be contacted if parents are unable to be reached in a timely manner, or the parent chooses to opt for ambulance transport.

In the event of serious injury requiring emergent care, the staff will call 911 and alert any medical personnel on campus, who will evaluate and stabilize the student to the best of their abilities until first responders/paramedics arrive. After the student has been attended to and stabilized, the parents will then be contacted as soon as possible and informed of the situation. If parents are unable to be reached, there will be *no delay* in transporting a student by ambulance to the closest appropriate facility. Please understand that if a parent is unable to be contacted, the closest appropriate facility may not be the parents "preferred" hospital. Any cost for ambulance transport services will be the responsibility of the parent.

MEDICATIONS

The Lower & Middle School Campus Clinic and Upper School Campus Receptionist provides a small formulary of over-the-counter medications that can be administered to your child, should they become ill or injured during the school day. Please make sure to review and complete the Medication Administration section of SchoolDoc as prompted, indicating which medications you are comfortable with the MBCA administering to your child. **Please do not leave this section unanswered** - we cannot administer any medications to your child without your specific permission. We will make an attempt to contact you, but if we are unable to reach you, we will have to send your child back to class without treatment.

Students ARE NOT allowed to carry *any* medications, OTC and/or prescription, on their person while at school property or during school related activities without prior approval by the MBCA Clinic staff *and* a note from a medical provider. This includes any rescue medications such as epinephrine injectors and inhalers.

If, while at school, your child will need to take *any* prescription *and/or* over-the-counter medications you choose to send in from home, you must:

- Send in any medications in the original OTC packaging labeled with the student's name, grade and homeroom teacher, if applicable.
- Send in any prescription medications in their original pharmacy container that includes the student's name, medication name, dosing and administration information, and the prescribing provider's information. You can request a separate container to be kept at school from your pharmacy, if needed. Prescription inhalers must be submitted in their original packaging that includes the above requested information.
- All labels must be legible.
- All medication must not be expired. MBCA *cannot* dispense any expired medications. We will do our very best to keep up with expiration dates, but ultimately this is the parent's responsibility.

SPECIAL NEEDS OR SIGNIFICANT ILLNESS

If your child has any special needs or illnesses (allergies, asthma, diabetes, seizures, mobility issues, metabolic disorders, heart issues, etc.), please notify the MBCA Clinic immediately. We want to know as much about your child as possible so that we can properly assist in their care. We also know that families of children with long-term issues know their own child best. Please discuss with us how you would like your child to be cared for while at school.

SPORTS PHYSICALS

Student's participating in any MBCA related sports activities *must* have an up-to-date sports physical uploaded in SchoolDoc prior to any summer camps, practices, work-outs, games, races, competitions, matches, meets, etc.. This is a requirement of all sports divisions in which MBCA teams participate. Sports physicals are good for one calendar year only. If you have any questions regarding this, please contact the MBCA Clinic or the appropriate Athletic Director for each campus.

In partnering with you to provide for your child's health and wellness while at school, privacy is paramount. The MBCA Clinic requests that parents refrain from discussing health issues with others or posting information or questions on social media. This applies to any and all school-related groups on any social media platforms, including email, texts, Facebook, WhatsApp, Instagram, X, etc.. This will help our community avoid rumors and inaccurate information being spread about our students, staff, families, and health-related policies.

CONCUSSION POLICY - Return to Learn & Activity Protocol

If a student has been diagnosed with a concussion, parents are required to provide the following information to MBCA:

- After a concussion, a student must have medical clearance to return to class and activities.
- A note from the student's doctor with the diagnosis and recommendations could include but are not limited to, school accommodations, medical clearance for return, referral to a specialist, or other specific next steps.
 - Documentation will be shared with the teaching team, division office, clinic, and athletic trainer.

- The medical documentation for the student’s concussion protocol should be comprehensive and include, but is not limited to:
 - A timeline and plan for transitioning back to academic work and classroom instruction that would outline specific accommodations.
 - A timeline and plan for transitioning back to athletic activity, with any specific limitations or requirements.
 - Any other information deemed necessary by the student’s physician.
- If a student experiences an extensive recovery period, the school will require a regular update from the physician. The update should include current cognitive functioning, an updated timeline for return to school, adjustments to recovery protocols, and any additional information needed to meet the student’s learning needs.

INCLEMENT WEATHER NOTIFICATION

(2/2024)

MBCA will typically, but not always, close when Cobb County schools close due to inclement weather. Closure information will also be posted on the school website, LMS (Blackbaud), social media (Facebook and Instagram), and sent to current families via the school’s Mass Communication System. MBCA may alter this policy when deemed appropriate. See below for information on adaptive learning in the event of school closure.

MBCA Athletics (practices and games) and co-curricular activities will not take place in the event of a school closure or early dismissal. The athletics department will communicate directly if events are impacted by a late start or an opponent’s inclement weather policies. In the event of inclement weather affecting dismissal safety (carpool and/or walk up), parents will be notified of any changes to the dismissal process by 2:15 p.m. via the Emergency Communication System.

School Closing and Adaptive Learning

The safety of students and staff is our top priority. If MBCA needs to close, switch to adaptive learning, or delay our start time, that information will be shared according to the Inclement Weather Notification policy.

In the event of inclement weather, students will enjoy the first day of school closure with no class requirements. In the event that students are unable to safely return to campus after day one, and assuming students/faculty have power and internet, students would then switch to Adaptive Learning based on the guidelines below:

Students in Grades JK-3rd:

On the second day of a school closure, parents of students in grades JK-3 will receive activities through Blackbaud to complete at home.

Students in Grades 4th-12th:

On the second day of school closure, students in grades 4-12 will participate in adaptive learning by accessing directions and assignments posted to Blackbaud. Teachers may communicate specified times for office hours or brief times of instruction.

MANDATED REPORTING

Including but not limited to the following examples and in accordance with state/local laws and school-wide policies, suspected incidents of child abuse or neglect, on-site illegal possession or use of a controlled substance, and on-site possession or use of a weapon will be reported to the school administration, along with the appropriate authorities, in accordance with MBCA internal reporting/disciplinary protocols.

SAFETY AND CRISIS PLAN

The Academy's administration works with a crisis communications specialist to develop and maintain a framework to guide leadership's communication efforts during a crisis. Every crisis is different. Each will have its own unique set of circumstances that will require customized approaches and actions.

Fire drills, tornado drills, code red drills, and first responder drills are conducted periodically throughout the school year. In the case of an actual emergency, MBCA will notify parents of necessary information through the Emergency Communication System.

SCHOOL VISITORS AND VOLUNTEERS

(6/2024)

MBCA welcomes visitors. MBCA requires visitors to sign in through the reception desk to receive identification to be worn while in the school. Visitors, including student-age visitors, must contact the appropriate division office at least 48 hours in advance requesting approval. Generally, student-age visitors will only be given permission on an infrequent basis (once or twice per year) to visit during lunch. Lunchtime visitors must also comply with current student and lunchroom rules, such as no outside food or drinks, no cell phones, etc.

Chaperones and Volunteers

MBCA is thankful for the many volunteers who make the school program a success and enrich the lives of students. Teachers or administration may set limits on the number of volunteers per activity to preserve the value of the experience.

To help ensure the safety of students and the success of their service, MBCA asks volunteers and chaperones to comply with the following guidelines:

- All chaperones will be required to submit a *Background Check Authorization* at least two weeks prior to the date of event. Background checks must be performed every three years.
- Chaperones and volunteers are representing the school and upholding its policies. All adults, from employees to volunteer chaperones, who are serving on behalf of the school, must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- When volunteering or chaperoning, siblings should be left at home so that volunteers may devote all their attention to the students under their care.
- Chaperones will be assigned to oversee a group of students, and each chaperone needs to be able to fulfill those responsibilities.

CO-CURRICULAR / ATHLETIC PARTICIPATION

The MBCA Athletic Program plays an important role in the life of a student's educational and spiritual process. The level of participation and competition is based on the development, ability, and interest of each student athlete. The purpose of athletics is to teach the student athlete not only the fundamentals of sports, but what it means to have pride in one's self and school and to be the very best he or she can be. Teaching sportsmanship and how to deal with adversity provides student athletes the opportunity to deal with real life as they grow and mature. (See [Athletic Handbook](#) for specific athletic policies)

GHSA

MBCA Upper School competes under the rules and regulations for the Georgia High School Association. This includes both athletic and academic/arts competitions. Eligibility and participation requirements are determined by the GHSA constitution. MBCA has additional participation requirements beyond the GHSA rules. Any MBCA specific requirements may apply to all co-curricular activities or may vary by activity. Please see the Academic Warning and Academic Probation sections for more details.

FIELD TRIPS

Field trips are scheduled to areas and activities of interest when such trips will enhance the educational experience. Field trips and class trips are a privilege, and the school retains the right not to allow a student to attend these events, and the right to remove a student from a trip at parental expense. Admission to local field trip events is covered by tuition. Additional funds may be collected for grade-specific overnight trips.

Students should not bring any electronic devices unless specifically authorized by the faculty members in charge of the trip. Phones are not to distract from the educational outing; typically students should not bring or use earphones for their devices.

Students in Grades 9th-12th:

Unless exceptional circumstances require otherwise, students travel in school-authorized transportation provided by the school rather than in cars driven by parents/students. Unless otherwise specified, students may bring cell phones for emergency contact purposes. Students may only use cell phones when allowed by faculty chaperones.

STUDENT INTERNSHIPS AND SERVICE WORK REQUESTS

Internships and service hour opportunities at MBCA, or with MBCA faculty/staff, are available only to MBCA students. We are not able to host students from other schools.

When applicable, MBCA supports and facilitates shadow opportunities and internships for MBCA Upper School students and any student who has graduated high school and seeks post-graduation field experience.

LOWER SCHOOL POLICIES

LS ACADEMIC POLICIES

Academically At Risk (AAR) Standards and Procedures

It is our desire and intent that every child at MBCA experiences academic success to the fullest extent of their God-given ability. Since every child is unique, we should (and do) expect some natural variation in each child's academic progress. But within this accepted variation, we are careful to look for signs of excessive struggle and intervene wherever possible to bolster a child's opportunities for success.

The AAR process exists to aid us in identifying students who may be at risk for academic struggle and allow us to respond with intentionality and increase our chances for an improved outcome. Students qualify for AAR designation (principally) by one of two means, a) failing the subject(s) of math and/or reading within a nine week grading period, and/or, b) scoring in the lowest two stanines on the annual ERB assessment in reading comprehension or mathematics. When either of these conditions exist, or if the preponderance of other conditions warrant, the teacher(s) will contact the parent(s) to schedule a conference. The purpose of this conference is to review the struggle that led to the AAR designation and agree on a plan for remediation. The homeroom teacher, in coordination with the Division Head, will follow-up in writing to ensure adequate progress toward the agreed goal is being achieved.

The AAR designation is removed when adequate progress in the deficient areas is sustained over two full quarters. If adequate progress cannot be sustained, enrollment in the Pathways program for the affected subject(s) or referral to a different school placement may be required. The AAR designation does not appear on a student's permanent transcript – it is for internal purposes only.

Assignments and Projects

Assignments are to be completed and turned in on or before the assigned due date. If a student chooses to return an assignment after the due date, one letter grade will be deducted from the overall grade of the assignment for each day the assignment is late. After three days, the assignment will not be accepted for a grade and a zero will be given for that particular assignment.

Standardized Testing

Standardized testing is administered yearly in the fall to students in grades 2-5. Reports will be sent home to parents, who are welcome to schedule a conference with the homeroom teacher to discuss the results if there are any questions. If a student is absent on a testing day, every effort will be made to administer any missing tests upon the student's return. We will give priority to tests covering Reading and Math skills.

Student Evaluation

The evaluation of each student's progress is a dynamic, ongoing process carried out by each teacher. Each student is encouraged to do their personal best based on their own God-given ability and not based on how they compare to someone else. Students should be praised when they achieve their personal best. The school year is divided into two semesters. Student progress is formally reported online halfway through each semester at the end of each nine weeks. Report cards are issued at the end of each semester.

Academic grading scale is as follows:

Kindergarten

✓ Demonstrates performance of skill

- X Skill is not mastered
NA Skill not evaluated at this time

First through Fifth Grades:

- A 90 – 100
B 80 – 89
C 73 – 79
D 70 – 72
F 69 and below

Science, Social Studies, and Specials grading scale is as follows:

- S Satisfactory
NI Needs Improvement
N/A Not applicable

Honors and Awards (7/2024)

Criteria for President's Education Award for Outstanding Academic Excellence (Fifth Grade Only):

95% yearly average in each of the core subjects of Math, Science, Social Studies, Reading, Grammar/Writing, and Bible.

Criteria for Principal's Honor Roll (Fourth and Fifth Grades):

96% numeric average in Grammar/Writing, Reading, Math, Bible, Social Studies, and Science.

Criteria for Honor Roll (Fourth and Fifth Grades):

92% to 95.99% numeric average as calculated below in Grammar/Writing, Reading, Math, Bible, Social Studies, and Science.

Teacher Communication and Conferences

Parent/teacher conferences are held prior to the beginning of the school year, the end of the first quarter, and whenever else deemed necessary. Conferences with specific teachers may be requested at any time by emailing the teacher(s). Teachers will return emails within one business day during the work week.

