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ORGANIZATIONAL & CULTURE PLAYBOOK

Monticello Christian Academy

Mission Statement: Monticello Christian Academy & EDUCARE exist to create self-starting students. We mentor & empower children to be Christ-Followers and life-long learners through academic excellence, traditional values, individualized education, and character building.

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Introduction

Monticello Christian Academy began in August of 2004. Pastor Larry Doggett, the founder of Fountain of Life Christian Center, Inc. and then pastor of Life Church, always had a vision for a private christian school. In early 2004, the people of Life Church were praying for a way to make this part of the vision a reality. A member, Debbie Scroggins, approached Pastor Larry's daughter, Kelly, and handed her a check. Debbie told Kelly that the gift was for starting the school. Mrs. Debbie donated the entire cost of the start up of what is now known as Monticello Christian Academy. Kelly began as the director of the day-to-day operations of the school that August. In the summer of 2014, Pastor Larry passed away, and Kelly, along with her husband Josh, took over as Pastors of Life Church. The goal of MCA is to serve as an extension of the Bible-believing Christian home and local church, working harmoniously with parents to achieve God's purpose for their child. This training takes place at three levels: what we say, what we do, and what we are.

Successful Biblical training teaches the child to view life from God's perspective and build a Christian worldview (Proverbs 22:6; Deuteronomy 6:5-7). MCA operated for the purpose of providing daily instruction for children in all branches of knowledge, from the previously stated perspective, with the objective of preparing them for a lifetime of service.

Right of Revision

The School has the right to revise the Student Handbook at any time. Once changes have been made, the parents and students will be notified. The Parents and students and staff are expected to adhere to the policies of this school at all times. We provide a current copy of the handbook online at all times, so that parents and students may be kept aware of current MCA policy.

Necessary & Proper Clause

The administrator, headmaster, supervisors, and all staff can put into effect rules & regulations not mentioned in the handbook if they feel that it is necessary to the running of the school in an orderly and efficient manner.

Statement of Policy

Thank you for your interest in Monticello Christian Academy. We are pleased to introduce you to this ministry of our Church, Fountain Of Life Christian Center. The Academy was founded out of the burden to fulfill the Lord's command in helping to train up our children in the way that they should go and when they are old they will not depart from it. Our academy is operated by and under the full discretion of our Church. We practice and uphold Biblical standards in teaching and training young men and women. It is our full intention to help educate the students spiritually and academically.

Our academy is non-denominational in its teaching, but we do stress those central truths of the Bible such as, but not limited to: Creation by God, the virgin birth of Jesus, the death and burial and resurrection of Jesus for the salvation of mankind, without Jesus it is hell, with Jesus it is heaven, and others truths that unite us as Christians. We uphold the Biblical teaching of Christ found in John 15:5 which says, "...for without Me ye can do nothing." Success in all of our lives is based upon this Scriptural truth.

Some students enrolled at our school may attend other area churches. It is our desire to serve the entire area. Since a knowledge of Jesus Christ as Lord and Savior is the most essential thing in life, the entire educational program of our school stresses Him.

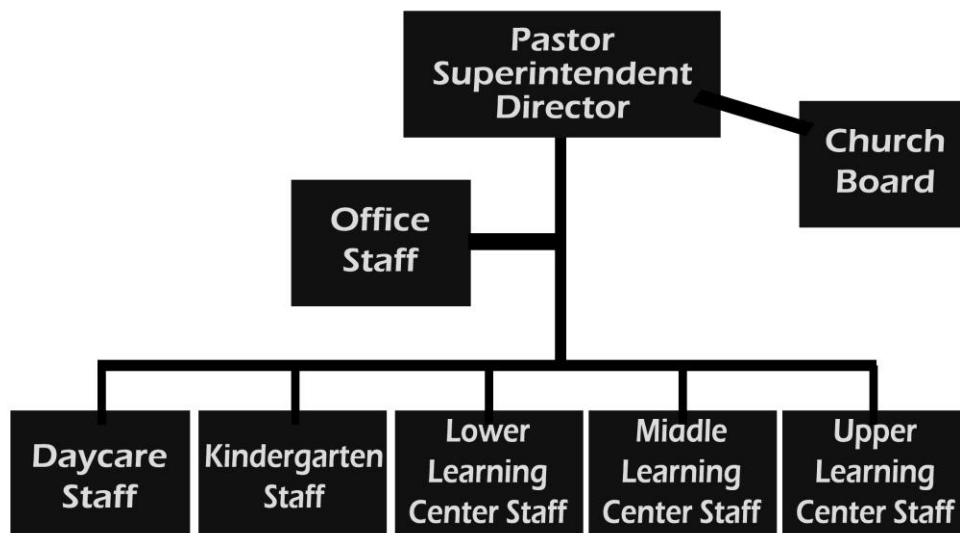
While we believe that a Christian education is of utmost importance, we also believe that a Christian home is vital if a student is to find the full potential of his or her life. With this in mind, we ask for your prayers and help in this great partnership of training, teaching, educating, and molding our children and yours as Champions for Christ.

Any institution of integrity must have policies and rules to operate by. The policies set forth in this Handbook have been established as part of the regulations of our academy. Since we are a Christian institution, all staff, students, and parents of our academy are expected to adhere to the policies of our academy at all times.

If you ever have any questions concerning the academy and its policies, please contact the academy office. We will always attempt to answer any of your questions.

Organizational Structure

Monticello Christian Academy is a ministry of Fountain Of Life Ministries Incorporated. The academy operates under the authority of the Church. The church employs a pastor which is responsible before God and the Church for all the ministries of the Church. The pastor operates also as the Superintendent of the School. The pastor selects and employs a Headmaster of the academy which is in charge and responsible for the daily administration of the academy. The board of our Church is selected to serve as advisors to the Pastor and academy ministry matters. The Superintendent and/or Headmaster selects and employs the faculty and staff members for the academy ministry. Listed below is the organizational structure of the academy ministry:



From time to time problems may arise. The academy operates on an open door policy. If a problem does occur, we ask that you as parents schedule appointments with the staff or administration in getting the problem resolved. We will always attempt in every possible way to offer you the same courtesy. There is an old saying that should always be applied so that no misunderstandings arise between people.

Please, always go to the horse's mouth to get the answer. If a problem occurs, let us get together and talk about it to get it resolved.

Don't Believe What Others Say About Us, And We Will Not Believe What Others Say About You.

Our Purpose

It is the conviction of Monticello Christian Academy and FOLCC that since God created and sustains everything through His Son, Jesus Christ, life should and must be truly God centered. Man was created in God's image and his purpose in life is to know, love, and obey God. But since man became a sinner by rebelling against God, man can only fulfill his purpose by receiving Jesus Christ as Lord and Savior, and by ordering his life by the Bible, God's holy, infallible, inerrant, inspired Word. Therefore, the total process of education must lead the student to receive Christ and teach him to relate his entire personality, life and character to God:

spiritually, morally, socially, and physically. The Bible teaches that such education and training is primarily the parent's responsibility, and the Church and academy should function as an extension of the home in aiding parents to provide the education. From this God centered view of life certain educational implications follow:

- ❖ God has revealed Himself to us in His word. To understand and know God it is therefore necessary to study God's Word, the Bible. Time in our academy is devoted to this end.
- ❖ Since all truth originates with God and is given to help us know and serve God, our Christian Academy teaches all the subjects needed to equip the students to do this. The so-called "secular" subjects are not really secular at all, but are expressions of God's nature and person. Therefore, the entire range of subjects at our academy is related to God and integrated with the Bible.
- ❖ Since life and truth comes from God, our Christian Academy is committed to knowledge needed for life and work. Students are accepted as individuals with different abilities and expectations within the academic program. The school can not serve all students, however, and only those accepted are ones whose needs the school is equipped to meet.
- ❖ Effective education requires a team effort from the parents, church, and academy. The Bible teaches that parents are directly responsible for the child's training and education (Deut. 6:1-9 and Eph. 6:1-4). Our Christian Academy cooperates with the home to continue the Biblical training which the parents have begun.
- ❖ Christian training is essential to mold Godly character in our children. It must be consistent with the Biblical definition of the child as a sinner who can become spiritually and morally upright only through faith in Christ. Through chapel, discipline, and counseling the academy helps the student to see himself/herself as God sees him/her, to submit to God-ordained authority, and to form God-honoring attitudes and habits.

In summary, Christian education occurs where there are Christian parents, a Christian church, and a Christian academy cooperating together in teaching truth from a God centered viewpoint, using the Bible as the unifying factor and administering a discipline in the fear of the Lord in an environment of spiritual freedom and love. Our church and academy have been established to be two of the components of this Christian education process.

Educational Concept

The educational concept of MCA was built on five basic laws of learning:

- The student must be placed on a level of curriculum where he/she can best perform.
- The student must set reasonable and appropriate goals, which can be achieved in a reasonable and prescribed period of time.

