



**Mount Dora Christian Academy  
2017-2018 Secondary Student Handbook**

## Important Telephone Numbers

<b>High School Office</b>	<b>(352) 383-5421</b>
<b>H.S. Fax Number</b>	<b>(352) 383-1942</b>
<b>Elementary Office</b>	<b>(352) 383-9915</b>
<b>Business Office</b>	<b>(352) 383-2155</b>
<b>Athletic Director</b>	<b>(352) 383-5421</b>

**School Web-Site [www.mdcacademy.org](http://www.mdcacademy.org)**

## Class Schedule

Monday, Tuesday, Thursday, Friday

8:00 - 8:48	First period
8:54 - 9:39	Second Period
9:44 - 10:07	Chapel (6-12 grades)
10:07 -10:17	10 Minute Break
10:17-11:03	Third Period
11:09 -11:55	Fourth Period
12:01 - 1:16	Fifth Period and Lunch (see lunch schedule below)
1:22 - 2:08	Sixth Period
2:14 - 3:00	Seventh Period

Chapel Schedule: 9:44 – 10:07 (6<sup>th</sup> – 12<sup>th</sup> grades)

Lunch Schedule	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>	12:01-12:32
	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup>	12:43-1:16

Early Release Wednesday

8:00 – 8:38	First period
8:44 – 9:20	Second Period
9:25 – 9:47	Chapel (6 <sup>th</sup> – 12 <sup>th</sup> grades)
9:47- 9:57	10 Minute Break
9:57-10:33	Third Period
10:39-11:15	Fourth Period
11:21-11:57	<b>Sixth</b> Period
12:03- 1:18	Fifth Period and Lunch (see lunch schedule below)
1:24 - 2:00	Seventh Period

Chapel Schedule: Chapel 9:25 – 9:47 (6<sup>th</sup> – 12<sup>th</sup> grades)

Lunch Schedule	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>	12:01-12:32
	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup>	12:43-1:16

## INTRODUCTION

The following items of information have been written in an effort to create consistent and helpful guidelines for a successful school year. Students, parents, and teachers must realize that there will be situations and circumstances that arise that are not covered in this handbook. As a result, there may be rules or guidelines that may be changed, added, or deleted by the administration. As these occur, they will be communicated to the students as clearly as possible. 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. Good communication is very important to us!

## 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

**AdvancED** is the largest community of education professionals in the world. We are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. While our expertise is grounded in more than a hundred years of work in school accreditation, AdvancED is far from a typical accrediting agency. Our goal isn't to certify that schools are good enough. Rather, our commitment is to help schools improve.

Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, we serve as a trusted partner to 32,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations. AdvancED was created through a 2006 merger of the PreK-12 divisions of the North Central Association (NCA) and the Southern Association of Colleges and Schools (SACS)—and expanded through the 2011 acquisition of the Northwest Accreditation Commission (NWAC).

**The National Christian School Association** is an educational association of more than 120 secondary schools in 30 states serving more than 40,000 students. Most NCSA schools are independent, governed by a self-perpetuating board. A few are a ministry of a particular congregation, children's home or university. All the schools have a strong relationship with the churches of Christ. Students of all faiths are welcome at member schools of the National Christian School Association.

The roots of the NCSA date back to annual conferences of Christian school administrators since 1975. The current NCSA began in 1980 as Partners in Christian education, a fraternal organization for schools associated

with the churches of Christ. In 1988 the name was changed to the National Christian School Association. A Board of Trustees made up of administrators from member schools and headed by a president leads the NCSA.

Since 1988 the Association has been accrediting its member schools. A Board of Commissioners comprised of administrators from accredited schools and from Christian universities governs the process. The NCSA partners with AdvancED, the parent company of three of the nation's regional accrediting bodies to offer dual accreditation with a single visit in more than 30 states. The NCSA now accredits schools in twelve states and three accrediting regions. The Association is a founding member of the [Coalition of Christian School Accreditors](#), a consortium of several private school organizations dedicated to preserving the integrity of the accreditation process for thousands of private schools across the nation.

The NCSA 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.

### **MISSION STATEMENT**

*“Educating for life and eternity.”*

### **PHILOSOPHY**

Seeking to glorify God and believing that each child is a gift from Him, MDCA is committed to preparing our students for life and eternity by providing academic excellence and Biblical instruction in a safe, Christ-centered environment.

### **Core Values and Beliefs**

The following core values define our thinking and direct our hearts as we seek to continually create a culture at MDCA that glorifies God. Phil. 2:1-2

We value...

- **divine love** as it manifests itself through all relationships at MDCA. The practice of this love can be seen through our expressions of kindness, tenderheartedness, care, compassion, forgiveness, and the treatment of every individual as God's creation (1 John 3:11, 16-18; Col. 3:12-14).
- being **compassionate servants** that in humility serve one another and teach others to live the same (Phil. 2:3-4; 1 Pet. 4:10-11).

- a continual **commitment to excellence** in everything that God calls us to be and do (Col. 3:17).
- **unity** at MDCA as we work together as a team and family with our parents, students, and staff (John 17:20-23; Eph. 4:3).
- every individual as **God's special creation** (Ps. 139:13-14) and view each as having a **divine purpose for life** (Eph. 2:10).
- the **Bible** as God's inspired word and as our only spiritual authority (2 Tim. 3:16, 17) (2 Pet. 1:19-21).
- **moral character** that is shaped by biblical teaching and manifests itself through behavior such as honesty, integrity, responsibility, self-discipline, loyalty, humility, gentleness, faith, and patience (Gal. 5:22-23a) (1 Pet. 1:13-16).
- **quality education** as a craft that prepares students for life and eternity by...
  1. recognizing the special uniqueness of each child (Ps. 127:3; Matt. 19:14).
  2. cultivating their individual talents (Deut. 6:4-9).
  3. bridging their present with their future by equipping them with lifelong learning skills (Prov. 22:6).
- the **safety and well being** of every child (Matt. 25:40; Gal. 6:9-10).

#### Purpose

“For where your treasure is, there your heart will be also” Matthew 6:21.

Valuing people as God’s creation, MDCA exists in unity to glorify God by expressing the highest Christian values through healthy spiritual relationships and academic excellence preparing children for life and eternity.

## **ADMISSION**

### MDCA Admission Policy

Mount Dora Christian Academy admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MDCA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, athletics, and other school-administered programs.

## Admission Criteria

- Evidence of success in a traditional classroom setting required
- Proficiency at the 50th percentile or higher on standardized testing and on MDCA's admission evaluation in the areas of math and reading
- Minimum of 2.3 unweighted GPA
- Acceptable conduct and attendance records in current/previous setting
- It is a policy of MDCA that all new students are accepted on conditional admittance. At the end of the first marking period, academic progress, conduct and cooperation with the school program will be evaluated. Continued enrollment will be based on academic and behavioral progress via a parent/teacher conference.
- Priority will be given to applications according to the following factors:
  - current students in good standing who re-enroll by March 1
  - siblings of current students will have priority status until March 1
  - preschool students in the 4 year old class in good standing will have priority status for Kindergarten registration until March 1
  - other applications will be evaluated in regard to the family's commitment to Christian education and the student's academic and behavioral record
- Students who are accepted for admission to MDCA indicate by virtue of attending classes that they and their parents pledge to abide by all school regulations and policies
- A student is not admitted to MDCA until the application is complete, all required documents have been submitted, testing has been completed, an interview with school principal has taken place, and written notice of acceptance has been sent and received
- There is an application fee of \$125 due with this application is non-refundable. Upon acceptance all other fee & tuition amounts are due per payment schedule.

Guidelines set by our accrediting body and state statutes limit our accepting credits from non-accredited high schools. Any student applying to MDCA in grades 9-12 who has received credits from a non-accredited school can only be considered if the following criteria are met:

1. The student must have passing grades from the previous institution.
2. The student must have scored in the 50<sup>th</sup> percentile or better on the SAT or comparable test the previous year.
3. If an SAT score is not available then MDCA will administer the test prior to the student being accepted.

