

# MORIAH CHRISTIAN ACADEMY

“The Lord Will Provide”



## SCHOOL HANDBOOK

# Moriah Christian Academy

4816 Charleston Hwy.  
Williston, SC 29853

Head of School

Barbara Hearn

“Train up a child in the way he should; and when he  
is old, he will not depart from it.”

Proverbs 22:6

## **Mission/Purpose**

The mission of Moriah Christian Academy is to prepare young people for life's challenges through academic excellence, training in the principles of Christian living, leadership, self-discipline, individual responsibility, personal integrity, good citizenship, and Godly morals.

Moriah Christian Academy is a Christian educational facility. We affirm our belief in the Bible as the infallible Word of God and as the foundation for not only this school, but for the continued freedom of America.

We are committed to academic excellence, as well as recognizing the gifts God has given each individual. We will strive to help the students develop their gifts to the fullest. We are also committed to leading each child to a personal relationship with the Lord Jesus.

We believe that God is the creator of the Heavens and Earth, and all that is therein. We believe that God is the creator of man, and the creator of knowledge man has accumulated. With this in mind, we believe that it is of the utmost importance that we keep the education of our children and God, along with His commandments in our school.

Moriah Christian Academy exists to glorify God by offering a Christ centered, quality education with a Christian worldview that assists parents in developing leaders and disciples of Christ.

## **INFORMATION ON INCORPORATION**

Moriah Christian Academy was issued a Certificate of Incorporation on May 24, 2018 after applying for a charter from the State of South Carolina.

## **NON-DISCRIMINATORY STATEMENT**

Moriah Christian Academy admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.

## **STATEMENT OF BELIEFS**

We believe in, and without reservation hold to, the verbal inspiration of the Holy Scriptures as expressed in the Old and New Testaments, and accept whatever they declare to be true as the authority of God Himself speaking therein; We believe that there is One, and only One, living and true God and in the unity of the Godhead there are three Persons of one substance, power, and eternity. We believe that Jesus Christ is God's only begotten son, the Mediator between God and man, the second Person of the Trinity, Who was conceived by the power of the Holy

Spirit in the womb of the virgin Mary, and thus possessing two whole, perfect, and distinct natures, Godhood and manhood; We believe that Christ died on the cross to make a substitutionary atonement for sinners, was buried, and on the third day he arose from the dead with the same body in which He suffered, with which also He ascended into Heaven; and there sits at the right hand of the Father making intercession for His people, and in the Father's own time will personally return to judge men and angels and bring in the Kingdom of Glory; We believe in the Holy Spirit as the third Person of the Trinity, of the same substance and equal in power and glory with the Father and the Son, to be loved, obeyed, and worshipped; and that He regenerates men by His grace, convicts them of sin, moves them to repentance, persuades and enables them to embrace Christ by faith and unites all believers to Christ; We believe the Gospel of Christ and that there is no other way of salvation than that revealed in it...specifically, that saved individuals are born again into God's family by accepting and receiving Jesus Christ as their personal Savior.

## **CHRISTIAN AMERICANISM**

Moriah Christian Academy teaches its students proper respect for God and country. Realizing that this nation was founded upon the presupposition of the Bible we instill in each student a feeling of patriotism and respect for the flags and the Bible.

Each student is required to participate in the pledges to the American flag, the Christian flag, and the Bible each morning. Students are required to use a King James Bible.

### American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and in love.

### Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its words in my heart that I might not sin against God.

## SCHOOL SPIRIT

### A. School Colors

The colors chosen to represent Moriah Christian Academy are purple, gold and white.

**Purple** - is a color of royalty and reminds us of Jesus because He is the King of kings and He lives and rules in the hearts of those who are His.

“And He [Jesus] hath on His vesture and on His thigh a name written, King of Kings, and Lord of Lords.” (Revelation 19:16)

**Gold** - Gold is a precious metal, of great value, that is highly desired.

“That the trial of your faith, being much more precious than of gold that perishes, though it be tried with fire, might be found unto praise and honor and glory at the appearing of Jesus Christ.” (1 Peter 1:7)

**White** - The color white represents righteousness because of its purity of color and light. Fully light and without stain, the color white reminds us of the righteousness of Christ.

“He is pure light and pure righteousness and when a sinner comes to Him in faith, He washes them clean. “.... though your sins be as scarlet, they shall be as white as snow; though they be red like crimson, they shall be as wool.” (Isaiah 1:18)

### B. School Verse

Jeremiah 29:11; “For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”

### C. Mascot

Our school mascot is the ram. The ram symbolizes God’s provision. Just as He provided a ram to take the place of Isaac when Abraham demonstrated his amazing level of faith.

We believe through the faith of the staff, the parents, the students and all those who are involved with Moriah Christian Academy, God will provide by blessing the effort of providing Christian education to this community and expanding His kingdom.

## **Admissions**

### **A. Policies & Procedures**

“Train up a child in the way he should go and when he is old, he will not depart from it.”  
Proverbs 22:6 (KJV)

Moriah Christian Academy seeks to admit students whose parents or legal guardians desire a quality Christian education for their child. A spirit of mutual cooperation is necessary if we are going to be successful. All students must reside with a custodial parent or legal guardian.

The curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must furnish a recent report card and achievement test scores. MCA encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities. MCA does not provide enrollment to students whose educational, social, and physical needs cannot be met by its existing programs, services, or staff. All new students are on academic and social probation for the first quarter of attendance.

For those students transferring in during the school year, an investigation is conducted as to the reasons for transferring. The investigation includes the student's performance and conduct while at the previous school. Students expelled from another school will not be considered for admission at Moriah Christian Academy. Students who have serious discipline issues will not be accepted during the current academic school year. Any future admission decisions will be based upon the student's disciplinary and academic record.

**\*\* Academic and disciplinary records for admission will be requested from the previous school. Failure of disclosure, falsification, or misrepresentation of information may lead to denial of admission or withdrawal. If you need clarification, please contact the Head of School.**

### **B. Enrollment Process**

The enrollment process consists of meeting with the Head of School, and completing the paperwork listed below.

1. To be considered for enrollment, every student's parent must meet with the Head of School. The first contact for all prospective students, including athletes, must be with the Head of School.
2. Submit a completed application. Copies of recent report cards and achievement tests need to be submitted prior to an interview with the Head of School. (Registration is not completed until the student has been formally accepted, interviewed by the Head of School, and has signed a financial agreement submitted by parents.)

3. An admissions test may be given to students seeking enrollment. In addition, all newly enrolled students are required to complete a placement test for mathematics.
4. Parents will be called to schedule an appointment with the Head of School. Students should accompany their parents to the interview. During the interview, the Head of School will review the school's philosophy, curriculum, discipline system, homework expectations, communication, etc. The Head of School will discuss the child's academic, spiritual, social and physical needs with the parents.
5. Parents of transfer students will be informed of acceptance within one week of the interview.
6. Forms to be completed and submitted:
  - a. Authorization for Medical Treatment
  - b. Birth Certificate
  - c. South Carolina Certificate of Immunization –  
<http://www.scdhec.gov/Health/Vaccinations/VaccinesNeededforSchoolAdmission/>
  - d. Recent achievement test scores
  - e. Recent report card
  - f. An official transcript with numeric grades is required at the high school level.
  - g. Completed application
  - h. Discipline report
  - i. Attendance record
7. Families must agree to abide by school policies, to assist the school and support school officials in the implementation and enforcement of its policies.
8. Each student of the school shall be of the highest moral character and be obedient to biblical principles. All students must obey the laws of the United States of America and the State of South Carolina and all local ordinances. The school reserves the right to dismiss any student with or without cause.
9. Selection Process - Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview:
  - Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports
  - Students must be open to hearing the gospel of Christ
  - Students must demonstrate acceptable conduct and good behavior as evidenced by discipline reports
  - The student and family must be willing to work in close partnership with Moriah Christian Academy as evidenced by signing the appropriate form in the School Handbook
  - MCA does not accept students who have been expelled from other schools
  - MCA does not accept students who have used illegal drugs

- MCA does not accept students who are coming directly out of a drug treatment program

10. Priority of acceptance is determined by the following criteria:

- Pupils currently enrolled and continuing at Moriah Christian Academy have first priority of acceptance to the next academic school year. This protected enrollment expires at the end of the annually announced re-enrollment period for present students. This usually occurs in March. Currently, enrolled students have a limited time to re-enroll on a priority basis. Acceptance for re-enrollment is contingent upon the level of academic performance attained during the previous enrollment period and meeting all financial obligations.
- Children of staff members of MCA
- Siblings in families who already have one or more children in the school
- All other applications will be held for review

12. Married Students

Married students may not attend Moriah Christian Academy. Students who marry are classified by law as adults and no longer answer to their parents or guardians. Moriah Christian Academy, as an institution, prefers to deal only with students who remain under the authority of their parents or guardians.

We will base all decisions for attendance and enrollment on the Biblical standard stated in God's Word.

13. Non-Immigrant Student Applicants I-20 Non-Immigrant student applicants must have INS approval before being considered for admission to MCA. All non-immigrant students must meet admission standards required of all students at Moriah Christian Academy.