- The student must receive motivation through encouragements and support and achieve control through guidance and discipline in order to assimilate, use, and experience the educational material.
- The student's learning must have appropriate measurement applied to the results.
- The student's learning must receive recognition and reward for its value, effort, and significance.

Monticello Christian Academy offers the ACE curriculum. The pioneering work of ACE features a curriculum assuring parents of:

- A solid, back-to-basics education for their children.
- A course of study individualized to meet a child's specific needs and learning capabilities.
- A program incorporating character-building and wisdom principles.

From the beginning in 2004, MCA has held to these goals. One result is students who score significantly higher on national standardized achievement tests than their counterparts in conventional schools.

Educational Philosophy

Every person and every system of education displays a particular understanding of reality that is reflected in its educational philosophy. The educational philosophy of Monticello Christian Academy and the Accelerated Christian Education curriculum and program is distinct and clear in its beliefs. God is the authoritative source for all knowledge; and He shapes the Christian's view of reality with regard to time, matter, and mankind. The Bible is the ultimate Truth and is the interpretive system used in our curriculum to understand God, time, matter, and humanity as given to us in the Bible.

1. Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in MCA should be educated as a whole child and that education should be based upon a Biblical worldview.
2. Education should be available to all children. MCA will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the school's standards.
3. Every child develops at a unique, individual pace based upon his or her developmental level, learning patterns, motivation, and academic potential. The MCA program is designed and prescribed to assist each student to achieve a personal relationship with God through Jesus Christ, to develop a Christ-like character, to lay a strong academic foundation, and to realize his optimum potential for maturation physically, spiritually, and mentally.

School Colors & Verse

MCA's school colors are royal blue, red, and white. Biblically, blue represents the hope we have of the return of Jesus Christ. Red represents the blood of Jesus and His sacrifice for our sins. White denotes the victory and triumph the believer has over sin and death.

Our school verse is Matthew 5:16, "Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven."

Accreditation

Our academy maintains high academic standards as well as spiritual excellence. Our faculty and staff are academically competent and are spiritually equipped to meet the needs of the students. The curriculum used is designed to prepare the child for further education and for life.

We are a Quality School with Accelerated Christian Education (ACE) which is the curriculum provider for MCA. This means that ACE looks to us as one of the many top schools within the global span of the ACE curriculum. Every staff member & volunteer has undergone training through ACE and our Academy, and they are well equipped to teach in our Academy.

Our academy was and is established to provide a Christ centered education for our children and yours and to combat the materialism and secularism of our day. Our academy's organization and curriculum is designed to promote character, integrity, and a high standard of academic and spiritual excellence. This education is designed for those whose primary concern is for the total Christian training of their children.

Accreditation is an often misused and misunderstood word. "To be accredited" means that the curriculum is an educational institution that satisfies the minimum academic standards which are established by state educational agencies. The state required standards for curriculum are satisfied here are MCA. In reality, colleges and universities are concerned only with the student's performance on standardized academic entrance tests such as the ACT and SAT tests. Each institution has its scoring requirements for these tests and the test scores, not the name of the high school of graduation are what determine if the student will be admitted to the college or university.

Every year our students must take our standardized test to follow their progress. Each student is evaluated as to their progress and is checked to see at what grade level they are performing and where they rank with the National Average.

Each school / University makes the determination as to whether they will accept a student's credits on a case by case basis. We require dual enrollment for upper level students to help ensure that their credits will transfer to the School / University of their choosing. Through our dual enrollment process, your child's 9th – 12th grade credits are accredited through the Commission on International and Trans-Regional Accreditation (CITA) and the Southern

Association of Colleges and Schools (SACS). Both of these accrediting agencies are widely recognized by educators and accepted as leaders in advancing quality school improvement. This simultaneously enrolls your child in the main ACE Headquarters School. They will keep a set of records for your child, and should you need to transfer, we will make sure you have a transcript from both Monticello Christian Academy & the ACE Headquarters School. This will alleviate concerns about whether or not your child's credits will transfer, or other concerns about whether or not your child is eligible for scholarships.

Academic excellence will always be important to us at our academy because the student's future is important to us. With Christ in their heart and good academics as a foundation, there is nothing that the student can not accomplish in life.

Qualifications for Acceptance

The student and family must be in alignment with Christian purposes and agrees to uphold the policies of this academy.

The student must be active in a local Bible believing Church and the parents are requested to be active in a local church.

The academy does not discriminate on the basis of race, ethnicity, or creed. All racial and ethnic backgrounds are accepted on an equal basis.

All new students must take diagnostic tests to determine their academic level unless they are currently enrolled in a school using the ACE Curriculum. The student will begin studies in each subject based upon ability in that subject and not merely on chronological age.

Applicants with special physical, emotional, or behavioral problems cannot usually be considered due to the need for specially trained staff and equipment which the academy may not have.

Applicants for Kindergarten and First Grade must be old enough according to the State Law to be enrolled. Exceptions may be granted where educationally warranted.

Married or pregnant students cannot usually be considered.

Upon acceptance of the student, parents will enter into a contract with the academy for the school year or any portion thereof.

All enrollment fees are due upon acceptance of the students application.

Since our Academy is private, we reserve the right to deny acceptance to any student in which the Administration feels that it is not in the best interest of the student or the Academy.

Enrollment Procedures

Monticello Christian Academy has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others on the basis of race, color, nationality, or ethnic origin. **Enrollment in MCA is a privilege, and MCA reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by MCA.**

As parents you must determine whether this type of education offered by this academy is what you really desire for your children. If your main concern is to provide your child with the highest academic education available and to teach your child to love the Lord with all their heart, mind, body, and soul, then this academy can help you by giving them integrated instruction, Biblical training and teaching, discipline, love, and an influence consistent with that of the Christian home and church. The student should also be in agreement to come here because we operate in a strong spiritual, academic, and disciplined environment.

The parents and student must come by the academy for an interview and presentation of how the academy and curriculum works and pick up an enrollment packet. Enrollment packets may also be downloaded from our website: www.mcacademy.co

Forms Required Prior to the Student's First Day of School:

- Application for Admission (must be notarized)
- Student Record Release Form
- Internet and Photo Release Form
- Code of Honor Form
- Authorization to Debit Account For Payments Form (must be notarized)
- Dual Enrollment Form (this applies to Freshman through Seniors only)
- Confidential Pastor Recommendation Form
- Confidential Church Recommendation Form
- Birth Certificate
- Shot Record OR Refusal to Vaccinate Form due to religious beliefs
- Social Security Card
- Insurance Card

The parents and student (if the student reads) must thoroughly read the Student Handbook.

The parents and student must be interviewed by the academy administration which will usually be the Headmaster and/or the Superintendent. At this time, our administration will determine if we are a fit educationally for your family and if your family is a fit for our academy.

The parents will pay the specified enrollment fees and sign an agreement for the school year or any portion thereof. You can find these fees listed in the financial section of this handbook. **ENROLLMENT FEES MUST BE PAID PRIOR TO THE STUDENT'S FIRST DAY OF CLASS. WE WILL NOT ORDER CURRICULUM, UNIFORMS, ETC. UNTIL WE HAVE BEEN PAID IN FULL FOR ALL ENROLLEMENT COSTS.**

The parents and student must agree to uphold the policies of this academy as set forth in the Student Handbook.

Once all of these have been satisfied, the student's education can begin at our academy.

Toward the end of the school year, parents will be presented the opportunity to re-enroll their child/children. We reserve the first spots for the next academy year for our current families. If you do not return the re-enrollment form by the date indicated, your child's position at the academy could be in question due to the fact that we fill seats on a first come first served basis.

It may become necessary from time to time to obtain proof that a student is enrolled with Monticello Christian Academy for insurance, legal, or tax purposes. Upon request, a verification letter of enrollment with MCA may be provided from the academic advisor at no charge. **PLEASE NOTE that the student must be currently active and in good standing academically and financially to receive verification.** The same requirements apply when the signature of an academic advisor is necessary for the student to receive Social Security benefits or driver's license forms.

Visitation Policy

For the safety of all children, all visitors are required to check in with the office and receive a visitor's pass before going to any Learning Centers. All visitors at the school or its activities are asked to wear modest clothing consistent with the school standards and conduct themselves according to school policies. Any visitors conducting themselves in a manner against the academy policies will politely be asked to leave. For the safety of the children, the academy reserves the right to deny anyone visitation privileges. AS A GENERAL RULE, PEERS OF THE STUDENT ATTENDING OTHER SCHOOLS ARE NOT ALLOWED TO VISIT. THIS IS FOR THE SAFETY OF ALL PARTIES INVOLVED.

