



MONTGOMERY CHRISTIAN ACADEMY



Student/Parent Handbook Academic Year 2024-2025

*“And we know that in All Things God works for The Good of those who love Him.”
Romans 8:28*

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Welcome to Montgomery Christian Academy!

Statement of Faith

ABOUT GOD

God is the Creator and Ruler of the Universe. He has eternally existed in three persons: the Father, the Son and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

ABOUT MAN

Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. *Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1,2*

ABOUT ETERNITY

Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence.

John 3:16; John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15; 1 John 5:11-12; Matthew 25:31-46

ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of kings, and Lord of lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13

ABOUT SALVATION

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

ABOUT ETERNAL SECURITY

Because God gives man eternal life through Jesus Christ, the believer is secure in salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10,14; 1 Peter 1:3-5

ABOUT THE HOLY SPIRIT

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1

ABOUT THE BIBLE

The Bible is God's Word to all men. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5

ABOUT MARRIAGE

Marriage is a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one woman. This school recognizes that marriage is the uniting of one man and one woman in covenant commitment.

Genesis 2: 22-24, Proverbs 18:22, Matthew 19:3-9, Mark 10:6-12, 1 Corinthians 7:1-16, Ephesians 5:22-33, Colossians 3:18-19, Hebrews 13: 4-7

Non-Denominational Policy

MCA is first and foremost a Christian school, with a non-denominational Statement of Faith, which both parents and teachers are asked to sign. Within the Christian faith, individual expression of this faith may take different forms of expression, such as policies on baptism, gifts from the Holy Spirit and eschatology. Occasionally, these controversial subjects arise during class discussions. For the purposes of classroom instruction, teachers will present different viewpoints in a neutral manner, without making personal judgments about which views are "better" or "right". Teachers will always refer students to their parents about sensitive topics.

Mission Statement

Montgomery Christian Academy (MCA), honoring Jesus Christ, provides a biblically based, academically challenging environment to the children while developing servant leaders to the Glory of God (See Deut. 6:4-9)

Vision Statement

Creating future leaders by discipling children to become Christ's hand and feet in our local community and the world.

CORE VALUES

- **THE BIBLE** – The Bible is the Inspired, Infallible, and Inerrant Word of God. It is the absolute and final authority on all matters. (2 Tim 3:16; 2 Pt 1:19-21; Col 3:16-17)
- **CHRIST-LIKENESS** – MCA will employ administrative staff, and faculty whose actions and attitudes strive to model Christ. Discipline and behavior standards will be based on biblical principles that leads to Christ-likeness in students' lives. (Rom 8:29, 1 Cor. 11:1, Eph 4:11-13, Heb 12:6-11)
- **ACADEMIC EXCELLENCE** – MCA will develop an educational program that is based on the truths of God's Word and the preeminence of Jesus Christ. MCA will be a safe learning environment where students are actively engaged and challenged in their learning, and where teachers are actively developing their skills to reach each student. (Dan 6:3, Col 3:23)
- **THE CHURCH** – MCA will recognize its existence as a ministry of Fellowship of Montgomery and operate under the authority of the Church. The church has been and always will be the instrument of God to fulfill God's purposes here on earth. (Acts 2:42-47)

NON-DISCRIMINATION POLICY OF MONTGOMERY CHRISTIAN ACADEMY: a Texas Nonprofit Corporation

Montgomery Christian Academy is committed to providing an environment for students that is free from discrimination based on race, color, nationality, ethnic origin, or disability. In addition, MCA does not discriminate in its administration of educational policies or any other school programs.

It is the policy of Montgomery Christian Academy to:

- Accept students of any race, color, nationality, ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded to its students.
- Make reasonable accommodations wherever necessary for all students with disabilities, provided that the individual can safely function in the classroom and provided that any accommodations made do not require significant difficulty or expense.
- Thoroughly investigate instances of alleged discrimination and take corrective action, if warranted.
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

MCA Family Policies

A parent should...

- Encourage proper study habits at home.
- In Matthew 18:15-17, Jesus gives His formula for solving person to person conflicts. In resolving situations, go to the person most closely associated with the situation and follow the chain of command upward from there. Proceed to the appropriate levels as needed. (Teacher-Head of School-Board of Directors) Exercise the Matthew 18 principles described above in dealing with conflict.
- Be sure your child attends school daily and on time (see attendance policy). Promptly report and explain absences.
- Participate in your child's academic and spiritual growth by participating in meaningful parent/teacher conferences.
- When using social media, cast MCA, its students, families, and employees in a positive light.
- At athletic events do not draw attention to yourself by yelling at the players or by making comments to the officials about their officiating. Cheer for our team and not against the other team or officials.
- We love welcoming our families into chapel to worship with us. We encourage all that are in attendance, to be respectful of the speaker.

Absences and Attendance Requirements

Students (K5 and above) are required to attend 90% of the days offered during the school year to receive credit for a grade level. If students miss more than **9 days per semester during a school year**, they may not be promoted to the next grade. This policy includes both excused and unexcused absences. Students must make up any missed work, they have the number of days missed plus one day (1 day missed + 1 = 2 days) to make up their work.

Excused Absence

The following are considered **excused** absences:

- Personal illnesses (up to three days only ... thereafter, excused with a doctor's note)
- Illness or death in the immediate family
- Court appearance

- Doctor's appointment (Parents are encouraged to make doctor appointments after school, but should a student need to be seen during school hours, please acquire a doctor's note at the time of the appointment and submit it to the school.)

Unexcused Absences

- Unexcused absences include all absences not listed above or any absence for which a student fails to bring a note from home or the school does not have documentation for.
- If after **two days** the student still has not brought a note or an email sent by his / her parent, the absence will remain an unexcused absence.
- The student will still be held accountable for the information missed.
- Sleeping in because of late night activity is not an excused absence.