## **HEALTH & SAFETY**

### **A. Required Immunizations**

Every child's immunizations must be current to attend Moriah Christian Academy as required by South Carolina Law. The record of these immunizations must appear on a South Carolina Immunization Certificate. Students entering or transferring into South Carolina Schools must show proof of the following immunizations: DTP, Tdap Booster, Hepatitis B, OPV, MMR, and Varicella or history of Chickenpox.

\*Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, students may be exempt from these immunization requirements for the following reasons: Medical Exemption: The Medical Exemption section of the SC Certificate of Immunization should only be completed when a child has a permanent or temporary medical reason for exclusion from receipt of vaccine(s). The Medical Exemption section must

be completed by a licensed Physician (MD or DO) or his/her authorized representative (e.g., Physician's Assistant - PA, or Advanced Practice Registered Nurse - APRN).

**Religious Exemption:** A religious exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs the appropriate section of the South Carolina Certificate of Religious Exemption stating that one or more immunizations conflicts with their religious beliefs. The South Carolina Certificate of Religious Exemption can only be obtained from the Department of Health and Environmental Control

**Special Exemptions:** A South Carolina Certificate of Special Exemption, signed by the school Head of School or his/her authorized representative, may be issued to transfer students while awaiting arrival of medical records from their former area of residence or to other students who have been unable to secure immunizations or documentation of immunizations already received. This exemption may be issued only once and is valid for only thirty (30) calendar days from the date of enrollment. Upon expiration of this special exemption, the student must present a valid South Carolina Certificate of Immunization or a valid South Carolina Certificate of Religious Exemption.

#### **B. Birth Certificate**

A copy of the child's birth certificate must be submitted to the school office prior to acceptance.

#### **C. Sickness**

In the interest of every child's well-being, parents are requested to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, or diarrhea you must keep your child home. If your child develops symptoms at school, the student will be isolated and the parents will be notified to pick up the child as soon as possible. If we cannot reach anyone listed on the student's application, we will, if necessary, obtain medical attention from a doctor of our choice.

#### **D. Medication**

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, backpacks, or vehicles. Designated school staff must administer all medications. All drugs sent by the parent to be administered to a student must be in the original pharmacy or manufacturer's labeled container and a signed/notarized medication consent form is to be on file for all students for whom prescription medication is to be administered by school staff.

#### **E. Communicable Diseases**

The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent or a rash which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal. Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Moriah Christian Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. MCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### **F. Emergency Phone Number of Parents Required**

We request that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

#### **G. Medical Release Form Required**

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. School officials will only use this form when a parent or guardian cannot be contacted.

#### **H. Student Accident Insurance**

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents as well as accident forms completed. If your student requires medical attention, please note that **your private family medical insurance will be the primary coverage and our school policy will be secondary. It is your responsibility to file on your private family medical insurance.** After your insurance company has paid, then any out-of-pocket expenses that you incur would be reimbursed, either in part or in whole, by the school’s insurance depending upon the limitations of the school insurance policy. MCA does not recommend specific doctors. Parents should seek a doctor on their own individual health plan.

### **I. Healthcare Appointments**

Whenever possible, all medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

### **J. Emergency Closing of School**

It is the policy of Moriah Christian School to follow the Aiken/Barnwell County School District's decision for school closures, due to inclement weather conditions. Radio and television stations will announce such closings frequently. In case of bad weather, avoid calling the school office except for crucial situations. When school closes early because of bad weather, students should be picked up as soon as possible.

### **K. Emergency Drills**

Fire, tornado, and other emergency drills will be conducted throughout the school year in accordance with city, county, and state regulations.

### **L. Fire Drill**

Evacuation maps are located in every classroom. At the teacher's direction, students should move quickly, without running, and remain quiet and under control. An orderly evacuation will keep the risk of injury to a minimum.

### **M. Tornado Drill**

Students should kneel quietly on the floor facing a designated wall with their head covered. This activity is to be done in a serious, orderly, and quiet manner.

### **N. Security Drill**

Security Drills will be run periodically by the administration.

### **O. First Aid**

Designated faculty with proper training shall render first aid treatment. Emergency medical treatment will be sought for students whose medical needs warrant such actions.

### **P. Head Lice Policy**

If lice or nits are suspected, all students will be checked for head lice. The students will be isolated and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

## OFFICE PROCEDURES

### A. Attendance Policy

“Listen to counsel, and receive instruction, so that you may be wise.” Proverbs 19:20 (NKJV)

One of the keys to successful academic achievement is regular attendance at school. Regular attendance is required by South Carolina Law. All school days on the calendar are considered full days unless otherwise noted and/or specified through notification of special events. All minimum days and activity days are considered compulsory attendance days. School attendance becomes a permanent part of the student’s record.

We believe that regular attendance in class is essential to the success of a student’s school experience. One can seldom ever make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge the gap in classroom experience. The school discourages taking extra days before or after a scheduled vacation or anytime while school is in session.

### B. Absences

The total allowed absences both excused and unexcused are as follows:

Grades 1 - 8 (non high school courses): 18/year

Grades 8 - 12 (graduation credit courses): 9/Semester (18/year total)

#### 1. Reporting Back to School after an Absence

a. Upon returning to school after an absence, the student is to bring a signed note from his/her parent, guardian or doctor detailing the cause of the absence in order to be excused. The student will present the excuse to the school office within three (3) days to be counted as excused.

#### 2. Excessive Absences

Upon the fifth absence by a student, the administrator will notify parents/guardians by phone and/or email. In addition, a conference may be requested.

a. Students absent for an extended period of time may be withdrawn. Reasonable means of notifying the parent will be made (phone, letter, or personal visit).

If there has been no acceptable parent response by the end of the 3rd consecutive day, the student may be withdrawn.

b. Students in grades 1 - 8 who have accumulated more than 18 days of absences during the academic year who do not attend Student Attendance Recovery Plan (SARPP) will receive an F/A (Failure due to Attendance).

- c. Students in either elementary, middle or high school who have accumulated more than the 18 allowed absences (cumulative of unexcused or excused absences) may be dismissed from Moriah Christian Academy.
- d. Students enrolled in high school credit courses who have accumulated more than 9 absences per semester and do not attend Student Attendance Recovery Plan (SARP) will receive an F/A (Failure due to Attendance). Students will be required to repeat the course for credit. The transcript will reflect the F/A.
- e.. Excused absences include:
  - \*Under a doctor's care—all medical notes must be submitted to office within 3 days of the student returning to school
  - \*Death in the immediate family (Parent, Grandparent, Sibling, Aunt/Uncle)
- f. Family vacations will not be excused

### 3. Make-up Work Following an Absence

- a. A student who has an absence shall, by the end of the day of the student's return to school, make arrangements with the teacher(s) for any make-up work. It is the student's responsibility to make these arrangements.
- b. Any student suspended out-of-school may make up any test or daily work missed.
- c. Students shall be allowed, at minimum, the same number of school days for make-up work, tests, and quizzes. Teachers may make allowances for extenuating circumstances.
- d. Students who fail to complete makeup work in the allotted amount of days will be required to attend a four hour Saturday School (see Saturday School) to complete missing classwork/assignments.
- e. Make-up work may be requested following the second day of absence. This request must take place by 8:00 a.m. in order to ensure that teachers can have it ready following afternoon dismissal.

### 4. College Visitation Days

The following college visitation days will be allowed (excused) for students:

- Freshman - one school-sponsored college visit day
- Sophomore – one school-sponsored college visit (one to two days)
- Junior and Senior- four college visits (Requirement: current GPA must meet the college requirements)

### **C. Tardiness**

“See then that you walk circumspectly...redeeming the time because the days are evil.”

Ephesians 5:15-16 (KJV)

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. \*All MCA students must be in their classroom and seated by 8:05 a.m.

1. A student is considered tardy to school after 8:05 a.m. Each student will be allowed four tardies per quarter. Upon the fifth tardy, a detention will be issued. There will be a \$25 supervision charge. The sixth tardy will result in a four-hour Saturday school. There will be a \$15 per hour supervision charge for each hour. (See Saturday School)
2. If students are tardy due to a doctor/dentist appointment, the student must check in with the office, present a valid excuse from the appropriate physician's office, and receive an admit slip from the office. Students will not be counted tardy if a certified doctor's/dentist's excuse is presented.
3. Continued tardiness is considered a disciplinary matter and will be handled accordingly.
4. Students must attend school at least four class periods to participate in any extracurricular activity.
5. Students who are absent and return to school must present an admit slip to each teacher. If the student does not have an admit slip, they will be sent to the office to obtain an admit slip and a tardy will be issued.

### **D. Signing Students Out of School**

1. Students leaving the campus for any reason during the school day must be signed out of the office by a parent or legal guardian in the presence of a school employee. To receive an excused early dismissal, written permission must be submitted to the office prior to signing out.
2. If a student drives to school, the parent must establish phone contact with a member of the office staff verifying permission for the student to leave campus. Students are required to speak with the office staff to receive permission before signing out.
3. Detailed records for students will be kept in the office regarding signing in and out of school.
4. Students too young to drive will not be released to anyone other than the student's parents, other family members, or legal guardians. Exceptions may be made in extreme cases.

### **E. Student Records**

The school maintains a permanent, cumulative file on all students who attend MCA. Records of health, grades, standardized test scores, etc. make up most of the content of these records.

