



Educating for Life and Eternity

Elementary School Handbook

2017-18 Academic Year

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INTRODUCTION

The following items of information have been written in an effort to create consistent and helpful guidelines for a successful school year. Throughout the school year situations and circumstances may arise that are not covered in this handbook resulting in changes, additions or deletions. As these occur, they will be communicated to parents and students in a timely manner.

After carefully reading all sections, each student and his/her parents are asked to sign the form on the last page and return it to the school office. If there is any item that seems unclear, please call the school office for clarification. Please do not consider any question unimportant.

AFFILIATION

MDCA is affiliated with the churches of Christ. The church of Christ is a non-denominational body of believers who believe the Bible to be the inspired Word of God and who understand the New Testament to be Christ's instructions for His followers. Bible classes, chapel services, and other Christian gatherings are held in harmony with the teachings of the New Testament.

ACCREDITATION

MDCA is accredited through AdvancED, the parent organization governing the Southern Association of Colleges and Schools (SACS) and the National Christian School Association (NCSA). Accreditation means not only that an institution meets prescribed minimum standards, but also that the institution demonstrates a commitment to providing quality educational programs with an emphasis on continuous improvement. AdvancED accredits both private and public colleges and schools in 30 states and 65 countries. NCSA includes over 100 schools in 21 states. All of the schools have a strong relationship with the churches of Christ and are committed to academic excellence taught from the Christian worldview. The NCSA is also a member of the National Council for Private School Accreditation and is recognized by the Office of Non-Public Education in the U.S. Department of Education, the National Center for Educational Statistics and the U.S. Census Bureau.

OUR MISSION

To show Jesus to children and help them grow as He did
in wisdom, in stature and in favor with God and man.

ADMISSION

Mount Dora Christian Academy accepts students without regard to sex, race, religion, or national origin. The following are requirements for admission: (1) All students entering kindergarten or first grade must meet the Florida State Law requirements for age. (2) A signed annual statement of willingness to comply with the school's code of behavior. (3) The following documentation:

- The application for admission,
- A transcript from the previous school showing current standardized test scores, and conduct record
- The recommendation form completed by the last school administrator
- Two character references from non-family members who know the applicant well
- A copy of the birth certificate,
- A current record of immunizations and vaccinations as required by Florida law (Florida Department of Health Form 680)
- The results of the admission test administered by Mount Dora Christian Academy. Students may not be officially enrolled until all items are received and reviewed by the principal. Acceptance and proper class placement will be based on an evaluation of this information.

ACCIDENTS

Every student at authorized school functions is covered by school insurance. The coverage begins on the first day of school and carries a \$25.00 deductible. The policy covers both private and school bus transportation to and from all school activities. While on campus the policy covers any accident occurring during school hours. This insurance is secondary only, and all claims must be filed with primary insurer first.

If a student has an accident, he/she must report it immediately to the teacher in charge who will then report it to the office.

ATTENDANCE

SCHOOL HOURS: 8:00 a.m. - 2:45 p.m. Mon,Tues,Thurs,Fri 8:00 a.m. - 1:45 p.m. Wed

In accordance with Florida Statute 1003.26 the attendance of all pupils shall be checked and recorded each school day by some approved system. Pupils may be counted in attendance only if they are actually present at school or are away from school and engaged in a school sponsored activity, which constitutes a part of the school-approved instructional program for the pupil. A student who has an excused absence is permitted to make up his/her missed work. The following are acceptable reasons for student absences:

- Illness of student
- Major illness in the immediate family of the student (Immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis, or a member of his own household)
- Death in the immediate family of the student
- Pre-arranged absences approved by the principal. Requests for such absences must be made at least three (3) days in advance of the absence.
- Subpoena or forced absence by any legal agency

All other absences from school shall be considered unexcused.

To excuse an absence the office must be notified by email, or written note, within a week of the absence. Any absence for illness lasting three days or more will require documentation from a medical professional.

It is the student's responsibility to get and complete any work assigned during an excused absence. The amount of time allowed for make-up work will be equal to the length of the absence. (i.e. one-day make-up time for one day absence; two days make-up for two days absence; etc.) Failure to complete make-up work within the allotted timeframe will result in a 0 for the work not completed. Extra time will not be given for assignments or tests assigned prior to the student's absence.