LS BEHAVIOR MANAGEMENT AND STUDENT DISCIPLINE

(5/2024)

Philosophy of Behavior Management

In alignment with the school's mission and [discipline philosophy](#), teachers establish a classroom management plan for their class that supports students in being respectful, responsible, and honest problem solvers. Classroom management plans are communicated to parents at the beginning of the school year. Each plan aims to:

- Recognize the intrinsic value of all children
- Responds to the whole child to identify and address the root issue (academic, social-emotional, spiritual, environmental, physical)
- Protect the safety and well-being of all students
- Define expectations for desired behavior, social skills, and values consistent with [MBCA Standards of Conduct](#)
- Provide accountability using age-appropriate consequences focused on teaching desired

- behaviors, skills, and values
- Collaborative partnership with parents and all involved teachers

LS Disciplinary Process

Tier 1: Teachers provide classroom-level intervention for inappropriate behavior and accountability. Disciplinary action at this level focuses on teaching the missing skills underlying the inappropriate behavior. This includes parent communication, documentation, and response. Most behaviors are diffused at this level; however, when behaviors are compacted or persistent, student support escalates to Tier 2 response.

NOTE: *Behavior resulting in student harm is addressed with Tier 2 strategies; physical aggression is immediately directed to the LS Administration (see Tier 3). *First-time major offense of academic dishonesty is directed to the LS Administration (see Tier 3)

Tier 2: When a pattern of similar behavior persists or increases in intensity or frequency, despite classroom support and initial parent communications, teachers will make a short-term individualized behavior plan. Teachers communicate with parents to define persistent concern, engage the family in collaboration, and share intervention plans. At this point, a parent-teacher conference may be required.

Tier 3: Directed by the LS Administration, Tier 3 response addresses major behavior infractions, as well as inappropriate behavior persists despite classroom intervention. Major behavior infractions will result in immediate removal from the class activities. Considering the nature and circumstances of the behavior, the level of impact on the learning environment and peers, and frequency, disciplinary action will be determined accordingly by the LS Administration including but not limited to behavior probation, suspension, and expulsion.

CHILDCARE PROGRAMS

After School Program (ASP)

MBCA's After School Program (ASP) exists to provide a safe, learning, and loving environment for children at the end of the school day. Our trained staff create a comfortable atmosphere that compliments the school experience and helps children to enjoy and spend their time wisely between the end of the school day and when parents arrive.

Each day, students participating in ASP are provided with a snack, a quiet place to work on homework, and a variety of play activities. Weather permitting, students participate in outside recreation using the school playground. On-campus athletic activities are also regularly incorporated. ASP is offered from 3:00 p.m. until 6:00 p.m. on most school days. All Families who participate in ASP will need to fill out the consent form.

Before School Program (Early Eagles)

This program provides childcare for parents who need an early morning program for their child. Childcare is provided by qualified personnel from 7:15 a.m through 7:40 a.m. Students must be signed by an adult each morning to attend the Eagle Eagles. Any Lower School child arriving at school prior to 7:40 a.m. must participate in Eagle Eagles. Children arriving after 7:40 a.m should use the carpool line or wait with a parent until the start of walk-up. There is no fee for this service at present, but the Academy may change that policy if deemed necessary.

LS ATTENDANCE POLICY

(7/2023)

Attendance and Absences

Consistent school attendance and engagement is essential to achieve the MBCA mission of academic excellence and spiritual growth. (see [MBCA Attendance Policies](#))

Make-up Work

It is the responsibility of the parent to contact the homeroom teacher to request make-up work. Teachers are not expected to give a student make-up instruction for absences other than illness or family emergencies. The student will have the same number of days to complete his/her work as the number of days he/she was absent. Assessments that were planned prior to the absence may be made up on the day the student returns or rescheduled for a later date. Teachers and parents should work together to determine a schedule for make-up assignments. Timelines may vary at the discretion of the teacher.

Punctuality and Tardiness

Punctual arrival is essential to maintaining helpful routines and starting the school day well. (see [MBCA Punctuality and Tardiness](#))

Excessive Tardies

More than five tardies per semester are considered excessive. When a pattern of excessive tardies begins to negatively impact student growth and/or academic achievement, a parent-teacher conference may be required. Cases of ongoing tardiness are dealt with on an individual basis by the Administration.

Early Check-Out/Late Arrival

When the parent is picking up a student early, it is the parent's responsibility to come to the office to sign the child out and to designate the reason for leaving. If the child is late to arrive or returns to school that same day, the parent should return to the office to sign him/her in with a physician's note, if applicable. See additional details outlined under [Dismissal - Early Check-Out](#).

Items for Students

Parents should not deliver forgotten items to school, as students need to learn responsibility and accountability through natural consequences. Items delivered to the office after the start of the school day, e.g., laptops, and textbooks, water bottles, assignments and projects, instruments, athletic clothes, etc. will **not** be distributed to students until the end of the day. Classroom instruction cannot be interrupted to relay messages to students about forgotten items.

LS ARRIVAL AND DISMISSAL PROCEDURES

LS Morning Carpool Arrival

Parapros meet students in the morning carpool line by 7:50 a.m. Do not drop students off in the carpool line if an adult is not present. Children arriving after 8:10 a.m. are considered tardy and must be signed in by a parent at the Reception desk.

To maintain safety and efficiency, the following guidelines have been provided:

- Students ready - fully dressed, shoes on, breakfast finished
- Backpacks/materials packed up on laps (not in the trunk of the car)
- Vehicles pull all the way up

- When the car is fully stopped at the sidewalk, students can let themselves out
- Exit students on the right side of the car;
- Drivers should NOT exit vehicles
- Refrain from using cell phones or engaging in other distracting activities while in the drop-off area
- Quickly leave the drop-off area to prevent delays and maintain traffic flow
- Please do not pull around stopped cars in front of your vehicle

LS Silent Dismissal (9/2022)

MBCA is committed to student safety and well-being. MBCA LS families utilize a dismissal app called *Silent Dismissal* to ensure safe and efficient student departures. Using the family login, parents are able to directly select and authorize the best dismissal option for their LS student(s).

In addition to a protected login, each family is provided with a school-issued dismissal number tag (DNT) that is used for both carpool and walk-up processes. The school-issued DNT is quickly recognized by our MBCA faculty and visible at a distance, allowing the information to be logged into the system in a timely manner. Once entered into the system at the check-in area, the student data is populated directly to the classroom's display where students wait to be released to the specific dismissal area. Due to the location of the classrooms, the efficient entry of the DNT is important to maintaining a coordinated flow of students within the building and the families arriving at each pick up area.

Families enjoy greater flexibility with the *Silent Dismissal* app. That is, parents may process adjustments to dismissal location or authorized users by submitting changes directly into the app as late as 2:30 p.m. Parents do not need to differentiate ahead of time between carpool or walk-up; these dismissal options are both included in "pickup" and directly sync to the check-in points on campus; parents simply show up with the DNT in either the carpool or walk-up line. *Nevertheless, it is our recommendation that families strive for as much consistency in pickup routines as possible, especially for younger children who may have difficulty otherwise.

Afternoon dismissal begins at 2:45 p.m. and concludes at 3:05 p.m. Students not picked up by the end of carpool at 3:05 p.m. will be taken to the After School Program and will be billed an ASP charge.

Dismissal - Afternoon Carpool

LS families are encouraged to use carpool, as it is the most efficient and reduces pedestrian traffic in the parking lot when there is a high volume of vehicles moving through the area.

Once entering the carpool staging area, parents should display the school-issued dismissal number tag in the front window of the vehicle. Within the loading zone, vehicles will be directed to pull up in batches corresponding with the numbered loading points. Students will be assisted into their vehicles with the support of our Student Safety Patrol while drivers remain in their vehicles. For the safety of all, please do not pass cars in the loading area.

If the dismissal number tag is not provided, the vehicle will need to exit the carpool line, drive around the front of the church, and reenter the parking lot at the main entrance; you will need to park your car and go to the reception area. The receptionist will be able to call to verify the dismissal when carpool ends at 3:05 p.m.

Dismissal - Afternoon Walk-Up

Parents who choose not to participate in the afternoon carpool line may choose walk-up. The following guidelines support a safe and efficient walk-up dismissal process:

- Present the school-issued dismissal number tag to the teacher at the check-in station located at the front entrance of Lower School
- Follow the line towards the exterior doors of the Lower School Library
- Maintain visibility of the dismissal number tag visible to assist the check-out teacher in quickly connecting students and families.
- To make room for pickups, exit the dismissal area once students have been picked up

Anyone without a dismissal number tag coming through walk-up will be directed to the receptionist area so that dismissal can be verified.

Dismissal - Early Check-Out (12/2023)

In order to ensure the safety and efficiency of the vehicle and pedestrian traffic areas during dismissal, families that need to pick up students early must do so prior to 2:30 p.m. through the Receptionist area in order to be accommodated.

If early dismissal is necessary on Chapel days, students should be picked up prior to the 1:50 p.m. transition to the Sanctuary; students should not be dismissed from the Sanctuary during Chapel.

LS LUNCHROOM CONDUCT

Students are supervised in the lunchroom by staff. Students are expected to adhere to the following lunchroom rules. Failure to do so will result in a misbehavior report to the classroom teacher, who will implement disciplinary actions established for the class.

- Remain in an orderly line while receiving the lunch tray.
- Raise your hand and receive permission before going back for seconds.
- Remain seated at the table until dismissed.
- Talk in quiet voices to immediate neighbors only. Failure to do so will result in a quiet lunch period.
- Do not share or play with food.
- Push chairs under tables when rising to leave the lunchroom.
- A designated student helper will help clean the tables for the next class.
- No fast food, soft drinks, birthday treats, or special treats may be brought to the school lunchroom.

LS PARTIES

Invitations to birthday parties or any other personal correspondence will not be passed out at school. With teacher approval, students may bring special snacks to share to celebrate their birthday, but the classrooms are not the place to conduct individual birthday parties. Classes may have parties to celebrate Christmas, Valentine's Day and the end-of-year. These parties are organized by room parents, and should be limited to no more than one hour.

MIDDLE SCHOOL POLICIES

MS ACADEMIC POLICIES

It is our desire and intent that every student experiences academic success to their fullest potential. Since every student is unique, we expect some natural variation in each student's academic progress. But within this accepted variation, students are expected to maintain a passing average of 70 in each course throughout the school year. In order to monitor progress, our faculty are intentional in identifying signs of struggle and intervene wherever possible to implement support and bolster a student's opportunities for success.

Grading Periods

The school year is divided into two semesters – Semester 1 and Semester 2. At the midpoint of each semester, students will receive a Progress Report documenting each course average and faculty feedback regarding the student's progress. Grades on these reports do not become part of a student's permanent record and do not appear on a student's transcript. At the end of each semester, students will receive final semester grades in each course which will be published on a Final Semester Report Card. All semester grades become part of a student's permanent record and will appear on a student's transcript.

Academic Support

All students' grades will be checked every 3 weeks to monitor progress and ensure academic accountability. Students whose grade at that time is below a 70 in any course will be identified and further communication will be established to support the students' improvement. Students will continue to be evaluated every 3 weeks and if adequate progress is not being made, a student may be placed on an Academic Support Plan in the identified course(s). This will include specified supports such as but not limited to regular school conferencing, outside tutoring, and other intervention strategies that will promote the student's overall content mastery and academic success. In some cases, a private comprehensive psychoeducational evaluation may be required to identify specific learning strategies to support the student. Additionally, enrollment in the Pathways program may be suggested.

Grade and Discipline Requirements for Co-Curricular Activities

Students who wish to participate in co-curricular activities must be passing all courses in order to represent MBCA in any co-curricular. Academic status will be evaluated every 3 weeks throughout the school year. If a student does not meet the academic qualifications after any 3 week check, an Academic Warning will be issued to the student, parents, and coaches/advisors and further communication will be established to support the students' improvement. If a student does not meet the academic qualifications after the next 3 week check, an Academic Probation will be issued to the student, parents, and coaches/advisors, and the student will be ineligible to participate in the co-curricular(s). Ineligible students will continue to be evaluated and may resume participation when it is determined academic qualifications have been met.

Students who are absent from school for more than half a day (four periods), or who are serving a suspension on the day of a co-curricular event, are ineligible to participate in that competition or activity.

In addition to the discipline consequences outlined in the MS Demerit System, students participating in co-curriculars will also be subject to the following disciplinary action. If a student accumulates 7 demerits in a nine-week period, participation in a co-curricular will be suspended from the next event.

Additional infractions could put future participation on the team in jeopardy. These determinations will be left to the discretion of the Middle School AD and/or the Middle School Head.

Academic Failures for the School Year

If a student receives a failing average in one or more core courses for the year, he or she will be required to attend an approved summer school program or receive tutoring and successfully pass a cumulative course assessment with a minimum grade of 75. If attending a summer school program, documentation of the completed coursework and progress from the organization is required. If choosing to work with a tutor, students will be required to complete a minimum of 10 hours with the coursework. The hours completed will need to be documented on the Tutoring Verification Form and signed off on by the tutor.

If adequate progress, as outlined above is not met, a student will be placed on an Academic Support Plan in the identified course for the following school year. This will include specified supports such as but not limited to regular school conferencing, outside tutoring, and other intervention strategies that will promote the student's overall content mastery and academic success. In some cases, a private comprehensive psychoeducational evaluation may be required to identify specific learning strategies to support the student. Additionally, enrollment in the Pathways program may be required. From this point, if adequate progress cannot be sustained, referral to a different school placement may be required.

Absences/Tardies

Students are required to be on time for school and in each classroom when the bell rings. Any student who is tardy must sign in at the office and get a tardy slip before going to class. Excessive tardies are unacceptable and a disruption to the classroom environment. For every three unexcused tardies to school a student accrues, a demerit will be issued. If absences occur during standardized testing, make-ups will be administered if time allows. In the event of an absence, it is the responsibility of the parent to contact the homeroom teacher.