#### **1. Transcripts**

A transcript of the student's grades will be provided free upon request to the student's parent or guardian or to the student who graduates from MCA. Please notify the office and allow five - seven business days for transcripts to be processed.

## 2. Release of Records

Moriah Christian Academy will release student grades, standardized test scores, and medical information upon written request of another school system. Records and transcripts will only be forwarded to another school or college or to parents for students whose tuition accounts, fees, and fines are current.

## **F. Telephones**

Telephones are not typically available to students during the school day. The School Office telephones are intended for business use only. Classes will not be interrupted to call a pupil to the telephone, except in the case of an emergency. In case of illness, an office secretary will call the student's parents.

## **G. Cell Phones/Electronic Devices**

It is our policy at Moriah Christian Academy to not allow cell phones, digital cameras, or any device that can take or show pictures, along with CD players, personal game devices or DVD players on the MCA campus. The only exception is for students who drive to school – cell phones and electronic devices must be kept in their vehicle.

## **USE OF CELLULAR PHONES AND ELECTRONIC DEVICES**

Students may not use cell phones on campus between 7:30 a.m. and 4:00 p.m. Students may use the phone in the office lobby if they need to contact a parent or guardian during the school day. It is recognized that parents may choose to provide their students with cell phones for safety and coordination issues. However, to avoid temptation and distraction in the classrooms, if students choose to bring their cell phones on campus, the cell phones must remain turned off during school hours and be stored in the secure cell phone storage area in the front office during school hours. Student cell phones are not permitted in any school building other than the office between the hours of 7:30 a.m. and 3:10 p.m. Students must pick up their cell phones from the storage area after 3:10 p.m. and before 3:30 p.m.; the office is locked after 3:30 p.m. Students remaining on campus until 4:30 p.m. should not use their phone without permission from a teacher.

If a cell phone is seen or heard during the school day in an unauthorized location, it will be confiscated and turned into the principal's office. Only a parent may retrieve the confiscated phone. Students who have their cell phone confiscated for unauthorized use waive their right to privacy. Confiscated phones may be examined, including numbers called, pictures, texts, etc. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. Continued infractions will result in OSS. Students may request special permission to use their cell phone from a teacher when the office phone is not available.

When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video (watching or taking), taking

pictures, listening to music, internet, social media, etc. Students should never post pictures or videos of other students on any public platform without their parental permission.

#### **H. Lost and Found**

A “Lost and Found” area will be established in the school offices and in the P.E. locker rooms. Any article not claimed by the end of the current academic quarter will be donated to a worthy cause or discarded. To reduce the accumulation of “Lost and Found” articles, we ask that every student have his or her name on all articles of clothing and other belongings. School-owned books will be placed in the school office.

It is the student’s responsibility to ensure all personal items are secured; the school assumes no responsibility.

#### **J. Visitors on Campus**

“For we have great joy and consolation in your love, because the hearts of the saints are refreshed by you.” Philemon 7 (NKJV)

- Parents are welcome to visit the classroom, but prior arrangements or teacher approval is requested.
- Parents are asked to not go directly to the classroom and are required to come to the school office to sign out their students or bring student belongings.
- Parents and visitors are asked to dress modestly when on campus or participating in school-sponsored activities.
- All visitors will be issued a “visitor’s badge” when on campus to ensure student safety.
- All visitors, including students not enrolled in Moriah Christian Academy, must report to the school office.
- School students attending other local schools are not permitted on campus during the school day unless accompanied by an enrolled student’s parent or guardian. If approval to be on campus is denied, the student(s) or the visitors are to leave the campus immediately. Failure to do so will result in notification to the Police Department

## **OFFICE – GENERAL**

“Remember them who have the rule over you, who have spoken unto you the word of God.”  
Hebrews 13:7a (KJV)

### **A. Office Hours and Location**

- a. School Office hours are 7:30 a.m.–3:30 p.m., Monday through Friday.

### **B. School Hours**

- a. 7:50 a.m. – 3:05 p.m., Monday through Friday

### **C. Post-School Time:**

The classroom buildings are locked by 3:30 p.m. Students should go directly to their ride immediately following dismissal from school. Students may not loiter around the school after 3:20 p.m. unless they are under the supervision of MCA staff.

### **D. Withdrawals**

All property of Moriah Christian Academy including but not limited to textbooks, laptops, and library books must be returned and financial obligations must be settled with the Business Office before any student records will be released. (See Tuition Contract)

### **E. School Calendar**

A school calendar is provided to each family upon completion of enrollment at Moriah Christian Academy. Please refer to this calendar frequently throughout the school year.

### **F. Parent Volunteers**

Parents wishing to volunteer should contact the school office. Parents working directly with students must have a background check on file. Volunteers must sign in at the designated office for a visitor’s badge.

## **GENERAL POLICIES & PROCEDURES**

### **A. Field Trips**

“I will instruct you and teach you in the way which you shall go; I will guide you with My eye.”  
Psalm 32:8 (NKJV)

#### **1. General Statement**

Many times, a good educational experience can be achieved by leaving the classroom and going on a field trip. Students must understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip.

#### **2. Statement of Cooperation and Field Trip Emergency Release Form**

These forms will be filled out annually and kept on file in the designated school office. A copy of the form will accompany each student on every off-campus activity. These forms must be legally notarized.

#### **3. Students Not Attending the Off-Campus Trip/Activity**

Parents may choose that their child not participate in a field trip or activity. The student will not be academically penalized for non-participation. However, they will be marked absent. An alternative assignment and/or supervised study time may be provided for students (at Head of School's discretion).

#### **4. Off-Campus Trip/Activity Privileges Revoked**

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or supplementary policies. Students who have accumulated 25+ demerits due to misbehavior, disobedience, etc. may have off-campus trip privileges revoked.

#### **5. Transportation for Field Trips**

Generally, parents will be asked to volunteer to transport students on school field trips. Parents volunteering to transport students in their private vehicles must submit proof of insurance to the school office prior to the event. All parent volunteers willing to drive on a school field trip are required to complete and submit a Volunteer Driver Application form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year. Driver background checks will be conducted. If a driver has had a “moving violation,” DUI, or any other driving violation within the past three years, they are not eligible to drive students on MCA field trips.

## **B. Transportation**

“Obey them that have the rule over you, and subject yourselves: for they watch for your souls, as they that must give account” Hebrews 13:17a

### **1. General**

Moriah Christian Academy does not provide bus transportation to and from school.

All students driving cars are to be registered in the High School Office.

- a. Cars are to remain parked until students leave for the day. Cars are not to be occupied during school hours. Students will not be allowed to return to their vehicle until school has been dismissed at the end of the day. Failure to observe these policies will necessitate cancellation of driving privileges.
- b. Each driver must display courteous driving habits which include adhering to speed regulations and traffic patterns. Privileges will be taken away for reckless driving on or near campus.
- c. The student driver bears responsibility for misconduct taking place in his/her vehicle, whether or not the student is directly involved.
- d. Students are not allowed in the parking area during the school day without permission from the office.

## **C. Drop-off/Pick-up**

### **1. Morning Drop-off**

Parents will be given specific instructions regarding loading and unloading of students before and after school. Everyone must follow the designated procedure if accidents are to be avoided. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety. Students can be dropped off at the campus beginning at 7:30 a.m. The school does not provide supervision of students prior to this time.

### **2. Afternoon Pick-up/Dismissal**

Students are required to leave the school buildings and the school grounds immediately after dismissal in the afternoons. Students who are involved in school-sponsored activities must immediately report to the teacher or staff responsible for the activity. MCA does not assume responsibility for students who remain on campus and are not involved in a supervised activity.

## **D. Discipline**

### **1. Disciplinary Philosophy**

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. Moriah Christian Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents' appointed and authorized representatives in the child's training process. Moriah Christian Academy has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize Moriah Christian Academy might not be the choice in education that suits their needs.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at any school supervised functions, students are to respond to school faculty and supervisory staff members with obedience in action and respectfulness. Any failure to maintain a biblical attitude of respect and obedience toward school authority will result in disciplinary action. The school expects that parents will support the administration. The home and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior.

MCA has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with scriptural guidelines of liberty found in I Corinthians 8-10 and Romans 14, immorality and the use of alcohol, tobacco, and drug-related substances, both on and off school property, are unacceptable. Because student activities reflect on the reputation of the school, as well as the home, the school will not hesitate to assert discipline in areas where a student engages in activities antagonistic to the policies, goals, and character of the school whether occurring at school or school-sanctioned events.

### **DISCIPLINE PROGRAM**

To promote Godly character and respect for others, MCA enforces a strict code of discipline. Discipline is executed with the philosophy that it is done for a child and not to the child. Assertive discipline is a structured, systematic approach designed to assist educators in running an organized, teacher-in-charge classroom environment. The effective teacher emphasizes prevention rather than remediation in classroom management.

\*The administration reserves the right to search a student, their belongings, their locker, their car, etc. as deemed necessary. \*Not every Discipline Violation that may occur during the school

year has been listed in this handbook. Discipline violations are dealt with by the administration as they come to our attention. This handbook serves as a guideline for the administration.