If a prearranged absence has been approved for a student, assignments may be obtained from the teacher upon the student's return, and must be made up within two days of the event. Assignments may be issued prior to the absence at the teacher's discretion, however, in such cases, the work is due upon the student's return with no exceptions.

Students must be seated in their classroom at 8:00 a.m. when the bell rings; otherwise, they will be considered tardy and must sign in at the school office. Excused tardies are at the discretion of the principal; however, only six tardies may be excused in any one grading period. When an excessive number (10 or more) of tardies occur within a single grading period, the student shall be referred to the Principal.

Students are expected to remain at school for the entire school day. Students leaving school early must be checked out by a parent or guardian at the school office. We ask that all early check outs be completed prior to 2:00 p.m. (1:00 p.m. on Wednesday) since the end of the school day is a very busy time in the school office. In order to minimize disruption to the class, parents are asked to inform teachers in advance if it will be necessary to check their child out before the end of the school day. Without advance notice, all make up work will be given upon the student's return to school.

A parent conference may be called when a student has excessive absences, tardies or checkouts. More than 30 absences in a school year may lead to retention and/or jeopardize the student's opportunity to reenroll.

CHAPEL

Chapel is a part of the regular school day and every child is expected to attend. It is a part of the spiritual influence and training that characterizes Mount Dora Christian Academy. It is also the time when special announcements and activities are communicated.

DRESS AND GROOMING CODE

Students at Mount Dora Christian Academy are expected to be neat, well-groomed and modest in appearance at all times.

THE FOLLOWING ARE CONSIDERED INAPPROPRIATE FOR SCHOOL WEAR AT MOUNT DORA CHRISTIAN ACADEMY

- Tops that are sheer, tight-fitting, low-cut (front, back or armholes) or with straps less than 1 inch in width
- Dresses/skirts/shorts/that are shorter than halfway between the inseam and the knee. The bottom of the fingertips is a good measurement
- Spandex or yoga style pants unless worn underneath shorts or a skirt that meets the length requirement
- Oversized clothing or pants worn below the natural waistline
- Clothing that is torn or unhemmed
- Any clothing that causes undergarments to be visible
- Exposed midriffs when standing, bending, or stretching
- Writing across the back of skirts, pants or shorts

- Clothing, jewelry, bags or backpacks with any type of slogan or advertisement that does not conform to the standards of the school. Chains are to be worn as necklaces or bracelets only. Dog collar type (i.e. leather bands with spikes etc.) jewelry is not acceptable

- Sandals without heel straps or backs

- Hats, scarves and other head coverings on campus during the school day
- Earrings for boys or body piercing for either boys or girls
- Tattoos, permanent or temporary

- Boys' hair that is longer than the middle of the ear or touching the shirt collar
- Extreme hairstyles or hair color that is not naturally occurring

Requirements for PE

- All students are to have athletic shoes for PE. High top basketball shoes and skateboarding shoes are not considered appropriate as they do not provide proper support for running. Students will not be permitted to participate without appropriate footwear.
- Girls must wear appropriate length shorts or leggings under a skirt or dress for PE

ELECTRONIC DEVICES and CELL PHONES

Personal electronic devices are prohibited during the school day unless used as part of a sanctioned classroom activity.

Students in possession of a cell phone may not use it during the school day. It should be understood by the parent that the phone is considered the sole property of the student and therefore not the responsibility of MDCA in the case of loss or damage and that the school reserves the right to confiscate cell phones used in a way that is not in accordance with school rules.

GRADES AND REPORTS

Grades and assignments are available online at www.renweb.com throughout the school year. Report cards reflect grades, conduct and attendance and are issued quarterly following each nine week grading period. Parents will receive an automated message any time a grade below 70% is entered in the grade book.

GRADING SYSTEM

The grades for all courses will be calculated as indicated below and reported as a percentage grade for grades K - 5

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

All students are graded in Reading and Math with Language Arts added at 2nd grade and Science, Social Studies and Bible added at third grade.