Policy for Picking Up A Child

We ask that only the people that the parents have oked to pick up their child may pick him/her up. These people were indicated on the Student Registration Information Form. For the safety of the children at our academy, we ask that all parents and authorized adults that will be picking up their children from school register with the office to have a picture taken. At that time, MCA will issue Pick-Up Passes. If someone other than a parent is picking up the student, they must have a Pick-Up Pass or a current driver's license that matches the information given on the Student Registration Information Form in order for the child to leave with them. We want to assure your child's safety while he/she is in our care, so we ask that you will cooperate with us in this matter. As a general rule, unless a student is a sibling or we have documentation on file in the office, STUDENTS MAY NOT RIDE WITH OTHER STUDENTS. This rule is for the safety of the students.

Absentee & Tardiness Policy

All parents must contact the school office by 9:00am on the day that their child is absent from our academy.

Students are only permitted four (4) days of excused absence per each semester. We cannot and will not permit excessive absenteeism. If a student exceeds the limit, he/she will be subject to dismissal. We realize that there are circumstances that may require a student to be absent from school for a longer period of time than the allocated 4 days per semester; therefore, in extreme circumstances please contact the academy office to make special arrangements. The Academy staff determines which cases are extreme. After an absence, students must come by the office and receive a pass before they will be admitted back to their learning center. Once students have reached the allocated amount of days, they must have a doctor's note to return to the academy.

All students are expected to be at the academy on time. By coming in late, the student disrupts the Learning Center, misses morning exercises, Scripture, and prayer time. ***Continued tardiness cannot be tolerated!*** If a student is going to be continually late, special arrangements must be made through the academy office. For each 15 minutes of tardiness or portion thereof, the student will be charged 15 minutes of absenteeism. When the tardiness time exceeds 4 hours, the student will be charged with a full day of absenteeism. The faculty has the right to have the student serve detention for the time of tardiness. If a student arrives late for school, they must come by the academy office and receive a pass before they will be admitted to class.

Accident Policy

Our academy does not automatically provide any type of student insurance coverage. **Therefore, the parents and students agree to hold Fountain Of Life Christian Center and its agents, Monticello Christian Academy, its faculty, staff, administration and any agents acting on its behalf harmless and blameless for any accidents whether or not personal injury is involved and whether or not an accident occurs at the academy or at any of its activities. THE ACADEMY SHALL NOT IN ANY WAY BE RESPONSIBLE FOR ACCIDENTS.** By signing the application form, the parents agree to take on financial or any other type of obligation responsibilities that may result from any injuries that may occur from incidents that occur at MCA, FOLCC, or any of its activities that may not occur on campus. All parents must sign a medical care release form so that medical care can be administered to the student as needed in the absence of the parents. The academy will in no way be responsible for paying for any medical care administered.

Church Attendance Policy

CHURCH ATTENDANCE IS NOT AN OPTION!

Proverbs 1:7 says, “The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction.” Hebrews 10:25 says, “Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much more, as ye see the day approaching.” We cannot educate students in this academy unless they attend church. It is required of every student and requested of every parent to be faithful in church attendance. **Students must attend church, at the minimum, once a week. It is required that each family submits a church attendance slip weekly. The upper level students must take sermon notes and have them signed by their supervisor at goal check no later than Thursday.** Failure to abide by this policy will result in the student being dismissed from this academy.

Closed Campus Policy

Our academy operates on a closed campus policy. This means that when a student arrives at the academy, he or she is under the direction of the academy faculty and administration until he/she is given permission by the faculty and administration to leave. No student may leave campus for any reason during the school day without written permission first of all from their parents, second of all by the Learning Center Supervisor, and last of all without authorization from the academy office. No exceptions will be tolerated. This policy is also in effect for any outside academy activities. Failure to abide by this policy could result in the student being dismissed. **If the student leaves without obtaining the proper permission, the office will contact the proper authorities to notify them of the student’s truancy.**

Communicable Disease & Sickness Policy

All parents are asked to keep their sick children home and to notify the academy as outlined in the “Absentee & Tardiness Policy”. This helps to prevent and control sickness in the rest of the school. No student may attend this academy who has a communicable or infectious sickness or disease. All parents will be asked to pick up their children who become sick at school. For students who have a long term sickness or disease but are able to work at home, the school will work with the student and parents to help the student keep up with their work (and perhaps convert the student to the Home School Division of MCA if necessary.) If this unfortunate situation occurs, it shall be the parent’s responsibility to contact the school and make arrangements for the student to work at home.

All students attending this school must have an up-to-date vaccination and shot record filed with the academy office before they will be allowed to attend this academy. All students must have all shots required by the State Health Department before they will be allowed to attend this academy. This simply helps to control infectious diseases and this is the reason for the requirement.

Communication & Progress Report Policy

The faculty and administration of the academy consider the following to be some of our main concerns and responsibilities:

- ▶ Maintaining communication with the parents
- ▶ Maintaining academic excellence and assuring the academic progress of the students.
- ▶ Providing a Christian atmosphere in which spiritual and academic growth can flourish.

Because of these concerns, we use ten basic forms which are intended to keep us in communication with the parents. Listed below are the communication forms.

- ❖ *Congratulation Notices* – These slips list the PACEs passed each week along with the grade made in each PACE.
- ❖ *Failure Notices* – These slips notify the parents of the PACEs failed for the week along with the grades of each. These PACEs must be repeated. This slip must be signed by the parent and returned to the school.
- ❖ *Homework Assignments* – These slips list the homework assignments for work that is to be completed at home. The parents should verify that the student has performed the homework and the slip must be signed by the parent and returned to school.
- ❖ *Detention Notices* – These slips notify the parents of detention to be served stating the reason, date, and the amount of time. Detention is taken from the students breaks and is sometimes required to be served before and after school hours. These slips must be signed by the parents and returned to the school.
- ❖ *Corporal Correction Notices* – These slips notify the parents that corporal correction has been administered. It lists the offence, witness, number of swats, and the one who administered the paddling. These slips must be signed by the parents and returned to the school.
- ❖ *Suspension Notices* – These slips notify the parents that their student has been suspended from attending the school for a certain number of days. It lists the offense and the number of days of suspension. It must be signed by the parents and returned to the school. If this continues to be a problem the student will be dismissed from this school.
- ❖ *Conference Requests* – These slips notify the parents that a parent/student/staff conference must be setup to discuss and work out problems. Failure of the parents to respond will result in the student being dismissed from the school. These slips must be signed by the parents and returned to the school.
- ❖ *Report Cards or Progress Reports* – These reports are issued at least every nine weeks and notify the parents of the student's progress. These must be signed by the parents and returned to the school.
- ❖ *Memos* – These inform the parents of school news, policy changes, and events. Some may be required to be signed.

Failure to get slips signed will always require discipline.

Conduct Policy

The character of any educational institution is displayed by the conduct of the staff and students. This school will not tolerate any conduct of its staff or students that does not honor Christ either on or off campus, during, before, or after school hours. Since we are a Christian institution, we must be beyond reproach. This means that we must abstain even from the very appearance of evil as recorded in the Bible in I Thessalonians 5:22. Jesus through His Word taught us that we must live a life of submission. We expect the staff and students to live a life of submission based on the Scriptures. We find in God's Word that we are to:

- | | |
|--------------------------------|------------------------------------|
| 1. Submit one's self to God | Romans 6:12-13 & I Samuel 15:22-23 |
| 2. Submit to ones parents | Colossians 3:20-25 |
| 3. Submit to authority | Romans Chapter 13 |
| 4. Submit to those in ministry | I Corinthians 16:15-16 |
| 5. Submit to one another | Ephesians 5:21 |
| 6. Submit to those that rule | Hebrews 13:17 |
| 7. Submit to man's ordinances | I Peter 2:13-18 |
| 8. Submit to elders | I Peter 5:5 |

Our academy recognizes that it cannot meet the educational needs of all children. It is an academy offering high quality academic and disciplined Christian training. The academy is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love all children, some, for one reason or another, simply do not adjust to a highly disciplined spiritual environment. Those students that cannot and will not accept the policies and the disciplined environment of the academy will be dismissed from the academy.

We do have rules that every student must adhere to. Following is a list of the *General Student Rules* and the *Learning Center Rules* for our academy. The following lists are not to be considered all inclusive, but the parents and students should be able to get an idea of what is expected of the students. Violation of any of the *General Student Rules* will automatically result in detention and a trip to the office for Christian counseling and discipline including corporal correction if it is deemed necessary.

Violation of any of the *Learning Center Rules* will always carry the noted consequence. We use the demerit system here at our academy. When a student receives three (3) demerits in any given day, an automatic detention is applied for the following school day.

The Supervisors in each Learning Center have the right to add rules to the Learning Center Rules with approval by the Headmaster and/or the Superintendent. The Supervisors in each Learning Center has the right to send a student to the office for Christian counseling and discipline including corporal correction if it is deemed necessary.

If at any time you have questions concerning the school's conduct policy of the school rules, do not hesitate to contact the Headmaster of the academy to get your questions answered. We are fair, and we expect the rules to be strictly obeyed as they will be strictly enforced.

MCA Code of Honor

The Code of Honor is the standard of conduct for all who are a part of the MCA community. It is a concept of personal honor based on the principles of integrity, common sense, and reverence for God, esteem for man, and respect for social and spiritual laws. It is assumed that any students, faculty, and volunteers will exemplify these integral facets of the Christian character.