Pre-Planned Absences

The following are considered in need of PRE-APPROVAL for an EXCUSED absence to be awarded:

- Request for pre-approved family trips / vacations
- 4H and other outside competitions
- One absence per semester for an educational trip with a parent. (ex: federal reserve)
- Any other unusual cause acceptable to the Head of School.
- With the exception of 4H and off-campus school related events, these absences do count towards the 18 day limit per year.

Tardiness

Student drop off time is from 7:30-7:50 am. When students are habitually tardy, the classroom is disrupted, and student learning is affected. Therefore, the following guidelines related to tardiness and absences are listed below.

- School begins promptly at 8:00 am.
- Students arriving after 8:10 am must be walked into the school and signed in at the front desk. The student will be considered tardy.
- The parents of a child who receives 5 tardies will be asked to meet with the Head of School to discuss the problem.
- If the action plan that has been put in place is not followed and tardiness continues to persist, the family may be dismissed from Montgomery Christian Academy.

Academic Policies

Program Information

MCA teachers are responsible for organizing instruction that includes a partnership with parents. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom. **Email is a vital communication tool used by MCA. Parents (and students, when applicable) are responsible to read all emails from MCA teachers, staff, or administration, and be current on the latest communication.**

The MCA academic program will maintain high academic standards, emphasizing a strong student work ethic. Our academic standards will meet or exceed the local and state laws that govern education.

MCA teachers are not able to offer significant modifications or provide individualized instruction unless a formal 504 Plan or Individual Education Plan is in place. All students are expected to complete course requirements and to function independently in the classroom.

Academic Dishonesty

Academic dishonesty is a serious offense and is not tolerated at MCA. Students will receive a zero for academic dishonesty and a N in conduct. Parents will be contacted immediately if their child is involved in any of the following situations:

- Lying or giving false information about an assignment
- Copying another student's work
- Using answer keys or teacher editions to finish assignments without permission
- Obtaining copies of quizzes or tests without permission to practice the test
- Plagiarizing an assignment without crediting the source
- Altering a graded paper or assignment to change the grade
- Talking to another student during a test or quiz without permission
- Giving or receiving information during a quiz or test (copying)

Assessments

Iowa Assessments

This is a nationally administered standardized test. It is used to provide achievement scores for students, teachers and parents to better understand how well students perform in Language Arts, Math, Reading, Science, and Social Studies.

Teachers Evaluations

Teachers use a variety of authentic assessments to determine students' understanding of the course material. These assessments include individual and group projects, interviews, presentations, demonstrations, and traditional tests as well as the criteria listed in the grading policies. MCA conducts a national standardized test for all subjects every April to assess student achievement and curriculum.

Grading, Evaluation, and Feedback Philosophy

MCA has chosen to use a standards-based learning approach to instruction and grading in an effort to strive for excellence in academics in the Pre-K – 2nd grades. 3rd – 7th grades will be traditional grading.

Standard Based Grading

At MCA, grades serve five basic purposes:

- to help us teach, correct, and train;
- to provide us with a measurable and legitimate means of helping students achieve mastery of the grade level standards;
- to encourage a strong work ethic;
- to provide us with an ongoing means of communicating a student's progress and achievement to his parents;
- to help us in the on-going placement of students at a level responsive to their needs, background, and abilities.

We will establish measurable and objective standards based on legitimate grade level expectations. Our academic standards will meet or exceed the local and state laws that govern education.

Students will be graded by assessing their level of mastery of grade level standards.

A successful school experience requires a cooperative effort among students, parents and teachers, with each party playing a crucial role.

- Students are responsible for completing all assignments, consistently putting forth their best effort, bringing all required materials to class, participating in discussions and daily activities and taking personal responsibility for making up work missed during an absence, and for turning this work into the teacher. Students must make up any missed work, they have the number of days missed plus one day (1 day missed + 1 = 2 days) to make up their work.
- Parents are responsible for monitoring their child's homework, for helping their child locate resources and for providing the necessary support to complete assignments (going to the library, buying a poster board, finding a plant). Parents also need to provide adequate uninterrupted study time and the necessary materials to complete their assignments.
- Teachers monitor student progress in achieving the learning objectives outlined for each course. Although some allowances are made for individual differences, students are expected to complete all course requirements. Teachers are responsible for identifying objectives and clearly communicating expectations, choosing relevant assignments, grading formal assessments promptly and returning papers and tests to students in a timely manner.
- No Zero Policy – If a student has a zero from a grade attained or failure to turn work in, student will be required to make up the work. The maximum grade they will receive is a 50.

Traditional Grading

For 3rd Grade and above, students will be graded on a traditional grading system. The grades will be determined by a range of grades.

- A - 90 - 100
- B - 80 - 89
- C - 70 - 79
- F - 69 and below

The students must maintain a grade of 70 or above to be considered as passing. Any grade of 69 or below will be considered failing. Students receiving a grade of 69 and below will fall under the Academic Standing / Academic Probation guidelines listed below.

Academic Standing / Academic Probation

Students must achieve a score of 70 or above each semester in attendance at MCA on each learning objective in the core academic classes to remain in good academic standing. A student whose score falls below 70 on a learning objective in the core academic classes at the end of the school year can be blocked from future registration at MCA.

At the discretion of the Head of School, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following semester. This decision will be based on the student's attitude, participation, and effort.

A learning contract between MCA, the student, and the parents may be put into place to outline the learning gaps and identify strategies to close those gaps.

A student placed on academic probation must earn a score of at least 70 on each learning objective in the core academic classes during each grading period of the following semester to return to good academic standing.