PROMOTION REQUIREMENTS

In order to be eligible for promotion to the next grade, students must have a passing grade in both Reading and Math. In the event that a student's grade is deficient in either reading or math, promotion may be considered if the following conditions are met:

- a. the student's grades in all other core subjects are at or above 70%
- b. the student scores above the 50th percentile on the MAP assessment in the deficient subject area prior to the start of the next school year

Occasionally the teacher and/or parent may feel that retention is in the student's best interest even when passing grades have been obtained. In such cases, all interested parties will meet with the School Principal to determine the best course of action in the best interest of the student.

HOMEWORK POLICY

Homework is an important piece of the school experience. It is an opportunity for students

- To practice skills introduced in class
- To prepare and be ready for new material to be introduced in class
- To develop organizational skills and responsibility

Students are expected to

- Listen carefully and follow the directions provided by the teacher.
- Take pride in your work and make sure homework is of a high standard.
- Be neat, well organized, and keep track of school materials and assignments.
- Discuss homework assignments your parents.

Although Homework assignments are posted online, it is the student's responsibility to know and understand the criteria and due dates for homework assignments. Online postings are designed to be used as a backup or for those who are absent from class.

Typically homework should not take more than 30 minutes for a student in grades K-2 and no more than an hour in grades 3-5 including reading assignments and studying for tests. If, however, a student is below grade level or having difficulty in a particular subject area, it may require extra work beyond the regular class assignments.

LEAVING CAMPUS

It is the responsibility of the school to know the whereabouts of students. Once students arrive on campus in the morning, they may not leave campus without permission from the office. Students who are leaving school at any time other than the posted dismissal time must be checked out in the office by a parent, guardian or other adult authorized on the child's record. Teachers are not permitted to release any child from the classroom without communication from the office.

LOST AND FOUND

Any article found by a student should be turned in to the school office. The owners may reclaim these articles from there. Periodically unclaimed articles will be taken to the variety shop.

LUNCH

A hot lunch is served daily in the dining hall; a menu is published each week in Word to Parent and is available on the school website. Students may purchase lunch or bring a lunch from home.

Guest tables are reserved for parents or other family members who wish to eat lunch with their children. All visitors are required to sign in at the school office. Due to space restraints, parents and other guests are not permitted to eat at the student tables, nor are they permitted to invite other children to join them at the guest table.

Microwave ovens are available in the dining room for reheating; however, their use is restricted to students in the third grade or higher.

MEDIA CENTER

Students are encouraged to use the Media Center at the teacher's discretion as well as after school for research, leisure reading, computer use, book checkout, etc. The Media Center is open from 7:45 - 3:30.

In order for the Media Center to function as a learning environment in a pleasant setting, the following rules must apply:

- Food and drinks are not permitted in the Media Center.
- Book bags and other large items are to be stored in the cubbies by the front door.
- In order to take an AR test in the media center, students must have a note from the classroom teacher.

Use of Media Center materials carries the responsibility of payment for anything lost or damaged. Overdue notices and fines-owed notices will be sent to individual students when necessary. Unpaid fines will be added to the monthly bill.

MEDICATION POLICY

Medication that needs to be taken during the school day must be delivered to the elementary office by the parent and given to the school secretary, who will administer the medication as directed. No student should have any medication in his/her possession while at school. The office has Tylenol (or generic), and other OTC medications that may be given with parental consent.

OFF-CAMPUS FIELD TRIPS

School field trips are a vital part of the curriculum and support the learning process. When a field trip has been planned and approved, the classroom teacher will communicate the details to students and parents including the date, time and any associated costs. Written permission is required for each student in advance of the field trip. Any student without parental permission must remain at school.

All students must be transported to the event/venue by school bus. Parents may sign their own child out at the conclusion of a field trip or school sponsored activity and transport them in their personal vehicles. A student must be with his or her own parent in the vehicle unless a waiver has been signed in the school office prior to the event.

A limited number of chaperones will be needed for each field trip and arranged by the classroom teacher. Chaperones may purchase admission to the event/venue utilizing any discounted rate provided to the school and must be willing to ride the school bus to and from the field trip. Additional adults are always welcome to participate; however, those who are not designated as chaperones are responsible for securing their own transportation and admission to the event/venue.