In accepting and following the Code of Honor, students, faculty, and volunteers accept responsibility and discipline, which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual. In addition, students, faculty, and volunteers are protecting and preserving their own reputation, as well as that of their family at the Academy.

In signing the Code of Honor, I fully recognize that Monticello Christian Academy was founded to be and is committed to being a Christian ministry and that it offers a lifestyle of commitment to Jesus Christ as personal Savior. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what Monticello Christian Academy is in its calling to be a Christian Academy.

- ✓ I Pledge to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.
- ✓ I Pledge to grow in my spirit in developing my own relationship with God.
- ✓ I Pledge to cultivate good relationships socially with others and seek to love others as I love myself. I will not lie; I will not steal; I will not curse; I will not be a talebearer. I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.
- ✓ I Pledge at all times to keep my total being under subjection from all immoral and illegal actions and communications, whether on or off campus. I will not take any illegal drugs or misuse any drugs; I will not engage in or attempt to engage in any illicit, unscriptural sexual acts. I will not drink alcoholic beverages of any kind; I will not use tobacco; I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook.
- ✓ I Pledge to maintain integrity of “openness” to God’s claims on my life and to do my utmost to know and follow His will for my life.
- ✓ I Pledge to attend class, all required chapel services on campus, and the house of worship of my families choosing wherever God is honored and lifted up.
- ✓ I Pledge to abide by the rules and regulations that may from time to time be adopted by the Monticello Christian Academy administration. I understand that MCA is a private school, and I therefore have no vested rights in the governing of the school. I accept my attendance at Monticello Christian Academy as a privilege, and not a right and that MCA reserves the right to require withdrawal of a student at any time if in the judgment of MCA such action is deemed necessary to safeguard MCA’s ideals of scholarship or the spiritual and moral atmosphere of it as a Christian Academy.

I will keep the Code of Honor carefully and prayerfully. I understand that my signature is my acceptance of the entire Code of Honor and completes a contract between myself, my family, and MCA. Further, my acceptance of the Code of Honor is a solemn vow and promise to God as how I will live my life.

A signed copy will be kept in the students file. All students will be held to this agreement.

Student Guidelines

General Student Behaviors Not Tolerated:

- ❖ Possession or use of alcohol, drugs, or tobacco
- ❖ Being in an area that is off-limits
- ❖ Cheating including scoring violations
- ❖ Complaining and/or criticizing
- ❖ Cruelty to others including name-calling
- ❖ Cursing including the use of slang words
- ❖ Damage to property of others
- ❖ Lewd or inappropriate gestures
- ❖ Defiance
- ❖ Disrespect for God, Church, Country, School, Property of others, and Others
- ❖ Excessive absenteeism & cutting school
- ❖ Failure to attend Church
- ❖ Failure to return school forms to/from parents
- ❖ Fighting – Gambling – Gossiping
- ❖ Leaving campus of activities without permission
- ❖ Littering academy and Church grounds
- ❖ Lying
- ❖ Not having supplies to perform work
- ❖ Not performing to ability
- ❖ Not submitting to authority
- ❖ Operating a vehicle in an unsafe manner
- ❖ Out of uniform
- ❖ Parking vehicles in off-limit areas
- ❖ Possession or playing at school or activities: tablets, phones, game devices, MP3 players, TVs, etc. Unless on specified privilege level and with staff permission.
- ❖ Possession of unsuitable personal property such as dangerous items like firearms, knives, matches, etc. And materials that could be considered lewd or obscene. All unsuitable personal property will be confiscated and may only be picked up by a parent.
- ❖ Physical contact with the opposite sex
- ❖ Repeated offense after being warned
- ❖ Sleeping when should be working
- ❖ Stealing – Tardiness – Threatening
- ❖ Throwing dangerous objects
- ❖ Un-excused absenteeism
- ❖ Not returning equipment, supplies, and/or items to their proper place
- ❖ And any other conduct or possession of materials in violation of Biblical character, standards, or principles.

Learning Center Rules

1 Demerit Earned Per Following Offence:

- ❖ Any disturbance
- ❖ Leaving office w/o permission
- ❖ Communicating w/o permission
- ❖ Littering classroom
- ❖ Leaving flag up
- ❖ Pencil at scoring station
- ❖ Red or Green pen at desk
- ❖ Disfiguring academy materials
- ❖ Forgetting PACEs 1 per each PACE
- ❖ Nose out of office
- ❖ Turning, sitting sideways, or leaning back in chair
- ❖ Goals not set on time
- ❖ Goad card not posted
- ❖ Writing or passing notes
- ❖ Messy office
- ❖ Chair left out
- ❖ Food in office
- ❖ Taking Checkup w/o permission
- ❖ Carelessly arriving late for appointed times
- ❖ Returning Score Key to improper place
- ❖ Leaving office w/o permission (unless on proper privilege)
- ❖ Failure to complete chores (1 per chore)
- ❖ Having your feet in your seat
- ❖ Required office items not posted properly

2 Demerits Earned Per Following Offence:

- ❖ Asking another staff member after permission was refuse by the first.
- ❖ Taking a Self Test without obtaining an initial.
- ❖ Taking a Checkup at home without obtaining written permission
- ❖ No Bible in Center or Chapel

1 Automatic Detention Earned Per Following Offence:

- ❖ Failure to complete homework
- ❖ Failure to have slips signed and returned
- ❖ Lack of participation in an assembly
- ❖ No Chapel Notes (Upper LC)
- ❖ No Church Notes (Middle & Upper LC)

2 Automatic Detentions Earned Per Following Offence:

- ❖ Rough-housing at any time
- ❖ More than 1 days work not scored

3 Automatic Detentions Earned Per Following Offence:

- ❖ Being rude or disrespectful
- ❖ Being out of uniform
- ❖ Not being in place assigned
- ❖ Failure to head many previous warning

The academy has the right to do what it deems necessary in the matter of student discipline including the use of corporal correction, suspension from school, and as a last resort, dismissal from school. Violation of General Student Rules will always result in a trip to the office and detention.

Merit Opportunities

Understanding Merits

Proverbs 15:3 – The eyes of the Lord are in every place, beholding the evil and the good.

Merits are like monopoly money. They can be used to purchase snacks and many different items that the academy offers for sale. The students can only use the merits which have their name written on them. Merits MAY NOT be traded between students, and students MAY NOT purchase items for other students with their merits.

| <i>Item</i> | <i>Number of Merits</i> |
|-------------|-------------------------|
|-------------|-------------------------|

Daily Opportunities

| | |
|-----------------------------|----|
| No demerits in a day..... | 5 |
| Perfectly Scored PACE | 25 |
| Perfect Goal Check | 5 |
| Extra Memory Verse..... | 5 |

Weekly Opportunities

Saying Monthly Scripture

| | |
|---|-----|
| 1 st Day | 150 |
| 1 st Week..... | 100 |
| 2 nd Week..... | 75 |
| 3 rd Week | 50 |
| 4 th Week..... | 25 |
| No demerits per week (with perfect attendance)..... | 25 |
| Perfect goal check..... | 25 |
| No homework more than 2 nights per week..... | 10 |
| No homework more than 1 night per week | 20 |
| No homework in one week | 30 |

Monthly Opportunities

| | |
|---|-----|
| No demerits per month (with perfect attendance) | 300 |
| Academic balance by the 3 rd week | 200 |
| Perfect Goal Check | 300 |

Other Ways to Earn Merits

| | |
|--|-----|
| Attaining 100 Club Status | 50 |
| Attaining 1,000 Club Status | 150 |
| Birthday (June & July done in August)..... | 25 |
| Sword drill or other trivia | 5 |

Privilege Levels

Understanding Privileges:

The privilege levels give the students motivation to do well in school not only academically but also spiritually. We find that students want the benefits of the privilege levels and will act accordingly. Privilege levels change on a weekly basis. Students will fill out an application for privilege on Fridays. The privilege will then be awarded on Monday during the Opening Session. The privilege levels are based on the behavior of the student during the previous week; however, if the student severely misbehaves, privileges can be revoked.

Level “A” Responsibilities

- Maintain a positive & respectful attitude
- May NOT be in any failed PACEs
- Maintain Academic Balance
- Accumulate no more than 2 detentions the preceding week
- Memorize the previous month’s Bible verse

Level “A” Privileges

- 20 minute morning breaks (students without privileges get 15 minutes)
- May read approved literature or listen to inspirational tapes/CDs in office after daily goals are completed
- May engage in approved extracurricular activities in office (i.e. Crafts, puzzles, games, art, inspirational tapes/CDs, etc.)

Level “C” Responsibilities

- Maintain a positive & respectful attitude
- May NOT be in any failed PACEs
- Maintain Academic Balance
- Accumulate no more than 1 detention the preceding week
- Memorize the previous month’s Bible verse
- Present a special monthly 5 minute oral report on an interest area or project or write a book report on any approved book.