If the student does not maintain the minimum score and cooperate with the terms of the learning contract (if applicable), he or she may be blocked from future enrollment at MCA. If the student maintains the minimum score or higher for the entire semester, he or she will be removed from academic probation.

The Head of School and the Board have the final authority to make decisions about registration for students on Academic Probation.

Progress Reports

Progress Reports are sent home during the 6th week of instruction during each grading period (1st grade and above.)

Report Cards

Report Cards are distributed every 9 weeks. There will be a Parent-Teacher Conference at the end of the 1st and 3rd nine weeks. Please set up conferences with the teacher as needed.

Promotion

Students are promoted to the next grade level when they successfully master all standards of the previous grade level with a passing average of 2.00 or above in every subject.

Admission Procedures

All students enrolling into Pre-K must be 4 years old before or on September 1st. All K5 students must be 5 years old before or on September 1st. Students must be fully potty trained and independent in the restroom.

Parent and Student Responsibilities

Children must be accepted to MCA through a formal admissions process. **Both parental involvement and student cooperation is essential for MCA to fulfill its mission.** Therefore, as a condition of acceptance to this school, the parents and student applying for admission must fulfill the following requirements:

- Parents must submit a completed online application form for each child applying for admission, including academic records, health forms, and other information as specified in the application packet. Students will not be admitted without complete records.
- Parents must schedule a time for their student (1st Grade and above) to complete admissions testing.
- Once Admissions tests are scored and the student's performance is satisfactory, parents must then complete and submit the Enrollment Packet.
- Parents and students must sign a form stating their acknowledgement of our Statement of Faith as an expression of who we are and what will be taught in the classroom.
- Parents and students must be willing to abide by the school's rules and regulations as expressed in our handbook or by the Head of School.
- Parents are responsible for providing regular structure for completing home assignments, checking take home folders, and helping the student as needed.
- Each student must be willing to adhere to MCA's Student Code of Conduct, Dress Code Policy, and all other policies.
- In order to ensure student success, parents are responsible for providing all documentation regarding a child's educational background (504, any diagnostic testing, etc.)

School Supplies

A list of required supplies will be on the website by June 1st for the upcoming school year. MCA has partnered with Edu-Kit, which enables us to purchase a school supply kit for each student. We will place orders by June 15th with Edu-Kit. Any families that enroll after June 15th will be responsible for buying their own school supplies.

Having all the required materials is part of the parent/student's responsibility. You will be notified when supplies (pencils, erasers, paper...) need to be replaced.

PLEASE NOTE: Parents are responsible for replacing damaged or lost books or electronic devices. Any book on loan to a student from MCA will need to be returned before final report cards are released.

Review All MCA Material and Pray

Please carefully go over each handout given at the information meeting/tour as well as our Family Handbook online. If you have any questions, please contact us. Pray about this important decision.

Complete the Online Admissions Application

Once you are comfortable with your decision that this is where your family should be, parents must complete an online application for each child, and submit all required forms, relevant fees (\$25 application fee per application) and copies of academic records, health forms, immunization records and any other relative medical records. (All immunizations must be current and in compliance with the state of Texas. If your family has opted not to take immunizations, a waiver from the state of Texas must be submitted instead.) Please contact Brittney Smith at bsmith@mc.academy if you need to schedule an appointment for help with your application process. <http://www.montgomerychristianacademy.com/admissions/studentapply.cfm>

Admissions Placement

All students, 1st Grade and above, must successfully pass MCA's Admissions test to ensure that they are able to successfully perform at grade level.

Enrollment

Once the student has been accepted and the above step has taken place, an offer letter will be sent to the Enrollment Responsible family member via email. The family can then complete the online enrollment packet and select a tuition payment plan. The non-refundable Registration Fee of \$300 is due at the time of submission of the Enrollment Packet.

Parents and students must sign a form stating their agreement with MCA's Statement of Faith. By signing this form, parents acknowledge their understanding that all of the curriculum is taught from a biblical perspective.

Parents must be willing to adhere to the policies and procedures of MCA as outlined in this Family Handbook.

Continuous Enrollment Contract

- Current students will automatically be reenrolled after January 31st. If you would like to withdraw your student(s) for the upcoming year, a letter in writing needs to be submitted no later than February 28th to Admissions, Brittney Smith (bsmith@mc.academy)
- Fees and tuition will be posted on website by January 1st
- Reenrollment fee is \$200 and is due by February 28th
- Remember the Continuous Enrollment Contract is financially binding which results in no fees or tuition being refunded.

Teacher Selection

There are many factors that go into selecting each child's teacher. MCA does not accept requests for specific teachers. If there is a concern please contact our Head of School at rmorrison@mc.academy

Financial Policies/Tuition (FACTS)

All payments made to MCA (fees, tuition, Fun Friday, Spirit Shirts, athletic fees, and after care) are to be made through the financial arm of RenWeb called FACTS. Families will set up their FACTS account during the enrollment process.

FACTS does assess additional fees for the following:

Set up of a payment plan (fees vary according to plan selected)

Debit or credit card used for payment: 2.95% fee (To avoid this fee, you may enter your checking account information to be used as payment.)

2023-24 Tuition Rates

Pre-K: \$8,899.50

K5 - 6th: \$10,023.00

Sibling Discount: 10%

Tuition is subject to increase in the 2025-2026 school year.

For questions about your FACTS account, customer service representatives may be reached at **(866) 412-4637**.

Students may not begin classes at MCA until all tuition payments and fees have been paid for the previous school year. In the event of withdrawal from MCA or transfer to another school, student records, including report cards and permanent files, are held until all financial obligations have been cleared.