OFF-LIMITS AREAS

The campus of Mount Dora Christian Academy is very large and the facilities are scattered. There are areas on campus that are not a part of the school plant though they may be very near to school activity areas. For the safety and security of students and staff, certain areas have been deemed off-limits to students. Off-limit areas include the following:

- All home units
- Maintenance and storage areas including all equipment,
- All parking lots,
- Social Services offices,
- Drink and vending machines from 8:00 A.M. until 3:30 P.M.,
- The immediate area around the stream and under the bridge
- Teachers' Workroom

PLAYGROUND RULES

- Students may only be on the playground when there is adult supervision.
- No climbing on the fence.
- Stay in the fenced-in area unless given permission to leave.
- No food or drinks other than water.
- Only one person on each swing at a time.
- One person on the ladder and one person on the slide at a time.
- Jumping from any play equipment is not permitted.

PUBLICATIONS & COMMUNICATIONS

- RenWeb: Parents may access grades, attendance and conduct reports online in real time
- Word to Parent: A weekly newsletter issued to students in grades K-5 each Friday
- Electronic newsletters emailed Mondays, Wednesdays and Fridays
- The school website www.mdcacademy.org is available for additional school information.
- Follow us on Facebook and Twitter

REPRESENTING THE SCHOOL

No student or group of students may officially represent the school in any way outside the school without a chaperone and prior approval of the administration. Any student who represents the school in any capacity must conform to the rules and principles of the school.

SCHOOL PROPERTY

We are proud of our campus. We appreciate the efforts of those who have made it possible for us to have such a beautiful campus. We expect each student to help keep the buildings and grounds clean and orderly, and to encourage others to do likewise. Any student who intentionally damages school property is responsible for the cost of repair or replacement.

STUDENT ILLNESS

In the event that your child becomes ill while at school, the teacher will refer him or her to the school clinic located in the office. If the student is unable to remain at school for reasons of fever, contagious illness, rash or lice, a parent or other emergency contact will be contacted immediately. In order to return to school the following conditions must be met:

- The student must be fever free without fever reducing medication for 24 hours
- Students with head lice must return to the school office for a recheck before being admitted to class. The head must be free of all adult lice and/or nits.
- If a rash is visible, documentation from a medical professional is required to confirm the rash as non-contagious

Parents are asked to please be considerate of other students and adults in the classroom when determining the return of a child who has been ill.

STUDENT DISCIPLINE

Christianity is an all-comprehensive world and life view; therefore, students are held accountable for their behavior both in and out of school. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct and dress, and the parents' role to support them. Loving, yet consistently firm, discipline is Biblical, practically effective and necessary for a quality educational program.

In the event that a student exhibits any of the following behaviors, the teacher will first give a warning and reteach the desired behavior:

- Defiance or Disregard for classroom procedures
- Disrespect
- Disrupting class
- Dress Code violation
- Excessive talking
- Harassment/Teasing/Bullying
- Inappropriate language/Profanity
- Inappropriate physical contact
- Interference with another's property

Following the warning, if the student exhibits the same behavior, the teacher will initiate a behavior tracking form. The form will document the specific behavior, the intervention that was used and the details of the parent contact. Parents are asked to follow up with their student at home and return the signed form to school the next day. The same step will be followed for any further occurrences up to three.

Following the third documented occurrence of the behaviors listed above, the student will be referred to the School Principal. At this time the following consequences may be necessary:

- In-School Suspension
- Out of School-Suspension
- Conduct Probation
- Expulsion

The following behaviors will result in an immediate referral to the principal and will carry one of the consequences listed above:

- Cheating
- Vandalism
- Theft
- Fighting
- Malicious actions resulting in injury to another
- Cyber bullying or the use of technology resulting in harm or embarrassment to another student or staff member
- Threatening another student or staff member
- False fire alarm or tampering with safety equipment
- Possession of any illegal substance
- Possession of a weapon or other object resembling a weapon

Habitual misbehavior over two or more grading periods may result in conduct probation. Conduct probation means that the student is in jeopardy of expulsion or of not being invited to return the next school year. A student on conduct probation will receive stiffer penalties for further misconduct. During an out of school suspension, the student will be responsible for all missed assignments.