Level “C” Privileges

- 25 minute morning breaks
- May read approved literature in office, listen to inspirational tapes, etc., at any time during the day except required classes as long as goals are completed by the end of the day
- May engage in approved extracurricular activities in office or other assignments outside of the Learning Center
- May be out of seat without permission in the Learning Center to score or sharpen pencils
- May serve on approved projects (i.e. errands, office, and student tutor)

Level “E” Responsibilities

- Maintain a positive & respectful attitude
- May NOT be in any failed PACEs
- Maintain Academic Balance
- Accumulate no detention the preceding week
- Must have 10% or fewer scoring violations total in all PACEs
- Memorize the previous month’s Bible verse
- Read and report on a literature book or a book selected from a prepared list. (May substitute a 5 minute oral report on an interest area or project.) The report qualifies for a 4-week period.
- Be available for participation in activities (i.e. chapel/assembly, and guest tours.)
- Must be engaged in some community service on a regular basis (i.e. music, drama, visiting windows/widowers/shut-ins), or church related service (i.e. Bus ministry, music, ushering, junior church, janitorial work, and greeting visitors.)

Level “E” Privileges

- 30 minute morning breaks
- May read approved literature in office, listen to inspirational tapes/CDs, etc., at any time during the day except required classes as long as goals are completed by the end of the day
- May engage in approved extracurricular activities in office or other assignments outside of the Learning Center
- May be out of seat without permission in the Learning Center
- May serve on approved projects when not committed to other responsibilities or functions
- May attend approved off-campus functions of a spiritual or educational nature. (I.e. Bible Conference, work for a characted political candidate who espouses traditional values, etc.)
- May take Checkups without supervisor’s initials

Discipline Policy

The individual student is very important to us. Spiritual, vocational, educational, and personal guidance are a vital part of the program here at Monticello Christian Academy. The reason that we have rules is so we can provide this guidance to the students. Out of our love for the children, discipline is an important part of the educational process, God’s Word tells us in Proverbs 22:6, “Train up a child in the way he should go: and when he is old, he will not depart from it.” God’s Word also tells us in Proverbs 22:15, “Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” Just as God, our heavenly Father, chastens us when we do wrong, we must discipline our children when they do wrong. When a student at our school does wrong or breaks the rules, out of our love for the student, they will be disciplined.

The Academy reserves the right to have full discretion in all discipline matters, using corporal correction training (paddling) if necessary, to place on probation for a reasonable corrective period of time, to place the student in “In School Suspension, to suspend the student from school, and/or

activities for a reasonable corrective period of time, and as a last resort, to dismiss any student who does not cooperate with the total educational policies and/or process.

Discipline for the violation of any school rules may include any of the following or combination thereof.

- ❖ Counseling and warning
- ❖ A writing assignment with Scriptures why the student must not violate the rule
- ❖ Detention (loss of breaks or staying after school or coming to school on Friday)
- ❖ In School Suspension
- ❖ Corporal Correction Training
- ❖ Suspension from activities
- ❖ Suspension from allowing the student to work
- ❖ Placing on probation
- ❖ Suspension from school for a reasonable time
- ❖ Dismissal from school

If the infraction warrants, apologies and restitution will be required.

Before discipline is exercised, Christian counseling and prayer will take place. If the student continually breaks the rules and no progress can be seen, the student will be dismissed from the school.

In School Suspension

In School Suspension is a basic isolation of the student from all other students during the school day. When a student is placed in In School Suspension, the following items take effect during the school day.

- ❖ The student is met at the vehicle he/she came in when he/she arrives on campus, and he/she is escorted by a staff member to a separate office that the student must work in during the day.
- ❖ The student is escorted to and from the restroom, scoring, and any other activities that the student must attend during the course of the day.
- ❖ The student must use a separate scoring station during the day.
- ❖ The student may not take any of the normal breaks assigned to students. He/She will be allotted 15 minutes for lunch, and he/she will be given opportunities to stretch his/her legs during the day.
- ❖ The student may not have any communication whatsoever with any other students. The student may only communicate with staff members.
- ❖ The student must complete the work required including any extra writing assignments required due to the level of rule infraction.
- ❖ At the end of the day, the student will then be escorted by a staff member to the vehicle that is picking the student up from school. The student may not have any communication with other students during this time as well.

Scoring Violations Policy

Monticello Christian Academy is based on an honor system. Students not only take responsibility for learning; but they build integrity by being responsible for checking their own work. The supervisors and monitors at MCA look for inconsistencies between the students work and the score key from time to time to make sure the students are scoring with integrity. These inconsistencies are what we call scoring violations. If a PACE is checked and there are more than 5 scoring violations, the following steps are put into effect. NOTE: At any time the supervisor may require a student to repeat a PACE due to scoring violations. This is at the supervisor's discretion.

- ◆ 1st Offence – The student receives Christian counseling and is warned about the behavior
- ◆ 2nd Offence – The student is counseled once again, a detention is earned, the parent is informed of the behavior, and must begin to cross-reference all answers that are incorrect for a period of time set forth by the supervisor, and the supervisor will spot check the PACEs
- ◆ 3rd Offence – The student is counseled, a parent/supervisor/student conference is called, 2 detentions are earned, the student must cross-reference all answers for a period of time, and the supervisor will spot check the PACEs
- ◆ 4th Offence – The student is counseled, a parent/student conference is called with the headmaster, Corporal Correction Training is administered, the student must cross-reference their answers for a period of time, and the student is placed on a probationary period in which PACEs will be subject to a spot check
- ◆ 5th Offence – The student will be subject to suspension and/or dismissal

Scoring violations cannot be tolerated. Supervisors, monitors, and volunteer staff can at any time check any student's work for scoring violations. Since scoring a PACE is simply matching, we expect all students to score correctly. Mercy is shown for a period of time to young students and new students; however, if the behavior becomes repetitive after the student has shown he/she is capable of scoring, then disciplinary measures will be used to correct the problem.

Corporal Correction Training

When warranted at the discretion of the academy, corporal correction training (paddling) will be exercised under the following guidelines.

- The offense will be clearly discussed with the student.
- A staff member will discuss the Scriptural application and pray with the student.
- A reasonable number of firm strokes will be applied to the buttocks of the student by the Superintendent or Headmaster or Parent using a flat wooden paddle.
- A staff witness and at least one of the child's parents will always be present.
- The student will not be physically restrained. If the student refuses to submit to the paddling, the parent will be asked to come to the school to discuss the matter and if it is believed to be in the best interest of the school, the student will be dismissed from the academy.
- After administering the paddling, the Superintendent or Headmaster will assure the student of their love.
- A written record will be made of the corrective action and a copy will be sent to the parent to be signed and return to the school.
- The parent has the option to come to the school and paddle their child. This option is set up when the application is filled out. There must be a school staff member present if the parent chooses to paddle their child themselves.

Chapel Policy

Tuesday is chapel day at MCA. All students are required to follow the Chapel dress code on that day. See the uniform policy for current dress code. All students are also required to attend chapel. No student may be allowed to skip chapel if he/she is on campus at the time of the service. No Exceptions will be made to this policy.

Dress Code Policy

Our Christian School is one in which everything in the school is presented from a Biblical perspective. The students' and staff's appearance and dress is no exception.

Although the Bible does not say precisely what kind of clothes a Christian student should wear, regardless of current trends and fads, it teaches the apparel should be modest. Boys should dress in a masculine fashion and girls should dress in a feminine fashion. The Bible teaches us that young people are to be "...an example to all believers." With this in mind, we have adopted a uniform policy for dress at our academy. Complete uniforms must be worn daily. Students out of uniform will be subject to being sent home from the academy or activities.

There are a few rules concerning the academy uniforms for both guys and girls. These are listed below:

- ❖ Undergarments must be worn with all clothing.
- ❖ Undergarments should not be visible through the clothing. Appropriate camisoles and undershirts must be worn to prevent this from happening, and these undershirts must be tucked in so they do not hang out of the bottom of the shirt.
- ❖ No clothing may contain logos or decals. The only exception to this is when the academy is participating in organized athletics; the students may wear their athletic shirts during PE and during the organized event.
- ❖ Students attending official academy activities either on or off campus will be advised as to the type of clothing that is appropriate depending on the nature of the activity.
- ❖ Students out of uniform will be subject to being sent home.

We ask the parents and visitors of the school to be familiar with the academy dress code when visiting the academy activities to dress and conduct themselves according to the policies.

Uniform polos and t-shirts will be purchased by the academy. A bulk order will be made at the beginning of the year, and the staff can order more throughout the year if necessary.

STUDENTS WHO ARE OUT OF UNIFORM....

Will be expected to change and will earn automatic detentions. We will expect the parents to bring something uniform appropriate to school for your child if they arrive out of uniform. Please make sure that your child has the appropriate attire on before they leave for school. We take our uniform policy seriously, and we will strictly enforce the uniform code.