Annual Payment Plan

One payment due on June 5th, for families who elect the Pay in Full option, must pay by June 5th, 2024.

Families will receive 3% discount with this option. Enrollment Plan Fee \$25.00.

Semi-Annual Payments

First payment due on June 5th and second payment on January 5, 2025. Payment Enrollment Fee \$25.00.

Payment Plan 10 Months

First payment due June 5th and thereafter due on the 5th of every month. \$30.00 late fee after the 5th of every month. Final payment is due March 5, 2025. Payment Plan Enrollment Fee \$55.00.

Payment Plan 12 Months

First payment is due June 5th. \$30.00 late fee after the 5th of every month. Final payment is due May 5, 2025. Payment Enrollment Fee \$55.00.

Returned Payment

Returned payment will incur a fee of \$30.00

The following fees are assessed in addition to tuition and must be paid before a student begins classes.

Application Fee: A one-time non-refundable fee of \$100 must be submitted with the initial online application. Applications will not be processed without payment of this fee. **Enrollment Fee:** A \$300 non-refundable enrollment fee is required when the online enrollment packet is submitted to hold a place for the following school year. This fee is due by February 28th for returning students.

Activity Fee: A one-time non-refundable fee of \$200 is required to cover the cost of special events/materials, field trips, and standardized testing before the first day of class.

Book Fee: \$200 non-refundable book fee (for purchase of student consumables and to help replace classroom textbooks) **No book fee for 7th/8th grade hybrid students.**

Technology Fee: \$100.00 non-refundable

*** All fees must be paid by June 15th or incur a late fee of \$30.00.**

Refund Policy

There will be **NO** refunds on Fees. Montgomery Christian Academy has financial and contractual agreement with faculty, staff, vendors, etc., which are made before the beginning of each school year. These obligations and commitments require MCA to MANDATE that all enrolling families commit financially for the **entire school year**.

In order for MCA to meet its contractual obligations to faculty, staff, and others, **we do not offer a refund on any tuition and fees** for any reason including, but not limited to, job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at MCA for the contracted school year, 100% of the tuition is still due and must be paid in full.

Scholarships

Families may apply for scholarships, once enrolled, by completing the Grant and Aid Application in FACTS. Re-enrolling families must submit their application by April 30th. Once the application and documents are verified by FACTS, MCA's Board of Directors will review the application's data. (All applications are anonymous, identified by account numbers only.)

- Scholarships are awarded for one school year only and are not guaranteed beyond that year.
- Students receiving scholarships **MUST** remain in good standing with their academics and follow our attendance policy.
- Awarded families must pay at least 50% tuition as well as all applicable fees for the school year.
- Scholarships will be capped at \$10,000.00 for the lifetime of the student's enrollment at MCA.
- No family may apply for financial aid more than 3 years in the lifetime of the student enrollment at MCA.

Campus Procedures

Arrival

Students may arrive between 7:30 am and 7:50 am. Please enter the gate on Blue Goose Road, drop the student off on the North side of the Gym, a staff member will greet your child and exit on the South gate.

NOTE: Students will not be allowed into the building before 7:30 am.

When students arrive at school, they are directed into the gym where staff members are on duty to supervise them. Morning instruction begins promptly at 8:00 am. Students are considered tardy if they are not in the classroom by 8:10am.

Early Pickup Policy

Parents are required to call in **ADVANCE** to pick up their student early. We ask that students be picked up at 2:30pm or before. Due to our end of day dismissal procedures, we ask that students not be picked up early after 2:30pm unless you have an emergency.

Dismissal

Students are released at **3:15 pm**. If a student is leaving school before the end of the day, the parent must sign the child out at the Reception Desk. A staff member will go to the classroom to notify the teacher that the parent has arrived.

For the safety of all students, parents are asked to pick up their children in the car rider line at the end of the day. Staff members will supervise waiting students and safely escort your child to the car.

Please be prompt in picking up your student from school. Students on campus **after 3:30 pm** will be sent to After Care.

After Care

The fee for After Care is **\$15** per day per student. The hours are **3:30 pm – 6pm**, please be prompt in picking up your student.

Visiting the Classroom

Parents may visit their child's classroom or volunteer at MCA as they feel led. However, parents will need to check in at the front desk and have a **completed background check** on file.

In order to visit the child's classroom, the parent must have permission from their child's instructor to ensure that classroom instruction is not interrupted. Once permission has been granted, the parent must follow the check in procedures listed above.

Campus Volunteers/Visitors

We welcome volunteers and parents to be involved in school events, we ask that you check in at the Reception Desk in the main MCA Building, sign in and receive a badge. After you have completed your visit to the school please go back and sign out and return your badge to the Reception Desk. If you are on campus without a badge, you will be asked to check in at the Reception Desk.

Code of Conduct

Behavioral Expectations

Students at MCA are expected to exhibit a high standard of morals and values in their thoughts, attitudes, and behavior. They are encouraged to always strive to do their best and to encourage others in a courteous and respectful manner. In this way students can experience a positive and supportive educational environment that fosters learning and achievement, while enjoying positive social interaction with like-minded peers.

Classroom

The classroom is a place of learning where the teacher's focus is teaching, and the student's job is to learn. Teachers strive to provide a positive and supportive learning environment for all students and thus, conduct that disrupts teaching or learning is not tolerated. At Montgomery Christian Academy, students are expected to observe the following guidelines:

- come to class on time and be prepared with all required materials
- work diligently during class
- complete home assignments promptly
- conduct themselves in an orderly, polite, and respectful manner
- participate willingly in class activities
- follow teacher instructions
- refrain from behavior that is distracting to other students or disruptive to the learning environment

School Facilities

Students are expected to be good stewards of the physical resources of both MCA and Fellowship of Montgomery. They are also expected to be models of good citizenship by keeping the church's facility clean and by refraining from actions that are destructive to the property or disrespectful to others.