Home School credit will be evaluated by the standards set by AdvancED, NCSA and Florida State Statute. In order for homeschool credit to be accepted at MDCA, the following guidelines must be met:

1. If the parent was the administrator of the homeschool program, the home should have been registered with the school district of residence. A copy of this document should be presented in the registration process at MDCA.
2. A student portfolio must be submitted which includes: either a transcript or report card(s) showing courses taken and credit received.

Students who are or have been married will not be allowed to attend classes at MDCA. Those who become involved in a pregnancy may not continue their education here.

## ACCIDENTS

Each student participating in an authorized school function is covered by school insurance. The coverage begins on the first day of school and carries a 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, including recreational and luncheon recess. **This insurance is secondary only**, and all claims must be filed with primary insurer first.

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

## ATTENDANCE

In accordance with Florida Statute 232.0222 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 engaged in an educational activity that constitutes a part of the school-approved instructional program for the pupil. A student who has an excused absence is permitted to make up missed work. If a student fails to make the work up, the student will receive a 0 for the assignment. The following are acceptable reasons for student absences:

1. Illness of student (if more than 3 consecutive days call the office to obtain classwork).
2. 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).
3. Death in the immediate family of the student
4. Absences for trips or other parental requests as judged appropriate for the student by the assistant principal. These requests for such absences should be made in writing at least two days in advance of the absence.
5. Subpoena or forced absence by any legal agency.
6. All other absences from school shall be considered UNEXCUSED.

Note: Florida law (Section 1003.27, Florida Statutes) requires each school to notify the Department of Highway and Safety and Motor Vehicles (DHSMV) of each student who accumulates 15 unexcused absences in 90 calendar days. The DHSMV may not issue a driver license or learner permit, or may suspend driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, Florida Statutes.

All absences need to have a written note within 3 days of the absence to be excused. No make-up work will be allowed if the student does not have an excused absence. After **3 consecutive absences** per class per semester, all absences will be unexcused **unless a note from the attending physician or court document** is presented explaining the reason for the absence. **Any absence (excused or unexcused) exceeding (15) per class per semester may result in the failure to receive credit in that class.** Decisions regarding any absence may be appealed to the administration.

A 30-minute detention will be assigned when a student receives a fourth unexcused tardy for any given class. Each additional unexcused tardy will result in an additional 30 minute detention. A student who misses more than half a period (because of unexcused tardiness, check-in, or check-out) will be considered absent for that period.

**It is the student's responsibility** to obtain and complete any work assigned during his absence. The amount of time allowed for make-up work will be a maximum 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 teacher's guidelines will result in a 0 for the work not completed.

Any work or tests assigned previous to the student's absence will be due on the day he/she returns. In addition, if a student misses a class but is in school for some of that same day, any work due must be turned in to the teacher even if the student was not present for the class. If a student is going to be absent because of an activity or school function (including sports activities) that has been approved in advance, assignments should be obtained from his teachers/homework page before the absence. If a student is absent for multiple days during the time of an extended project, the teacher has the discretion to extend the deadline.

**Student Tardy Procedure:** Students that are late to first period must check into the secondary office and receive a pass to class. No student will be admitted to class without a pass from the office.

### **AUTOMOBILES**

Any licensed student with a vehicle must register their vehicle and pay a \$5 parking permit fee **prior to driving to school**. The vehicle must be parked only in the designated parking lots and must display their parking permit at all times. **The parking lots are off limits to any student during the school day.** Students are not allowed to drive their vehicles on campus between the hours of 8:00 A.M. to 3:00 P.M. Loud music (from cars) on campus is prohibited. The designated traffic flow pattern, especially at the gym, is to be followed for the safety of all. Improper use of the vehicle may result in the loss of the right to drive to school.

Guns, knives, or other weapons, are strictly forbidden on campus, even in vehicles. In addition, drugs or alcohol are not permitted on this campus. These are punishable by suspension or expulsion.

Bumper stickers, decals, etc. that are deemed inappropriate by the administration will not be allowed on the vehicle. **Students who exercise the privilege of driving, riding in or parking a private vehicle on school property may be subject to a search of that vehicle if school staff has a reasonable suspicion to believe that the student's vehicle contains an illegal or dangerous item or contraband.** Reasonable attempts to contact and confront the student will be made before the search is conducted (see "Searches" for more detail).

Parents are advised that students should be dropped off or picked up at the designated area. Do not drive through the campus or to the gymnasium at any time during the school day. If there is a need to visit the school, parking is provided in front of the administration building.

## BUS REGULATIONS

1. Remain seated at all times while the bus is moving.
2. Keep arms and head inside the bus. No throwing objects while on the bus.
3. Good behavior and quiet talking is expected.
4. Obey the bus driver at all times.
5. The driver has the right to assign pupils to certain seats.
6. Leave no paper, books, clothing, etc., on the bus.
7. No glass containers, sharp instruments, or live animals are allowed on the bus.
8. The sponsor of any activity group using the bus will be responsible for returning the bus in a clean condition.
9. No one is allowed on the bus when the driver is not in the bus.
10. Either the bus driver or sponsor may make exceptions to the rules.

MDCA busses may be equipped with video equipment to ensure the safety of all passengers. Students and drivers conduct may be recorded and the video used to evaluate any incidents. Bus drivers will refer unruly students to the office for disciplinary action (i.e. detention, suspension of bus privileges).

## CHAPEL

Daily chapel attendance is a requirement of every student and is a part of the spiritual influence, and academic day that characterizes MDCA.

## CHECK-OUT PROCEDURE

Parents may need to check students out of school for a variety of reasons. In order to secure that students are being released with parent consent we need to be purposeful about that procedure. Parents need to notify the secondary office that they need to check their child out of school. Students that are checking out must sign-out at the secondary office. If you wish to have someone else check your child out of school we need you to call the secondary office. In the event that your child drives to school and you wish to check them out under their own transportation we would need you to call the secondary office prior to the student's departure from class. The secondary office will call the student from class to sign-out. **The student must sign-out in the secondary office before leaving.** We appreciate your cooperation in our efforts to insure the safety of all of our students.

## LEAVING CAMPUS

Once students arrive on campus in the morning, they may not leave campus without permission from the office. **Leaving campus without permission will result in the student serving an out of school suspension.** Therefore, those who must leave the campus for some legitimate reason should have a parent contact the secondary office and the student must sign-out in the secondary office. **Checking out for lunch is not permitted.** Seniors may negotiate with the principal for off-campus lunch privileges. Any senior(s) returning late to campus on a special off-campus day will have their name(s) turned in to the high school office and will lose their off-campus privilege.

## **CLASS & ORGANIZATION SPONSORS**

Each grade functions as a unit on certain activities during the school year. No class business is to be carried on without the knowledge, consent, and presence of at least one class sponsor. All class or organization activities must be officially recorded and approved by the principal prior to the activity. All such activities must be chaperoned.

## **CLASS TRIPS/FIELD TRIPS**

School field trips are a vital part of our educational system because of the learning process that is involved. Trips are arranged by the sponsoring teacher and approved by the school administration. A permission slip (included at the end of this handbook), signed by the parent or guardian is required of each student. School dress code is enforced unless otherwise specifically stated and approved by the assistant principal.

## **ACADEMICS**

Students are admitted to MDCA on a year-by-year basis. Each pupil should be on track for promotion and graduation to be a student in good academic standing. Any student that does not meet this standard may be placed on academic probation in an effort to bring concerted effort to the student's academic progress. Students who are not supportive or are not benefiting from the spiritual and academic mission of MDCA will be counseled during the school year. They may be asked to seek an educational setting that more appropriately meets their needs and interests.

## **COURSE AND GRADUATION REQUIREMENTS**

In grades 6, 7 and 8, a student who fails 1 core class (i.e. English, science, math, social science) will be required to retake the course prior to promotion to the next grade. If the average for the year is failing, a student must make up any semester that is failed. If both semesters of a course were failed, both semesters must be made up. Progress will be checked during preplanning to determine promotion. If a student fails 2 core courses, they will be retained in the current grade. See guidance counselor for more details. Students in grades 9-12 must make up a failed course prior to moving on to a subsequent course or prior to senior year in order to earn a diploma.