Finished Measurements for Polos When Laid Flat:

| Children's Sizes: | Small | | Medium | | Large | | X-Large | |
|--------------------------|--------------|----------|---------------|-----------|--------------|------------|----------------|------------|
| Body Length | 19 ½ | | 21 ½ | | 23 ½ | | 25 ½ | |
| Body Width | 16 | | 17 | | 18 | | 19 | |
| Adult Sizes: | S | M | L | XL | 2XL | 3XL | 4XL | 5XL |
| Body Length | 27 ½ | 29 | 30 | 31 | 32 | 33 | 34 | 35 |
| Body Width | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 |

Boy's & Girl's Learning Center Uniform:

Monday - Wednesday:

- **Shirt:** Red, Royal Blue, or Sport Grey polo (short sleeve) tucked or untucked. The polo MUST be purchased from MCA to ensure uniformity. Long sleeve solid white, red, or navy crew or v-neck shirt may be worn under the polo for colder days. The long sleeve shirt must be tucked in the pants.
- **Undershirt:** Plain White
- **Jeans:** ONLY Dark wash blue jeans or shorts may be worn. NO HOLES, NO RIPS OR TEARS, NO CARGO STYLE, AND NO DESIGNS, JEWELS, GLITTER, ETC. ON ANY PART OF THE JEAN INCLUDING BACK POCKETS. The jeans must be dark and plain. (If shorts are worn, they must be 1 dollar bills width between the knee and the short hem.)
- **Socks:** Black, white, red, or navy socks.
- **Shoes:** NO SANDLES OR FLIP FLOPS ALLOWED. Tennis shoes, canvas style shoes, crocs are all acceptable. They may not be in outrageous in design or fashion.

Thursday Option (May only be worn on Thursday unless otherwise specified):

- **Shirt:** School T-shirt (This MUST be purchased at the academy office.)
- **Undershirt:** Plain White
- **Jeans:** ONLY Dark wash blue jeans or shorts may be worn. NO HOLES, NO RIPS OR TEARS, NO CARGO STYLE, AND NO DESIGNS, JEWELS, GLITTER, ETC. ON ANY PART OF THE JEAN INCLUDING BACK POCKETS. The jeans must be dark and plain. (If shorts are worn, they must be 1 dollar bills width between the knee and the short hem.)
- **Socks:** Black, white, red, or navy socks.
- **Shoes:** NO SANDLES OR FLIP FLOPS ALLOWED. Tennis shoes, canvas style shoes, crocs are all acceptable. They may not be in outrageous in design or fashion.

Hoodie and Sweatshirt Policy (May be worn on any day)

ALL HOODIES AND SWEATSHIRTS MUST BE SCREEN PRINTED OR EMBROIDERED WITH THE OFFICIAL MCA LOGO AND MAY BE PURCHASED THROUGH THE ACADEMY AT ANY TIME. **Any Non-MCA hoodies or sweatshirts MAY NOT be worn to the Academy.**

Outer Coat Policy An outer coat of the parents choosing may be worn. Please make sure that it does not have any secular advertising of anything inappropriate.

Boy's & Girl's PE Uniform:

Shirt: Black, white or gray sweatshirt or long/short sleeve t-shirt. Shirts must have sleeves. They must be plain with no logos.

Pants: Black jogging pant/shorts or wind breaker pants. The length must be to the knee (when standing the shorts must be at least the width of a dollar bill to the knee.)

Shoes: Tennis shoes (must be conservative; no bright bold colors)

PE Bag: Plain gym bag or backpack preferably no logos or decals.

Boy's & Girl's Piercings & Appearance:

Boy's Piercing:

No body piercing including wearing ear rings.

Boy's Facial Hair:

All boys must be clean shaven.

Boy's Hair:

It must be clean and neat and well groomed.

Girl's Piercing:

No body piercing except wearing ear rings.

Girl's Hair:

Must be clean, neat, and well groomed.

Sexual Contact Policy

Sexual contact of any kind will not be tolerated on or off campus by any student. Violation of this policy could result in student dismissal.

Education Policy

Our academy offers an extensive and well balanced curriculum for grades K through 12 which has been designed to meet the specific needs of each age group. We use the Accelerated Christian Education (ACE) curriculum which has been a proven success and has stood the test of time. One must remember that we accept students as individuals that allow a student to progress at the rate of their ability. We do not have grade group as such since students are allowed to progress at the rate of their own capability, but the terms are used here since almost everyone is familiar with the conventional grading system. A complete list of MCA's Scope and Sequence is provided on the school website: www.mccademy.co

ABC's Learning to Read K & Up

Kindergarten and up find that reading is one of the most essential skills a child can learn and special emphasis is placed on not only the ability to read, but academic competence as well. The Kindergarten students start with the ABC's and numbers and move into basic phonics and blends with the development of a sight vocabulary which begins to equip the child to expand into a full curriculum including Art, PE and a variety of others including field trips to enhance the young child's learning experience.

Levels 1-6

The curriculum includes Bible, Reading, Phonics, Spelling, Language, Composition, Penmanship, Math, Science, Social Studies, and Physical Education allowing the students to grow and prepare for their teen years.

Levels 7-12

Our academy works with young people to give them a well balanced education which will meet their spiritual, academic, and social needs. During these years, teens are building their super structure of their lives. To do this successfully, they need Christian guidance based on God's Word. At this time in life important decisions are being made that will affect their life forever. It is vital to convey to each student that only a life founded on Christ and lived according to His will is meaningful and successful. Our curriculum for grades 7 through 12 is well rounded with college prep courses offered including Algebra, Accounting, Foreign Language, and others. All of the subjects are taught from the God-centered view of life.

Transferring Credits

MCA reserves the right to accept to deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. MCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an accredited diploma. MCA does not offer high school credit by examination.

Conventional Grade Conversion Chart

We use the ACE Curriculum PACEs (Packet of Accelerated Christian Education) are issued to each student for each subject studied. As the student works through the PACE, and successfully passes the test for the PACE when it is finished, new PACEs are issued. The student must make a minimum of 80% on the PACE Test to pass. The student then progresses through PACE after PACE in each subject until the student is eligible for graduation. On the following page is a conversion chart to let you know the conventional grade level of your student; however, at the Academy we do not have grade levels.

| Grade | PACE Numbers |
|-------|--------------|
| 1 | 1001 – 1012 |
| 2 | 1013 – 1024 |
| 3 | 1025 – 1036 |
| 4 | 1037 – 1048 |
| 5 | 1049 – 1060 |
| 6 | 1061 – 1072 |
| 7 | 1073 – 1084 |
| 8 | 1085 – 1096 |
| 9 | 1097 – 1108 |
| 10 | 1109 – 1120 |
| 11 | 1121 – 1132 |
| 12 | 1133 – 1144 |

MCA Grade Scale

Because we require students to make an 80% or higher on a test, MCA is set up on a 6 point grade scale.

MCA Grade Scale

94% - 100% A

87% - 93% B

80% - 86% C

0% - 79% F

Diagnostic Testing

All transfer students coming from curriculums other than the ACE Curriculum are tested for academic placement. MCA provides each student a diagnostic test prior to placing the curriculum order. Since each curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed.

Academic Projection

Each student of MCA enrolled in 9th grade or higher will receive an Academic Projection each year from the academic advisor. The student's Academic Projection will be based upon one of the 3 courses of study offered by MCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic advisor, parent, and student, while adhering to the academic requirements of the Academy.

The academic advisor will produce the student's Academic Projection after the course of study is agreed upon, listing all courses required for completion before an MCA diploma may be issued. The parent will receive two copies of the student's Academic Projection. One of the copies must be signed by the parent and returned to MCA. Each year after reenrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy of all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection.

The academic projection will contain all credits accepted by MCA earned through a previous high school, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible academics even if it may take an additional year.

Transcripts

MCA is pleased to offer accredited transcripts through our dual enrollment policy for enrolled students. A parent may obtain an unofficial copy at any time by calling the MCA Registrar or Academic Advisor. To protect the academic integrity of the transcript, MCA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an official transcript sent to the home, it will be sent in a sealed envelope, which should not be opened. MCA will provide up to five official transcripts per student at no charge. After this, there will be a \$10.00 charge per official transcript. This charge must be paid before the transcript is sent.

Electives Available (This is our basic list. Other electives are available.)