Make-up Work Policy

Students are responsible for checking the LMS (Blackbaud) for any missed work and additional resources, for seeing the teacher to inquire about further questions, and to schedule assessments that need to be made up. Students will have the same number of days to complete his/her work as the number of days he/she was absent. Any additional materials, not accessible through the LMS, can be picked up upon the students return to school. No make-up work will be accepted after the allotted time frame. It is the student's responsibility to contact the teachers with any questions or to receive additional resources if necessary. Teachers are not expected to give a student make-up instruction for absences other than illness or family emergencies.

If a student is absent **only** on the day of a review, where no new content is covered, or an assessment, the student should be prepared to take the assessment(s) on the day of his or her return.

Course Offerings

Sixth Grade

- *Bible
- *Mathematics
- *Science
- *Social Studies
- *English
- *World Language

Seventh Grade

- *Bible
- *Mathematics
- *Science
- *Social Studies
- *English
- *World Language

Eighth Grade

- *Bible
- *Mathematics
- *Science
- *Social Studies
- *English
- *World Language

PE/Health
STEM
Fine and Performing Arts
Strength and Conditioning

PE/Health
STEM
Fine and Performing Arts
Strength and Conditioning

PE/Health
STEM and Robotics
Fine and Performing Arts
Strength and Conditioning

Report cards are produced each semester. A numeric average is calculated each semester consisting of core classes at 100% and all other classes at 50%. *Core classes are indicated above by an asterisk.*

Please note for courses worth Upper School credit (culmination of World Language course 1, Physical Science, and Algebra I), parents and students will be given the option to approve or decline these courses for Upper School credits, understanding that it will be included on the student's Upper School transcript and the course averages will be included in their cumulative Upper School GPA. If choosing to decline a credit, the grade that a student earns in the course will not appear on the student's transcript nor will it be counted in the student's cumulative Upper School GPA.

All Upper School courses taken in Middle School satisfy Upper School graduation requirements. Declining these credits will mean the following:

- Declining the Algebra I credit means the student will be required to take Algebra I in Upper School.
- Declining the Latin/Spanish credit means the student will have to complete a minimum of two years of World Language in Upper School instead of one.
- Declining the Physical Science credit means the student will have to take either Intro to Physics and Chemistry (IPC) or Physics in Upper School.
- Declining any/all of these credits will make it challenging for the student to complete the requirements for the STEM Honors Program.

Grading

Grades are based upon scores on tests, quizzes, labs, homework, class work, projects, and class participation. Teachers will distribute a syllabus during the first week of school that specifies grading procedures and expectations in each class. Grading scale is as follows:

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 73 – 79 | C |
| 70 – 72 | D |
| Below 70 | F |

The following four core courses will have semester exams in eighth grade: math, social studies, English, and science. If a course has a semester exam, the semester grade consists of 80% semester 1 grade and 20% semester 1 exam grade. If a course does not have a semester final exam, the semester grade consists of 100% semester 1 grade.

The following two core courses will have a cumulative semester test in sixth and seventh grades; math and English. This test will weigh the same as a regular test grade.

Homework

MBCA considers homework to be an essential tool to enhance the teaching of subject material presented in the classroom. The quality of returned homework will provide a measure of each student's understanding and give the teacher information to help guide the presentation of the material being studied. Homework, therefore, will be assigned to assist in the instructional process. Teachers will post homework to the LMS.

Honor Roll

Students achieving Honor Roll status are recognized at the end of each semester. The respective grade requirements for each Honor Roll must be met without rounding. For example, an average of 95.99 does not meet the criteria of 96 or higher for the Principal's Honor Roll.

| | |
|--------------------------------|---|
| <i>Principal's Honor Roll:</i> | 96% numeric average and above as calculated below |
| <i>Honor Roll:</i> | 92% to 95.99% numeric average as calculated below |

Report cards are produced each semester. A numeric average is calculated each semester consisting of the core classes at 100% and remaining courses at 50% (see [course offering](#) designations above).

Late Work Policy

Students are expected to have their assignments completed on the due date. Late assignments will be treated as follows:

One day late: 20 points deducted. (This includes work that is handed in after the class period on the date the assignment is due.)

Two or more days late: Work is not accepted for credit and will receive a "zero" for the assignment. Students are still responsible for completing the assignment and for knowing the content covered on the assignment.

Mathematics/English/Social Studies Placements

Middle school math, English, and social studies classes are leveled by ability. They are based on the following criteria:

- Standardized test scores
- Diagnostic tests in math and English, a writing sample, geography test average in social studies
- Test average from the school year
- Anecdotal classroom observations
- Advanced Math and English classes are offered in sixth, seventh, and eighth grades
- Advanced Classic and Medieval History is only offered in the eighth grade to those students who have scored in the top third overall and in geography. Advanced English placement is preferred.

At the conclusion of the school year, placement decisions will be communicated to each family.

Report Cards and Conferences

The academic year is divided into two semesters; each is eighteen weeks in length. Report cards are published after each semester; progress reports are available online at mid-semester. Parent/Teacher conferences are held at the beginning of the school year, the beginning of semester 2, and whenever else deemed necessary. Conferences with specific teachers may be requested at any time by emailing the teacher or the school counselor.

NATIONAL JUNIOR HONOR SOCIETY

(6/2024)

Club Description

MBCA has received a chapter of the National Junior Honor Society (NJHS), one of the nation's premier organizations established to recognize outstanding middle school students. More than an

academic honor society, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. While not required prior to induction, members in NJHS are expected to engage as active leaders and citizens in our community. NJHS will provide many opportunities for members to be involved, but we hope that they will also exude these qualities in all that they do.

Applying to NJHS: Students who are interested in joining NJHS must submit an application, which will include a written statement about why they are interested in becoming a leader within the school as a member of NJHS. NJHS sponsors will review applications and determine eligibility based on the criteria below.

NJHS Grade-level Eligibility: Students are eligible to apply for induction to NJHS once they have completed the second semester of their 6th grade year. Transfer students are eligible to apply for induction once they have completed two semesters at MBCA, or by immediate transfer from another chapter of NJHS.

NJHS GPA Eligibility: At the beginning of each semester, 7th and 8th grade students attaining a 96% average will be eligible for consideration. This average is calculated cumulatively using the two most recent semester averages. Additionally, the most recent of those two semesters must be 96% or greater.

NJHS Service Hour Requirements: Applicants must meet the minimum number of MBCA service hours for induction into NJHS. Eligible service hour activities follow the same guidelines as our MBCA Service Program requirements. Current members will be required to go above and beyond the grade-level requirements for each year. NJHS will also have planned group service opportunities in which members will serve the MBCA and local communities (does not contribute to individual service hour accumulation if the activities take place during the normal school day). Service hours completed over the summer can be applied toward the Fall Semester.

NJHS Membership Service Hours Required: 7th Grade: 11.25 hours per semester; 8th Grade: 15 hours per semester.

NJHS Disciplinary Eligibility: Any student who received more than 3 demerits in the previous semester will be ineligible for induction into NJHS.

Conditions for Probation from NJHS

Probation based on GPA: If a current member does not maintain GPA standards, they will be placed on probation for one semester. At the completion of the semester, if the student has raised their GPA to the standard then they will be reinstated to full membership status. If the student has not remediated their GPA, then they will be removed from NJHS.

Probation based on failure to meet Service Requirements If a student does not meet the service hour requirements at the end of their 7th-grade year, they will be placed on probation to start the next year. If a student that is on probation to start 8th grade does not achieve at least 15 hours by the end of Fall Semester, then they will be removed from NJHS.

Probation based on Discipline

NJHS Members must have no more than 3 demerits per semester. When a member reaches three demerits in a semester, NJHS sponsors will conference with the student. Upon reaching four demerits in a semester, sponsors will again conference with the member student, at which point he/she may be placed on probation, or potentially removed from NJHS.

Reapplication After Removal From NJHS

Any student removed from NJHS after a probationary period will be eligible to re-apply for re-induction as soon as they meet the eligibility criteria.

MS DEMERIT SYSTEM

Students will receive demerits for specific disciplinary infractions as outlined below. Administration will exercise the appropriate consequences at its discretion. The demerit system starts over at each established nine-week mark regarding consequences; however, if a student accumulates 15 behavioral demerits in a year, the student will be placed on probation and attendance on capstone trips and school activities will be in jeopardy. Funds previously paid will **not** be returned.

Consequences for the Accumulation of Demerits during a nine (9) week period:

Demerit 1 and 2: Warnings

Demerit 3: Discipline Review 1 (30 minutes). A student is permitted to reschedule a discipline review once because of conflict with an athletic event, appointment, etc. Failure to attend after that will result in an additional review.

Demerit 5: Discipline Review 2 (1 hour).

Demerit 7: Student and parents must attend a meeting with the Dean of Students, and the student must attend Saturday School (4 hours). Parent is responsible for compensation of the proctor.

Demerit 9: Parents and student meet with the Division Head and student is placed on Probation.

Demerit 11: In-School or Out-of-school suspension determined accordingly by administration. Parents and student meet with administration.

Demerit 13: Expulsion

Administration may schedule a conference with parents, students, and teachers on an as-needed basis to discuss behavioral or organizational infractions.

In-School or Out-of-School Suspensions

Students are expected to turn in all work due during an in-school or out-of-school suspension. All work will be due the day the student returns to in-person learning. In the event a student is serving more than one day of in-school suspension, the work is due the next day. Work turned in the day the student returns will be graded without academic penalty; work turned in after that day will be considered late. Students should check the LMS to get assignments if necessary. All assessments during an in-school suspension will be taken on schedule. All assessments missed during an out-of-school suspension must be made up the day a student returns to school. If a student is unable to make up all missed tests that day, the student must see each teacher to make a schedule for making up all missed assessments. Students may not participate in or attend any school-related activities after school on the day of serving a suspension.

Demerit System

| | | | | | |
|------------------|-------------------|-------------------|-------------------|--------------------|--------------------|
| <i>1 Demerit</i> | <i>3 Demerits</i> | <i>5 Demerits</i> | <i>7 Demerits</i> | <i>10 Demerits</i> | <i>12 Demerits</i> |
|------------------|-------------------|-------------------|-------------------|--------------------|--------------------|

| | | | | | | |
|--|--|--|--|----------------|-----------------------------------|--|
| Tardy to class | The third or more occurrence of a minor offense listed in column one. | Major offenses or second offense of behaviors listed in second column. | Bullying*/ fighting/hitting * Please see bullying definition . | Skipping a day | Possession of a firearm or weapon | |
| Horseplay | Any behavior in class, Chapel, lunch, etc. considered excessive or inappropriate | Swearing | Major abuse of technology such as pornography, sexting, or altering other student's work | | | Possession or use of tobacco, alcohol, vape products, or narcotics |
| Disruptive behavior | | | | | | |
| Misuse of technology | Inappropriate teasing | Skipping class | Use of racially insensitive, discriminatory and/or sexual language | | | Extreme instances or repetition of any infraction that usually results in suspension |
| Abandoned laptop | Excessive horseplay | Repeated/ excessive Honor Code violation | | | | |
| Laptop left at home | | | | | | |
| Cell phone/device violation | Inappropriate use of social sites such as Instagram, TikTok, etc. | Destruction of property, personal or school (student pays for repairs) | Insubordination | | | |
| Inappropriate language | Defacing of or tampering with property (student pays for repairs if necessary) | | | | | |
| Accumulation of 5 organizational infractions | Honor Code violation | | | | | |
| Accumulation of 3 compliance infractions | Student shows disrespect, dishonesty | | | | | |
| | Inappropriate physical contact or intimidation (minor offense) | | | | | |

Compliance Infractions

The Middle School seeks to support students in maintaining the MBCA standard of dress and appearance expectations. Compliance Infractions will be issued to any student who is out of compliance with Middle School uniform requirements and dress code. The Dean of Students will track these violations, which will be viewable in the Conduct section of the LMS system. After the accumulation of three compliance infractions, a demerit will be issued to the student.

Organizational Infractions

The Middle School seeks to help students develop successful organization skills and strives to monitor and support students who need additional assistance. Organizational infractions will be issued to any student who is unprepared for class. The Dean of Students will track these infractions, which will be viewable in the Conduct section of the LMS system. After the accumulation of five organizational infractions, a demerit will be issued to the student.

Student Feedback

Depending on the incident, we may ask students to provide a verbal or written account of what occurred. It's important to us that we know the facts of a given situation so that we can deal fairly with all parties involved. We cannot rely on fading or foggy memory, or what someone thinks they heard or said, so we often have students write out their version of an incident. Having a student write out what he/she said, saw, or heard (as close to the event as possible) gives us the greatest likelihood that we are dealing with the whole story and, as much as can be discerned, the accurate story. Parents will be notified when this occurs.

MS LOGISTICAL PROCEDURES

Arrival

Middle School students arriving prior to 7:45 a.m. will remain in the third-floor commons area until released to go to their lockers. Middle School homeroom begins promptly at 8:00 a.m. Students are expected to have all materials and be in class at that time.

After-school, Dismissal Procedure, and Guidelines

Middle School dismissal is at 3:15 p.m. each day. An after-school program is available for students from 3:15 p.m. to 6:00 p.m. Students must register in advance for this program. Students who remain on campus for church activities after this time are not the responsibility of MBCA. For the safety and security of students, they should not be left unattended on campus. Students should not loiter in the building or the gymnasium. Students who wish to watch after-school sporting events may remain on campus, but a supervising adult must be present with them. Students who are still on campus and unsupervised by an adult after 3:30 p.m. will be accompanied to the after-school program and charged accordingly.