For a student to be classified as a sophomore, he/she must have at least seven (7) credits. For a student to be classified as a junior, he/she must have at least fourteen (14) credits. For a student to be classified as a senior, he/she must have at least twenty (20) credits.

Course schedule can only be changed by administration, guidance counselor, or by the recommendation of a teacher. Students will not be permitted to change their courses based on teacher preference or GPA. No courses outside the regular curriculum may be taken without prior permission from administration. Course or schedule changes will have an drop/add deadline date each semester and may only be changed after that date if required by guidance.

Students may take up to 4 credits through FLVS toward graduation requirements. Courses that are offered as an MDCA course may not be taken through FLVS unless the MDCA course is not available in a student's schedule due to constraints on the part of the school or an exception is approved by administration.

**Students must complete the following requirements for high school graduation at MDCA:**

**4 credits of English** with major concentration on Composition and Literature

**4 credits of Bible** (1 credit per year in attendance at MDCA)

**4 credits in Mathematics** must be earned. Eighth grade honors **does** count as one of these classes.

\* **must** achieve Algebra II level for graduation (Algebra I, Geometry, Algebra II and one other math)

**3 credits in Science**

\*At least two lab sciences are required

\*Biology I

\*Chemistry

\*1 additional rigorous science course

**3 credits in Social Studies**

1 credit World History

1 credit American History

½ credit Government

½ credit Economics

**1 additional credit in either Science or Social Studies**

**1 credit in Practical Arts** (Computers) **OR 1 credit in Performing Arts** (Music, Art, Drama, Journalism, Speech) **OR .5 credit** in each

**1 credit HOPE**

**2 credits in Foreign Language**

\* Must be two consecutive years in the same language

\* Required for admission into any 4-year Florida university

\* May be waived in certain circumstances with parent's permission and/or instructor's recommendation (2 additional elective credits will be required to take the place of these credits if the requirement is waived.)

\* Two years of American Sign Language is acceptable to meet this requirement

**4 elective credits**

\* 27 total credits

Note – Additional academic classes also satisfy these requirements.

**Honors:** Criteria in order of preference.

- Automatic Entrance: A MAP score of 70<sup>th</sup> percentile or higher, a minimum of an 85 average in the pre-requisite class, and a teacher recommendation.
- Second Choice: A lower test score but meets the other two criteria.
- Third Choice: A student that has a "B" average in the pre-requisite course but meets the other two criteria.

**Advanced Placement:** Criteria in order of preference.

- Automatic Entrance: A satisfactory score on standardized testing, an “A” average in the Honors course pre-requisite, and teacher recommendation.
- Second Choice: A lower test score but meets the other two criteria.
- Some courses will have specific entrance requirements and/or require teacher/administrative approval.

In addition to the course requirements, 25 hours of community service per year are required as part of every student’s graduation. These hours can be served as the student chooses, i.e. 25 hours per year or all of the required hours in one year. There are stipulations on the type of service that qualifies as community service. This information can be obtained in the guidance office.

### CREDITS

To obtain high school credit for course work completed at MDCA, one must have at least a 60 average for each semester. Honors, dual enrollment and AP classes will receive extra weight when figuring GPA: Honors .5, Dual Enrollment 1, and AP 1 per semester.

In order to graduate from MDCA, or any Florida high school, a student must have a minimum cumulative, unweighted GPA of 2.0.

#### College Credit

MDCA is a College Level Examination Program test center. Students, at the advisement of their teacher or guidance counselor, may take CLEP exams. This testing is done online through the guidance office for a fee. See guidance counselor for details.

College credit can be earned through Advanced Placement, dual enrollment, and approved college courses through a third party. Advanced Placement and Dual-enrollment courses earn high school credit.

#### Procedures for Valedictorian and Salutatorian

It is our belief that the student who will represent MDCA as the valedictorian of the graduating class is the student who has maintained the highest academic average over all 4 years of high school work **with the senior year being spent at MDCA** and providing the grades received in the high school were from an accredited school as measured by the AdvancED or other like agency.

The average will be figured using GPA semester averages achieved in **ALL** classroom subjects taken. Calculations will be carried to the fourth decimal place. In the event of a deadlock, co-valedictorians will serve to represent the graduating class. All grades earned through the fourth quarter of the senior year will be used to determine the cumulative GPA. Any courses taken outside the regular school curriculum (dual enrollment, virtual school, etc.) must be disclosed at the beginning of each semester. Documented completed course work from outside institutions must be received by MDCA prior to the second semester exam week in order to be considered for class rank position.

The Salutatorian will be the student who has achieved the second highest academic rank in the graduating class over the last 4 years of high school work **with the senior year being spent at MDCA** and providing the grades

received in high school were from an accredited school as measured by the AdvancED or other like agency. In most cases the Salutatorian will be determined using the procedures outlined above for selection of the valedictorian. In the event of a co-valedictorian situation, the student maintaining the third highest academic rank will serve as the representative Salutatorian. As above, in the case of a deadlock after **ALL** course work has been evaluated, co-salutatorians will serve to represent the graduating class.

For both Valedictorian and Salutatorian designations, a minimum of half the credits required for graduation must be earned through MDCA courses.

## **HOMEWORK POLICY**

Students are expected to work independently unless otherwise directed by the teacher. Work needs to be submitted on time. Each assignment must be the student's own work and not that of another student or his parents.

### **Purpose of homework**

1. To practice skills introduced in class
2. To prepare and be ready for new material to be introduced in class

### **Definition of homework**

1. Homework is defined as any work or task planned by the teacher to be completed by the student outside of the classroom without immediate and direct teacher interaction.
2. Homework is an effective instructional technique. MDCA is committed to excellence in instructional programs and homework is a continuation of a learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement.
3. Homework will involve short-term and long-term assignments.

**Work submitted after the due date** (This includes projects, daily homework and anything else assigned by the teachers). Work is considered late if turned in after the teacher has collected it during that class period. It is the student's responsibility to have the homework with them in class. Work submitted after the established deadline will receive partial credit in accordance with the teacher's syllabus.

### **Parent Responsibilities:**

- Recognize that the amount of time spent on homework will vary and will depend on a student's ability and work/study habits.
- Provide a well-lighted, distraction free study area where the student can comfortably read and write.
- Be positive, provide encouragement and make sure assignments are completed on time.
- Assist the student with budgeting his/her time.
- Talk with the teacher about any concerns or problems regarding homework.
- Encourage the student to take responsibility of keeping track of school materials and assignments.
- Monitor student's grades, assignments and performance on RenWeb.

### **Teacher responsibilities:**

- Recognize that the amount of time spent on homework will depend on a student's ability and work habits.
- Explain assignments clearly and thoroughly. Ensure that students are aware of what is expected of them, and how their work will be assessed.
- Maintain a current list of assignments on the Homework Page.
- Provide students with timely feedback regarding completed homework.
- Provide quality homework activities related to class work.
- Set a suitable amount of homework which is appropriate to the ability of each class.
- Monitor the completion of homework.
- Communicate the academic progress of each child with parents.
- Promptly check or grade homework and update student's grades on RenWeb.

**Student responsibilities:**

- Listen carefully and follow the directions provided by the teacher.
- Use time efficiently. Plan ahead. Do NOT wait until the last minutes to do the long-term assignments.
- Take pride in your work and make sure your homework is of a high standard.
- Be neat, well organized, and keep track of school materials and assignments.
- Talk with the teacher if you have problems completing homework or become aware of any grade discrepancies.
- Discuss homework assignments with your parents.
- Monitor grades on RenWeb.

**\*\*Contact specific teachers FIRST if your student is having difficulty keeping up with homework.**

**Incomplete and Make-up Work**

It is the student’s responsibility to obtain all missed assignments and to make arrangements with the teacher for make-up work and tests. Students have one day for each excused absence to make-up work and to take make-up tests unless other arrangements are made with the teacher. Make-up tests will be given at the teacher’s convenience. Work not completed within the stated time frame will not receive credit.