## 2. Disciplinary Process

a) **Instruction** - Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them.

b) **Warning** - Students are given warnings when they do not obey the rules. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately, and parents will be notified.

c) **Correction** - Teachers and staff may use the following punitive measures to correct a student's behavior:

### i. **Verbal correction/counsel**

Students will be instructed as to what is expected and suggestions will be offered. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point.

### ii. **Demerits**

Students will receive demerits for any of the school policies/rules that are broken. Receiving demerits is a very serious matter and should not be treated lightly. The following list of disciplinary guidelines is extensive and should be reviewed together by the parents and students.

25 Demerits – Detention

50 Demerits – Saturday School (4 Hours)

75 Demerits – 3 Day Suspension and Disciplinary Probation

150 Demerits - Expulsion

- 3. Disciplinary Guidelines

- a. **"A" Violations**—Demerits Issued

- Candy, food, or drink (exception: bottled water) --- 5
- Running in the buildings or sidewalks --- 5
- Littering --- 5
- Being in restricted area without permission --- 10

- Failure to sign in at the office upon late arrival --- 5 (Students who arrive after 8:05 am need to be signed in by a parent/guardian before the student can enter the classroom.)
- Confiscation of any electronic device used in the building including, but not limited to cell phones, Apple Watch, iPods, mp3 players, CD players, radios, and electronic reading devices. Devices will be confiscated and returned only to parents --- 20
- Student parking violation --- 10
- Dress code violation --- 5
- Incomplete homework --- 5
- Not returning parental signatures when asked for on specific documents --- 5
- Sleeping in class --- 5
- Chair legs off floor --- 5
- Requesting permission from other MCA staff/volunteer/adults after refusal already given by another MCA staff/volunteer/adult --- 5
- Scoring violations --- 10
  
- **b. “B” Violations – Demerits Issued**
- Copying, or cheating on homework or classwork (zero issued) --- 25
- Profanity (general, not directed at anyone) --- 25
- Lying to a teacher (intentional deception) --- 25
- “Borrowing” without specific permission --- 25
- Careless driving/speeding may result in suspension of campus driving privilege and/or monetary fine --- 25
- Inappropriate racial comments --- 50
- Horseplay/disruptive behavior --- 25
- Cutting class (absent without specific permission) --- 25
- Violation of the Technology Policy --- 50
- Indiscreet behaviors or language, jokes, conversations, sounds, remarks or gestures --- 25
- Public display of affection between male and female students --- 25
  
- **c. “C” Violations – Demerits Issued**
- Cheating on test --- 75
- Illegal drug use, sale, consumption, or possession --- 150  
 Disciplinary action for any student who possesses, sells, or consumes (in any form) illegal drugs, prescription drugs, alcohol, or over-the-counter medication on or off campus or at a school activity, may range from parental involvement to expulsion, depending on the severity of the action and the facts brought forward in each

specific infraction. The Head of School will make the final decision in all such situations.

- Tobacco use, sale, consumption, or possession. (On or off campus)  
Disciplinary action for any student who possesses, sells, or consumes tobacco including but not limited to cigarettes, cigars, chewing tobacco, dip, snuff, e-cigs, vaping, etc. may range from parental involvement to expulsion depending on the severity of the action and the facts brought forward in each specific infraction. The Head of School will make the final decision in all such situations.  
1st Offense --- 75, 2nd Offense – 150 (Tobacco use smokeless/non-smokeless included but not limited to chewing tobacco, dip, snuff, e-cigs, vaping, etc.)
- Fornication/promiscuity/obscenity/pornography/sexting --- 150  
(Aiken County Sheriff's Office will be contacted)
- Harassment/Intimidation/Bullying (by any means, including but not limited to, verbal, physical, and electronic) – 1<sup>st</sup> offense ---150
- Possession\* of a deadly weapon (firearms, knives, explosives, etc.) --- 150 (Aiken County Sheriff's Office will be contacted). \*Possession is defined as transfer, sale, or discharge of any gun including a starter gun or pellet gun, firearm, or any other explosive device or weapon of any type, whether loaded or unloaded, on school property or at any school-related activity.
- Disrespect or profanity directed to any faculty, staff member, or adult – 1st Offense --- 75, 2nd Offense --- 150
- Vandalism- (plus cost of materials to repair damage and labor costs) --- 75
- Fighting --- 75
- Profanity (directed at someone) --- 75
- Theft – 150
- Threats, physical, written, or verbal, made to any others or against self which could be considered harmful in any way --- 150 (proper authorities will be notified)
- Setting fires/pulling fire alarms --- 75 (Aiken County Sheriff's Office will be contacted).
- Any digital activity (creating websites, blogging, instant messaging, emailing, or any electronic communication) that falls under definitions of illegal, harassment, obscenity, profanity, pornography, or intimidation --- 150
- Due to the limitless variations in offense, mitigating circumstances, and the potential to properly minister to students' spiritual restoration and spiritual growth, punishment may vary.

### **iii. Detention**

Detention may be assigned by teachers for matters regarding class discipline and/or including demerits. Detentions will be served from 3:05 p.m. – 4:00 p.m. A \$25.00 supervisory charge will be assessed for each detention. Regular school dress is required. Detentions will be served in the classroom and supervised by a teacher. One-day notice will be required in assigning the detentions. Detentions are not designed for the convenience of the student or parent schedule. They are to help deter improper behavior. Failure to serve an assigned detention will result in a Saturday School at a cost of \$15 per hour supervision charge. Students who do not show up for detention are given Saturday School. (See Saturday School)

Overflow Detentions: If a student is issued a detention toward the last day of the semester and there are no Wednesday afternoon detentions available, the student will have to serve the detention on the “overflow” day determined by the teacher between 3:05 -4:00 p.m., depending on how many detentions need to be completed. The overflow day is equal to a 4 hour Saturday School and the supervisory charge is \$15.00 per hour. The purpose of the overflow day is for the student to complete their detention so that they do not carry detentions over into the new semester.

### **iv. Disciplinary Probation**

Probation gives the student the opportunity to correct a serious problem. If the student does not improve to a satisfactory level, the consequence will be forced withdrawal from school. Reasons for probation are as follows:

- a) Continued, deliberate disobedience.
- b) A rebellious spirit which is unchanged after counseling and prayer.
- c) A continued negative attitude and bad influence upon the students.
- d) Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the testimony of school.
- e) Failure of the parent to comply with the disciplinary philosophy of the school. A student placed on disciplinary probation/suspension must relinquish all positions of leadership and responsibility for the duration of the probation and may be excluded from extracurricular activities for a period as determined by MCA.

### **v. Suspensions/Expulsions (Off Campus Behavior)**

Moriah Christian Academy reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off campus. This form of misconduct or activity may or may not be identified in this handbook. Occasionally, the school becomes aware of student behavior performed off campus that is in open defiance to our teachings and beliefs. Such actions cannot be ignored by the school even if they occurred away from the school campus. In such a case the school will initiate an investigation to determine the

truthfulness of the alleged misbehavior. Usually, this investigation will begin with the student(s) speaking to the administration to explain any questionable actions. If it is determined that the actions reported are acknowledged by the student to be true, or if there exist two or more credible witnesses to the behavior in question, parents will then be called and asked to meet with the Head of School. After the conference with the parents, the administration will determine a course of discipline that can range from turning the matter over to the parents, to expulsion from the school. If a parent refuses to come to a conference with the administration, the student will be required to withdraw from the school. A forced withdrawal from the school due to disciplinary action does not release parents from their financial obligation to Moriah Christian Academy. (See Tuition Contract)

**School Suspensions-** There are two types of suspension: in school and out of school. This will be used when a student needs to be isolated from the general student population, when a cooling off time is needed, or when the student reaches the next level of discipline. A parent conference may be required before the student can return to class. The student will complete all missed work. Work not completed will receive zero credit.

Daily work – Daily work for the day of suspension must still be completed or made up so the student will not fall behind. Students will be allowed to make-up quizzes and tests (See make-up work policy following an absence).

Tests/major projects— Tests and projects due on the day of suspension must be made-up and/or given to the teacher in accordance with our makeup work policy.

Students who are suspended, withdrawn for disciplinary reasons, or expelled may not attend any school-sponsored functions or be on school property.

- Any senior expelled or required to withdraw may not return to Moriah Christian Academy.
- During the expulsion period, the student is excluded from the school property and any off-campus activities. Special privilege to attend certain functions that would include a sibling (i.e., graduation ceremonies, need to drive siblings to and from school, etc.) may be granted by administration and will be decided on a case-by-case basis.

The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of South Carolina) to the proper authorities and to press charges against the student if the situation should warrant.

#### **vi. Corporal Punishment**

No agent of Moriah Christian Academy will use any form of corporal punishment as a disciplinary measure.

#### **vii. Excessive Detentions**

It is our desire that change of behavior and self-discipline occurs with the least amount of intervention possible. However, it is difficult to know exactly what interventions and to what extent is necessary to accomplish the desired change of behavior. The following consequences will be issued for any combination of detentions accumulating during any given semester:

4 Weekly Detentions = Saturday School - 2 hours

6 Weekly Detentions = Saturday School - 4 hours

9 Detentions = Suspension – 1 day - students reaching this level of detentions may be placed on disciplinary probation and a mandatory parent meeting may be arranged with the Head of School.