TRAFFIC ON CAMPUS

MORNING DROP-OFF

- The campus Speed Limit is 13 MPH. Please observe the speed limit for the safety of everyone.
- Please obey all traffic directors.
- Students may exit the vehicle in the middle lane and walk to the crosswalk or on the sidewalk side.

The Morning Drop-Off system is designed to be safe, practical and expedient for students, parents and staff and to allow students to assume the responsibility of walking to class on their own. Occasionally parents will need to accompany their children into the building. In such instances, the following should be observed:

- Students, teachers, parents and visitors must park in a marked space and cross at the crosswalk.
- Students are expected to enter the classroom, take care of their own belongings and begin the assigned morning work.
- Teachers are not available to discuss assignments, grades or homework before school unless an appointment is made in advance.

AFTERNOON PICK-UP

- The pick-up lanes must be clear for thru traffic until 2:15 (1:15) on Wednesday. Please do not park in the pick-up lanes prior to this time.
- The campus Speed Limit is 13 MPH. Please observe the speed limit for the safety of everyone.
- Please obey all traffic directors.
- Vehicles may occupy all three lanes when parking in the pick-up area during afternoon pick-up.
- Students will be on the sidewalk in front of the elementary building supervised by their teachers.
- Automobile engines MUST be turned off when stopped in one of the lanes in front of the school.
- After all traffic has stopped moving and the traffic monitor blows the whistle, parents may cross to the sidewalk to locate their children. No child will be allowed to go to his or her car until all traffic has stopped and the whistle has blown.
- Leaving the car door open is sign to the traffic director that your child is not in the car and that it is not safe for traffic to begin moving.
- Traffic may not move as long as there are students in the traffic lanes. It is imperative that drivers wait for the traffic monitor to give the signal before any vehicles begin moving.
- Students are not permitted to walk up the hill to a waiting vehicle that has not crossed into the pick-up area.

EXTENDED CARE

- No students may be on campus without the supervision of a parent or staff member.
- Morning Drop-Off begins at 7:45 each morning. Students arriving prior to 7:45 must be in the Before School Care program (Room 105).
- Before School Care is available Monday-Friday beginning at 7:00 a.m. The cost is \$5.00 per day or \$15.00 per week and will be added to your school bill. For families with multiple children, the cost is \$10.00 per week for each child after the first.
- After School Care is available Monday-Friday from school dismissal until 6:00 p.m. The cost is \$15.00 per day or \$65.00 per week. A multiple child discount of 10% is given for each child after the first.
- Please inform your child's teacher if he or she is to be in after school care.
- Enrollment forms are available in the school office or on the school website.

WALKERS

No one will be considered a walker unless his or her parent works on campus or the student lives on campus. All other students must be picked up in front of the elementary building. All exceptions must be approved by the principal.

VISITORS

Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the school office and obtain a visitor's pass.

Electronic Resources Acceptable Use Policy for Students

The term "user(s)" in this document refers to anyone who makes use of any of the electronic resources of Mount Dora Christian Academy (MDCA), including staff, volunteers and students. "Electronic Resources" refers primarily to computer-related devices, but also includes any other electronic device used in the school setting, such as TV, VCR, camera, audio tape device, etc.

No system of protection is perfect. On a global network it is impossible to control access to all materials that may be considered objectionable or inappropriate. There are those in the world who go to great lengths to camouflage their true web content, and an innocent user may stumble upon these sites from time-to-time. In addition, an industrious user may be able to gain access to sites that are believed to be filtered. Mount Dora Christian Academy cannot and does not guarantee that users will never have access to inappropriate or objectionable material. Parents and guardians must consider this in giving their consent for online activity.

Responsibilities: The efficient, educational operation of our electronic resources relies upon the proper conduct of the users. The following guidelines are provided so that users and parents are aware of the responsibilities incurred by usage of our electronic resources, including our computers, our network, and our Internet account(s). In general, these responsibilities require ethical, efficient, courteous, and legal use of these resources. Each person having access to these resources will be made aware of what is considered acceptable and appropriate educational use.