Electronics/Social Media

All student cell phones must be turned off and kept in a backpack during instructional time. If a student uses a cell phone during the school day without permission or has the phone out during class, the phone will be confiscated until the student leaves school at the end of the day and a parent will be notified.

Cell Phones, Earbuds, and Electronic Watches:

- Students are not permitted to use cell phones, apple/smart watches, or airpods/earbuds/headphones during school hours.
- Cell phones are not permitted during After Care.
- If students need to contact their parents, phones are available in the office for emergencies.

Electronic tablets are often used to supplement instruction with parental consent. Students may *only* use their device as directed by their teacher for educational purposes. Aside from this, all devices are to be kept safely in your classroom's specified area. Use of electronic devices is not permitted in the hallway, before school, or during recess, lunch, or After Care.

PLEASE NOTE: MCA is not responsible for lost or damaged electronic devices.

Technology Acceptable Use Policy

Access to the Academy's technology resources is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, Academy policy, and law.

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. With educational opportunity comes responsibility. Please note that it is possible you may run across areas of adult content and some material you (or your parent) might find objectionable. While it is not possible to absolutely prevent such access, it will be your responsibility to follow the rules for responsible use. Parents and students should contact the Academy with concerns when objectionable content has been discovered.

Inappropriate & Irresponsible Use

The following are examples of inappropriate & irresponsible use of technology resources:

1. Using technology resources for any illegal purposes or in violation of MCA policy.
2. Using resources to engage in conduct that harasses or bullies others.
3. Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
4. Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
5. Using any device or technology to record the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or without the prior consent of the individual being recorded.
6. Using the name, persona, or image of a student, MCA employee or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another.
7. Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.

8. Wasting school resources through improper use of MCA technology resources, including creating and distribution chain letters, sending spam, or setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.

Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education promotes student safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response.

Technology allows unlimited resources to enhance our education with vast collaborative partnerships. Learning to be a good digital citizen allows us to utilize technology in safe, responsible, and productive ways.

Discipline

It is the expectation at Montgomery Christian Academy that all members of the community (both adults and students) treat one another with respect and kindness, as is fitting for a forgiven child of God. Our goal is to teach Christian values, self-control, orderliness, and respect. As directed in Scripture, children are to be guided in the development of self-discipline, so that they may grow toward behavioral and moral choices compatible with a living Christian faith. We want students to act, not out of fear, but in loving response to God’s sacrificial love for all of His children.

Partnership in Discipline

Montgomery Christian Academy is committed to walking alongside parents in their God-given responsibility to educate their children - spiritually, academically, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported by both the school and family, and followed by the school community as a whole. Everyone contributes to the creation of a safe and positive climate where learning can take place. Teachers, students, parents, administrators, and the church must work in a partnership of mutual support and respect.

At MCA, students, teachers, and parents are asked to remember that all of their actions bear witness (one way or another) to the saving grace of Jesus Christ. None of us are expected to be perfect, and our failings can be handled in the same spirit of love and forgiveness that God freely bestows on us.

School Behavior Standards

When parents and teachers partner to teach, model, and hold the children accountable to respectable behavior, the classroom and school become safe havens for both academic and social growth.

- ❖ Four basic standards provide the foundation of the disciplinary program at MCA:
 - a. Respect for teachers and campus staff
 - b. Respect for oneself and others
 - c. Respect for the property of the school and others
 - d. Respect for the teaching and learning process
- ❖ Adhering to these standards means that students at MCA will:
 - a. Treat teachers, administration, and fellow students with respect
 - b. Treat school property with pride and care
 - c. Fulfill class assignments as instructed
 - d. Put forth their best work each day

Behavior Management System

The classroom teacher is the authority of discipline management in the classroom. Behavioral expectations will be clearly stated at the beginning of the school year. When necessary, the school administration will become involved in the discipline process. Parents of 3rd through 8th grade students are given the opportunity to monitor their student's behavior through email alerts in the family parent portal. All parents are encouraged to communicate consistently with teachers regarding behavior at school.

General Expectations

Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and love your neighbor as yourself. Matthew 22:37

The following applies to all students in the building.

1. Treat all of God's property with respect.
2. Show respect to adults, other students, and guests.
3. Be patient, for God is patient with you.
4. Follow the directions of any MCA staff member.
5. Use a quiet voice in the learning areas and hallways.
6. Always walk; do not run in the hallways.
7. Do not bring playground or athletic equipment to school without teacher permission.
8. No over-aggressive games or horseplay is allowed.
9. Students are not to chew gum at any time during the school day, car pick-up, or at After Care.
10. No weapons of any kind are allowed on campus. (guns, knives etc)

Reinforcement of Positive Behavior

School discipline has traditionally focused on correcting or punishing inappropriate actions. Logical, predictable consequences should result from poor behavioral choices. It is equally important, however, to acknowledge and reinforce good behavior. Children who receive intentional, positive affirmation for "doing the right thing" are more likely to continue doing it. Teachers at MCA are encouraged to develop simple, age-appropriate incentives to affirm positive classroom and individual behavior.

Behavioral Consequences

Students at Montgomery Christian Academy must clearly understand that inappropriate behavior will be met with consequences. When a student does not exhibit the expected level of conduct, specific consequences will result. Consequences of misconduct will be determined by the seriousness of the offense, the student's age, the frequency of misconduct/discipline history of the student and any other relevant circumstances

Lunch Detention

Students who have repeated correction for inappropriate classroom behavior will be assigned lunch detention. During this time they will be assigned to a separate table at lunch and monitored by a staff member. They may also be required to write sentences during their lunch regarding their behavior in class.