Each upper Learning Center student (High School) may choose from the following list of elective courses:

Bible Electives:

Christian Growth.....½ Credit
Introduction to Missions.....½ Credit
Life Of Christ.....1 Credit
New Testament Church History.....1 Credit

Old Testament Survey.....1 Credit
New Testament Survey.....1 Credit
Soulwinning

Business Electives:

Accounting.....1 Credit
Business Math.....1 Credit
Computer Literacy.....1 Credit

General Business.....1 Credit
Typing.....1 Credit

Fine Arts Electives:

Beginning Art.....1 Credit
Advanced Art.....1 Credit
Basic Literature 9.....1 Credit
Literature I.....1 Credit

Literature II.....1 Credit
Music.....½ Credit
Speech.....½ Credit

Government Electives:

Collectivism.....½ Credit

The Constitution.....½ Credit

Health Elective:

Health.....½ Credit

Graduation Requirements

On the following pages, you will find the four different diploma types we offer at MCA and the requirements for achieving each type of diploma.

| Monticello Christian Academy VOCATIONAL DIPLOMA Required Courses Student must complete at least through PACE 1096 in every subject. For transfer students, PACEs needed will be assigned to meet minimum graduation requirements. | | | | |
|--|----------------|---|------------|--------------------------|
| | | | | Minimum Credits Required |
| CORE | MATH | Minimum of 48 PACEs as Diagnosed Add Business Math if Needed | 4.0 | 4.0 |
| | ENGLISH | Minimum of 48 PACEs as Diagnosed | 4.0 | 4.0 |
| | WORD BUILDING | Based on Diagnostics Assign Etymology Where Possible | ??? | ??? |
| | SCIENCE | Minimum of 48 PACEs as Diagnosed | 4.0 | 4.0 |
| | SOCIAL STUDIES | Minimum of 48 PACEs as Diagnosed | 4.0 | 4.0 |
| | BIBLE | New Testament Survey (Required) Life of Christ | 1.0 1.0 | 1.0 1.0 |
| NONCORE | | Computer Science | 1.0 | |
| | | Health | 0.5 | |
| | | Physical Education – Maximum of 2 Credits | 2.0 | |
| | | Electives | ??? | |
| | | Electives or Core Subjects Below PACE 1097 | 2.5 | ??? |
| TOTAL MINIMUM REQUIRED CREDITS: | | | | 22.0 |

Monticello Christian Academy

GENERAL DIPLOMA

Required Courses

| | | | | Minimum Credits Required |
|---------|--|--|--|--------------------------|
| CORE | MATH | Algebra I Geometry Business Math or Courses Below PACE 1097 | 1.0 1.0 1.0 | 3.0 |
| | ENGLISH | English I English II English III English IV | 1.0 1.0 1.0 1.0 | 4.0 |
| | ETYMOLOGY | | 1.0 | 1.0 |
| | SCIENCE | Biology & Biology Lab Physical Science & Physical Science Lab | 1.0 1.0 | 2.0 |
| | SOCIAL STUDIES | World Geography World History American History US Civics & Economics | 1.0 1.0 1.0 1.0 | 4.0 |
| | BIBLE | New Testament Survey (Required) CHOOSE ONE OF THE FOLLOWING: Life of Christ Old Testament Survey New Testament Church History | 1.0 1.0 | 2.0 |
| | | | | |
| NONCORE | | Computer Science Health Speech Music Physical Education – Maximum of 2 Credits Electives or Core Subjects Below PACE 1097 | 1.0 0.5 0.5 0.5 2.0 3.5 | 9.0 |
| | TOTAL MINIMUM REQUIRED CREDITS: | | | 24.0 |

Monticello Christian Academy

COLLEGE PREPARATORY DIPLOMA

Required Courses

You are also required to take the ACT or SAT test.

| | | | | Minimum Credits Required |
|---------|--|--|---|--------------------------|
| CORE | MATH | Algebra I Geometry Algebra II Trigonometry | 1.0 1.0 1.0 0.5 | 3.5 |
| | ENGLISH | English I English II English III English IV | 1.0 1.0 1.0 1.0 | 4.0 |
| | ETYMOLOGY | | 1.0 | 1.0 |
| | SCIENCE | Biology & Biology Lab Physical Science & Physical Science Lab Chemistry or Physics (With Labs) | 1.0 1.0 1.0 | 3.0 |
| | SOCIAL STUDIES | World Geography World History American History US Civics & Economics | 1.0 1.0 1.0 1.0 | 4.0 |
| | BIBLE | New Testament Survey (Required) CHOOSE ONE OF THE FOLLOWING: Life of Christ Old Testament Survey New Testament Church History | 1.0 1.0 | 2.0 |
| | | | | |
| NONCORE | | Computer Science Health Speech Music Foreign Language Physical Education – Maximum of 2 Credits Electives or Core Subjects Below PACE 1097 | 1.0 0.5 0.5 0.5 2.0 2.0 2.5 | 10.0 |
| | TOTAL MINIMUM REQUIRED CREDITS: | | | 26.5 |

Monticello Christian Academy

HONORS DIPLOMA

Required Courses

Students **MUST** have a 94% average. Students **MUST** score at least 22 on the ACT or 1000 for the Critical Reading and Math Scores combined on the SAT.

| | | | | Minimum Credits Required |
|---------|--|---|---|--------------------------|
| CORE | MATH | Algebra I Geometry Algebra II Trigonometry | 1.0 1.0 1.0 0.5 | 3.5 |
| | ENGLISH | English I English II English III English IV English Composition II | 1.0 1.0 1.0 1.0 1.0 | 5.0 |
| | ETYMOLOGY | | 1.0 | 1.0 |
| | SCIENCE | Biology & Biology Lab Physical Science & Physical Science Lab Chemistry & Chemistry Lab Physics & Physics Lab | 1.0 1.0 1.0 1.0 | 4.0 |
| | SOCIAL STUDIES | World Geography World History American History US Civics & Economics | 1.0 1.0 1.0 1.0 | 4.0 |
| | BIBLE | New Testament Survey (Required) Old Testament Survey (Required) CHOOSE ONE OF THE FOLLOWING: Life of Christ New Testament Church History | 1.0 1.0 1.0 | 3.0 |
| | | | | |
| NONCORE | | Computer Science Health Speech Music Foreign Language Physical Education – Maximum of 2 Credits Electives | 1.0 0.5 0.5 0.5 2.0 2.0 1.0 | 8.5 |
| | TOTAL MINIMUM REQUIRED CREDITS: | | | 28.0 |

Honor Roll Requirements

Each quarter, students included on the Honor Roll must fulfill the following requirements:

- ❖ At least 3 stars in each subject: math, English, social studies, science, Bible Reading, and Word Building (Etymology for 9th level students) plus 3 stars in Literature and Creative Writing or an appropriate number of literature selections.
- ❖ A qualifying total PACE Test average:

| | |
|--------------------------|---------------|
| Chancellor's Honor Roll: | 94% or higher |
| Director's Honor Roll: | 87% to 93% |
| Supervisor's Honor Roll: | 80% to 86% |

Academic Probation

Students are required to complete a minimum of 12 PACEs per quarter to stay off of academic probation. A student who is in two or more failed PACEs at the same time will automatically be placed on academic probation. All students will be evaluated in 3-week periods. At the end of any 3-week period, any students who have completed fewer than 4 PACEs will be placed on academic probation. Students with fewer than 12 PACEs completed at the end of any quarter will be required to attend a parent/supervisor/staff conference to see if the problem can be resolved. If this continues to be problem with a student, the student is subject to dismissal from the school.

Rules For Academic Probation:

When a student is placed on academic probation, the goals of the child are increased as the supervisor sees fit. The student may also lose privileges at the discretion of the Supervisor.

Failed PACEs Policy

Failed PACEs usually means that a student has been cheating when scoring a PACE or that the student did not pay attention to the material. Violations of the scoring rules are a serious offense and will not be tolerated. *If a student fails a PACE, it must be repeated until the PACE is passed. While a student is re-working a failed PACE, the student will not be granted any privilege levels, and the student will not be granted free time once work has been completed. Once the student's daily goals are completed, the student will work only on those PACEs that have been failed.* If a student continually has problems with failed PACEs a parent/student/staff conference will be called to try to remedy the problem. If this does not work, the student will be subject to dismissal.

Financial Policy

Our academy is dependent upon the initial enrollment fees, re-enrollment fees, PACE fees, tuition fees, and gifts of friends for its operating expenses. It is imperative that all accounts be kept current at all times. We will always endeavor to keep the cost as low as possible so people who could not normally take advantage of this education ministry can do so. The average cost of private school in the United States is \$17,000. Our Academy falls way below the national average in costs. **THESE FEES WERE AS OF THE 2016-2017 SCHOOL YEAR & ARE SUBJECT TO CHANGE. PLEASE CALL THE ACADEMY FOR CURRENT CHARGES!**

Estimated Cost for One Child (1st Level – 12th Level):

Yearly Enrollment Fees:

| | |
|---|----------|
| Diagnostic Testing (New Students Only) | \$25.00 |
| Standardized Testing Fee | \$60.00 |
| Dual Enrollment Fee (Freshman – Seniors Only) | \$200.00 |
| Curriculum Fee* | \$300.00 |

TOTAL ENROLLMENT FEES New: **\$385.00** Returning: **\$360.00**

TOTAL ENROLLMENT FEES FOR FRESHMAN – SENIORS New: **\$585.00** Returning: **\$560.00**

Monthly Tuition Fees:

| | |
|--|-------------------|
| This amount is paid monthly on the 4th between August & May** | \$250.00 |
| TOTAL TUITION FEES | \$2,500.00 |

Estimated Cost for One Child (Preschool: 3 years old – Kindergarten)

Monthly Tuition Fees:

| | |
|--|-------------------|
| This amount is paid monthly on the 4th between August & May** | \$300.00 |
| TOTAL TUITION FEES | \$3,000.00 |

* The curriculum fee includes only 12 PACEs in each of 6 subjects. Any PACEs a student completes past that mark are not included in the curriculum fee and must be paid for separately.