**BRIGHT FUTURE SCHOLARSHIPS OPPORTUNITIES**

High School Graduation Year	SAT	ACT
Florida Academic Scholars		
2013-2014	1290	29
Florida Medallion Scholars		
2013-2014	1170	26

**Florida Academic Scholars**  
GPA using the credits listed scores and community service

**Award (FAS):** 3.5 weighted below, combined with the test hours listed below.

- Courses must include 16 credits of college preparatory academic courses.
  - 4 English (3 with substantial writing)
  - 4 Mathematics (Algebra I,II, Geometry, and one more upper level math course)
  - 3 Natural Science (2 with a lab)
  - 3 Social Science
  - 2 Foreign Language (in the same language)
  - 
  - 16 Credits
- May use up to 2 additional credits from courses in the academic areas listed above and/or fine arts AP, IB, or AICE courses to raise the GPA.

Award Amount:

- Four Year Institution: \$103 per semester hour.
- Two Year Institution: \$63 per semester hour.

Community Service: 100 hours, as approved by the district or private school.

**Florida Medallion Scholars Award (FMS):** 3.0 weighted GPA using the credits listed below combined with the test scores and community service hours listed below.

- Courses must include 16 credits of college preparatory academic courses.

4	English (3 with substantial writing)
4	Mathematics (Algebra I, II, Geometry, and one more upper level math course)
3	Natural Science (2 with a lab)
3	Social Science
<u>2</u>	<u>Foreign Language (in the same language)</u>
16	Credits
- May use up to 2 additional credits from courses in the academic areas listed above and/or fine arts AP, IB, or AICE courses to raise the GPA.

Award Amount:

- Four Year Institutions: \$77 per semester hour.
- Two Year Institution: \$63 per semester hour.

Community Service: 75 hours, as approved by the district or private school.

Web site: [www.FloridaStudentFinancialAid.org/SSFAD/bf/](http://www.FloridaStudentFinancialAid.org/SSFAD/bf/)

### **RenWeb/ParentWeb - PARENT – STUDENT ACCESSABILITY**

We are excited to offer you online access to academic information, including grades, attendance, and conduct. You can access RenWeb by utilizing your unique user name and password. Each student file is privacy protected. This tool is just one more opportunity to keep everyone involved in the progress of your child.

### **GRADES AND REPORTS**

During each grading period grades below 70 percent will auto email within RenWeb. All grades will be accessed through RenWeb. Report cards may be withheld if the student's account is in arrears.

The honor rolls are published following the close of each grade period. A student must maintain a 3.0 grade point average to be on the Honor Roll and a 3.66 grade point average to be on the Principal's List. A student must have a 4.0 or higher to be on the high honor roll. An incomplete grade will disqualify the student.

### **GRADING SYSTEM**

The grades for all courses will be calculated as indicated below and reported as a percentage grade for grades 6 - 12.

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

### **ONLINE COURSES**

Online courses that are hosted on MDCA campus may be accepted under these guidelines:

1. Course progress must be accessible by MDCA daily.
2. Students may only take courses not offered in the regular curriculum at MDCA, with the exception of grade forgiveness. Any exception to this policy must receive administrative approval to receive credit.
3. All course requests must be approved by the guidance office.
4. MDCA attendance policy will govern online courses. If a student violates the MDCA attendance requirements MDCA reserves the right to NOT accept that credit toward graduation.
5. Online opportunities are extended to MDCA students only as long as their progress in the course is satisfactory and their behavior is consistent with the MDCA handbook.
6. Students may be removed from online classes at MDCA for discipline issues.
7. In the event that the student has finished the online course requirement prior to the end of the term, or that work cannot be completed due to technological failure, students are required to bring other academic work to fill that academic time.
8. Students and parents are solely responsible for completion of all course work in online courses.
9. Online students are required to take and complete .5 credit per semester. Online is a year-long course, any variance would require administration approval.
10. 4 credits may be earned toward graduation through online courses.

### **Academic Integrity**

Students at MDCA are expected to uphold the highest standard of ethical conduct and academic integrity. Cheating or plagiarism of any kind will result in a minimum level II infraction disciplinary consequence. Teachers will establish specific classroom policies and procedures in their syllabi for addressing academic integrity infractions as appropriate to the course and assignment. Consequences for cheating may include a zero on the assignment with no opportunity to replace the grade. Our commitment to Christian principles as a school requires us to uphold this high standard.

## GUIDANCE

The guidance counselor strives to aid each individual student in utilizing abilities to the fullest, in making sound choices, and in developing self-understanding and personal adjustments.

Guidance services available for the high school include the following:

1. Individual and group counseling by appointment only.
2. Individual academic and vocational guidance.
3. Testing services that include information and applications for ACT and SAT and the administration of standardized testing to every student during the school year.
4. College and vocational counseling plus financial aid and informational materials.

## SEMESTER EXAMS

Semester exams count for 20% of the semester grade. Each 9 week grading period counts 40% toward the semester grade. Semester exams are cumulative.

## TEXTBOOKS

Students are expected to purchase all required textbooks and students are solely responsible for any lost, stolen, or damaged textbooks. Students are expected to have all class materials the first day of class. Textbooks can be purchased from ESCO. Logon to [www.mdcacademy.org](http://www.mdcacademy.org) and look for the textbook link. Students are encouraged not leave textbooks unattended at any time in any part of the campus including the gym area.

## DRESS AND GROOMING

Mount Dora Christian Academy strives to teach and uphold Christian ideals and maintain an orderly and productive educational environment. Clothing, often as much as anything else, reflects how we wish to represent ourselves (an attitude of the heart). Therefore, we believe that the appearance and dress of our students should be modest and appropriate for the occasion to reflect the goals of our school.

It can be difficult to prescribe what may or may not be appropriate for school and school functions. In general, “appropriate” may be defined as clothing, jewelry, or grooming that does not draw attention to itself in an undue manner. Clothing that is “in style” may not always be appropriate. Students and parents should use care when choosing clothing and, when in doubt, contact the Assistant Principal for clarification. **The MDCA Dress Code applies to all school activities including sporting events and extra-curricular activities.**

To assist students and parents in making clothing decisions, the following guidelines are provided:

**For Her:**

**Upper Apparel:** Polos and sleeveless tops (sleeveless shirts must extend to the shoulder and have a minimum of 3 inches between the neck and shoulder). Tops that reveal cleavage, allow the bra to be seen or expose midriff will not be allowed. Tank tops and tops with sheer material should not be worn to school or school functions. Shirts or other items that promote secular musical groups or artists are also not within dress code. Any clothing with pictures or writing that is not consistent with the ideals of MDCA will not be appropriate for school or school functions.

**Lower Apparel:** Jeans, khaki-style pants, capris, skirts, dresses and Bermuda style shorts are acceptable (must be no shorter than four inches from the knee to the hem of the garment while seated). Athletic shorts and pajama pants are not acceptable to be worn during the school day. Pants should not have holes or be torn. However, any fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. Leggings, tights or yoga pants should not be worn unless the skirt or dress covering them is no shorter than 4 inches from the knee to the hem of the garment while seated. In addition, oversized or baggy pants (gothic or gang-like) are not appropriate for school or school activities. Pants should be worn at the natural waistline.

**Footwear:** Shoes should be worn at all times and should have a back on the heel (for example, sandals and athletic shoes are acceptable). Flip flops, house slippers and slides should not be worn during the school day.

**Headwear/hairstyles:** Subtle highlights or accents are acceptable. However, extreme hairstyles or hair colors are not appropriate for school or school functions. Hats or other head coverings should not be worn during the school day.

**Accessories:** Piercing jewelry may be worn in the ears **only and may not include bars, chains, or other similar items.** No permanent or temporary tattoos.

**General:** Any article of clothing that depicts racially offensive material or discriminates against a segment of society will be deemed inappropriate at MDCA at the discretion of the administration.

**For Him:**

**Upper Apparel:** Polo shirts, button up shirts, and tee shirts are acceptable. Sleeveless shirts, tank tops or half shirts should not be worn to school or school functions. Shirts or other items that promote secular musical groups or artists are also not within dress code. Any clothing with pictures or writing that is not consistent with the ideals of MDCA will not be appropriate for school or school functions.