If a user violates any of these terms and conditions, his or her access to our electronic resources, including the Internet, will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions:

- 1) **Acceptable Use:** Internet use must be consistent with the educational objectives of MDCA as indicated in our mission statement, our charter, our curriculum guides, and other related documents.
- 2) Electronic accounts shall be used only by the authorized owner of the account and by appointed account administrators. No attempt to gain unauthorized access to such accounts is permitted. "Accounts" includes, but may not be limited to:
 - User names and passwords for accessing data on a local computer, or on one or more servers on any of our Local Area Networks (LANs), or for accessing the Internet.
 - Network folders or other electronic file storage designations.
- 3) Use of Internet games is forbidden, unless they are of direct educational value to a course, and are assigned and supervised by a faculty member.
- 4) Students are not permitted to use "Chat rooms", personal email or other personal messaging services unless they have direct educational value to a course, are assigned and supervised by a faculty member, and approved by the system administrator.
- 5) Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

- 6) Personal identifying information of students, such as addresses and phone numbers, shall not be made publicly available to outsiders via the MDCA Web site, except as indicated in "G" and "H", below.
- 7) Student names may be used in MDCA Web site content (sports rosters, recognition of achievement, etc.), but may not intentionally be directly connected, linked or associated with a photographic likeness of the individual student or with any other specific personal identifying information.
- 8) Photos of students may be posted on the MDCA Web site (sports photos, service clubs at work, class projects, etc.), but may not intentionally be directly connected, linked or associated with specific personal identifying information.
- 9) All passwords must be kept private. No student shall give or receive another student's password.
- 10) Internet use for personal commercial enterprise and/or financial gain is prohibited.
- 11) Students shall not be allowed to make purchases over the Internet.
- 12) No student shall be allowed to make application for any account or fill out any survey or other information-gathering form on the Internet unless such is of direct educational value to a course, and is assigned and supervised by a faculty member.
- 13) Electronic vandalism is not permitted. Electronic vandalism is defined as any attempt to harm, destroy, or disrupt the data, programming or operation of another user or of another agency or network or computer station. Electronic vandalism includes, but is not limited to, the malicious uploading, downloading, or creating of computer viruses, programs, or other potentially harmful or disruptive computer instructions. It also includes the unauthorized changing of settings, properties, or configurations of any electronic resource.
- 14) No user shall introduce any removable storage medium (such as a floppy disk, flash memory card, and thumb drive) from off campus or download files from the Internet without the permission of a knowledgeable staff member. Questionable storage media should be scanned for viruses before use.
- 15) All users must show respect for others' privacy by safeguarding the email addresses of their email correspondents. Plagiarism, copyright violation, software "pirating", and theft of data via a computer or network shall not be tolerated. This includes, but is not limited to, the following areas.
- 16) Internet Copyright: All material borrowed from the Internet should be used only with permission and should be properly credited in the work in which it is used.
- 17) Software copyright law supports the concept that consumers do not purchase ownership of software, but rather only the license to make limited use of the software. A major point of all such licenses is the limitation of the number of allowable users or installations per copy of a software title. These license agreements will be honored at MDCA. No additional, unlicensed copies or installations of software will be made. These statements regarding copyright are not to be taken as a complete explanation of copyright law. Specific information regarding copyright regulations will be made available to students.
- 18) No one should attempt to use or submit another person's computer data as one's own. This includes the renaming of files and "cut/copy and paste" from one file to another.
- 19) The electronic resources of MDCA may never be used to promote, transmit or store any type of threat, harassment, or malicious prejudice against any person or group. This includes, but is not limited to, threats of violence, racial slurs, or sexually-oriented jokes or comments, etc. Harassment may include even simple, otherwise innocuous or innocent messages sent or posted in a harassing manner, such as the persistent changing of another users' screen saver message, or the posting of any message that calls undue uncomfortable attention to another person, or the posting of unflattering material which belittles another person.
- 20) Privileges: The use of the electronic resources at MDCA is a privilege, not a right. Inappropriate use may result in a loss of computer privileges, network/Internet access and/or user accounts, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator

or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts.