Students who attend activities on the school or church campus after school dismissal must be picked up at dismissal time and returned at the appropriate time for the activity. MBCA staff will not be responsible for the supervision of these students after dismissal.

Items for Students

Parents should not deliver forgotten items to school, as students need to learn responsibility and accountability through natural consequences. Items delivered to the office after the start of the school day, e.g., laptops, and textbooks, water bottles, assignments and projects, instruments, athletic clothes, etc. will **not** be distributed to students until the end of the day. Classroom instruction cannot be interrupted to relay messages to students about forgotten items.

Lockers and Locks

Lockers and locks are assigned to students annually. Students may not switch lockers or locks or open other students' lockers. Lockers should remain locked except when being accessed by the student. Lockers and locks are property of MBCA and may be inspected by MBCA personnel at any time. Lockers are to be kept neat and clean. Use of stickers is not permitted. Students may only visit their

lockers during designated locker breaks and during class changes. Students are not permitted to deface or write on lockers at any time.

Lunch

Students may bring lunch from home at the beginning of the school day. No fast food, soft drinks, birthday or special treats may be brought, or dropped off, to school or the lunchroom. If any food of this nature is dropped off, it will remain at the front desk until the end of the day.

MS Parties

Middle School students have two school-sponsored activities during the year. Any school-sponsored activity must be approved by the Division Head. Birthdays in this division are not celebrated during the school day. We recognize student birthdays each morning on the daily announcements.

Invitations to birthday parties or other personal correspondence should not be passed out at school.

MS Eagle Service Program

The purpose of the Eagle Service Program is to teach students the joy of selflessly serving others in the name of Jesus Christ. This is done by showing the love of Christ to those in need through practical deeds in obedience to God's command to spread His love through word and deed. At MBCA, staff is committed to helping students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help students grow in character, wisdom, and discernment.

Program Goals for Students:

- Make a difference for Christ in the community.
- Use your God-given talents to help others.
- Reach out in Christian love by helping an individual or organization.
- Help in uplifting the body of Christ through volunteer service to others.
- Build a positive self-image based on your willingness to extend help to those in need.

Service Hour Requirements:

- All students in Middle School are required to participate in the Eagle Service Program.
- A student must complete a minimum of the following hours of service during each year of study at MBCA: *6th* Grade - 10 hours / *7th* Grade - 15 hours / *8th* Grade - 20 hours
- Students who exceed the requirements by at least double the minimum hours will be recognized at the Middle School Awards Ceremony in May. More details can be found in each student's service hour account.
- A minimum of one-half of the required hours must be completed by December 1 in order for students to participate in the Christmas celebration.
- All remaining hours must be completed by May 1 in order for students to participate in Field Day.
- In order to receive credit for and to document the service, students must submit the Eagle Service Program Form through the appropriate online site. The site information will be provided at the beginning of the school year and is available through the Middle School office. Eagle service hours completed during the summer will be applied to the upcoming school year.

Agency Selection:

Each student may choose their own agency or project.

Guidelines for Service Activities:

All service hours must be completed at a non-profit agency or with people who have a demonstrated need. Service hours may not be completed for immediate family or for compensation. Participation in school clubs, sports, and House related activities will not count. A student may earn a maximum of 12 service hours per day (camp, mission trips, etc).

UPPER SCHOOL POLICIES

US ACADEMIC POLICIES

In instituting the following academic policies, the school has attempted to take into account as many scenarios as possible. However, in the event of unforeseen circumstances, the school reserves the right to make exceptions to these policies.

GRADUATION REQUIREMENTS

Academic Requirements

Following are the minimum graduation requirements for Mt. Bethel Christian Academy. Upper School credits earned in Middle School will count toward these requirements. While these requirements will satisfy the entrance requirements of most universities (including all University System of Georgia schools), ***individual colleges and universities may have particular requirements beyond these. Students and parents are urged to check with individual colleges and universities to be aware of their requirements.***

Bible: 4 credits

All students must complete one Bible course each year at MBCA. For students who transfer to MBCA after the ninth grade year, this requirement will be adjusted so that students will need to earn one Bible credit each year at MBCA.

English: 4 credits

All students must complete English 9, English 10, English 11, and English 12 or the Honors/AP alternatives.

Mathematics: 4 credits

All students must complete Algebra I, Geometry, Algebra II, and one year of mathematics beyond Algebra II or the Honors/AP alternatives.

Science: 4 credits

All students must complete Biology, Chemistry, either Physical Science, Intro to Physics and Chemistry, or Physics, and one additional science credit.

Social Studies: 3 credits

All students must complete US History, one credit of a World History course, and one additional Social Studies credit. Beginning with the class of 2027, four credits are required including Human Geography, World History, United States History, Government (0.5), and Economics (0.5).

World Languages: 3 credits

All students must complete at least three years of world language with at least two years of the same language. Beginning with the class of 2027, two credits are required with both credits being from the same language; three years of language are strongly recommended.

Fine Arts: 1 credit

All students must complete one year or two semesters of Fine Arts courses.

Physical Education: 1 credit

All students are required to take Health and an active Physical Education course such as Personal Fitness or Strength and Conditioning. Students who complete at least two seasons of participation in an athletic co-curricular may apply to waive the active Physical Education course requirement.

Electives: 1 credit

All students must complete one year of Rhetoric. Beginning with the class of 2027, students must complete an additional 0.5 credit in Personal Finance.

TOTAL: 25 credits

Service Hour Requirement

All students must complete a total of 20 hours of service for each school year the student is enrolled in the Upper School. See Eagle Service Program section for more details.

US GRADES

Grading Scale

A student's grade should accurately reflect the student's level of mastery of the material covered in the course. The school will use the following as a guide in determining the meaning of a grade.

- A: 90-100
An "A" indicates mastery of the course material. The student making an A should be capable of teaching and explaining the course material to a peer.
- B: 80-89
A "B" indicates the student has a good understanding of the course material. The student should be able to explain much of the course material to a peer.
- C: 73-79
A "C" indicates the student meets the basic requirements of the course.
- D: 70-72
A "D" indicates the student meets the absolute minimum requirements of the course and is in danger of not meeting those requirements.
- F: Below 70
An "F" indicates the student does not meet the minimum requirements of the course.

While grades are significant, they are not indicative of a student's worth as a child of God. The diligent student who lives in obedience to God will please Him regardless of whether the student makes A's. God has given much to each student, and the mission of the school is to help all students develop their God-given abilities and talents and use them to glorify His name.

Grading Periods

The school year is divided into two semesters – the first or fall semester and the second or spring semester. All Upper School courses are classified as one-semester courses for which students may earn one-half of a credit.

At the midterm of each semester, students will receive interim grades in each course and an Interim Progress Report. Interim Progress Reports serve as a checkpoint for teachers, parents, and students. Grades on these reports do not become part of a student's permanent school record and do not appear on a student's transcript. At the end of each semester, students will receive final semester grades in each course which will be published on a Final Semester Report Card. All semester grades become part of a student's permanent record and will appear on a student's transcript.

During the semester, teachers are encouraged to update gradebooks as soon as possible after student work has been submitted. At a minimum, grades will be updated at the end of each grade update period (typically every three weeks) for purposes of determining whether students are placed on Academic Warning or Academic Probation.

Credit for Courses Taken at MBCA Upper School

Students must earn a final semester unweighted grade of 70 or higher in order to earn one-half of a credit for the course.

Full-year courses are divided into two semesters; each semester is considered to be two separate courses. Students will receive a final grade each semester for the work done during that semester.

For full-year courses, if a student fails the first semester but passes the second semester with a high enough grade that the *average* of the two semester grades would be a 70 or higher, then the first semester grade will be recorded as a 70 and the second semester grade will be lowered by the number of points required to raise the first semester grade to a 70. For example, a student who earns a 68 for the fall semester and a 74 for the spring semester would have a first semester grade of 70, a second semester grade of 72, and would receive 0.5 credit for each semester of the course. However, if a student passes the first semester of a course but fails the second semester, no adjustment of grades will occur.

Upper School Credit for Courses taken in Middle School

If students earn passing grades in the following courses taken at MBCA's Middle School, the courses will be transferred to the student's MBCA Upper School transcript along with the grade and credit as specified for each course:

- Algebra I
 - Course name
 - Numerical grade, which will be included in the student's cumulative MBCA overall average
 - One credit
- Spanish IA and Spanish IB or Latin IA and Latin IB
 - Course name
 - Numerical grade, which will be included in the student's cumulative MBCA overall average
 - One-half credit per course
- Physical Science
 - Course name
 - Numerical grade, which will be included in the student's cumulative MBCA overall average.
 - One credit

If a student transfers to another school for high school, the school to which the student transfers will determine whether or not to accept these credits and how to treat the grades. If a student earns a failing grade in any of these courses in middle school or retakes the equivalent course in the Upper School, the student will not earn credit for the course, and the course will not appear on the student's MBCA Upper School transcript.

If students earn passing grades in equivalent courses taken at middle schools other than MBCA, the credits will generally transfer as long as the courses are equivalent to high school courses; however, as

with all transfer credits, the numerical grades will not be included in a student's MBCA cumulative average. Some middle schools use similar course titles such as "Algebra" or "Spanish"; however, the courses are not equivalent to high school courses. The MBCA Upper School Head, in conjunction with the Academic Dean and College Counselor, will determine which transfer credits the school will or will not accept.

Parents and students have the option to decline Middle School credits. If they elect to decline credit, then the grades that the student earned in these courses will not appear on the student's transcript nor will they be counted in the student's cumulative average. However, if parents and students elect to receive these credits, then the grades will be counted in the student's cumulative average.

Attendance Requirement for Course Credit

Students who are absent from class an excessive number of times in a semester (excluding absences due to participating in school-related events such as college visits, field trips, or athletic/fine arts competitions, etc.) will not receive credit for the particular class. In addition, re-enrollment contracts may be held pending a meeting with the Head of School, Division Head, and the family. In special cases, such as a severe illness or lengthy hospital stay, the Division Head may grant exceptions to this policy.

Transfer Credits from Courses Taken at Other Schools

In general, MBCA will only accept credits from other schools or organizations which are roughly equivalent in nature and content to courses offered at MBCA or that would be offered as part of its college-preparatory curriculum. Typically, credits for vocational or office/teacher aide types of courses will not be accepted for credit at MBCA. If a student transfers to MBCA from another school, the MBCA Upper School Head, in conjunction with the Academic Dean and College Counselor, will review the student's transcript and determine which credits the school will or will not accept.

For students already enrolled at MBCA who wish to take courses elsewhere and have credit for such courses accepted by the school, approval must be obtained **in advance** and **in writing** from the Division Head or Academic Dean. Prior to requesting approval, students must provide the name and contact information of the organization providing the course as well as a course description or syllabus which should include a description of any textbooks, course materials, course requirements, and procedures. In order to accept credit for the course, the school may set conditions that are different from the requirements of the course provider. For example, although a course provider may require a minimum grade of 60 to give credit, the school may require a minimum grade of 70.

Generally, the school will approve students taking courses from other providers when the student has failed the course at MBCA and needs to make up the course prior to the subsequent school year or if the course fits into the MBCA curriculum but either the school is unable to offer the course or the school cannot fit the course into the student's schedule. Students should not expect to receive approval in order to take a course that is easier, moves at a different pace, is taught by a different teacher, is more suited to a particular learning style, or for any similar reason.

Students must complete their graduation requirements by taking courses offered at MBCA unless making up a course that the student failed, the school is unable to offer a course required for graduation, or a course required for graduation cannot be worked into a student's schedule. Students may not satisfy graduation requirements by taking courses from another provider if courses provided by MBCA would meet the requirement and can be worked into a student's schedule. For example, students may not satisfy the world language requirement by taking a language not offered at MBCA from another provider. Students must first satisfy the world language requirement by taking world

language courses at MBCA. The school may make exceptions to this policy for students who transfer to MBCA having already started another language that the school does not offer.

Once students have enrolled at MBCA, the school will accept from other providers a maximum of two credits per school year and a maximum of four credits total toward the graduation requirements. The school will not accept more than half of the graduation requirement in a particular department as transferred credits. For students who enroll after their freshman year, these limits will be prorated based on the year in which the student enrolls.

Weighted Grades for Honors and Advanced Placement (AP) Courses

Students will have eight points added to their actual grades in Honors classes and ten points added to their actual grades in AP classes taken at MBCA. The unweighted grades will be recorded on students' report cards; weighted grades will be recorded on students' transcripts along with a note indicating that the grades are weighted. Weighted grades will be used in calculating students' overall weighted averages.

Grade Point Average (GPA)

All numerical grades and averages will be computed using grades based on a 0-100 scale. Because colleges and outside organizations generally use their own specific methods for calculating GPA's, the school does not convert students' grades or averages into a 4.0 GPA scale. Instead, the school computes a numerical average on a 0-100 scale.

Cumulative Average

A student's cumulative weighted average will be determined by averaging the weighted semester grades for all courses for which a numerical grade was given and the student attempted and/or earned Upper School credit. If students repeat a course in Upper School which they took in Middle School, then only the grade for the course taken in Upper School will be used to compute the cumulative average. If students take a course in Upper School and retake the same course at MBCA (e.g., if they failed the course), both courses will be used in calculating the cumulative average. Each semester grade will be multiplied by the credit received in the corresponding grading period. The sum of all such weighted grades will be divided by the total number of credits attempted to determine a student's cumulative average. The IA and IB world language courses taken in Middle School will be weighted the same as semester courses. Even though they are full-year courses, students earn a half-credit for each course. Online courses taken from outside providers will not be used in calculating a student's MBCA cumulative average. If a student transfers to MBCA from another school, grades from the other school will not be used in calculating a student's MBCA cumulative average.