**Lower Apparel:** Jeans, khaki-style pants and Cargo/Bermuda style shorts are acceptable (must be no shorter than four inches from the knee to the hem of the garment while seated). Athletic shorts and pajama pants are not acceptable to be worn during the school day. Pants should not have holes or be torn. However, any fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. In addition,

oversized or baggy pants (gothic or gang-like) are not appropriate for school or school activities. Pants should be worn at the natural waistline.

**Headwear/hairstyles/Grooming:** Extreme hairstyles or hair colors are not appropriate for school or school functions. Hairstyle and length, when combed to the sides, should be cut so that the ear is exposed and the hair does not extend to touch the eyebrows or touch the collar. In addition, braided hair, dreadlocks, extensions or other hairstyles that draw attention (such as mohawks) will not be permitted. Gentleman may not use hair ties or other foreign matter to pin or tie hair. Hats or other head coverings should not be worn during the school day. Students are to have no facial hair and are to be clean shaven at school and during all extra-curricular activities. Sideburns may not extend below the earlobe. No piercing jewelry of any kind at school **or** school-related events.

**Footwear:** Shoes should be worn at all times and should have a back on the heel (for example, sandals and athletic shoes are acceptable). Flip flops, house slippers and slides should not be worn during the school day.

**Accessories:** Piercing jewelry may not be worn. No painted nails or tattoos (permanent or temporary).

**General:** Any article of clothing that depicts racially offensive material or discriminates against a segment of society will be deemed inappropriate at MDCA at the discretion of the administration.

**Students in violation of MDCA dress code requirements may receive one or more of the following actions (at the discretion of the administration):**

1. The student will be asked to change the item that is out of dress code.
2. The student may receive a referral.
3. The student may be sent to the ISS classroom. They may return to their normal class schedule at the point they are within dress code.

### **Dress Code for Banquet/Homecoming/Awards Day/Sports Banquet**

**All Homecoming and Banquet dresses must be pre-approved. Students that do not get pre-approval will be unable to attend the event and sent home. Please contact the Dress Code Committee for any questions regarding Homecoming or Banquet attire and the approval process for each event. Each event will have a deadline for pre-approval.**

#### **Ladies:**

1. The banquet dress must be floor-length, tea-length, or a combination of the two (tea-length in front and floor-length in back).
2. Dress slacks and dress shirt or dress skirt is also appropriate for Awards Day and Sports Banquet. **No Jeans.**
3. The dress must be appropriate and modest. If there is a slit in the skirt, it cannot extend more than four inches above the knee. The dress cannot show cleavage in the front. It may have an opening in the back that should be modest (a general guide would be that the dress should be no lower than 4

inches below the bra line and the keyhole should be above the natural waistline).

4. Dresses must be appropriate, modest and within the spirit of the MDCA dress code. Off the shoulder dresses and strapless dresses may be worn as long as the dress meets other guidelines. Spaghetti straps (visible) on dresses may be worn if the dress meets the other guidelines.
5. Some type of bra must be worn with the gown (regular, strapless, or sewn into the dress).

**Men:**

1. Banquet attire should be a tuxedo or a suit. Jeans of any kind or color are not acceptable.
2. Dress slacks and dress shirt with a tie is required for Awards Day and Sports Banquet.
3. Shoes should be either dress shoes or boots.
4. Young men may not wear earrings.

\*For dates that do not attend MDCA, facial hair will be acceptable. For MDCA students, regular rules apply.

\*\*Dates or friends may be 9<sup>th</sup> to college age.

**Breaking of dress code guidelines:**

No Student or date may attend a MDCA function while out of dress code. Students or dates out of dress code compliance will be asked to leave.

**ELECTRONIC DEVICES**

Electronic devices are not to be used during class unless allowed by your teacher. These devices may be used on campus during the day. All students are fully responsible to abide by the AUP with all electronic devices. If a student is found to be in violation of the AUP agreement, privileges may be revoked and/or discipline may be administered.

- Cell phones may be used on campus during the school day between classes and at lunch. They may not be used during chapel, class or assemblies.
- On certain occasions when the teacher permits, cell phones can be used in class for educational purposes, at the discretion and monitoring of the teacher.
- The filming or taking of pictures of an individual without their consent is illegal in the state of Florida and therefore prohibited on campus. Such action may result in expulsion from school.
- Student cell phones and or other electronic devices may be confiscated under suspicion of improper use and searched for evidence of such activity.
- Cell phones and other personal electronic devices are the sole property of the student and therefore not the responsibility of MDCA in the case of a lost, damaged, or stolen phone.
- The use of cell phones or other electronic devices to assist in academic cheating may result in disciplinary action including the possibility of suspension from school with academic consequences and the loss of cell phone or other electronic privileges.
- Students may not use a VPN.
- Please refer to the Acceptable Use Policy for further information regarding the use of electronics, wifi, network, internet and computer use.

## LOCKERS

Lockers are assigned to the students and are subject to inspection by the administration, teachers, or law enforcement personnel at any time. Lockers are for books and other personal belongings. It is **not** advisable to leave anything of value in the locker. No student is to bother the property in others' lockers. It is the responsibility of the occupant of the locker to keep the locker in good order or permission for use may be denied. It is recommended that lockers be locked. Students have the responsibility to make sure their locks are closed properly. The school is not responsible for property, lost or stolen, from lockers or school grounds. Students are financially responsible for damage to lockers. Students may decorate the inside of their lockers with things that are removable and in good taste. Students may not put anything on the outside of the lockers. Students may not write anything on the outside of lockers. Books and materials left out around the campus may be collected.

## LOST AND FOUND

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

## LUNCH

Good behavior is to prevail in the dining room. Rules for the middle school and high school are as follows: (1) Misbehavior in the cafeteria may result in disciplinary action (2) School personnel, visitors, and seniors have lunch line privileges and all other students are to allow them their privilege courteously. (3) Trash should be placed in trash receptacles. (4) Students must enter and exit through the assigned doors of the dining hall only. (5) In grades 6-11 all students must eat lunch in the cafeteria unless authorized by administration. Seniors who bring their lunch may eat in the park area or areas designated in advance by administration. (6) Gum is **not** permitted.

All lunches must be purchased from the dining hall or brought from home. No food shall be ordered and delivered to school during lunchtime without permission from the administration. **The gym is off limits during all lunch waves.**

## MEDIA CENTER

Students are encouraged to use the Media Center 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:

1. No food is allowed in the Media Center.
2. Store all book bags and other large items in the cubbies by the front door.
3. Show a signed pass to the Media Specialist upon entering if you have been allowed to come to the Media Center for individual or group study during a regular class time.
4. Be considerate of others who are in the Media Center by keeping your voice low.

## **Circulation**

Secondary students, grades 6-12, may check out a maximum of three books for a three-week period. Books may be renewed.

Students may check out most reference books overnight with the exception of the volumes in the encyclopedia sets.

If a book is not returned by the due date, an overdue notice will be sent to the student and a fine of \$0.15 per day will begin accumulating. Overdue notices will be sent to the students' English teachers and through the mail at the end of every nine weeks of the school year. Books not returned by the end of the school year or lost will be billed a replacement fee based on the average price of a book as cited in the most recent issue of School Library Journal. The replacement fee will be \$25.00 for a children's book, \$20.00 for a paperback, and \$35.00 for an adult book. Nonfiction/Reference books replaced will be charged the cost of the book plus a \$5.00 processing fee. Books found after the replacement fee is paid will be reimbursed through the billing department minus the fine fee of \$0.15 per day overdue. There will be no refunds for books found after the school year ends.

The Accelerated Reader is a national reading program that provides a variety of reading material. Many of the books on the AR list may contain content that parents need to monitor for age appropriateness. All of the books issued by MDCA via our media center have been approved and meet the standards of MDCA.