Detention

If deemed necessary by school administration, a 45 minute after school detention may be assigned. A \$40 detention fee will be assessed to the FACTS account. The Head of School will determine the type of service which may include physical work. A student's second detention of the school year will result in a behavior contract.

Behavioral Contract

Students who have repeated behavioral patterns that disrupt classroom learning will be required to have a behavioral contract. Consequences of not following the terms of the behavioral contract may jeopardize the student's enrollment in the school or may result in expulsion.

Academic Contract

Students who repeatedly fail to turn in assignments on time will be required to enter into an academic contract. Consequences of not following the terms of the academic contract may jeopardize the student's enrollment in the school.

Suspension

Suspension from school is an extremely serious issue. A student who is suspended from school will not be allowed on the school grounds. Students who are suspended may not participate in school or extra-curricular activities during the suspended time period and will be required to make up all work missed during the suspension period.

Expulsion

A student will be expelled from Montgomery Christian Academy or parents will be asked to withdraw their student for any reason the Administration or the School Board deems appropriate. This last resort takes place after documented attempts to correct a student's misbehavior have failed and misbehavior persists or if the offense is so serious as to warrant immediate expulsion. An expelled student will be asked to leave MCA for the remainder of the school year. Expulsion from school will be the decision of the Head of School in consultation with the School Board. Tuition is non-refundable under an expulsion.

In cases of expulsion, the board reviews the facts of the situation with the Head of School, reaching a decision focused on preserving the best interests of the greater learning environment necessary for students to learn.

PLEASE NOTE: Tuition and fees are not refundable in the event of suspension or expulsion.

Parent Communication Regarding Behavior

A parent will be contacted by phone call from the the Head of School to notify you of a significant infraction. A confidential behavior email will also be sent through RenWeb for documentation purposes.

Minor disciplinary infractions will be dealt with according to classroom procedures. Students can be disciplined for inappropriate behavior at school sponsored after school and athletic events. Consistent classroom disruption or more serious discipline issues will involve parents and the Head of School. Montgomery Christian Academy reserves the right to add or delete from this list during the course of the school year as situations warrant.

If a student (or family) refuses to take responsibility for poor behavior choices and will not work toward improvement, or if a student's actions threaten the safety of others, they will no longer be allowed to attend Montgomery Christian Academy.

PLEASE NOTE: Tuition and fees are not refundable in the event of suspension or expulsion.

Dress Code

The Dress Code provides standards to insure a neat, clean, and well-groomed appearance for students as well as an orderly school environment. On class days, students are expected to follow both the Uniform Guidelines and the General Guidelines. Individual questions about the Dress Code should be referred to the Administrative Assistant.

Uniform Guidelines

Monday/Tues/Thursday – Shirt - navy blue, light blue, red, dark purple, light pink or hunter green polo collared shirt / polo dresses. Bottoms – navy, khaki or gray uniform pants/shorts/rompers/skirts Shoes – tennis shoes (no wheels or lights)

Wednesday – Chapel Attire **Required** – red polo shirt with khaki bottoms, girls can wear red polo dresses

Friday - MCA spirit shirt, or a christian shirt with blue denim bottoms or school uniform shorts (no athletic shorts or sweatpants), regular Mon -Thurs uniform can also be worn

Solid colored polo shirts only. No exceptions will be made.

Boys: Boys may wear navy, khaki or gray uniform pants or shorts that reach the knees, no athletic shorts/pants/sweatpants.

Girls: Girls may wear navy, khaki or gray uniform pants, capris, skirts, jumpers, skorts, polo dresses, or shorts. **Shorts, skirts, skorts and polo dresses must be long enough to reach your daughter's fingertips when her arms are straight down by her side.** Solid color leggings or shorts can be worn under dresses or skirts.

Jackets: Solid Color, No Graphics or Neon Colors.

Shoes: Tennis shoes must be worn daily as students will have PE and recess.

Socks: (solid, neutral-colored) must be worn at all times.

Free Dress

Some free dress days will be announced during the year. On these days, students may either wear the school uniform or clothes associated with the theme of the free dress day. Please have your student use discretion in choosing their clothing for these days.

Free Dress Pass: Some students may earn a free dress pass, this pass is redeemable on TUESDAYS ONLY

General Dress Code Guidelines

- Dress should be modest and in good taste.
- Students are not allowed to wear clothing that is too tight, too baggy, immodest (low cut necklines, see-thru material or short skirts) or items with rips, holes or frayed edges.
- Hair should be clean and neatly styled, with no extreme hairstyles (for example, mohawk, designs in the hair, etc.) or unnatural hair colors.
- Hair must be out of the eyes (for both boys and girls).
- Hair must be above the shirt collar for boys.
- Solid hair bows or solid headbands are allowed for girls.
- Caps, hats, and bandanas may not be worn in the classroom.
- Girls are allowed to wear earrings; no other pierced jewelry is permitted.
- Boys are not allowed to wear earrings.

Administration has the authority to make final decisions about dress code.

Dress Code Violation:

1st Violation - Sent to office, parent contacted

2nd Violation - Sent to office, parent contacted

3rd Violation - Sent to office, parent will be asked to bring clothes for student to change.

Communication (Parent/Teacher)

Frequent and open communication with parents is essential to the successful operation of a school. There are several tools at MCA to keep you informed about your child's progress.

Parental Communication

Most of the communication between parent and school take place via email/RenWeb. In addition, we will make every effort to send home a hard copy of notices in the student Tuesday folders. If changes to policy need to be made, those will be posted in this handbook and those updated pages will be sent via email to all parents and posted in a revised edition of the handbook on our website.