**The tuition fees may also be paid for at the beginning of the year in full or semi-annually. Monthly tuition fees are made via automatic withdrawal from the parent's bank account.

Estimated Cost for Multiple Children:

Yearly Enrollment Fees and Preschool Tuition Fees remain the same for all children.

Tuition Fees (1st Level – 12th Level):

2 Children Enrolled:

| | |
|--|----------|
| 1 st Child per month | \$250.00 |
| 2 nd Child per month (10% Discount) | \$225.00 |

3rd Child:

| | |
|-----------------|----------|
| Price per month | \$200.00 |
|-----------------|----------|

4 Children Enrolled \$44 discount per child:

| | |
|---------------------------|----------|
| Price per child per month | \$206.00 |
|---------------------------|----------|

PACE Fees:

The curriculum that we order is the property of MCA. Even though parents pay PACE fees, the PACE fees are for the use of that curriculum not ownership of that curriculum. Our agreement with ACE does not allow us to order or hand out curriculum to people not enrolled in our Academy. Each student will use a PACE (Packet of Accelerated Christian Education) or actually a series of PACEs for each subject studied. These PACEs are the property of the academy and the students are charged for their use. There are a series of 12 PACEs per year. The student will use from approximately 48 – 72 per year. PACE fees are included in the initial and re-enrollment cost with the exception of Failed PACEs and any PACEs over the 60 per year. If the student accelerates in learning and masters more than 60 PACEs, we will have to pass that cost on to the parents, and the parents will be notified in that event. If a PACE is failed, it must be reordered. The yearly PACE fee does not cover the cost of failed PACEs. **If a PACE must be reordered because of misplacement by student or failure, there is a \$9.00 fee per PACE.**

Billings:

Bills for Tuition Fees, extra PACE Fees, and any Special Fees will be issued at the first of the month and are due and payable by no later than the 4th of the month. The academy is dependent on these monies for its operating expenses. When a bill is more than 30 days past due and the office has not been notified, it may become necessary to suspend the student from school until the bill is paid in full. The academy has the right to append a \$5.00 late charge on bills that are not paid on time.

The academy DOES NOT accept checks. All payments must be made via automatic withdrawal. Initial fees may be paid with cash or money order.

No student who owes fees from a previous academy term will be enrolled for the following academy term until the outstanding amount is paid in full.

Refunds:

It is the policy of our academy that **NO refunds for any fees will be made for any reason at any time.** Materials or PACEs purchased for the student will also not be refunded because they are the property of the academy. The reason is that we provide the space for the student, the staff, PACEs, and other materials based on the student load and for this reason no refunds shall be made. If the parents are experiencing a hardship and feel that they are due a refund, they may apply to the Headmaster for a refund, but this does not necessarily mean that they will receive it. The decision of the Headmaster is final.

Loss of Personal Property Policy

Each student is responsible for their own personal property. ***The academy, staff, or administration will not be responsible for the loss of any personal property at any time!*** If a student does lose personal property, the academy will assist in every way that it can to help locate it.

The school has the right to confiscate an personal property that it deems unsuitable. Any personal property that is confiscated may only be picked up by the student's parents.

Should a student damage the personal property of the academy or others, restitution is required to be made. If it involves the property of the church or the academy, the restitution will be billed to the student's account and the payment for the bill shall be due and payable by the parents at the time the bill is issued.

Organized Athletics Policy

From time to time the academy may participate in organized athletics. No student may participate in this program that is not on "A" Privilege level. No student may participate in this program that is causing discipline problems at the academy. The decision of the Headmaster in these matters is final.

Physical Education Policy

Unless physically handicapped or excused by a doctor, all students must participate in Physical Education. The only exception to this rule is if the student is behind grade level. If this situation occurs, the school has the full discretion to choose whether or not a student will participate in PE.

School Day Policy

Our academy day is from 8:00am to 3:30pm. The academy week is Monday through Thursday except for holidays. A school calendar will be provided at the beginning of each academy year listing the academy holidays and professional development days. During the winter months, it may be necessary to cancel school for a day or series of days. We will make every attempt to get the closings announced on the local Radio Stations and the TV stations and we will generally follow the policy of the public school system when this situation arises.

Academy Daily Schedule:

8:00am - 8:15am: Opening Session
8:16am - 9:30am: Learning Center Time
9:30am - 10:00am: Morning Break
10:00am - 11:30am: Learning Center Time
11:30am - 12:00pm: Eat Lunch
12:00pm - 12:30pm: Daily Life Skills
12:30pm - 1:00pm: Afternoon Play
1:00pm - 3:00pm: Preparing for Nap & Nap Time for Preschool & Kindergarten
3:00pm - 3:30pm: End of Day activities for Preschool & Kindergarten
1:00pm - 3:30pm: Learning Center Time for 1st Level - 12th Level

Field Trip Policy

From time to time we will have academy trips. On any and all trips students may travel only in academy authorized vehicles. No exceptions will be made. If it is an extended trip, the student will be responsible for his/her own expenses. All parents will be notified if an academy trip requires the students to have expense money. Depending on grade level and discipline, the academy has full discretion on who will or will not be allowed to make academy trips.

Student Employment Policy

We realize that today's students want to make money. With this mind we feel that it is necessary to enforce the following rules concerning student employment.

- ❖ No student may leave the academy early during the school day for employment who is not passed PACE 1121 which on the grade conversion chart is the equivalent to level 11.
- ❖ No student may leave school early for employment who is not maintaining goal completions.
- ❖ No student may leave school early for employment that is not on grade level.
- ❖ Students who are working before or after school and who are not on grade level and/or are not maintaining their goals will be asked to resign their jobs.

Failure to abide by this policy may result in the student being dismissed from school.

Student Lunch Policy

We ask that the parents send a lunch with their children. Students may bring items for a week at a time. We can label their food with the student's name.

Student Vehicle Policy

Student licensed to drive in this state have the privilege to drive their vehicles to the academy as long as their parents have authorized it. The following rules apply to student vehicles:

- ❖ All student vehicles must be registered with the school office.
- ❖ Parking in off-limits areas will not be tolerated.
- ❖ Once a student vehicle is brought on campus, the vehicle must be parked and left vacated until the student is given permission to leave.
- ❖ No student may transport any other student in his/her vehicle unless the student(s) is a family member.
- ❖ Students operating their vehicles in an unsafe manner either on campus, while arriving or leaving school, or at any of its activities will lose their privilege for driving their vehicle to school.

Failure to abide by these rules will result in the student losing their privilege of driving their vehicle to school.

Program Policy

From time to time MCA will have programs that may happen during the day or at night time. These programs include but are not limited to the Victory Ceremony. Participation by all students is mandatory. Students do not have an option to participate in these programs. Failure to participate in these programs could result in an incomplete for the semester.

Emergency Preparedness Plan

This is to make you aware of our concern for the safety and welfare of children attending Educare & Monticello Christian Academy. Our Emergency Preparedness Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- IMMEDIATE EVACUATION – Students are evacuated to a safe area on the ground of the facility in the event of a fire, etc.
- IN-PLACE SHELTERING – Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- EVACUATION – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at City Park. There will also be a notice posted on the entrance to Educare / MCA providing information on the relocation site.
- MODIFIED OPERATION – May include cancellation / postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to KHBH 93.7fm, Monticello Live, or the local TV stations for announcements relating any of the emergency actions listed above.

We ask that you DO NOT CALL our main number during the emergency. Our staff will contact you, or other emergency contacts identified by you, in the event the children and staff are relocated or if there are injuries. The contact with you, or other emergency contact, will be at the numbers provided by you. We encourage you to periodically update the contact information to insure we have you listed correctly.

You may call 870-460-0829 to reach a member of our staff. We ask for your patience in that effort since we will be insuring the safety of all the children and will take any calls as they are received.

We specifically urge you NOT TO ATTEMPT to make different arrangements during an emergency duties.

A copy of our Emergency Operating Procedures may be viewed at any time at our facility. It is located in our main office. This plan is updated on an annual basis, as is required by our licensing agency.

YOU CAN SIGN UP FOR MASS TEXTS FROM OUR FACILITY BY DOING THE FOLLOWING:

- TO RECEIVE MCA ANNOUNCEMENTS – text 81010 with the message @mainlear
- TO RECEIVE LIFE CHURCH ANNOUNCEMENTS – text 81010 with the message @lifefam