Additional detentions = Administrative discretion (Multiple-day suspension or withdrawal/expulsion).

There are two kinds of detentions:

**Weekly** – Regular detention is held on Wednesday from 3:05 p.m. to 4:00 p.m.

**Saturday School** – Hours are 9:00 a.m. until 1:00 p.m. for 2-4 hours depending on the violation.

- Students who are over 10 minutes late will not be admitted and will be considered a “No Show.”
- The Saturday School supervisor has the final authority regarding time.
- Fee for Saturday School is \$15.00 per hour of supervision charge.  
The fee for Saturday School is due in cash on the day Saturday School is attended.
- No shows may result in suspension from school.
- Regular school dress is required.

### c. Disciplinary Definitions

1) **Cheating/Plagiarism** –Taking information from some source other than the student’s own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. The following are major categories of cheating as defined by Moriah Christian Academy policies:

\* Assignments- the use of someone else’s work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.

\* Tests/Exams- This would include the use of information brought to class, sharing of information during class, or the sharing of information about the test with students who have not yet taken the test.

\* Plagiarism- The use of information from a source (text, internet, research information) without documentation.

2) **Class Disruption**- Any act whereby the student causes commotion, distraction, and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.

- 3) **Direct Disobedience**- The act of not carrying out a directive when specifically given by a teacher or staff member.
- 4) **“Horseplay”**- Play fighting, pushing, tripping, snapping towels, or any act that may cause injury to any student.
- 5) **Lying**- Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.
- 6) **Stealing**- Taking or hiding items of clothing, personal possessions, or materials that do not belong to you.
- 7) **Truancy**– The failure to be in attendance in class or school.
- 8) **Tardy**- Being late.
- 9) **Harassment**- Any form of unwanted touching, suggestive speech, sexual mannerisms or literary, electronic, physical or verbal conduct that makes another student or staff member uncomfortable, demeaned, degraded, fearful, or physically hurt.
- 10) **Vandalism**- Malicious or ignorant destruction or defacing of private property.
- 11) **Bullying**– A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can take three forms (see ref. above):
- I. Physical - hitting, kicking, spitting, pushing, taking personal belongings
  - II. Verbal - taunting, malicious teasing, name-calling, making threats
  - III. Psychological - spreading rumors, encouraging social exclusion, extortion, intimidation through any form of communication.
- 12) **Sexting**– Can include, but is not limited to, the transmission of inappropriate pictures, images, or content through social media and/or personal devices.

#### **e. Technology and Internet Policy**

We are privileged at Moriah Christian Academy to have internet access for our students. All parents and students must agree to and sign the ‘Technology and Internet Policy Form’ before computer access will be granted to the student. The internet is a network connecting thousands of computers all over the world and millions of individual users. Students may have access to internet information resources through their classroom, library, or school computer lab. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because no one organization owns the internet and can enforce regulations, resources are uncensored. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. MCA has taken precautions to restrict access to controversial materials. However, on a global network it is

impossible to control all materials and an industrious user may discover controversial information. We believe that the valuable information and interaction available on this network outweigh the potential hazards. MCA expects that in addition to the precautions taken, students, as Christians, will be vigilant to withdraw themselves from any questionable sites that might be encountered while accessing the internet.

### **1) School Computer Policies:**

- Currently enrolled students may use the computers for completing class assignments, projects, and research. Users who have specified academically-related search needs have priority over those who are merely browsing.
- School computers may only be used during school hours with staff permission.
- Should a student accidentally open a questionable website, he/she will immediately turn off the computer monitor and report the site to their supervising librarian or teacher.
- Students should not reveal personal addresses, phone numbers, or personal information about themselves, other students, teachers, or staff.

### **2) Social Media Policy—On and Off Campus**

Any student, through the use of Snapchat, Instagram, Twitter, Facebook, or any other electronic means who writes any form of disrespect to the faculty, staff, or administration of MCA will automatically receive a three-day suspension. If disrespectful action occurs again, the student will receive a ten-day suspension with a pending expulsion from MCA. If a parent slanders/libels the school in this same manner it will be understood this is a breach of the School Handbook Signature Form and the partnership established with Moriah Christian Academy. Pending the extent or dynamics of the issue, a meeting will occur with the Head of School and possible withdrawal of the student may ensue.

As a student of Moriah Christian Academy, each student must agree to the following guidelines:

- Represent Christ and Moriah Christian Academy School well by posting content that reflects Christian and MCA Ram values. Students are not to post content or comments that are threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity. This includes links to websites and content that contain offensive or immoral media.
- Avoid showing approval of inappropriate posts (by “liking” or sharing such content).
- Interact with others in a respectful, courteous, and positive manner through all comments and posting of content.
- Identify themselves truthfully through all social media accounts. Students are not to create alternate social media accounts under an alias, nickname, or someone else’s name or while under legal age to establish an account.
- Respect the privacy of others. Students are not to publicly post the phone numbers, addresses, email addresses, or other personal information of other individuals. Such information, once posted, is public and can be misused.

- Protect their personal social media accounts. Students may not allow another individual or entity to use their personal identification to post content or comments on their behalf.
- Stand up for the safety and well-being of others. Students are to immediately notify school faculty or administration if they become aware of a student being bullied, harassed, slandered, or threatened online by someone else.
- Respect the rights of other people and their content. Students may not post content or comments that infringe on the rights of MCA or any individual or entity, including privacy, intellectual property, or publication rights.

Each student should understand that any comments posted to the MCA website, or MCA social media sites, are considered public and may be used by the school for promotional or other purposes. MCA reserves the right to reject or remove comments on school websites or social media accounts if they violate the above policy. We also reserve the right to amend this policy as we see fit.

Students must agree to indemnify and hold harmless Moriah Christian Academy School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on CCA-sponsored sites.

Students who violate rules set forth in this handbook are subject to disciplinary action which could include suspension or expulsion from MCA.

## **MEDIA**

Most of the material that is portrayed in movies and on television is completely opposed to the truths of Scripture. Viewing wickedness and/or worldliness in movies at theaters or at home should not be a part of the life of a Christian. Media that overtly or inadvertently portrays and/or promotes sexuality, sensuality, corrupt language, lying, adultery, immorality, disrespect, rebellion, stealing, deception, drug use, disobedience, and other anti-biblical themes will have a corrupting influence. The Bible commands us not to put any wickedness before our eyes (Ps. 101:3) and therefore we urge our students and parents to carefully set biblical viewing standards.

## **MUSIC**

The purpose of a Christian school is to build into a young person the proper spiritual and academic direction for life. We are concerned about the detrimental impact (physically, emotionally, and spiritually) that worldly music is having upon our youth. In the school, we use a conservative standard in all our music both from the secular realm and from the sacred. Musically, Calvary Christian School reflects the music philosophy of Calvary Bible Church. We summarize it here in a few sentences:

At salvation, the believer becomes a "new creature" (creation) in Christ; "old things" including his worldly music are to pass away (II Co. 5:17). He has a "new song" in his heart (Ps. 40:1-3). We are now to be holy in "all manner of conversation" (I Pet. 1:14-16), which includes our music. The emphasis of Christian music should be to exalt Christ, not the performer; to exalt the unchanging God, not the changing world; to promote excellence, but not merely for human appeal (Phil 1:10). Therefore, Christian music is music in which the text (lyrics), music, performers, and performances are conformed to the image of Christ

(Rom 8:29). Christian music that sounds like the sensual music of the world still has a sensual message which cancels out the message that might be in the "good Christian words" of the song. The Christian young person should not follow a style of Christian music that creates feelings, ideas, or values of an "unchanged" life, nor should he follow the musician whose performance practices are just like those of the current popular worldly musician. We ask that each student carefully evaluate the music in his life and seek godly counsel concerning that which may be questionable. Understanding that there is disagreement on this, MCA takes precaution not to offend families and churches that do not hold the same standard.

MCA does not allow students to bring any music playing devices (iPods, MP3 players, etc., or the use of cell phones for the use of playing music, etc. and headphones/earbuds) on campus at any time for any reason.

### **IN SUMMARY**

If at school we determine that a student is involved in using these kinds of media and is seeking to influence others in these areas, disciplinary action will result. We recognize that our school has no authority to set viewing or listening standards for families. We do, however, hold a sacred trust for all who attend. Many families have chosen our school as a place of refuge and security from the philosophies and deeds of the world. They do not want their children influenced by these things. For their protection, therefore, we wish to establish minimal standards in these important areas of concern. A difference in standards between what the school allows and what parents allow will be seen as an inconsistency by the student and will, inevitably, produce problems for the parents and students.

In an effort to be blameless, MCA may at times err on the side of caution on this issue. MCA will not allow music based on questionable style, lyrics, and artists.

### **Cyber-Bullying Policy**

Moriah Christian Academy embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur.

Central to the school's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The school also recognizes that it must 'take note of bullying perpetrated outside of the school which spills over into the school'.

#### Definition of Cyber-Bullying Policy

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media: -

Bullying by texts or messages or calls on cell phones - - -

The use of cell phone cameras to cause distress, fear or humiliation

Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking.