MBCA calculates two types of cumulative averages for each student. The overall average is reported to colleges and scholarship organizations as part of the college application process. The MBCA average is used for honor rolls and graduation honors. The only difference in the two types of cumulative averages is that the overall average includes all courses for which the student attempted or earned Upper School credit, while the MBCA average includes only the courses from the overall average that were taken at MBCA. Both the overall and MBCA averages are calculated as separate weighted and unweighted averages; in other words, the school calculates a weighted overall average, an unweighted overall average, a weighted MBCA average, and an unweighted MBCA average for each student.

Class Rank

Other than determining the Valedictorian and Salutatorian, the school does not rank students academically. To be eligible to be Valedictorian or Salutatorian, the student must have earned at least 20 credits at MBCA.

Transcripts

All courses in which a student attempted or earned Upper School credit, regardless of whether credit was received, will be shown on a student's transcript.

If a student repeats a course for which he or she did not earn credit, the course and grade will appear on a student's transcript each time the student takes the course. In other words, if a student fails a course the first time he or she takes it and passes the course the second time, the course and grades earned will appear both times on the student's transcript. A failing grade will not be removed from the student's transcript. The only exception is that if a **Middle School** student fails an Upper School course (e.g., Spanish / Latin 1A or 1B, Physical Science, or Algebra I) or passes the course but elects to decline credit, the grades will **not** appear on the student's Upper School transcript. The course will still appear on the student's Middle School transcript.

For students who transfer to MBCA, all Upper School courses and corresponding grades and credits from transcripts of other schools, which could be accepted for credit at MBCA, whether the student earned a passing or failing grade, will be recorded on the student's MBCA transcript along with a notation indicating the institution providing the course.

A transcript is intended solely to be the record of a student's academic achievement. Therefore, standardized test scores, attendance, and discipline information are NOT included on a student's transcript.

Academic Warning

Academic Warning Students will be placed on Academic Warning if they have two or more grades below 73 at the end of a grade update period (typically every three weeks). A student on Academic Warning incurs no further penalty but is on notice that s/he must begin to improve his/her grades before consequences apply. At the end of the next grade update period, the student will be removed from Academic Warning provided s/he has no more than one grade below 73. If the student still has two or more grades below 73 but does not have two or more grades below 70, the student will remain on Academic Warning for the next grade update period. However, a student may spend no more than two consecutive grade update periods (typically six weeks) on Academic Warning.

Academic Probation

Students on Academic Warning will have their grades reviewed at the end of the next grade update (typically every three weeks). If the student has two or more grades below 70 at that time, or if the student's grades would otherwise place the student on Academic Warning for at least a third consecutive grade update period, s/he will be placed on Academic Probation. At the end of the next grade update period, the student will be removed from Academic Probation provided s/he has no more than one grade below 73.

A student may not participate in any co-curricular activities - including practices, rehearsals, competitions, games, performances, or team activities - for the entire grade update period while on Academic Probation. A student who remains on Academic Probation for multiple grade update periods may not be allowed to reenroll at MBCA.

Honor Rolls

To recognize and encourage academic excellence, the school will have two Honor Roll levels: Principal's Honor Roll and Honor Roll. Honor Rolls will be determined for Upper School at the end of each semester grading period. The respective grade requirements for each Honor Roll must be met without rounding. For example, an average of 95.99 does not meet the criteria of 96 or higher for the Principal's Honor Roll. Only grades from courses taken at MBCA will be counted for these Honor

Rolls; grades from courses taken outside of MBCA will not be counted. The criteria for each Honor Roll will be as follows:

Principal's Honor Roll

Students must have an overall average, computed using weighted grades, of 96 or higher with all unweighted grades of 90 or higher. A student with a weighted average of 96 or higher but with one or more unweighted grades below 90 or a letter grade below an A may still be eligible for the Honor Roll if s/he meets those requirements.

Honor Roll

Students must have an overall average, computed using weighted grades, of 90 or higher with all unweighted grades of 85 or higher.

GRADUATION HONORS

Valedictorian and Salutatorian

To be eligible for Valedictorian and Salutatorian awards, students must have earned at least 20 credits at MBCA. In addition, students must have a MBCA cumulative weighted average of 94 or higher. The senior with the highest MBCA cumulative weighted average will be named Valedictorian; the student with the second highest MBCA cumulative weighted average will be named Salutatorian.

Graduate with Honors

The school has two levels of Graduation Honors in addition to Valedictorian and Salutatorian. The following requirements for each Graduation Honor level must be met without rounding. For example, an average of **95.99** does not meet the criteria of **96** or higher required for High Honors. Only grades from courses taken at MBCA will be counted for these awards; grades from courses taken outside of MBCA will not be counted. The criteria for each Graduation Honor will be as follows:

High Honors

Students must have an MBCA cumulative weighted average of 96 or higher.

Honors

Students must have an MBCA cumulative weighted average of 90 or higher.

US COURSE SCHEDULING

Minimum Course Load/Credits per Semester

Students must be enrolled in a minimum of six courses each semester. Seniors must earn a minimum of five credits during the fall and spring semesters of their senior year in order to graduate. In special circumstances, such as an extended illness, which makes it unlikely that a student could make up the work in all classes, the school may grant exceptions to this policy.

Drop Procedures and Deadlines

To drop a course, students must obtain permission from his or her parents, the Academic Dean, and the teacher. Students must complete the drop procedures prior to the third "Blue" day of the semester. No designation will be made on a student's transcript for dropping a course prior to the drop deadline. In other words, the transcript will not indicate that the student "Withdrew Passing" or "Withdrew Failing" from a course. **Students will receive final grades in all courses in which**

they are enrolled beyond the drop deadline, and these grades will be recorded on their transcript. Students must meet minimum course load requirements even after they have dropped a course.

Add Procedure

Adding a course is subject to the permission of the Academic Dean and teacher and generally must be done before the third “Blue” day of the school year (or semester for semester courses).

Honors / Advanced Placement (AP) Course Placement

In order to remain in an Honors or AP level course, students need to maintain an *unweighted* average of 85 or higher.

Students in an Honors or AP level course who have an *unweighted* average below 80 at the end of a semester or for the year will need to transfer to the standard level course for the following semester or school year.

Students in an Honors or AP level course who have an *unweighted* average of 80-84 at the end of a semester or for the year will be considered on a case-by-case basis. Their parents, teacher, and Academic Dean will make a determination as to whether the student should continue in the Honors or AP level course or transfer to the standard level course.

Students enrolled in a standard level class who wish to transfer to an Honors or AP level class should have maintained throughout the prior year an *unweighted* average of 93 or higher in English and History courses or 95 or higher in Math, Science, or World Language classes. In addition to prior grades, standardized testing scores may also be taken into account when applicable. Finally, students need to have the recommendation of their current teacher and the approval of the Academic Dean, as well as the permission of their parents.

Transferring Between Standard and Honors / AP Levels

Generally, transferring between levels of a course during a school year is not permitted. In order to transfer between levels of a course, students must have the permission of their parents, the recommendation of the teacher, and the approval of the Academic Dean. If a student transfers from an Honors or AP level course to a standard level course, they will begin the standard level course with the same unweighted average they had in the Honors or AP course at the time of the change, subject to a minimum of 70.

US EXAMS

At the end of the semester, each Upper School course will have a comprehensive, final semester exam or project. Each exam for standard and Honors courses will be two hours in length. Each exam for AP courses will be three hours in length. Exams for standard level courses will count 20% of the semester grade, exams for Honors courses will count 25% of the semester grade, and exams for AP courses will count 30% of the semester grade.

Re-Exams

If a student was passing a class prior to the exam but is failing because of a failing grade on the exam (other than due to cheating on the exam), the student is eligible to take a re-exam. If the student makes a 70 or higher on the re-exam, regardless of the grade the student had prior to the first exam, the student will receive a final semester grade of 70 in the course. If the student makes lower than a 70 on the re-exam, the student’s semester grade will remain unchanged.

If a student desires to take a re-exam, the student must contact the Academic Dean. A student may take a maximum of one re-exam per semester. For the fall semester, the student must contact the Academic Dean no later than the first day of the spring semester. Students must attend two hours after school for three days preparing for the re-exam. On the fourth day, students will take the re-exam after school. For the spring semester, the student must contact the Academic Dean within three days of final grades being posted. Within one week, students must submit a signed pledge that they have spent at least six hours preparing for the re-exam and must take the re-exam proctored by a school official.

Exam Exemptions

The following grade requirements for each type of exam exemption listed below must be met without rounding. For example, an average of 94.99 does not meet the criteria of 95 or higher for exemption based on major assessment average.

In the fall semester, all students may exempt ONE exam from a standard-level course. The student must have an *unweighted* average of 90 or higher going into the exam.

In the spring semester, all students in grades 9-11 may exempt ONE exam from a standard-level course. The student must have an *unweighted* average of 90 or higher going into the exam.

In either semester, any student may exempt the exam in ANY course (standard, honors, or AP) if the student has an unweighted major assessment average of at least 95%. For students to exempt an exam using this rule, the student must have earned grades for at least four major assessments. For example, if a student has an unweighted major assessment average of at least 95% in all eight classes, the student may exempt all of his/her exams.

In the spring semester, seniors may exempt exams in honors or standard-level courses provided that the student has an *unweighted* average of 90 or higher going into the exam. In addition, students must have three or fewer absences in the course whose exam the student wishes to exempt (excluding absences due to participating in MBCA related events such as field trips, athletic or fine arts competitions, and approved college visits) during the spring semester to be eligible to exempt the exam for the course. For purposes of the three absence calculation, each tardy counts as $\frac{1}{3}$ of an absence.

AP Exams

All students enrolled in AP courses must take the AP Exam for that course. During the spring semester, a final assessment that serves as a cumulative review for the AP Exam will be given and will be weighted to count between one and two major assessments.

LEARNING MANAGEMENT SYSTEM (Blackbaud)

Online Assignments, Grades, and Comments

Posting assignments on the school's internal website supplements the teacher communicating assignments in class.

Grades for individual assignments will be available on Blackbaud. Depending on the nature of the assignment, grades will generally be posted between one and three weeks after the due date (not including holidays).

Homework

Because MBCA believes that work done independently is a crucial part of the learning process, homework may be a graded part of the curriculum. Teachers will strive to keep to a minimum the amount of work required outside of class; however, regular review of class notes, reading, and written assignments are important in the mastering of concepts. Upper School students should expect to spend an average of two to three hours on homework a night. Because students have different aptitudes and work at different paces, one student may spend an hour on what may take another student fifteen minutes. Taking advantage of study halls and, when necessary, time available before school, during breaks in the school day, during lunch, and after school, not only reduces the amount of work required at home but also gives students the opportunity to seek help from teachers or peers. It is the student's responsibility to keep track of their assignments each night.

Maximum Number of Tests and Major Assignments per Day

If a student has three or more major assignments (tests, major quizzes, papers, or projects) due or scheduled on the same day, the student may speak with his or her teachers to request rescheduling one or more of the tests. Students should be aware of the dates of their scheduled tests and should speak with their teachers as soon as they are aware of a conflict. *Requests for rescheduling must be made at least two school days before the major assignments are due. Requests made the day before or the day that the major assignments are due will not be honored.*

US LATE WORK

Unless otherwise specified by the teacher, all work is due at the start of the period of the course in which the work was assigned. For late daily work such as homework, class work, etc., students will receive a zero. For late major work such as quizzes, tests, papers, projects, etc., students will lose ten percentage points per school day (not per class meeting) from the due date until the work is turned in or completed.

Students must turn in or complete late work at the start of the period of the course in which it was assigned or else they will incur an additional late day penalty. Teachers may determine whether a particular assignment falls into the category of daily work or major work.

US MAKE-UP WORK POLICY FOR ABSENCES

When students have excused absences, the school strives to balance giving students sufficient time to make up missed work and encouraging students to get caught back up as quickly as possible. For any absence, students are expected to make every reasonable effort to keep up with all assignments, and if possible, to turn in assignments when due. For example, students should email assignments in electronic form to teachers and send in written work with parents, siblings, or friends by the due date. If it is not feasible for students to keep up with and turn in assignments while absent, students must take responsibility for making up all missed work within the established timeframe. Normally, students must make up all tests and missed assignments before being allowed to participate in co-curricular activities.

Excused Absences – Partial Day

If a student comes to school late or leaves before the end of the day, the student is expected to turn in all assignments due that day – even for classes missed. If possible, the student should make up all in-class work, quizzes, tests, etc. that same day after arriving at school or prior to leaving. If that is not possible, students should plan to make up all such work on the day the student returns to school, which may require coming to school early or staying after school to complete the work.

For assignments given during a missed class and for which attendance in the class was necessary for completion of the assignments, ***the due date will be extended by one additional class meeting***. Since classes meet every other day, one class meeting will typically mean two school days. Assignments not made up within this time period will be considered late by the number of school days (NOT class meetings) from the extended due date until the work is turned in or completed.

Excused Absences – Full Day

All work assigned prior to a student's absence is due the day the student returns to school. All missed tests, quizzes, essays, etc., that were announced prior to a student's absence should be made up on the day a student returns to school, which may require the student to come to school early or stay after school to complete the work.