Parent/Teacher Conferences

Parent-Teacher Conferences will take place in the fall and spring. At this time, the teacher will present your child's report card and discuss progress on grade level learning objectives, as well as social, emotional, and spiritual progress.

Please schedule a conference with your child's teachers any time there is a need or concern. You may call the school or e-mail the teacher to arrange a suitable time. Please also see the handbook under "Grievance Procedures" for issues that arise involving concerns or complaints

Teachers

If you have a concern about your child in the classroom, please contact the teacher directly to discuss your concern. Classroom issues include grades, classwork, homework, class rules, daily routines, and conflict between your child and another student. If you are unsuccessful in resolving the situation by speaking with the teacher, please then contact the Head of School.

Tuesday Folder/Binder

Each MCA student has a two-pocket folder or binder that goes back and forth between home and school. PLEASE check this folder each week for notes or other important information from the teacher and/or administration, complete/sign necessary forms, and return the following school day.

Homework Policies

MCA is dedicated to placing importance on time at home with family. Therefore, homework will be limited to only what is truly needed for reinforcement or practice. Reading at home each day and practicing math facts is vital to building your child's academic foundation. Your child's teacher will assign these activities on a regular basis. Please create an evening routine that allows your child time to complete these activities. Occasional at-home projects will be assigned to reinforce concepts covered in class. **If a student is unable to finish class assignments during the school day, he/she may be required to complete them at home.**

Homework will not be assigned on Wednesdays to allow our students to attend church activities.

Administration

If you have a concern involving office staff or Administration, please contact the Head of School first to discuss the situation. Questions about student placement, curriculum, as well as any clarification about school policy should be directed to the Head of School rmorrison@mc.academy. If you have questions about fees or invoices, please contact Admissions/Finance (bsmith@mc.academy). If you are unsuccessful in resolving your concern by meeting with the Head of School, you may then reach out to a member of the Board of Directors boardofdirectors@mc.academy.

NOTE: Although there may be times you do not agree with a situation, with a teacher, or with the school, it is important that the children see a unified front. Please be supportive of the school and the teacher.

Grievance Procedures:

If you have a grievance:

- Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus is the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.
- Express it in a timely manner. Keeping it to yourself can cause ill feelings and friction which would decrease our effectiveness as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).
- Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question and expressed to the Head of School only if you cannot work it out between yourselves or if you feel she should know about it.
- Express it clearly. Make sure the person you are expressing your concern to knows all the details of the situation, and exactly what you are complaining about and why.
Misunderstanding of concerns could lead to further problems and needless disunity.
- Don't broadcast it. Express your concern only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

If you overhear or are told a grievance:

- Pray about it. Ask God to take care of the situation and use it for His glory. Don't share a bad report. Ephesians 4:1-3, Colossians 3:12-13.

If a grievance is made to or about you:

- Analyze the concern. Be sure you understand the specifics and why it is being made. Ask the person to clarify any areas of misunderstanding.
- Give it prompt attention. Talk directly with those involved, using administrative counsel, if needed.
- Make it a growth experience. Don't take offense even if falsely accused. React in the opposite spirit. If the concern is valid, strive to make correction immediately, seeking prayer and guidance even from the accuser. A wise man learns from counsel and reproof.
- Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect. Pray for the person who brought the concern and ask God to help you love that person even more than before the concern was made.

Appeals Process

An appeals process has been established for any parent or employee of MCA. Any concerned party that feels their issues have not been addressed by the administration to their satisfaction should request an Appeals Form from the MCA office. This form must be filled out and submitted to the Head of School. The Head of School will pass it on to the President of the Board of Directors who will determine the appropriate action needed. The concerned party may be asked to appear before the committee or the Board for a hearing for a specified amount of time.

General Policies

Emergencies

If you need to contact your child's teacher or another staff member during the school day, please call **(936) 622-4598**. MCA has a Parent Alert System that informs parents via text message in the event of closures, cancellations, weather related circumstances and emergencies.

Parents will be called immediately if their child is injured or has an accident at school. In an emergency situation 911 will be called if that is deemed necessary. Please ensure that your contact information is always current!

Field Trips

Field trips are a vital part of the educational program. They are considered part of the regular school day. Only adults authorized, in advance, may attend a school sponsored field trip. Authorization will include an approved background check. Other children and/or siblings may not attend the field trip. Students may be required to wear their designated spirit shirt for the field trip. This helps us identify our students in public. Parents will be notified in advance by the teacher of an upcoming field trip; students are not permitted to attend field trips without parent permission.

NOTE: MCA's Activity Fee covers the costs associated with school trips. Parents will have to pay their own entrance fee when applicable.

Inclement Weather

In the event of inclement weather during the school day, teachers will be instructed to move their students to a secure location within the facility. Please do not come to school to pick up your child during the middle of a severe weather event, such as a tornado warning.

Medication

If a student requires medication during school hours, parents must bring the medication to school and hand it to an office staff member. A Medication Authorization Form must also be completed before medication can be left at school.

All medication must be in the original container. Prescription medication must have the student's name, dosage and directions for administration on the label. Over-the-counter medications must be within the expiration date and contain the correct dosage for the student. Parents must come to the Reception Desk to pick up the medication.

Students are not allowed to carry medications to and from school, to have medications (including vitamins and cough drops) in their possession at school. Students with chronic medical conditions that require them to have medication in their possession must have a release form on file.

If medication is dispensed it will be recorded in a medication log and logged in RenWeb, our school software. Unless written permission is given in advance, we will call parents before dispensing medication.