### **3) MCA Computers/Internet may not be used for:**

- Emailing, chatting, game-playing, social media use including but not limited to Facebook, Twitter, etc. or other recreational purposes (exceptions are for activities in the classroom setting with teacher supervision and permission).
- Downloading files or programs. Library and teaching staff may arrange to download files for students on a case-by-case basis as required for course assignments.
- Transmission of any material in violation of any US or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, and material protected by trade secrets. Accordingly, copyrighted music may not be uploaded or downloaded.
- Accessing sites that may give students undue advantage on tests, quizzes, exams, assignments, etc.
- Product advertisement or political lobbying.
- Purposely seeking any internet site promoting pornography, violence, hate, homosexuality, gambling, harassment, or any entertainment sites concerning people or activities that promote these things.
- Using offensive or abusive language. Users are not allowed to post information with racial, ethnic, or religious slurs. There is nothing anonymous about the internet, and a student's actions will be a reflection on the school.
- Tampering, pranks, vandalism, adding software, attempting to break into unauthorized files, or attempting to use the network in a way that would disrupt network use by others.

Infractions of the above type will result in disciplinary action, including parental notification, loss of computer privileges, detention, suspension, or expulsion, depending on the severity of the violation. MCA makes no guarantees of any kind, whether expressed or implied, for the internet service it is providing. Our school will not be responsible for any damages students incur, including loss of data resulting from delays, non-deliveries, mis-delivery, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via Moriah Christian Academy is at the user's own risk. Moriah Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **F. Acceptable Music**

Moriah Christian School endeavors to maintain an educational environment that is conducive to learning and to the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. Moriah Christian Academy takes the position that any music that would be disruptive to a Christian educational environment is not acceptable and will not be permitted on campus or at any school-sponsored activities.

#### **G. Lines of Authority**

- i. **Teacher** - The teacher is the first line of discipline in any classroom setting. A teacher has the right to utilize parental conference, work assignments, detentions, demerits, and other appropriate measures as outlined in the disciplinary guidelines.
- ii. **Head of School** (or designated school administrator) -The Head of School is the second line of discipline responsible for the discipline of students in all settings where a teacher has referred a student to the office. The Head of School has the right to utilize parental conference, work assignments, detentions, suspensions, and other appropriate measures as outlined in the disciplinary guidelines.

#### **h. Mutual Respect**

- i. Respect for faculty and staff- As a direct authority, teachers, and staff members are to be shown respect. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary referral.
- ii. Faculty respect for students- As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the Head of School.
- iii. Student respect for fellow students- Verbal abuse or harassment of another student is totally incompatible with our Christian ethics and is in direct opposition to the purpose of MCA and the laws of the United States.

### **STUDENT BULLYING, ANTI-HARASSMENT, INTIMIDATION POLICY**

The policy of Moriah Christian Academy is to provide an academic environment that is free from bullying, harassment, or intimidation whether based on sex (gender), race, color, national or ethnic origin, age, or disability. This environment is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Any administrative personnel who receives a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge.

#### **A. Definitions and Prohibited Acts**

**1. Sexual harassment:** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, whether electronic, verbal, visual, or physical conduct of a sexual nature, made by someone in the work or educational setting, under any of the following conditions: Submission to the conduct has the purpose or effect of having an impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment. Submission to, or rejection, of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**2. Unwelcome and offensive harassment:** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

**3. Verbal harassment:** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, religion, or age, etc. Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, a person’s religion and the way they worship, a person’s clothing, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials.

4. **Physical sexual harassment:** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

5. **Sexual harasser:** A harasser may be either male or female toward either gender.

6. **Race, color, national or ethnic origin, age, and disability harassment:** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs: Submission to the conduct has the purpose or effect of having an impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

7. **Electronic Harassment:** Harassment may occur through a number of mediums or means, including electronic communications. This includes, but is not necessarily limited to, internet, social media, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication

### **C. Application of Anti-harassment Policy**

The student anti-harassment policy applies to all school activities both during and after school hours, including during school-arranged transportation.

**What to Do If You Experience or Observe Harassment, Bullying, or Intimidation:** Students who feel that they have been subjected to or are a witness of conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to an administrator. All complaints will be promptly investigated.

**Confidentiality:** Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint

and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

**Protection against Retaliation:** It is against the school's policy to discriminate or retaliate against any person who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

**Procedure for Investigation of a Complaint and Taking Corrective Action:** When a school official receives a complaint, he or she shall immediately inform the Head of School. The Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to expulsion or termination of enrollment from Moriah Christian Academy.

**C. Procedure for Resolving Complaints:** God has given parents the responsibility for the discipline of their children. MCA parents have conferred this authority to teachers and administrators during the school day and in school activities. Occasionally, during the course of a year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the office staff. School personnel at every level are committed to resolving problems one-on-one in a spirit of Christian love and respect. Moriah Christian Academy's policy for dealing with such situations is consistent with the teachings found in Matthew 18:15-22 and Matthew 5:21-24. Much prayer should precede any attempt to deal with a problem. Complaints or problems will be considered in no other way than prescribed below, unless they involve a specific disciplinary action taken by the Head of School:

1. First, all questions, problems, or complaints regarding teachers or other school personnel should be discussed in private with the person involved before anyone else is consulted.
2. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Head of School; if the Head of School is not the person with whom the problem exists.
3. If the situation at this level is still not resolved, it should then be presented to the Head of School in writing.

## **Dress Code**

“Whose adorning let it not be the outward [appearance] . . . but let it be the hidden man of the heart, in that which . . . is a meek and quiet spirit, which is in the sight of God a great price.” 1 Peter 3:3-4 (KJV)

### **A. Policy Statement**

Moriah Christian Academy has sought to develop a standard of modest dress and general appearance for students that will:

1. Be a testimony for the whole student body.
2. Be a testimony for the Christian atmosphere of our school.
3. Be an acceptable standard in the eyes of most of our parents.
4. Enhance the educational process.

### **B. Parental Responsibilities**

When a student is observed by a teacher or the administrator to be in non-compliance with the dress code, the parents or legal guardian may be called (at the discretion of the Head of School) and the student will be held out of class until the dress code issue has been remedied.

Discipline will be administered for dress code issues as outlined.

Since this normally is an inconvenience to the parents or guardian as opposed to the students, parents are urged to supervise their child's dress on a daily basis.

### **C. Dress Code Guidelines**

The following are guidelines to help promote a safe and effective Christian environment.

Modesty, neatness, and cleanliness are the primary concerns of our dress code. Attire that distracts from the educational goals of the school is not permitted. The following standards shall apply during the school day as well as all regular school activities, unless otherwise stated.

Parents are expected to ensure that student attire is clean, neat, and appropriate for school and for special occasions and events. Students dressed inappropriately will be asked to change and parents will be called to bring appropriate attire.

The following standards shall apply during the school day as well as all regular school activities, unless otherwise stated.

1. Hair: Hairstyles that are extreme, cause disruptions, or are distracting colors are unacceptable.

Boys

- Must be clean-shaven
- Bangs must not hang in the eyes
- Side hair may not be longer than the bottom of the ear
- Hair must not fall below the collar. Boys can style their hair to meet the guidelines but without the use of hair accessories.

Girls

- Must wear their hair in a style that does not obstruct vision or hinder participation in the learning process.
- Hairstyles that are extreme, cause disruption, or are distracting colors are unacceptable.

2. Jewelry

Boys Acceptable Jewelry

Bracelets and necklaces

Rings

Girls Acceptable Jewelry

Up to two earrings per ear incl. bands Rings

Bracelets and necklaces

Rings & toe rings, anklets

Boys Unacceptable Jewelry

Earrings

Spiked jewelry

Body piercings

Dental grills

Wallet chains

Gothic attire

Girls Unacceptable Jewelry

More than two earrings per ear

Spiked jewelry

Body piercing (other than ear piercing)

Dental grills

Wallet chains

Gothic Attire

3. Tattoos: Tattoos are not acceptable for students.

4. Make-up: Girls may wear make-up in moderation and good taste.

5. Hats: Hats may not be worn on campus during the school day.

6. Clothing:

Pants/Dress Slacks/Shorts/Skirts/Capris/Skorts

- ☐ Khaki or black colored Pants
- ☐ Khaki or black colored skirts/skorts
- ☐ Khaki or black colored jumpers/rompers
- ☐ Khaki or black colored shorts

#### Collared Shirts: Polo Shirts/Dress Shirts/Blouses

- ☐ Royal Purple
- ☐ Yellow
- ☐ White
- ☐ Black

- No dresses, skirts, or shorts that are more than two inches above the knee when standing.
  - Leggings may be worn as an undergarment with dresses, skirts, but not more than two inches above the knee when standing (on all sides).
  - Leggings may not be worn as pants with t-shirts, sweatshirts, jackets, etc.
  - Sweat pants, pajama pants, blue jeans, yoga pants, athletic shorts, secular, offensive, or suggestive slogans or graphics are not allowed.
  - All pants and slacks must be worn at the waist with no visible undergarments.
  - All pants with belt loops must be worn with a belt. (Boys and Girls)
  - No midriff, cleavage, or undergarments will be visible during the school day. If normal movement reveals undergarments, or exposes any skin the student's attire is inappropriate.
  - No sleeveless shirts (minimum cap sleeve).
  - Muscle shirts are not allowed.
  - Tank tops are not allowed unless they are worn under other layers.
  - Undergarments must not be exposed – no 'sagging' is permissible.
- ❖ At the discretion of the Head of School it is possible for Friday to be a 'Blue Jeans Dress Down Day' fundraiser for a School Improvement Fund. Jeans should be free of holes, tears and rips.