For assignments given during the student's absence for which attendance in the class was necessary for completion of the assignments and that are due either during the absence or on the day a student returns to school, the due date for making up the work will be extended by ***one additional class meeting per class absence***. Assignments not made up within this time period will be considered late by the number of school days (NOT class meetings) from the extended due date until the work is turned in or completed.

Unexcused Absences

Unexcused absences cause a significant disruption in the learning process for the student, the teachers of classes being missed, and even for other students in the class who are not absent. Therefore, unexcused absences are strongly discouraged. Students will not be allowed to turn in or complete ahead of time any work scheduled to be due during an unexcused absence. Teachers will not be available to work with students before or after an unexcused absence to help them keep up with missed work. Students are expected to keep up with missed assignments via the school's website or by contacting a classmate. Teachers cannot be expected to prepare assignments ahead of time for a student taking an unexcused absence.

All missed work should be turned in at the beginning of the period of the class in which it was assigned or made up on the day that a student returns to school, and ten percentage points will be deducted from the grade of each minor or major assignment (homework, quizzes, tests, papers, projects, etc.) turned in or made up on that day.

For assignments not turned in at the start of the period or made up on the day a student returns, ten additional percentage points per school day (NOT class meeting) will be deducted until the assignment is turned in or made up. Note that the policy regarding the maximum number of tests on a day does not apply to students making up tests after an unexcused absence.

Long-Term Absences

For students who are absent five or more consecutive days, the student, parents, teachers, and Academic Dean will meet to formulate a plan for the student to catch up on work missed.

In-School Suspensions

Students are expected to keep up with all the work. Students should turn in all assignments on the date due and take all tests, quizzes, etc. on the date given to the class. Students will receive full credit for all work turned in on time during an in-school suspension. Any work not turned in on the date due will be considered late.

Out-of-School Suspensions

Students are expected to turn in all work due during an out-of-school suspension the day a student returns to school. Work turned in the day a student returns will be graded without academic penalty; work turned in after that day will be considered late. Students should contact their peers to get assignments if necessary. All tests missed during an out-of-school suspension must be made up the day a student returns to school. If a student is unable to make up all missed tests that day, the student must see each teacher to make a schedule for making up all missed tests. Normally, students must make up all tests and missed assignments before being allowed to participate in co-curricular activities.

US ATTENDANCE

The MBCA community is built on trusting relationships between faculty, students, and families. Trust is the basis for any relationship. Students are expected to be honest with each other and with faculty at all times. Similarly, we expect families to be forthright and truthful in their communications with MBCA, just as MBCA will always be forthright and truthful in our communications with families. To that end, providing false information regarding student attendance is considered a breach of this trust between MBCA and its families.

School Hours

Upper School students should arrive on campus between 7:15 and 8:05 a.m., and classes begin at 8:10 a.m. The school day ends at 3:15 p.m. Optional help sessions are offered in all courses after school, Monday - Thursday from 3:15 to 3:45 p.m. Students are encouraged to attend as often as necessary. All students should leave campus or be picked up by 3:45 p.m. unless attending a school-sponsored or co-curricular event on campus or with the permission and supervision of a faculty member.

Extra Help

During Extra Help, teachers will be available in their classrooms for any students who would like some additional assistance. Extra Help is similar to college professors holding office hours and occurs Monday - Thursday, 3:15 - 3:45 p.m. Extra Help is an opportunity for students who need it, but is not required. Extra Help may also be a time when students make up tests or other assignments that they missed due to absences. Part-time teachers generally will not be available during the scheduled Extra Help time.

Lunch

Lunch is an important time for building relationships which are essential to the MBCA ethos. Students must eat lunch and remain in designated dining areas during the lunch period. Food must remain in designated areas unless the student has permission from an administrator to eat elsewhere.

Students are not to throw food, and any such incidents will be handled according to the discipline policy. Students are required to clean up after themselves, leaving the dining area as clean as, or cleaner than they found it. Students should not have or use laptops, headphones, or earbuds in the dining hall during lunch.

Typically, students are not allowed to leave campus for lunch. Parents are asked not to take their children off campus for lunch or to bring to their children outside food at lunchtime.

Special privileges may be given to seniors if the Dean of Students or other administrators think it is appropriate. (See [Senior Privilege Section](#))

Designated Chapels and Assemblies

There are a few special assemblies and chapels throughout the school year; Honor Code Signing, Senior Chapel, Thanksgiving Service, Retreat Chapel, and Signing Days.

Absences

Students are expected to attend all Mt. Bethel Christian Academy obligations. Required activities include classes, assemblies, Chapel services, compass, retreats, class meetings, class trips, club meetings, small groups, after school activities, advisor meetings, and other co-curricular obligations such as athletics, drama, etc. While sicknesses, family emergencies, and other scheduling conflicts are bound to arise and are certainly understandable, ***unexcused absences are not acceptable.***

- Absences that are the result of unforeseeable personal/family emergencies or illnesses will be excused.
- If a student is going to be absent for an entire day, parents must notify the front desk by 8:00 AM that morning to provide the reason for the student's absence.
- In the event of an absence due to illness, parents must call or email the school each day that the student is absent. If parents have not notified the school to excuse an absence by the day that the student returns to school, ***the absence will be unexcused and will not be excused.***
- If a student is absent for three or more consecutive days due to illness, the school may require parents to bring a note from a doctor verifying the illness.
- Should a student arrive late to school or need to leave early, they must return with a note from their appointment. Parents must notify the front desk to provide the reason for the student's tardiness or early release. Students will not be allowed to check out of school without verbal or written permission from a parent.
- Deliberately skipping a class, or other required component of the school curriculum (i.e. Chapel, assembly, compass, small group) is considered a major discipline offense.
- ***Generally, absences immediately prior to or following a school holiday or vacation will be considered unexcused.***

In all other cases, all students must provide a reason for an absence at least one week prior to the absence. ***Students seeking an excused absence are expected to put the request in writing via email to the Dean of Students. Students will include absence dates, reason for absence, and a current list of all their classes and teachers.*** Submitting an email does not guarantee approval of an absence. The Dean of Students will determine whether or not the absence is in accordance with school policy. If the school approves the absence, the student's absence will be considered excused. ***If the school does not approve the absence, the student's absence will be considered unexcused.*** Please refer to the Make-Up Work Policy for Absences section regarding the requirements for making up missed work – particularly the consequences of unexcused absences. Generally, absences are only approved for special family events such as weddings or funerals, or extraordinary educational purposes for students who are in good academic standing.

College Visits

Students who wish to miss school to visit a college must follow the same procedures as they would for a planned absence. For a college visit to be excused, students must provide a letter or email from the college's admissions or athletic office stating that they were participating in a college visit and the date(s) of the visit. Without a formal letter or email from the admissions or athletic office, a college visit will be unexcused.

Leaving Campus

Students are never allowed to leave campus without the school receiving explicit parental permission. If a student were to leave campus without permission, he or she should generally expect to be

suspended from school. In the event that a student who drives needs to leave campus due to illness or emergency, a parent must notify the front desk either via phone or email giving permission, and the student must return with a note signed by the parent upon returning to school. In all cases, students who drive must still physically sign-out and sign-in at the front desk.

Students are expected to be on campus from the start until the end of the academic day. Any time a student arrives late to school or leaves prior to the end of the school day, the student must sign in or out at the front desk. Students are required to return with a note from their appointment.

If a student needs to leave campus for any other reason, the student must obtain permission from the Division Head and must follow the same sign-out and sign-in procedures.

Tardies

Students are expected to be in the classroom and seated or ready to begin class when the bell rings at the start of the class period. Students who arrive to class after the bell rings or without supplies necessary for class (laptop, books, pencils, paper, calculator, etc.) will be considered tardy. Students who arrive later than half-way through a class will be considered absent.

Other than exceptional circumstances, all tardies to the first class of the day are considered unexcused. Tardies to later classes will be unexcused unless a teacher or administrator provides a note excusing the student's tardiness.

Students who accumulate a total of three unexcused tardies to any combination of their classes in a semester will receive a Minor Detention. Students who accumulate a total of six unexcused tardies in a semester will receive a Major Detention. Students who accumulate a total of nine unexcused tardies in a semester will receive a Saturday Detention. If a student accumulates a total of nine unexcused tardies, the student's parents will need to meet with the Upper School Dean of Student and/or Division Head to determine a plan for resolving the issue.

Housing

Students must be living under the supervision of a parent in order to be enrolled at Mt. Bethel Christian Academy.

US STANDARDIZED TESTING

PSAT

The PSAT will be given at school to all students in grades 9-10 during the fall. Students in grades 9-10 take the test to evaluate their academic progress and as practice for future standardized testing. Students in 11th grade take the PSAT to determine their status in regards to National Merit Scholarships, which may be commended, semi-finalist, finalist, or winner.

Pre-ACT

The Pre-ACT is given to students in grades 9-10. The Pre-ACT is a practice version of the ACT and helps students measure their academic strengths and weaknesses in areas evaluated by the ACT.

SAT and ACT

Students should begin taking the SAT and/or ACT in the winter or spring of their junior year. It will be the student's responsibility to register for tests and send scores to prospective colleges.

Advanced Placement (AP) Exams

Advanced placement exams may be used to obtain credit or placement for college-level courses while students are still in Upper School, although individual colleges set their specific policies for awarding credit. The school administers Advanced Placement tests in May according to the schedule determined by the College Board. Students must have either taken a course designated as an Advanced Placement course during the current school year or have the permission of the Academic Dean in order to take an advanced placement exam. All students taking an AP course are required to take the AP Exam.

US PARENT - TEACHER COMMUNICATION

Effective communication will head off a host of problems and help assure that your child's needs are best served by the school. Every teacher at Mt. Bethel Christian Academy desires to glorify God by his or her teaching and wants each student to be successful. Inevitably, some teachers are going to connect more effectively with certain students than with others for a host of reasons – personality, subject matter, past history. Likewise, in any community of people, conflicts and disagreements are bound to arise. While a Christian community is not exempt from such conflicts and disagreements, the manner in which they are handled should reflect biblical teachings of love, humility, and grace.

Parents and students should use the internal school website regularly to check assignments and current grades. Teachers are asked to post assignments up to a week in advance, if possible, and always by the end of the school day on which they are given to the class. Teachers make every effort to post grades as soon as assignments are graded. For most homework, quizzes, and tests, grades should be posted within a week of the due date. For longer papers or projects, and especially research papers which require a substantial amount of feedback, grades may be posted within 2-3 weeks of the due date.

Parents should always contact a teacher directly with questions and concerns. For most teachers, email is a more accessible form of communication than phone calls. Generally, teachers will respond to an email or phone call by the end of the next school day. Many teachers will not have access to either their school email or voicemail during school holidays. Please try to avoid calling teachers outside of business hours unless absolutely necessary. Should parents wish to discuss an academic matter further, they should contact the appropriate Department Chair. If the teacher is the Department Chair, parents should contact the Academic Dean.

US PARENT CONFERENCES

Parents are encouraged to contact their child's teachers at any point during the year. Parents should take a proactive approach and try to avoid problems rather than waiting until a problem has developed. For example, if their child is weak in math, parents should schedule an appointment with the math teacher early on rather than waiting until the end of a grading period. Parents may also contact the Academic Dean to schedule an appointment with all of their child's teachers together.

US TEXTBOOKS

The school utilizes electronic versions of most textbooks (PDF files, eBooks, or online access to textbooks) on student laptops. At the beginning of the school year, teachers will assist students with accessing the online version of their textbooks, which must be purchased prior to school starting.

The Upper School typically does not maintain classroom sets of textbooks. When physical textbooks or workbooks are required, the school will either provide parents with the ISBN so that parents can purchase physical copies themselves, or for the sake of expediency, the school may order the books

and charge parents separately. Students who lose a textbook will need to purchase a replacement at their own expense.

US BUILDINGS AND GROUNDS

Campus Boundaries

During the academic day, students are expected to remain in assigned areas. Students are never allowed to be in the gym, weight room, athletic fields, tennis courts, pool area, or lake unless a coach or faculty member is physically supervising the student. Any unused buildings, wooded, or undeveloped areas of campus, as well as construction areas, are always off-limits to students.

Lockers

Upper School students are assigned lockers by request. ***Lockers are the property of the school and may be searched at any time.*** Students may decorate locker interiors and exteriors; however, any decorations must be in keeping with the mission of the school. Entering another student's locker without explicit permission is considered a major offense.

Search of Student Items and Vehicles

A student's car driven or parked on campus is subject to being searched, at the discretion of administration, at any time. Anything a student brings on campus including backpacks, bags, purses, computers, cell phones, and other electronic devices and any vehicle that a student drives onto campus are subject to search and inspection by the school at any time and for any reason the school deems necessary.

Lost and Found

The lost and found will be located at the front desk. Any lost and found items not claimed at the end of each semester will be donated to charity.

Litter

A clean environment directly reflects the pride students take in their school. Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus.

US EAGLE SERVICE PROGRAM

The purpose of the Eagle Service Program is to teach students the joy of selflessly serving others in the name of Jesus Christ. This is done by showing the love of Christ to those in need through practical deeds in obedience to God's command to spread His love through word and deed. At MBCA, staff is committed to helping students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help students grow in character, wisdom, and discernment.

Program Goals for Students:

- Make a difference for Christ in the community.
- Use your God-given talents to help others.
- Reach out in Christian love by helping an individual or organization.
- Help in uplifting the body of Christ through volunteer service to others.
- Build a positive self-image based on your willingness to extend help to those in need.