## **MEDICATION POLICY**

A secondary student that needs to take any kind of medication during the school day should bring it to the office with a note from the parent stating the name of the medication, reason for taking it, and time(s) it should be taken. No student should have any medication in their possession while at school. The office has Tylenol (or generic) and Advil (or generic) that can be given to the student if it is checked on the emergency card or the parent has been contacted. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT KEEP MEDICATION ON THEIR PERSON, BACKPACK, PURSE, ETC.**

## **OFF-LIMITS AREAS**

MDCA is unique to most schools in that its campus is very large; its facilities are scattered; and there are areas on campus that are not a part of the school plant though they may be very near to school activity areas; therefore, it becomes necessary to describe off-limits areas to students. **Campus is defined as all areas of instruction and the common grounds.** Off-limit areas apply to resident students as well as day students during the school day. Off-limits areas include the following:

1. All home units, including areas near cottages that would be regarded as the yard – lawn.
2. Shop, including all equipment in the shop area
3. All parking lots
4. Elementary playground for grades 6-12
5. Social Services offices
6. Development Office

The following areas are off-limits except at designated times or when with a teacher or activity sponsor using the area:

1. Stage and stage rooms in both the auditorium and gymnasium
2. Track
3. Athletic fields
4. The stream
5. Harden Early Childhood Center

### **ORGANIZATIONS**

Various school organizations give students an opportunity to develop leadership and to pursue worthwhile activities. Among these are the Beta Club, Junior Beta, Spanish Honor Society, Key Club, Builders Club, Pinelogue Staff, Art Honor Society, Student Government Assoc., Mu Alpha Theta, Chorus, Band, Science Honor Society, Robotics, and Bulldog Buddies.

### **PUBLICATIONS**

1) The **Pinelogue** is the school yearbook. A student staff under the supervision of a faculty advisor edits it. The Pinelogue is printed during the summer and is distributed at the beginning of the following school year. 2) The MDCA website at [www.mdcaacademy.org](http://www.mdcaacademy.org). 3) We will also send an Enewsletter with current information regarding school activities. Please consider these publications an extension of this handbook. 4) Imagine Magazine is a semiannually publication that is mailed home to all parents. We also have frequently updated social media such as Facebook and Twitter.

### **REPRESENTING THE SCHOOL**

No student(s) or parent(s) may **officially** represent the school in any way outside the school without prior approval of the administration. Any student who represents the school in any capacity must conform to the rules and principles of the school. The school reserves the right to withhold or withdraw any honor from any student who does not satisfactorily conform to these rules and principles. Students are encouraged to select representatives who maintain good scholarship and conduct to any position of leadership or honor.

### **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 and functional plant and 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 or unintentionally damages school property is responsible for the cost of repair or replacement.

### **SEARCHES**

The Fourth Amendment to the Constitution of the United States protects all citizens against unreasonable search and seizure, and students who attend MDCA are protected by this amendment. School officials, however, are not held to the stringent probable cause standard that applies to society as a whole. They need only have reasonable grounds for suspecting that the student or a group of students are in violation of the law, school rules, or board policy. Searches conducted by administrators may include lockers, vehicles, or persons.

Administrators, school personnel, and law enforcement personnel (when accompanied by school personnel) are authorized to conduct searches that are based on a reasonable suspicion at the time of the search that the search will reveal evidence that a student has violated the law or school rules. Students have the right to be secure in their persons and possessions from unreasonable searches and seizures. However, when school staff have clear and reasonable cause to believe that a student or a group of students have within his or her purse, backpack, or other personal items, an illegal item that is prohibited by school policy or law, the student may be asked to acknowledge the item and surrender it. Note: Trained law enforcement personnel, under the supervision of school personnel, may conduct regular drug-sniffing dog searches of the school campus and grounds to aid in school safety.

### **SPORTS AND EXTRACURRICULAR ACTIVITIES**

MDCA is a member of the Florida High School Athletics Association. In order to participate in interscholastic sports a student must maintain satisfactory conduct and maintain a 2.0 grade point average. **In order to participate in athletics they must also have a medical physical that is valid for 1 calendar year. The FHSAA requires the use of their forms. The EL2 for the Pre-participation Physical Evaluation Form, the EL3 for Consent and Release from Liability Certificate and the EL3CH for Consent and Release from Liability Certificate from Concussion and Heat Related Illness including the addendum for Sudden Cardiac Arrest and Concussion. International students are required to complete an EL4 form as well. These forms are available in the secondary office, the mdcademy.org website or can be found on the FHSAA website.**

**Any transfer must also complete an EL6 before participation. Any transfer 9<sup>th</sup>-12<sup>th</sup> must complete a GA4**

Boys may have the opportunity to compete in the following sports: football, cross-country, basketball, bowling, baseball, golf, tennis, and track and field. Girls may participate in these sports: football, cross-country, cheerleading, volleyball, basketball, bowling, tennis, softball, track and field, and golf.

A committee will select cheerleaders. All cheerleaders are expected to maintain acceptable conduct, to abide by the rules of the cheerleader's constitution, and to maintain the same eligibility as all other athletes.

Athletic participation is a privilege. Student-athletes are highly respected ambassadors of MDCA. Each athlete and parent must read and agree to the policies of the Student-Athlete Handbook. Participation may be prohibited if the student-athlete is in violation of the Student-Athlete Handbook.

A student cannot participate in, or attend any extra-curricular event while suspended.

### **BULLYING AND/OR HARASSMENT**

**Bullying** – intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by

one or more children against another – The victims do not intentionally provoke these negative acts. An imbalance in real or perceived power exists between the bully and the victim. Direct bullying includes but is not limited to physical harm, threats, insults, taunts, or name-calling. Indirect bullying includes but is not limited to rumors/lies about a child, or hurtful graffiti.

Students shall not engage in conduct that would be considered harassment (sexual or otherwise INCLUDING ONLINE ACTIVITY). Such conduct is unethical, illegal, and will not be tolerated. Administration and teachers shall investigate all allegations of harassment and take appropriate disciplinary action against students who engage in such behavior. Disciplinary action may include documented warning, detention, in-school suspension, Saturday work day, suspension, or expulsion.

## **STUDENT DISCIPLINE**

Students are held accountable for their behavior in and out of school because Christianity is an all-comprehensive world and life view. It is the responsibility of the Faculty and Administration to consistently enforce the school standards of conduct and dress. The importance of loving, yet consistently firm, discipline is both Biblical and practically effective and necessary for a quality educational program. Teachers are dedicated to work hard at this aspect of the teaching profession.

### **Discipline Ladder**

#### **Level I Offense**

- Being in off-limits area of the school
- Bringing animals to school without permission from administration
- Use of any electronic equipment in a distracting way to school activities or in an unapproved way.
- Bringing any skateboards or skates
- Chewing Gum
- Classroom disruptions
- Eating or drinking in the classroom
- 4 unexcused tardies
- Failure to do assigned work
- Failure to bring required school materials or equipment
- Leaving the class without a hall pass
- Leaving class without permission
- Littering
- Lying
- Misconduct in the lunchroom
- Violation of school bus rules

- Violation of the dress code at school or school functions (in addition to the policy consequence of denied attendance and the prospect of more severe consequences due to the circumstance as determined by administration)
- Horseplay, pushing, tripping, teasing or taunting
- Any other offense which the administration deems sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

### **Level II Offense**

- Any repeat of a Level I
- Any theft, extortion or vandalism
- Cheating or plagiarism
- Defacement and/or destruction of school property
- Defiance of authority; failure to obey teachers or other school personnel on or off campus
- The use of social media to misrepresent others or the school, slander, or otherwise posting inappropriate material as determined by CH&BS administration.
- False fire alarm
- Misconduct in chapel
- Fighting
- Gambling or wagering
- Graffiti
- Leaving the campus without checking in or out
- Public display of affection (Handholding ONLY is appropriate at school and/or school functions)
- Skipping class or school
- Using crude, profane, obscene, or abusive language or gestures (either written, typed, or spoken)
- Willful disobedience
- Missed detention
- Missed written detention

### **Level III Offenses**

- Any repeat of a Level II
- Bringing guns, knives, or other weapons on campus
- Exchanging or sharing medications
- Intimidating school staff or threatening them with violence on or off campus
- Possession of any dangerous object
- Possession of fireworks
- Possession of obscene material
- Providing false information to school personnel
- Intimidating students or threatening them with violence
- Sexual misconduct or professing immorality (including homosexuality) on or off campus
- Smoking and/or possession of tobacco (the procession or use of vapes)
- Suspended students trespassing on school property or attending school activities