**Administration has the right to deem what is and is not modest.**

8. After School/Field Trip Attire/School-Sponsored Events: Students who are on campus after regular school hours, even if involved in extracurricular activities must adhere to school dress code guidelines as well as be a testimony for the Christian atmosphere of our school.

#### 9. Dress Code Enforcement:

1st Offense – Warning

2nd Offense – Detention

3<sup>rd</sup> Offense – Detention and Parent Meeting

**\*\*Students will be required to change clothes for dress code violations.**

11. Valentine Banquet: Students must dress modestly at formal events. Administrators will have final say on modesty issues. If in doubt, it is best to bring the dress to a female administrator to try on well in advance of the function.

## **Other General Policies**

### **A. Solicitation/Distribution**

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students and parents either in the school building or school grounds of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

### **B. Teacher Conferences**

If conferences are deemed necessary, the teacher or parent may initiate them. Parents who wish to initiate a teacher conference should:

1. Speak with their child's teacher to schedule a mutual time.
2. Send a written request to their child's teacher.
3. Contact the school office between the hours of 7:30 a.m. – 7:50 a.m. or 3:15 p.m. – 4:00 p.m.
4. Out of respect for our teachers' private lives and other ministries, their home-phone numbers will not be given out without their permission. If the teacher does not return the call within a two-day period, parents are to call the school office.

### **C. Closed Campus**

Moriah Christian Academy operates a closed campus. This means that students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents. If a parent knows ahead of time that a child must be picked up from school early, the student should bring a note to the office. Forms for signing in and signing out are in each office.

### **D. Loitering/Dismissal**

Students are required to leave the school building and the school grounds immediately after dismissal in the afternoons. Students who are involved in school-sponsored activities must report to the staff member responsible for the activity immediately

following dismissal. Under no circumstances, will students be permitted to remain in the facilities or on the school grounds unless supervised by MCA staff.

### **E. Review of Student Progress**

At the end of each semester, a student's progress will be evaluated on the following criteria:

1. Number of detentions for the semester
2. School attendance
3. Progress Reports
4. Academic progress
5. Attitude toward the authority of God's Word
6. General attitude

Students who have demonstrated through detentions, progress reports, and poor attitude, a lack of interest in being at Moriah Christian Academy may be interviewed by the Head of School. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, lack of respect for authority, etc. After this interview, a conference with parents may be scheduled. Students may be placed on probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

### **Financial Policy**

"But seek ye first the Kingdom of God and His righteousness, and all these things shall be added unto you." Matthew 6:33 (KJV)

#### **A. General Statement**

Financial responsibility is one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable MCA to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner.

#### **B. Enrollment**

To enroll the parent must:

1. Choose a method of payment and sign the Tuition Form. Signing this form constitutes a contractual agreement between the school and the parent for payment of the tuition. (See Financial Contract)
2. Pay the Family Enrollment Fee. This nonrefundable fee is included in the tuition fees. Penalties are assessed for late reenrollment on current families. (See Financial Contract)
3. Tuition Refund Insurance. Your financial obligation to the school is for the full annual tuition as stated in the school's financial contract. The school cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year. Tuition Refund Insurance is a unique form of insurance to provide families the opportunity to protect their tuition investment in independent schools and colleges. The Tuition Refund Insurance refunds a

portion of the unused annual tuition and insured fees when students are withdrawn or dismissed for covered reasons. The school encourages parents to purchase Tuition Refund Insurance. Tuition Refund Insurance is not offered through MCA and can be purchased by parents privately.

#### **D. Tuition Payment Policy**

- All tuition payments are due on the 25th of the month.
- If payment is not received by the 1st of the month, a late fee (see Financial Contract) will be added beginning on the 1st day of the month.
- Payment not received by the 1st of the month that tuition is due will result in the child/children being removed from school until the account is brought current.

**Note:** Report cards and/or student records will not be released until all accounts are up-to-date or cleared by the school office. (See Financial Contract)

#### **I. Designated Gifts Policy**

**Non-deductible gifts** designated for individual faculty or staff members, students, or student families will be received by Moriah Christian Academy and the funds disbursed in the manner requested by the donor. Any such gift will be acknowledged with an appropriate letter that clearly states that it is received as a non-deductible gift.

#### **Program of Instruction**

The academic programs of Moriah Christian School are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, and biblical integration are the norm.

#### **A. Accreditation**

Moriah Christian Academy is not state accredited nor does it have to be according to the South Carolina Department of Education. MCA is a member of the South Carolina Association of Christian Schools and the American Association of Christian Schools.

MCA seeks to provide the best quality education possible. As an independent Christian school, we receive no state or federal funding. We are financed by the registration and tuition fees that are paid by the parents of the enrolled students. We reserve the right to use registration and tuition fees anyway deemed necessary and appropriate.

## **B. Grade Procedures**

“Study to shew yourself approved unto God.” 2 Timothy 2:15a (KJV)

Moriah Christian Academy has four, nine-week grading periods. Grade reports are issued at the end of each grading period.

Middle School/High School semester grades are based upon an average for the two nine-week grading periods.

Moriah Christian Academy uses a numerically based percentage system for quarter, and semester and final (yearly) grades. For all grade levels the two semesters are averaged together for a final yearly grade. For all grade levels, if a student’s final average computes to less than 60%, the work must be retaken in summer school in order to receive credit. If a student has not completed all course work by the last day of school their grade will be recorded with an incomplete “I” and the course(s) must be completed in summer school.

### Middle School/High School

| Description of Performance | Letter Grade | Numerical Value |
|----------------------------|--------------|-----------------|
| Excellent                  | A            | 90-100          |
| Above Average              | B            | 80-89           |
| Average                    | C            | 70-79           |
| Below Average              | D            | 60-69           |
| Failing                    | F            | 59-below        |
| Incomplete                 | I            |                 |
| Failure Due to Attendance  | F/A          |                 |

Transfer Students: In order to provide all students with a fair and accurate grade point average, all non-numeric grades will be converted to numeric grades.

Moriah Christian Academy does NOT academically rank our students for the purpose of college admissions and/or scholarships.

## **C. Grade Placement**

Grade and class placement are based on faculty recommendation and past academic achievement. However, the administrative team will make the final decision.

## **D. Skipping a Grade**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Consideration will be given upon completion and results of a standardized aptitude test and approval by the Head of School. Consideration does not guarantee approval.

### **G. Homework**

"The preparations of the heart belong to man, but the answer of the tongue is from the LORD."  
Proverbs 16:1 (NKJV)

Homework may be required for the following reasons:

1. Course Work – If a student does not complete their daily course schedule.
  - a. Attendance of Saturday School will be required should a student fall behind four days or more days in required course work at a cost of \$15 per hour supervision charge. (see Saturday School)
  - b. Students who are behind four or more days but have been absent and present an excuse that meets the requirements of an 'excused absence' are not required to attend Saturday School.
2. Special projects - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. We request parents' full cooperation to assure that the assignments are completed.

When a student is absent, it is his/her responsibility to get the assignments missed and complete them. All students will have one day for each day missed to take tests, quizzes, and complete makeup work (unless other arrangements are made with the teacher). If the student knows that he/she is going to be absent from school, the student must see his/her teachers in advance to make arrangements to make up the work he/she will miss.

Students excused early from school must submit current assignments due and make arrangements to take tests (at teacher discretion) before they leave school and obtain the assignment for the next school day.

### **H. Academic Recognition/Awards**

"How much better it is to get wisdom than gold! And to get understanding is to be chosen rather than silver." Proverbs 16:16 (NKJV)

- A Honor Roll - All A's

- A/B Honor Roll - All A's and/or B's
- B Honor Roll – All B's

The Honor Rolls are determined at the end of each quarter. A student is not considered for the Honor Roll if he/she has an incomplete grade in any subject.

Merit and Character Trait Awards – This/These awards shall be given to students who have demonstrated consistent effort, interest and enthusiasm in the course of study, not determined by GPA.

## **I. Academic Policies for Extra-Curricular Activities**

To be eligible to participate in extracurricular activities, the student must meet the following academic criteria: The student must adhere to school policies and regulations as outlined in this handbook.

## **J. Additional Academic Policies**

### **1. Records and Transcripts**

Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees, and fines are current. If the family of a graduating student is not current in tuition fee payments, or fines are owed to the school, the report card, transcript, and diploma will be held until the delinquencies are satisfied. (See Financial Contract)

**Note:** Moriah Christian Academy does NOT academically rank our students for the purpose of college admissions and/or scholarships.

## **Promotion/Retention and Re-enrollment Policy**

### **Middle School/High School Promotion Policy**

- Any high school student who fails two (2) or more semesters of any core course (Bible, math, English, science, social studies). Students who fail one or more core classes for the year are required to successfully complete the summer school course in the failed class(es) before they are promoted to the next grade level. The cost of summer school is the responsibility of the student's parents. Students may take summer school only to remove deficits, not to work ahead.
- Middle School students who fail one or two core classes for the year are required to successfully complete the summer school course in the failed class before they are promoted to the next grade level. Students who fail three or more core courses must repeat the grade. The cost of summer school is the responsibility of the student's parents. Students may take summer school only to remove deficits, not to work ahead.