Service Hour Requirement

All students must complete a total of 20 hours of service for each school year the student is enrolled in the Upper School. No more than 75% of total hours may be completed with a single agency/entity.

Service hours counting toward the graduation requirement may be completed any time after the end of the school year prior to the student enrolling in the Upper School. We highly recommend that students complete service hours each year to build a pattern of service in their lives and to avoid falling behind in the fulfillment of their requirements. However, students are not required to complete 20 hours during each individual school year. For example, a student could complete 120 hours of service over the summer prior to enrolling in the Upper School as a 9th grader, and the student would have completed his/her entire service requirement for graduation. Likewise, a student could complete zero hours in 9th – 11th grade and complete all service hours required for graduation during his/her senior year.

A senior who has met all academic requirements but has not completed the service requirement has not graduated from MBCA. The student may participate in all graduation events but will not receive a diploma and the school will not release the student's final transcript to a college, the Georgia Student Finance Commission (HOPE scholarship), or any other outside organizations until the student has met the service requirement. Students must have completed the full documentation and approval process for all required service hours by the day prior to graduation for the student to receive a diploma at graduation.

Requirements for Service Activities

Students are responsible for finding their own service activities, completing the required number of hours, and documenting their service activities and hours. The school may provide some service activities for students, but students should not expect the school to provide enough service activities to meet the student's service hour requirement. *All service hours must be completed at a non-profit agency or with people who have a demonstrated need (students should ask the Upper School Head or Community Service Coordinator if the service meets the criteria for credit beforehand).*

Service hours may not be completed for immediate or extended family or for compensation. Participation in school clubs, sports, and related activities may not be counted. Some exceptions may be made (i.e., sport camps) but need to be approved by the Upper School Head or Community Service Coordinator *prior* to the service. No more than 15 hours per camp week may be accrued.

Common examples of acceptable service activities are (not an exhaustive list):

- Volunteering in a church nursery, kid's program, or Sunday School
- Volunteering in a church's VBS program
- Volunteering at a summer camp (typically no more than 15 hours unless more are pre-approved by the Upper School Head)
- Volunteering at a nursing home, food pantry, homeless shelter, battered women's shelter, program for people with special needs, etc
- Volunteer work for a Scout project
- Attending a church or school mission trip (typically no more than 20-25 hours for a week-long trip)
- Tutoring of MBCA students in conjunction with the peer tutoring program. (Tutoring of students outside of a peer tutoring program must be approved beforehand.)

Common examples of activities that do not count toward service hours (not an exhaustive list):

- Doing house or yard work at the student's or a neighbor's home
- Unpaid house or yard work for a disabled or elderly neighbor who is unable to do the work on his/her own and unable to afford to hire someone to do the work may be acceptable but needs prior approval from the Upper School Head or Community Service Coordinator.
- Running errands for a family member or friend

- Working without pay at a business or for an individual
- Babysitting for family, neighbors, or friends who are not in financial need
- Working on projects at the LS/MS without prior approval from the Upper School Head or Community Service Coordinator
- Helping a teacher work in the classroom
- If employed by a non-profit, working without pay does not count.

Only hours that the student was serving may be counted. For example, if a student attends a mission trip, only the hours that the student was serving may be counted. Time that the student was traveling, eating, sleeping, recreating, etc., may not be counted. A week-long mission trip would typically result in a total of 20-25 hours.

The Upper School Head will have final approval for any service hours, so if there is any question about whether a service opportunity will count toward this requirement, students should speak with the Upper School Head or Community Service Coordinator beforehand.

Service Hour Documentation Requirements

To count toward the service requirement, **students** must document their service in the school's tracking system according to the process outlined below. These requirements are designed to foster responsibility and self-discipline in our students, helping to prepare them for college and life.

Students will be provided with information on using the school's tracking system at the beginning of the school year. If students miss this information and need help with the process, students are responsible for asking the College Counselor for assistance.

Students are responsible for documenting their service hours in the school's tracking system even if the service was done during an MBCA-sponsored event (i.e., an MBCA mission trip or service day) and for making sure that the entire approval process has been completed. *Neither MBCA staff members nor anyone else will document a student's service hours.*

Students and parents are responsible for tracking the student's progress towards the service graduation requirement (and any other service-related requirement such as admission to NHS or a college/scholarship).

Service hours will not be counted toward any requirement (graduation, NHS eligibility, etc.) until the full documentation process outlined below (submission, verification, and approval) has been completed.

US SERVICE HOUR DOCUMENTATION PROCESS

Submitting Service Hours

Students must document their service hours in the school's tracking system. If students do not submit their hours within these timeframes, the service hours will not count toward any MBCA requirement (graduation, NHS eligibility, etc.).

- For service completed over the summer, students must document their service within two weeks of the first day of classes of the new school year.
- For service completed during the school year, students must document their service within two weeks of completing the service.
- For service completed over multiple consecutive days (mission trip, camp counselor, etc.), the two-week timeframe is from the final day of the service.

- For service that is reoccurring on a regular basis (i.e., volunteering each Sunday in the church nursery), students may document their service monthly. For example, if a student volunteered in the church nursery on September 1, 8, 15, and 22, the student may document all four weeks by October 1.

If there are circumstances that would prevent a student from documenting his/her service within these timeframes, the student may request from the Upper School Head or the Community Service Coordinator a modified time frame for documenting his/her service; however, the student must request such a modification prior to the specified deadline for entering his/her hours. The Upper School Head will make the final determination if there is a sufficient reason to allow a modification.

As a part of documenting their hours, students must submit the name and **email address** (and a phone number) of an adult, who may not be a parent, who can verify the student's service hours.

Verifying Service Hours

When students submit their hours, the tracking system will generate an email to the address that the student entered asking the person to verify the student's hours. If there is an error (i.e., the student enters an incorrect email address or only lists a phone number), the student will receive an email through the tracking system letting them know that their hours have been denied but that they may resubmit them with corrections for approval. If errors are not corrected within two weeks of the tracking system generating this email, students will not be able to resubmit the hours.

Approving Service Hours

Once the service hours have been verified, an MBCA staff member is able to approve the service hours. Students are responsible for ensuring that their service hours have been submitted, verified, and approved. ***After one year from the date that the service hours were performed, the hours will no longer be considered for approval no matter the reason.***

US - THE DANIEL PROJECT

The DANIEL Project is a four-year, Upper School, comprehensive leadership program. DANIEL stands for “**Developing and Nurturing Influential Educated Leaders**”. The title of this program, DANIEL, was selected based on the Biblical character. Daniel loved God, showed exceptional character when his beliefs were challenged, and was an influential leader. We want our students to exhibit these same qualities throughout their schooling at Mt. Bethel Christian Academy and throughout their lives.

Students participating in the DANIEL project will learn the skills they need to be better equipped to serve and lead others. The opportunities provided to students are designed to help them gain confidence to share the Gospel of Christ and leverage their influence for the greater good.

DANIEL PROJECT Service Requirements:

Students who choose to participate in one of the DANIEL Project organizations must participate in and/or lead 2 campus service activities for each school year in which they participate in DANIEL.

To earn the DANIEL Honor Cord for Graduation students must be a part of a DPO for 2 years and lead at least 2 DANIEL Project service activities and participate in 4. The hours will be prorated for the school year if a student enrolls during the second semester.

Examples of DPO Service Activities:

- SGA
 - Eagle Extravaganza
 - Homecoming
 - Prom
- Chapel Worship
 - Night of Worship
 - Worship Camp
- Chapel Leadership
 - Service Days
 - Student Led Chapels
 - Prayer Nights
- Student Ambassadors
 - Shadow Days
 - Open House
 - Family Forums
- Other:
 - Toys for Tots
 - Collection for MUST Ministries
 - Rake and Run for Neighbors
 - Campus Volunteers
 - Concession, Gate/Ticket, Clean-Up Day

Some example scenarios are:

- A student who enrolls for all four years of the Upper School and never participates in DANIEL must complete a total of 80 hours of service.
- A student who participates in DANIEL all four years of Upper School must complete a total of 80 hours of service.
 - Actively be engaged in the Friday DANIEL Project Organizations
 - Participate in 8 DPO Service Activities
 - Lead a minimum of 2 DPO Service Activities

NATIONAL HONOR SOCIETY

The Mt. Bethel Christian Academy chapter of the National Honor Society is a duly chartered and affiliated chapter of this national organization. Membership is open to those students who meet the required standards in all four areas of evaluation: scholarship, leadership, service, and character. General standards for selection are established by the national office of NHS and have been adapted to meet our local chapter needs.

Eligibility

Students going into 11th and 12th grades who have attended MBCA Upper School for at least one year are eligible for membership. (If a student transfers to MBCA after being inducted into the NHS chapter at another school, MBCA will transfer the student's NHS membership to the MBCA chapter.)

To become a candidate for membership, a student must have a cumulative overall weighted average of 90 or higher as of the end of their 10th or 11th grade year and must have completed the school's documentation and approval process for a total of 30 or more hours of service for each year that the student has been enrolled at MBCA as an Upper School student. As with the graduation requirement, students may complete the total required hours in a single year or in multiple years; they are not required to complete 30 hours during each school year in which they have been enrolled in the Upper School.

In order for service hours to be considered for NHS membership, students must have met the service activity and documentation requirements specified for the service hour graduation requirements, and the documentation and approval process must be complete by the application deadline.

Selection Process

In late August of their junior or senior year, students who meet the scholarship and service criteria will be invited to complete an application for NHS membership. On the application, students will be asked to provide information regarding their community service, leadership experience, and areas of school and/or community involvement. A Faculty Council, appointed by the Upper School Head, will evaluate each student's application and make the final decisions on which students are offered membership in NHS. In making its decisions, the Faculty Council will be looking for:

- Students who have demonstrated a heart for serving the needs of others through consistent and meaningful service activities as opposed to checking a box to meet the service hour requirement.
- Students who have a record of leadership experience; however, such experience does not necessarily need to include a titled position and may come from involvement in organizations or activities at MBCA and/or in the community such as a church, scouting, athletics, volunteering, work, and so forth.
- Students who have significant involvement in a smaller number of organizations as opposed to surface level involvement in many organizations.
- Students who have an exemplary disciplinary record and excellent character.
- For each prospective member, the Faculty Council reviews and rates each student in each of the four areas: scholarship, service, leadership, and character. Students will naturally have areas in which they have a stronger record than others; however, to be invited for membership, students should not have a glaring weakness in any area. A majority vote of the Council is necessary for selection.

Candidates will be notified whether they were selected for membership or not. Following notification, a formal induction ceremony will be held to recognize the newly selected members. Students who do not meet the eligibility requirements or are not selected for membership in their junior year may be considered for membership in their senior year.

Responsibilities of Membership

Students inducted into Mt. Bethel Christian Academy's chapter of National Honors Society are expected to embrace the responsibilities that come along with the honor of being selected for membership. All members are required to maintain the same level of performance, or better, in all four criteria that led to their selection and regularly attend chapter meetings during the school year.

Removal from NHS

Students whose cumulative or semester weighted average falls below 90, who fail to complete 30 service hours in a school year, who have a severe disciplinary violation, or conduct themselves in a manner which does not reflect the honor and integrity of NHS membership will place their membership in jeopardy. In such instances, the NHS Faculty Advisor will recommend a warning, probation, or removal from the NHS.

HONOR CODE AND HONOR COUNCIL

The Honor Council is a body of students and faculty advisors entrusted to advocate for Mt. Bethel Christian Academy's high ideals of honor and to educate the school community about these ideals.

The purpose of the Mt. Bethel Christian Academy Honor Council is to promote Honor among the MBCA community members by personal example and by encouraging others to live by these principles. Furthermore, the Honor Council is to provide a fair and consistent way of addressing allegations of infractions of the Honor Code.

Composition of the Honor Council

The Honor Council shall be a body of students elected by a combination of peers and faculty and guided by a faculty advisor who is appointed by the Upper School Head. The Council will consist of up to four Seniors, up to four Juniors, up to two Sophomores, and up two Freshmen. The Honor Council members will serve a one-year term.

Expectations of Honor Council Members

As representatives of the Honor Council, members are expected to refrain from any activity, honor related or not, that would result in a negative reputation for the member or the Council as a whole. Members are obligated to report any violation of which they are a witness or if they acquire direct evidence of a violation. Members are expected to attend all Honor Council meetings. Honor Council meetings take precedence over all other co-curricular or afterschool activities except for participation in competitions and performances. Upon the second unexcused absence from a hearing, students will be dismissed from the Council.

HONOR COUNCIL ELECTIONS

Eligibility

To be eligible to run for a position on the Honor Council, students must have at least a weighted average of 80 or higher at the end of the prior semester and no failing grade below 70 in a class. If a student did not meet this criteria at the end of the fall semester but demonstrates that he/she is meeting the criteria at the time of the election, the student may appeal to the faculty advisor to the Honor Council to be eligible to run. Honor violations or serious disciplinary actions will disqualify students from seeking membership on the Honor Council for one year. In all cases, a student's eligibility is determined by the faculty advisor to the Honor Council.

Process

Elections will take place each spring for the following school year. Election to the Honor Council involves four components: an application, faculty approval, an interview with the faculty advisor, and the student vote.

All students interested in running for the Honor Council must first complete an application. Then, students must be approved by the current faculty. If a student receives more than two faculty votes against him/her, he/she will not be eligible to run. All applicants must also be interviewed by the faculty advisor to the Honor Council. The interview seeks to reveal the applicant's notions of honor and allows the advisor to better understand his/her personal moral code.