- Threat of bodily injury
- Throwing or propelling objects
- Using, selling, or possessing alcohol, drugs or drug paraphernalia on or off campus (including non-alcoholic beer)
- Violation of criminal laws

### **Discipline Clarification Notes**

1. Teachers should attempt to resolve any Level I behavior when appropriate before referral to the Assistant Principal for official disciplinary action. All Level I referrals require the teacher to contact the parent.
2. **Level I Offenses** receive a 30 or 60 minute detention for first time violations.
3. Any repeat offense may result in a 60 minute detention, in-school suspension, Saturday work day, or suspension from school.
4. Any accumulation of half-hour or one hour discipline detentions totaling three hours will result in a six-hour Saturday work day. (A \$40.00 supervisory fee will be charged to the parents)
5. Four accumulated hours of discipline detention results in a suspension from school.
6. At the end of each nine weeks the process is renewed. **However, the administration reserves the right to administer the discipline code as necessary to preserve the integrity of the school.**
7. **Level II Offenses** receive a 60-minute detention but may result in an in-school suspension, Saturday work day or a suspension from school.
8. Repeat violations of Level II Offenses may result in an in-school suspension, Saturday work day, suspension or expulsion from school.
9. Level III Offenses receive a minimum of a one day suspension and a review of student's status of continuation at MDCA.
10. Skipping a scheduled six-hour Saturday workday will result in a suspension from school and a Saturday workday.
11. MDCA has the right to suspend or expel students at the discretion of the administration.
12. Level I, II and III are guidelines for disciplinary action. The school administration shall have the authority to alter, amend, vacate or increase consequences for misbehavior.
13. During a student's first suspension of the school year, they will be allowed to make up tests only but no class work. **During all subsequent suspensions, students will be allowed to make up no work or tests. For ISS, coursework will be accepted. During any suspension students may not attend or participate in any extra curricular activity.**

### **Discipline regarding dress code violations**

If clothes do not meet MDCA requirements, do not wear them to school. Students in violation of MDCA dress code requirements may be sent to the ISS classroom. They may return to their normal class schedule at the point they are within dress code. Any repeat violations of the dress code will progress from level I up the discipline ladder which may result in detention, in-school suspension, Saturday work day or suspension.

*One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency.*

## **Detention Clarification Notes**

1. Detentions are held Monday-Thursday in Mrs. Laura Barker's room #624
2. Morning detentions are served from 7:20-7:50 am on Monday and Wednesday as assigned by the Assistant Principal. Afternoon detentions are served from 3:15-4:15 on Tuesday and Thursday as assigned by the Assistant Principal.
3. Skipping an assigned detention without excuse will also cause the detention time to double.
4. Students are expected to be on time to detention and will not be accepted late.
5. Tardies and detentions accumulate for a nine-week period, thus, students are given a fresh start each nine weeks.
6. Despite the fresh start each nine weeks, students are cautioned not to push the limits of the system.
7. **Habitual misbehavior resulting in a pattern of detentions that test the system over two or more report periods could result in conduct probation, suspension or expulsion.**
8. **Conduct Probation (Behavioral Contract) means that the student is in jeopardy of expulsion or damaging their opportunity to return the next school year. A student on Conduct Probation will receive stiffer penalties for misconduct.**

### **The discipline procedure is as follows:**

1. Teachers will explain school and classroom guidelines at the beginning of the school year.
2. Teachers will deal with those who are causing a problem or are in violation of classroom and/or school rules.
3. Teachers will communicate with the parent of any child that has been disruptive to the educational process.
4. The Discipline Detention procedure will be implemented.
5. The assistant principal will assign a 6-hour Saturday workday when the 3<sup>rd</sup> hour of discipline detention is assigned.
6. The assistant principal will suspend a student after the 4<sup>th</sup> hour of discipline detention is assigned.
7. Additional discipline detentions will result in more serious suspensions and will place the student on conduct probation.
8. The assistant principal will report all suspensions to the principal.

*In all discipline situations, a record will be kept of the time, date, infraction/problem and disciplinary action taken.*

## **TRAFFIC ON CAMPUS**

Traffic on campus is a very important concern for safety. Please carefully read the following points.

1. When you arrive on campus, please drive slowly for the safety of everyone.
2. Students who drive must have a parking permit and park in their designated parking spot.
3. Please obey all traffic directors.
4. Students, teachers, parents and visitors must "cross at crosswalk only" at all times.
5. Both lanes may be used, but students in the left lane must go to the crosswalk to cross over at all times.

6. Do not park your car and leave it in line. If you must leave your vehicle, please park in the spaces provided.
7. After students leave their vehicles in either lane, do not proceed beyond the crosswalk until directed, for the safety of everyone.
8. **Drop off children at designated areas only. The administration building is not a designated drop off area.**

## VISITORS

**All visitors to the school must sign in at the school office and obtain a visitor's pass.** These passes must be worn in a visible manner at all times while on the school campus until the time that they sign out when leaving the campus. Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the school office and get a visitor's pass. Parents or others wishing to confer with teachers or students should call for an appointment. **In general, students should not invite visitors to come to school with them.** For situations deserving exceptions to this rule, prior permission **must** be secured in writing at least 1 day in advance by the assistant principal.

## Standard of Conduct

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. In order to harmonize with these values, MDCA has established a standard of conduct that all students are to follow. The policies contained in this handbook are the official student policies for MDCA. They have been prepared with input from students, parents, faculty, and administrators. 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 is encouraged. We believe that it is critical to the harmony of our school culture for all students to be in support of MDCA policies and procedures. If you find that at any time you cannot wholeheartedly support them, please speak with a staff member regarding your concerns.

## Honor Code

As a student of MDCA, I recognize my responsibility to a community that promotes and encourages Christian values. I will be committed to model honesty and integrity in all my pursuits. (Galatians 5:22-23)

I am committed to:

The pursuit of excellence in all that I say and do by living a life of integrity and personal accountability, taking action against wrongdoing and conducting myself in a way that shows honor to the Lord (Philippians 4:13, Colossians 3:17)

Showing respect to all, with a spirit of cooperation and community (Hebrew 10:24-25, I Peter 3:8, Romans 15:5)

Academic honesty and integrity (Philippians 4:8-9, Colossians 3:9)

Abstaining from things such as the use of alcohol and other drugs, the use of tobacco, stealing, all types of sexual immorality, the violation of law and the violation of MDCA policy (I Thessalonians 4:3-8, Romans 12:2, Titus 3:1-7)

I recognize that attendance at MDCA is a privilege which includes certain responsibilities. I understand that violation of the policies and standards of MDCA may result in discipline, up to and including suspension or expulsion.

### **Expectations of MDCA Parents**

We value each child and each family. The total educational experience is one filled with opportunities in the classroom and outside the classroom. As partners we want to work together to provide the most enjoyable experience possible. A key benefit of an educational partnership is the opportunity to model outstanding behavior to our students. We want to demonstrate to our young people the appropriate way to express ourselves under any circumstances. Just as our students represent themselves, our school and your family we as adults also represent all of these entities. We believe children achieve more when there is a good relationship between the school and the family.

### **GRIEVANCE POLICY - MATTHEW 18**

**The common goals of Christian teachers and parents can be more readily achieved when an open relationship exists between the home and the school. Should problems or complaints arise, all members of the MDCA family are to use the following guidelines based on Matthew 18:15-20:**

#### **Grievance Procedure**

1. When a problem occurs between parent and teacher, the parent will first contact the teacher outside of class time.
2. If a conference is desired with the teacher, parents should contact the school office to arrange an appointment. Parents should not discuss the problem with the secretary as he/she cannot assist with concerns.
3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and a secondary administrator.
4. If the issue is still not resolved after a meeting with the teacher and administrator, a conference may be requested with the Head of School.
5. This process of Biblical conflict resolution will be reviewed by teachers with parents and students annually.