- 21) Netiquette: All users are expected to abide by the generally accepted rules of network etiquette.
- 22) Limitations: MDCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. MDCA will not be responsible for any damages a user suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, omissions, equipment failure, or interruptions of service to the school from outside providers. Use of any information obtained via the Internet is at the user's own risk. MDCA specifically denies any responsibility for the accuracy or quality of information obtained through its electronic resources or services. All users should be aware that there are no editors of materials posted to the Internet. Anyone can post anything. Therefore, caution and wisdom should be exercised when gathering data from the Internet.
- 23) Security: Security is a high priority on computer networks. If users identify security problem, they must notify the appropriate personnel immediately. Do not demonstrate the problem to other users. Do not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, stations, files, etc.
- 24) Privacy: Mount Dora Christian Academy reserves the right to examine any materials stored or transmitted via its electronic resources. Internet users are advised that their "journeys" through the Internet can be monitored and recorded.
- 25) Updates: We are constantly improving our use of technology at MDCA, adding features and capabilities. Likewise, computer technology itself is in a state of rapid-fire evolution, unprecedented in any other time or industry. Therefore, this policy will be modified as our capabilities and the technologies change. Users and parents will be notified of revisions and given an opportunity to renew or rescind their permission to allow students to continue to participate in the use of our electronic resources.

STANDARD OF CONDUCT

In order to harmonize with the high ideals of Mount Dora Christian Academy there are standards of conduct that all students are to follow. The standards have been preserved through the years and have proved their value. It is the desire of MDCA administration, faculty, and students to reach the level of spiritual maturity where conduct and attitudes are directed by sensitivity to God's word. Typically, if a student's desire is to do what is right at all times, he will seldom find a rule offensive or hard to keep. By enrolling at MDCA, each student is pledging himself/herself to live according to the purposes and regulations of MDCA.

The policies contained herein are the official student discipline policies for elementary students at MDCA. Factors of influence, which have brought them to be, are principles of Christianity, purposes of the school, traditions of the school, and the judgment of those having input. The rules of MDCA are designed for the welfare of the entire group and for the purpose of creating an environment in which Christian character and academic success are encouraged. All students are under MDCA's rules from the time they leave home for school or school-sponsored activities until they return home.

According to this principle, discipline will not be punishment to fit the offense but discipline for the good of the individual. This philosophy will prevail on the MDCA campus in general, yet there may be specific acts that so affect the entire school and are so far from the purpose of MDCA that one violation will automatically sever a student from the institution.

If, after learning what is expected of you as a student at MDCA, you find that you are not in harmony with the principles and purposes and cannot wholeheartedly support them, you are urged to go to some member of the staff who will give a sympathetic hearing to your difficulties. If you find you are still out of harmony with these purposes and cannot cooperate in the support of them, you are urged to seek another school wherein you can be happy. It is strongly suggested that parents lead their children by setting an appropriate standard of compliance and cooperation.

PLEASE RETURN THIS PAGE TO THE CLASSROOM TEACHER

I have read, understand and agree to abide by the policies found in the Mount Dora Christian Academy (MDCA) Student Handbook including the Electronic Resources Acceptable Use Policy.

Parent's signature _____

Date _____

Student's signature _____

Date _____

Permission is hereby given to Mount Dora Christian Academy to use pictures, the likeness or voice of my children in publications such as newsletters, promotions, newspapers and electronic media (in accordance with the Acceptable Use Policy.)

Parent's Signature _____ Date _____

During the school year our students have opportunities to travel by bus to destinations for educational or other purposes. I understand students are to ride the bus from school to the field trip and that students may be signed out and transported from the field trip by a parent or other adult family member. They will not be permitted to ride in other cars unless their adult family member is with them.

_____ has permission to attend selected events away from the campus at Mount Dora Christian Academy while traveling on school buses and under the supervision of Mount Dora Christian Academy. I further understand I will be notified in advance of the trip planned.

Parent's signature _____ Date _____