Each candidate for the Council is also required to make a brief speech to his class immediately before the class votes. This speech should consist primarily of the candidate's qualifications and reasons for wanting to be a part of the Honor Council. Each class votes only for its own representatives. The results will then be counted and the top vote getters will be elected. In the case of a tie, there will be a run-off vote of the students that tied.

Suspension and Removal

The Upper School administration has the right to suspend or to remove an Honor Council member at his or her discretion.

Honor Council members must have at least a weighted average of 80 or higher at the end of each semester and no failing grade below 70 in a class. An Honor Council member who does not meet this criteria at the end of the fall semester will be suspended from the Honor Council for the spring semester. An Honor Council member who does not meet this criteria at the end of the spring semester will be suspended from the Honor Council for the fall semester; the student will be reinstated for the spring semester if the student meets the criteria at the end of the fall semester. If at any point in the semester the Faculty Advisor believes that an Honor Council member needs to make substantial improvement in his/her grades, then the Faculty Advisor will suspend this student from the Honor Council until such a time that the student has made the required improvement.

If an Honor Council member is found guilty of violating the Honor Code or commits a serious disciplinary offense, he/she will be removed from the Council for the remainder of the term.

If an Honor Council member is found to have discussed the details of a case - including the names of students involved or the positions taken by Honor Council members during deliberations - with an uninvolved party, he/she will be removed from the Honor Council permanently and may face additional disciplinary action. Honor Council members may also be removed from the Council for otherwise failing to fulfill the duties of a member of the Council.

HONOR CODE VIOLATIONS

First Offense, Cheating

Cheating is defined as giving or gaining an unfair advantage for yourself or others. This includes, but is not limited to, copying homework, improperly using an online translator, sharing information about the contents of quizzes or tests, violations of test taking procedures, and copying another's work on a pledged assignment.

- Zero to three-day suspension
- Additional detention and/or community service for aggravating circumstances
- Student will receive a zero on the assignment and will not be allowed to retake the assignment to recover credit (i.e., test corrections).

First Offense, Plagiarism

Plagiarism is literary theft defined as using the words or ideas of another without giving proper credit or citation. Students must take care to cite properly to avoid plagiarism. If a student makes a good faith effort to cite correctly but plagiarizes due to carelessness, the student will lose points on the assignment in proportion to the degree of the mistake and receive a warning. Repeated instances of careless plagiarism will lead to more severe disciplinary actions. Examples of plagiarizing include but are not limited to:

- Direct Quoting or Paraphrasing without proper citation
- Plagiaphrasing: the switching around of a few words
- Summarizing: condensing an original passage into its main points without proper citation.
- Improper crediting: failure to correctly acknowledge anything not of the student's original creation.
- Use of AI to complete assignments in any fashion.
- Copying and pasting material from a webpage or copying material from any other source without quoting and citing the source.
- Turning in a paper written by someone else.

- Unless explicitly allowed in the assignment, taking a paper written by the student for one class, and turning it in for an assignment in another class even if the classes were in different school years.

Plagiarism is considered a violation of the Honor Code and the consequences will be as follows:

- Zero to three-day suspension
- Additional detention and/or community service for aggravating circumstances
- Student will receive a zero on the assignment and will not be allowed to redo the assignment to recover credit.

First Offense, Lying

Lying to cover up one's own misdeeds or misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the School community. A student who lies or gives an answer that may be partially truthful but is intended to deceive a faculty member undermines the foundation of the MBCA community.

- Zero to three-day suspension
- Written apology
- Additional detention and/or community service depending on the circumstances

First Offense, Stealing

As with lying, stealing undermines the foundation of the MBCA community. Stealing is the taking of anything without the consent of the owner. Stealing in any degree is a violation of the Honor Code.

- Zero to three-day suspension
- Additional detention and/or community service depending on the circumstances
- Written apology
- Restitution for the stolen property

Second Offense, Honor Code (whether the same type of offense or different)

- Minimum three-day suspension (The parents of the student must also meet with the Upper School Head and faculty advisor to the Honor Council to determine the conditions for the student's continued enrollment at MBCA.)
- Possible expulsion from MBCA (A two-thirds majority of the Council must concur to recommend expulsion.)

Third Offense, Honor Code (whether the same type of offense or different)

- Recommended expulsion from MBCA

HONOR CODE CASE PROCEDURE

After an alleged violation of the Honor Code is reported, the faculty advisor to the Honor Council will be responsible for making the preliminary investigation into the case. The faculty advisor, in conjunction with the Upper School Head, will determine how to proceed with the case. They can decide to send the case to the Honor Council or to drop the case altogether.

At an Honor Council hearing, the accused student will have the opportunity to present his/her side of the case and will have a faculty advocate of his/her choosing. The hearing will be conducted as expeditiously as possible. A quorum of one half of the members of the Honor Council must be present to proceed. Any Honor Council member with a close relationship to the defendant – such as a relative, boyfriend/girlfriend, or close friend – should excuse himself or herself from the meeting.

The Council members conduct the meeting, deliberate, and reach a verdict. The faculty advisor does not vote but ensures that the meeting and deliberations stay relevant and appropriate. After all questioning has been completed, the Council will deliberate in private and determine a verdict. The Council has three possible verdicts: guilty, innocent, or suspicious-position.

If the Council finds a student guilty, the Council must then determine the consequences to recommend for the violation. If the Council finds a student in a “suspicious position,” the Council may or may not choose to recommend consequences.

To find a student guilty, either the student must have admitted to the offense or the Council must find, beyond a reasonable doubt, that the student committed the offense. In the absence of a confession, a two-thirds majority of the council is required to find the student guilty.

To find a student innocent, the council must, by a simple majority vote, determine that a student did not violate the Honor Code.

To find a student in a “suspicious position,” the council must, by a simple majority vote, find that insufficient evidence exists to meet the standard of “beyond reasonable doubt”; however, enough evidence exists to suggest that the student is not completely innocent or that the student’s behavior was questionable.

All Honor Council proceedings are held in complete confidentiality.

The Role of the Faculty Advocate

Appearing before the Council is stressful and emotional for an accused student. It helps the student to have a trusted faculty member with whom he/she can discuss concerns that might arise. The advocate must be a Mt. Bethel Christian Academy faculty or staff member but may not be the parent of a student. Throughout the process, the faculty advocate will talk to the student about the situation and encourage him/her to be truthful. The advocate will help the student prepare for the Honor Council hearing and will be present with the student during an Honor Council meeting.

Confidentiality

Confidentiality inside the Honor Council is two-sided. Student members and faculty advisors who sit on the case have sworn to total confidentiality. Those who are not affiliated with the Honor Council such as the accused student, the faculty advocate and any witnesses must not share the details with others. Those who appear before the Council, whether found guilty or not, are not allowed to talk about the case with other students. Honor violations are taken very seriously but handled privately. Parents and other members of the Mt. Bethel Christian Academy community are expected to honor the privacy of those involved in a case.

Consequences for Honor Code Violations

In the Upper School, any Honor Code violations committed by a freshman will not carry over to his/her sophomore year. However, any Honor Code violations committed as a sophomore or later will carry over each year until graduation and will be counted as a first, second, or third offense. Any previous Honor Code violations may be considered when determining the consequences of a subsequent violation. The Council does not actually assign the consequences to the defendant; rather, the Council makes a recommendation to the Upper School Head who actually assigns the consequences. The following is a guideline of the consequences that will be recommended for violations of the Honor Code. The Council reserves the right to modify these consequences if a majority feels that the circumstances of the case merit.

Appeal Process

A student found guilty or in a suspicious position has the right to appeal any Honor Council decision. Appeals must be made in writing to the Upper School Head within 24 hours of the completion of the case. Appeals must include the reason the defendant feels the case should be reheard. The Upper School Head will have final discretion in determining whether or not to grant the appeal. Appealed cases will be heard by the Upper School Head.

US STUDENT DISCIPLINE

Demerits

Demerits may be assigned by teachers or administrators for uniform violations or inappropriate behavior. If a student accumulates two demerits within a semester, he/she will be assigned a minor detention. If a student accumulates two additional demerits for a total of four demerits within the same semester, he/she will be assigned a second minor detention. A student who accumulates a total of six demerits within a semester will be assigned a major detention. A student who accumulates a total of eight demerits within a semester will be assigned a Saturday detention. A student who accumulates more than eight demerits will meet with the Division Head or Dean of Students and face possible suspension or expulsion, depending on the nature of the demerits.

Minor Detention

Minor detentions may be assigned for accumulating two or four demerits or three unexcused tardies within a semester, or at the discretion of the Division Head or Dean of Students for more serious offenses.

Minor detentions will be served during the next lunch period after the detention is assigned. By the start of the lunch period, students must report to a designated location which will be separated from other students. Students will get their lunch at some point during the lunch period and return to the designated location. ***Students will not be allowed to talk, do homework, read, or sleep during a detention and will miss any co-curricular activities during that time.*** A student who is late to or does not serve a minor detention may be assigned another minor detention or a major detention.

Major Detention

Major detentions may be assigned for accumulating six demerits or six unexcused tardies within a semester, or at the discretion of the Division Head for serious offenses.

Major detentions will be served on Friday afternoons from 3:30 – 5:30 PM. Students will miss or be late to any co-curricular activities while serving a major detention. Students may appeal to the Division Head to delay serving a major detention for one week in cases such as a pre-planned family trip; however, major detentions will not be delayed for athletic or other co-curricular activities. A student who arrives late to or does not serve an assigned major detention will face suspension from school.

Parents of a child assigned a Major Detention will have a meeting with the Division Head and/or Dean of Students to determine a plan of improvement for their child's behavior, which may include a formal Behavior Contract.

Saturday Detention

Saturday detentions may be assigned for accumulating eight demerits or nine unexcused tardies within a semester, or at the discretion of the Division Head for serious offenses.

Saturday detentions will be served on Saturday mornings from 8:00 a.m. – 12:00 p.m., and parents will be billed \$85 per student per detention to cover the cost for a staff member to supervise the detention. Students will miss or be late to any co-curricular activities while serving a major detention. Students may appeal to the Division Head to delay serving a Saturday detention for one week in cases such as a pre-planned family trip; however, Saturday detentions will not be delayed for athletic or other co-curricular activities. A student who arrives late to or does not serve an assigned Saturday detention will face suspension from school.

Parents of a child assigned a Saturday Detention will have a meeting with the Dean of Students and/or Division Head to determine a plan of improvement for their child's behavior, which may include a formal Behavior Contract.

Suspension

A suspension is a temporary removal of a student from the school community. A suspended student is not allowed to attend classes, participate in any athletic or co-curricular events, or represent the school in any manner during the term of his/her suspension. A student who is suspended for a Friday may not participate in any school activities (including as a spectator) on Friday evening but may participate in school events taking place on Saturday; however, a student who is suspended for a Friday and the following Monday may not participate in any school events over the weekend. Students may complete all academic work during the term of their suspension **without** academic penalty as long as the work is turned in or completed when due.

In-School Suspension

A student with in-school suspension will be required to come to school, in school uniform, and spend the school day in a location isolated from interaction with other students. Students must report to the Division Head's office by 8:00 a.m., will remain at school until 3:30 p.m. and must leave campus at that time. If a student is unable to leave campus at 3:30 p.m., he or she must remain in the Division Head's office until he or she is able to leave campus. Students may not participate in or attend any school-related activities after school on the day of serving an in-school suspension.

Out-of-School Suspension

A student with out-of-school suspension must serve his or her suspension at home and will not be allowed on campus or allowed to participate in or attend any school-related activities during the term of the suspension.

Expulsion/Withdrawal

A student who commits a major disciplinary infraction or repeatedly refuses to live within the mission of the school may be asked to withdraw or may be expelled. After a substantial period of separation, usually at least one year, the student may be allowed to apply for consideration for re-enrollment.

Behavior Contract

A Behavior Contract is a contract between a student and the school which spells out specific standards that the student must uphold in order to continue enrollment at Mt. Bethel Christian Academy. A Behavior Contract is typically created by the Division Head for a student having difficulty complying with the general mission and rules of the school. Students on a Behavior Contract will not be allowed to re-enroll until successfully completing the current school year. A student who violates his or her Behavior Contract may face expulsion from MBCA.

STUDENT DRIVERS AND PARKING

Driving to School

Students with valid driver's licenses may drive their cars to school. Students should understand that they are representatives of MBCA as they are driving to school, and if the school becomes aware of students driving inappropriately, the school may take disciplinary action including revoking a student's privilege to drive to or park on campus and a meeting with parents.

Driving on Campus

Students must operate their vehicles on campus with the awareness that they are driving in the vicinity of other students and young children who are difficult to see and may impulsively dart out into the street at any moment. Although the Upper School campus is separate from the Lower and Middle Schools campus, there will be Lower and Middle School students on campus in the mornings and afternoons using the transportation services between the two campuses and for other activities and reasons. Students who drive recklessly or endanger either themselves or others may lose their privilege of driving on campus. Students should have the speaker volume turned down sufficiently so that it is not audible outside of the car and so that students can hear if someone were to need to get their attention. Students may not use cell phones – even hands-free – or other electronic devices while driving on campus.

Students must register with the school any car they drive **prior to** driving it on campus.

Parking

Students must park in areas designated for student parking. Students may not go to their car during the academic day without the permission of the Division Head or another administrator unless they are leaving campus after signing out for a legitimate purpose.

SENIOR PRIVILEGES

Typical senior privileges include off-campus lunch on Mondays, first choice of parking, and painting of parking spots. Privileges are just that, something that has been given, but can be taken away.