**MDCA strives to partner with parents in accomplishing our mission of preparing students for their future. As such, MDCA parents are expected to:**

1. Be involved in the education of their child, partnering with the school and their teachers to help their child receive the best Christian education possible.
2. Treat others with respect and as they would like to be treated (Matthew 7:12).
3. Drive carefully while on campus (phone free).
4. Display good sportsmanship when attending school athletic events.
5. Share concerns with the proper parties (Generally using the principle of Matthew 18 – teacher first, then administration)
6. Avoid the following: the use of vulgar or offensive language, dressing immodestly, and the use of alcohol or tobacco on campus or in the presence of students while part of a MDCA sponsored activity (example: school trip)
7. Not participate in behaviors that are harmful, harassing or threatening towards students, other parents or staff.
8. Avoid using social media or other public forums to undermine, discredit, or otherwise cause distress to staff, students, the school or others, or inciting others to do so.

Failure to comply with these expectations may necessitate intervention by the school administration. Egregious and /or repeated offenses in these areas and blatant disrespect for school values while on campus or in a public forum may impact future enrollment decisions by the school. MDCA reserves the right to dismiss a student if the actions of the student, parents, or guardians, in the opinion of the school, interfere with the school's ability to accomplish its educational purposes. Such dismissal of a student by the school does not release the parent or guardian from their financial responsibilities to the school.

**Parent – School Partnership Agreement & AUP** I understand the opportunity that we all have to model appropriate behavior under any circumstances to our children. I understand that this partnership provides appropriate forums to discuss concerns, compliments, or any other beneficial information that will ensure overall success of the educational process.

Each student and parent is encouraged to read the ELECTRONIC RESOURCES ACCEPTABLE USE POLICY (posted at [www.mdcacademy.org](http://www.mdcacademy.org)) Signatures of compliance were collected at re-enrollment or registration which acknowledged your agreement as a qualification of enrollment. In addition, it needs to be understood that the student can lose computer privileges if the AUP is violated.

Items also covered in agreement:

I hereby release MDCA and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or services.

I understand that it is impossible for MDCA to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I understand that students must use their mdcabulldogs email address for all school related and official correspondence.

I understand that students must use the case that was provided by MDCA for their iPad. Students are NOT to remove the iPad from the school issued case or the barcode from the back of that case.

I understand that a personal log-in will be required to access the school network. This function allows MDCA to monitor internet use of devices connected to our wireless network.

**I have read and discussed this Acceptable Use Policy (AUP is posted at [www.mdcacademy.org](http://www.mdcacademy.org)) with my child and agree to abide by the rules set forth in this document as well as other rules or guidelines which may be further defined in the MDCA student handbook.**

I have received, read, understand and agree to abide by the MDCA student handbook (posted at [www.mdcacademy.org](http://www.mdcacademy.org)) and its consequences.

I understand that from time-to-time my child's name may appear on the MDCA web-site, social media and publications.

During the school year our students have opportunities to travel by bus to other places for educational, athletic, or other purposes.

My child has permission to attend selected events away from the campus at MDCA while traveling on school buses and under the supervision of MDCA. I further understand I will be notified in advance of the trip planned.

Permission is hereby given to MDCA to use pictures of my children, their artwork, or their suggestions in publications such as newsletters, promotions, or newspapers, etc.

### **Electronic Resources Acceptable Use Policy for Students**

**Introduction:** Mount Dora Christian Academy now has three full time computer labs, a mini-lab in the Media Center, and numerous other computer stations throughout campus. Most of these stations are linked together via a local area network (LAN). Furthermore, Internet access is available to both our students and our staff. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communication.

The Internet is an electronic network of thousands of computers all over the world. Internet services provide access to electronic mail, public shareware of all types, many university and public card catalogs, and massive databases on computer networks at universities, government agencies, and private industry.

**Issues:** With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

We have taken the following measures to protect our school family from harm on the Internet.

1. Our internet access is filtered through the Lightspeed Rocket filtering system, which provides both automatic and customizable filtering of material such as pornography, hate literature, threatening material, etc.
2. No student is to have access to the Internet without the permission and supervision of an adult staff member in the room.
3. Each student will be instructed on the dangers of the Internet and will be taught safeguards they can use to protect themselves.
4. Particularly with younger students, much of students' Internet time will be guided; that is, teachers will "escort" them to sites that have been tested beforehand. This will not always be appropriate for older students, as a primary role of the Internet in education is that of research tool. Therefore, these students will be taught ways to avoid stumbling upon inappropriate material and what to do if such should happen.

However, **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 deciding whether to permit their children access to the Internet.

**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.

A. 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:

1) 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.

2) Network folders or other electronic file storage designations.

B. Unauthorized attempts to obtain access to restricted sites, servers, folders, files, databases, etc. are prohibited. This includes attempts to access other systems via any MDCA electronic resource. VPN apps usage is also prohibited.

C. 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.

D. 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. There may be exceptions to this in special cases, such as a student needing to make contact with a parent, but even these must have staff permission and supervision.

E. 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.

F. 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.

G. 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. H. 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.

I. All passwords must be kept private. No student shall give or receive another student's password.

J. Internet use for personal commercial enterprise and/or financial gain is prohibited.

K. Students shall not be allowed to make purchases over the Internet.

L. 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.

M. 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.

N. Computer viruses are prevalent and may cause severe damage to electronic resources. Two common ways that viruses are inadvertently transmitted are through 1) the sharing of infected removable storage media, such as thumb/flash drives, and 2) the downloading of files from Internet sources. Antivirus software is not a foolproof safeguard. Therefore, no user shall introduce any removable storage medium (such as a thumb/flash drives) from off campus or download files from the Internet without the permission of a knowledgeable staff member who can offer reasonable assurance that the medium or Internet source is “clean”. Questionable storage media should be scanned for viruses before use. If the integrity of any storage medium or Internet source is in question, it should be avoided. MDCA understands that it will be virtually impossible to avoid virus contamination completely, but all users must exercise every reasonable caution.

O. All users must show respect for others’ privacy by safeguarding the email addresses of their email correspondents. Your correspondents can become the victims of junk email campaigns (often referred to as “spamming”) if you share their email addresses with others. Do not give any person’s email address to another without the permission of the address owner.

P. 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.

1. Internet Copyright: Generally, anything on the Internet becomes copyrighted the moment it is posted. Generally, a user is in violation of this copyright the moment he/she uses such posted material without permission of the author. Some limited and temporary use of such material is considered “fair use” if a clear educational purpose can be shown, but even in such cases, 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.

2. 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.

3. Just as with traditional paper material, 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.

Q. 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.

**2. 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.

At such time should students be allowed to use wireless devices for the purpose of textbooks, testing, or research, each use of these type devices will be used accordingly keeping in line with this AUP. The use of cameras on wireless devices such as iPads, touchpads, iTouch, or smart phones is prohibited unless prior permission is given by a faculty or staff member. Connecting to the MDCA “wifi” system is only allowed by students under supervision. A Service Set Identifier (**SSID**) is the name of a wireless local area network (WLAN). Access to this SSID will be made available to students only through supervision and educational purposes. Attempting to access a SSID on campus without prior approval from a teacher or staff member is prohibited and could result in one losing their computer privileges.

**3. Netiquette:** All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting. Carefully proofread all messages before sending/posting them. Be sure you have said what you think you have said. Avoid sarcasm; written messages do not include visual and auditory clues as to your true meaning. Your words are more likely to be taken at face value. Writing messages in all caps is the email equivalent of shouting. Use caps sparingly. Use spell check. Use proper punctuation and capitalization. Do not flood a correspondent with follow-up messages if they fail to respond as quickly as you think they should. Take heed of other netiquette suggestions that arise from time to time.

**4. 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, 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.

**5. Security:** Security is a high priority on computer networks. If users identify a 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.

**6. 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.

7. 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. This is particularly true of the Internet, which seems to change before our very eyes. Therefore, this policy cannot and will not be a static document. It will be modified as our capabilities and the technologies themselves 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.**

**Each student and parent needs to read the ELECTRONIC RESOURCES ACCEPTABLE USE POLICY and agree, by signing this Standard of Conduct, that the terms and conditions will be followed. In addition, it needs to be understood that the student can lose computer privileges if the AUP is violated.**

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Sign

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Date

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Print Name