Parking

Please Park in the front Academy Building or on the side parking lot of the Church. The car rider line will form around the front perimeter of the gym. **Please do not park in the car rider line.**

Lunches

The student is required to bring their own lunch each day.

Due to mild or life-threatening peanut allergies, students will not be allowed to share or "swap" lunch items. Please make sure your child understands that they are only to eat the food brought from their home.

If you bring treats for an entire class, please contact your child's teacher to discuss possible food allergies.

No specific lunch deliveries for students are permitted. If your child forgot their lunch the teacher or staff member will contact you. In the event that you are unable to bring your child lunch we will provide a lunch for them for a \$3 fee.

A variety of **Fun Friday's** vendors will rotate bringing food from their establishment that will be served each Friday for a fee. This option includes the entree only. Sides and drinks should still be brought from home. An email will be sent out to let parents know when to place orders every month. **Fun Friday orders are placed ONLINE ONLY. Please follow instructions below.**

Instructions:

1. Go to our website www.montgomerychristianacademy.com
2. Click on **Renweb Parent Login** on the Home Screen
3. Log in (our district code is **MG-TX**)
4. Once logged in select **Student** drop down on the left side of the screen
5. Select Lunch
6. At the top of the screen you will see **+Create Web Order** click it
7. This will prompt you to the order screen.
8. Please select **quantity** for each item for each of your students
9. At the bottom of the page you will see **Submit Order** click it
10. Final step is your prompted to a confirmation page and you will click **Submit + Order** to complete the ordering process.
11. The payment method that you have on file for Facts will be charged.

Your child is still allowed to bring lunch from home if you desire.

****Parents are welcome to join students for lunch. However, we ask that you call in ADVANCE to let the office know. We ask this to make sure we are prepared for the extra seating. You will be required to check in and check out at the Reception Desk.****

Birthday Celebration

A birthday celebration at school will be a recognition not a birthday party. If you would like to bring class treats such as cupcakes or cookies they will be served during your child's lunch period. Parents will be limited to only bringing their child lunch.

Special Events

Special Events are posted on the School Calendar. Please refer to the website periodically for an updated schedule.

Tutoring

Students who are struggling with their academic work and need intensive help should work out a tutoring arrangement with the teacher or a private tutor. If students only need occasional help, please conference with the classroom teacher for tutoring opportunities.

Volunteer Opportunities

PTF - Parent Teacher Fellowship

Room Parent - plan class parties and organize parents to assist teacher as needed

Special Events- plan and coordinate special events including Go Texan Day, Field Day, Teacher Appreciation, Gala, After-School Extracurricular Activities

Field Trip Driver - Please have a Volunteer Driver Form on file as well as required vehicle insurance

Student Health and Safety

The safety of MCA students is always of utmost importance. Students are under the supervision of teachers or staff members at all times during school hours.

Students are required to have a yearly hearing and vision test. MCA offers this service to our families during the course of the school year. If you do not wish your child to participate, you must produce a copy of your child's hearing/vision test from your own physician.

NOTE: All students must have a current immunization record or state affidavit on file **BEFORE** attending classes.

Illness

Please keep your child home if they have any of the following symptoms the night before a school day or in the morning before school starts:

- Fever of 100 or greater
- Suspected contagious illness (such as flu, unidentified rash, strep throat)
- Contagious condition (such as head lice, pinkeye, or impetigo)
- Vomiting or diarrhea
- Severe stomachache or stomach cramps
- Severe headache, sinus infection, or earache
- Streaming cold or persistent cough

If students become ill during class, a staff member will call the parents. In the event parents can't be reached, the school will contact other people who have been authorized to pick up your child. Please ensure that the information in your child's file is current and notify the school of any changes in contact information.

NOTE: Your child must be fever free without medicine or symptoms for 24 hours before returning to school.

Potty Training Requirement and Accidents

All students enrolled at MCA must be fully potty trained. We expect and are prepared for occasional bathroom accidents. However, we are not equipped to handle these on a regular basis. If a student has repeated accidents, parents will be asked to meet and develop an action plan. If the issue is not resolved, the student will not be permitted to attend until they are fully potty trained.

PLEASE NOTE THIS POLICY: Each family is **EXPECTED** to provide 10 hours of volunteer service to MCA by serving on a parent committee, volunteering in their child's classroom, working at a school event, or attending a field trip. Parents who can't complete the 10 hours are encouraged to contribute to our MCA scholarship fund. Thank you in advance for all your help.

Montgomery Christian Academy Board of Directors

Jordan Austin	email: boardofdirectors@mc.academy
Whitney Seemann	email: whitneyseemann@gmail.com
Jessica Krause	email: Jesslynnkrause@gmail.com
Dalvis Desselle	email: dalvis@gmail.com
Ray Clopton	email: rclopton@consolidated.net
Dale Talbert	email: dale@fellowshipofmontgomery.net
Jeremy Gonske	email: jeremygonske@gmail.com



MONTGOMERY CHRISTIAN ACADEMY

Dear Parents,

Please read through the entire MCA Student/Parent Handbook at your earliest convenience. After reading, please sign this form, initialing each statement agreed to below, and return it to your child's teacher no later than August 31, 2024.

_____ Yes, I have read the Montgomery Christian Academy Family Handbook for 2024-25. I understand, accept, and agree to abide by the policies of MCA as described in this Handbook.

_____ I agree to actively support and participate in the education of my child through the service opportunities afforded by the MCA with my involvement in school activities.

_____ I agree to have my child(ren)'s picture in MCA's yearbook.

_____ I agree to place priority on attending all parent meetings and Parent-Teacher Conferences to better understand my role in a parent-based school.

Parent-Guardian Signature

Date

Teacher-Grade

Student