## **K. High School Correspondence Classes**

Administrative approval is required for Correspondence Courses not offered at MCA during the summer. Classes taken by correspondence are for “at-risk students” who have failed a class or classes and are never used for students to work ahead of the regular MCA curriculum. Any exception must be approved by the administration. Transcripts will identify students who take this type of course.

#### **L. Testing Program/Standardized Testing/College Board**

Moriah Christian Academy provides standardized tests of achievement in the spring of the academic year for grades 1<sup>st</sup> – 10<sup>th</sup>. Students and parents are notified in advance of the scheduled time and the length of testing. These tests provide data that aid in determining student growth and progress. Juniors who do not schedule to take the ACT or SAT will be required to take school administered standardized testing. Juniors are encouraged to take their SAT and ACT in the spring. Students may register for the ACT at [www.act.org](http://www.act.org) and/or the SAT at [www.collegeboard.com](http://www.collegeboard.com).

#### **M. Curriculum**

“Hear instruction, and be wise, and refuse it not.” Proverb 8:33 (KJV)

The Faculty and Staff of MCA attempt to biblically integrate God’s word into every area of our curriculum. Since all truth is God’s truth, the student’s studies in every instructional area should, in a natural way, reveal God as the Creator and Sustainer, and His glory as the ultimate purpose of each area of study.

Middle School - Classes include the following subjects: Bible, math, English, science, social studies, and spelling.

High School - In grades 9-12, students must complete 24 credits (or more). The high school curriculum provides two diplomas: general, and college preparatory.

#### **N. Rigor**

Moriah Christian Academy High School Diploma/Graduation

#### **Credit Requirements**

##### **Subject**

#### **College Prep Diploma**

##### **Credits Needed**

|                    |                    |
|--------------------|--------------------|
| Bible              | 4.0 credits        |
| English            | 4.0 credits        |
| Social Studies     | 4.0 credits        |
| Mathematics        | 4.0 credits        |
| Science            | 4.0 credits        |
| Computer Tech      | 1.0 credit         |
| Physical Education | 1.0 credit         |
| Foreign Language   | 2.0 credits        |
| Electives          | <u>2.0 credits</u> |
|                    | 26.0 credits       |

### **Credit Requirements**

#### **Subject**

Bible  
English  
Social Studies  
Mathematics  
Science  
Physical Education  
Electives

### **General Diploma**

#### **Credits Needed**

4.0 credits  
4.0 credits  
3.0 credits  
4.0 credits  
3.0 credits  
1.0 credit  
5.0 credits  
24.0 credits

**MCA graduation requirement: All high school students are required to complete 72 hours of Volunteer/Community Service Hours before graduation.**

### **Student Activities**

#### **A. Chapel**

“Thy word is a lamp unto my feet, and a light unto my path.” Psalm 119:105 (KJV)

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be planned to spiritually challenge students. Parents are welcome to attend chapels. Other special chapels and assemblies are held at the discretion of the administration. Parents should pick up a “parent badge” in the appropriate office.

### **Student Information**

A. Hall Passes – Middle School/High School All students are expected to be under teacher supervision at all times during the school day. Any student found outside their classroom without permission will be subject to disciplinary action.

B. Facilities - We ask that students treat the school facilities with care and take pride in their school campus. Students are expected to stay out of flower beds and planted areas and to care for all aspects of the school grounds/ buildings. Reports of vandalism will be investigated and disciplinary action will be taken as needed.

C. Classroom Expectations

1. Come prepared to each class.
2. It is vital that the student thoroughly and thoughtfully complete all assignments.
3. Parents are asked to intervene immediately should an issue arise as the result of incomplete assignments. Arises
4. Each school day will open with prayer and pledges to the American Flag, Christian Flag and Bible.
5. Every class will have rules governing classroom procedures –
  - a. Students should be in the classroom when the bell rings.
  - b. Students should participate in class by raising their hand.
  - c. Students should remain in their seats at all times until given permission by the teacher to move or be given a pass to leave the classroom.
  - d. Students should hold all paper and trash until the end of the period to be disposed of.
  - e. Students are responsible to come to class prepared with all necessary materials.

D. Lunch - “Taste and see that the LORD is good” Psalm 34:8a (NKJV)

Moriah Christian will offer a minimal selection of lunch items such as pizza, corn dogs, chips, juice boxes, water, etc. A list of available items and cost will be sent home on the first day of the school year.

- Parents can opt to:
  - a. Send lunch with their child.
  - b. Credit lunch money to their students' account on a weekly or monthly basis.
- If opting to send a credit it is required that parents send in writing any stipulation for the amount their child can spend per day.
- Students with a lunch credit and without a stipulation provided by the parent will be capped at \$5.00 per day.
- If paying on a daily basis we do ask for exact change as we want to serve the students quickly and efficiently.
- Students who do not have lunch money or a lunch credit and did not bring their lunch from home will be able to purchase lunch items at \$5.00 cap. A note will be sent home the day of the lunch charge listing the items purchased.
- Students may also purchase drinks during lunch. Only water is allowed in any area of the school outside of the lunch period.

E. Student Publications - The Administrative Team has the right to review and edit any student publication or part thereof prior to its publication and/or distribution on campus. Publications by students not produced through credit classes (journalism, yearbook, English, etc.) must be submitted to the Head of School for approval.

F. Flower Policy - Special holiday occasion flowers, balloons, candy, or like items need to be delivered to the student's home. Our offices will not accept these items on behalf of the student.

G. Prayer - Prayer is talking to God, praising Him, thanking Him, and petitioning Him. Prayer is a freedom that Moriah Christian Academy enjoys and encourages.

H. Bible - Moriah Christian Academy recognizes the New King James Version as the translation used in classroom quotation and memorization. Each student should have a King James Bible for classroom use.

I. Dance Policy - School dances, supervised by the Moriah Christian Academy administration, will be allowed under the following conditions:

1. The D.J., music, and requested format of the night, have been verified and signed-off on by the Head of School.
2. The music does not create an atmosphere where the dance is sexual or sensual in nature. If a student is dancing in this manner their parent/guardian will be notified and the student will be sent home.
3. Students will arrive at a start time (ex: 6:30 pm) and leave time (ex: 10:30 pm). No student will be allowed at any time to go to the parking lot for any reason during the duration of the event. If a student chooses to disregard this policy, he/she will be asked to go home, and the parent/guardian will be notified.

## **PARENT RESPONSIBILITIES**

In order that Moriah Christian Academy achieve its goals and objectives for students, there must be cooperation between the school and the home. Students, parents and/or guardians need to recognize their responsibilities to their children and to the school community. You, as

parents, should help assure proper attitudes toward the environment desired at Moriah Christian Academy by:

1. Demonstrating a positive attitude toward your child's school education by showing interest in your child's work.
2. Getting to know your student's school, staff, curriculum, programs and activities.
3. Attending parent teacher conferences and school-parent functions.
4. Teaching your children to be clean, well groomed, and dressed according to the school guidelines.
5. Making sure your child arrives at school on time.
6. Keeping your child home when you know your child is ill or has a contagious disease, and having your child immunized, consistent with the South Carolina statutes and school policies.
7. Advise the school administrative team immediately of anything that may affect your child's ability to learn, to attend school regularly, or to take part in school activities. This information needs to be updated as soon as possible if there is any change.
8. Teaching your child, by work and example, to respect the policies and authority in this school and to respect the rights and property of others.
9. Working with school personnel to solve any disciplinary and academic problems.
10. Reporting a change of address to the school office within five days of occurrence.

## **PARENT-STUDENT AGREEMENT**

It is our goal to work in partnership with families who have chosen to enroll children at Moriah Christian Academy. In order to be unified as a school family,

we believe it is necessary that each family unit shares a position of agreement with MCA regarding the policies and procedures as stated within this handbook.

If, after completely reading and internalizing the components of this handbook, you and your student can agree to abide in spirit and practice with the limitations contained within, we require that you sign the following page affirming your agreement and support. This page must be returned to your first period classroom teacher no later than the end of the first, full week of classes.

Thank you for your cooperation and we look forward to a great school year!

In Christ's Service,

Barbara Hearn | Head of School  
Moriah Christian Academy

**PARENT-STUDENT HANDBOOK AGREEMENT FORM**

We have read and we understand the requirements as stated in the Moriah Christian Academy's Parent/Student Handbook and we are willing to abide by said rules and regulations.

We have read the Moriah Christian Academy's Internet Use Policy. We agree to follow the rules contained in this policy. We understand that if this policy is violated privileges can be terminated and other disciplinary measures may be taken.

|                       |       |
|-----------------------|-------|
| _____                 | _____ |
| PRINT- Student's Name | Grade |

|                                                                 |       |
|-----------------------------------------------------------------|-------|
| _____                                                           | _____ |
| Student's Signature (7 <sup>th</sup> – 12 <sup>th</sup> grades) | Date  |

|                      |       |
|----------------------|-------|
| _____                | _____ |
| PRINT- Parent's Name | Date  |

|                    |       |
|--------------------|-------|
| _____              | _____ |
| Parent's Signature | Date  |