



Mount Dora Christian Academy: Educating for Life and Eternity

# Elementary

Student  
Handbook

2018-19  
Academic Year



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**Mount Dora Christian Academy  
Established 1945**

**School Colors: Blue and White**

**School Mascot: Bulldogs**

School Address:  
301 W. 13th Ave.  
Mount Dora, FL 32757

Elementary Office:  
352.383.9915

Elementary Office Fax:  
352.383.0098

Principal:  
  
352.734.9007

Administrative Assistant:  
Karen Cockrell  
Ext. 9124

Administrative Assistant:  
Ashton Davis  
Ext. 9125



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

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

### **Our Mission**

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

### **Statement of Faith**

The Statement of Faith of Mount Dora Christian Academy & Children's Home (MDCA&CH), signed annually by each member of the Board of Trustees, administration, faculty, and staff, provides affirmation of biblical doctrine that is in concert with the message of God as reflected in the Bible and historic Christianity. The statement also defines the perspective that shapes the MDCA&CH experience. This Statement serves to insure ongoing faithfulness of the entire MDCA&CH community to God's purpose and will.

WE BELIEVE in one sovereign God, eternally existing in three persons: the Everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life.

WE BELIEVE that God, by His spoken word, created the Heavens and the earth for His own glory.

WE BELIEVE that God has revealed Himself and His truth in the created order, in the Scriptures as reflected in the Bible, and supremely in Jesus Christ.



WE BELIEVE the Old and New Testaments of the Bible are the sole inspired and authoritative word of God, accurate in all their principles, provide for all humankind absolute moral truths, and are “profitable for teaching, for reproof, for correction, and for training in righteousness so we may be complete, equipped for every good work” (2 Tim 3:16-17).

WE BELIEVE that God created man and woman in His own image, as free moral agents, distinct from all other living creatures. We believe they sinned by rebelling against God’s revealed will and thereby incurred both physical and spiritual death. Therefore, all humankind carries its own guilt of sin in thought, word, and deed.

WE BELIEVE in the existence of Satan, sin, and evil powers. All these have been defeated by God in the person of Christ on the cross.

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of a virgin, was true God and true man, existing in one person and without sin. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His presence there for us as Lord of all, High Priest, and Advocate.

WE BELIEVE that the Lord Jesus Christ died for our sins as a sacrifice, triumphing over all evil; those who believe and follow Him are justified by His shed blood and forgiven of all their sins.

WE BELIEVE that salvation is a free gift from God, undeserved and unearned through our good works; we are saved by God’s grace through faith in Jesus Christ. Faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism, and a life led by the Holy Spirit, manifesting the Spirit’s fruit.

WE BELIEVE that the Holy Spirit dwells within believers, convicts them of sin, guides them in understanding Scripture, empowers them for godly living, and equips them for service and witness.

WE BELIEVE that the church is the body of Christ and is composed of the communities of Christ’s people. The task of Christ’s people in this world is to be God’s redeemed communities that embody His love by worshipping God with confession, prayer, and praise in spirit and in truth; by proclaiming the gospel of God’s redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by submitting to the authority of the Bible, and the guidance of the Holy Spirit, rather than the dictates of man or



ecclesiastical order; by caring for all of God's creation; and actively seeking the good of everyone, especially the poor and needy.

WE BELIEVE that Jesus Christ will personally, visibly, and unexpectedly return in power and great glory. He will gather His people, raise the dead, judge the nations, and bring His Kingdom to fulfillment.

WE BELIEVE in the bodily resurrection of the just and unjust, to face a just and merciful God in final judgment.

WE BELIEVE in the inherent value of all humankind as God's beloved creation, and equality in honor, justice, and mercy for every person.

WE BELIEVE that beliefs are far more than intellectual affirmations. Our faith must impact our actions. Therefore, these faith statements will be guiding principles for decision making for both institutional direction and for each individual entrusted with responsibility within Mount Dora Christian Academy & Children's Home (James 2:14-17).

### **Accreditation**

MDCA is accredited through AdvancED, the parent organization governing the Southern Association of Colleges and Schools (SACS) and the National Christian School Association (NCSA). Accreditation ensures that an institution meets prescribed minimum standards, and that the institution demonstrates a commitment to providing quality educational programs with an emphasis on continuous improvement.

AdvancED accredits both private and public colleges and schools in 30 states and 65 countries. NCSA includes over 100 schools in 21 states. All of the schools have a strong relationship with the churches of Christ and are committed to academic excellence taught from the Christian worldview. The NCSA is a member of the National Council for Private School Accreditation and 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.



## Admission

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

- ◆ The application for admission,
- ◆ A transcript from the previous school showing current standardized test scores, and conduct record
- ◆ The recommendation form completed by the last school administrator
- ◆ Two character references from non-family members who know the applicant well
- ◆ A copy of the birth certificate,
- ◆ A current record of immunizations and vaccinations as required by Florida law (Florida Department of Health Form 680)
- ◆ The results of the admission test administered by Mount Dora Christian Academy.

Students may not be officially enrolled until all items are received and reviewed by the principal. Acceptance and proper class placement will be based on an evaluation of this information.

## Attendance

SCHOOL HOURS: 8:00 a.m. - 3:00 p.m. Mon, Tues, Thurs, Fri 8:00 a.m. - 2:00 p.m. Wed

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

- ◆ Illness of student
- ◆ Major illness in the immediate family of the student (Immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in



parentis, or a member of his own household).

- ◆ Death in the immediate family of the student
- ◆ Pre-arranged absences approved by the principal. Requests for such absences must be made at least three (3) days in advance of the absence.
- ◆ Subpoena or forced absence by any legal agency

All other absences from school shall be considered unexcused.

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

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

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

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

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

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



## Student Dress and Grooming Code

### General Guidelines

**Daily Attire** – Refers to the standard attire items which will be typically worn on Monday-Thursday of a routine school week.

**Dress Attire** – Throughout the school year, there are special occasions during which more formal attire is appropriate. Veteran’s Day, awards days, special assemblies and other similar events are examples of instances when a Dress Day will be called by the school.

**Spirit Days** – Throughout routine weeks during the school year, Fridays will typically be designated as Spirit Days. These more casual days are designed to promote school spirit and pride at MDCA.

**Other Days** – From time to time circumstances may warrant a variation from the above attire days. On school designated cold/inclement weather days, field days, etc., MDCA will communicate to parents and students any adjustments to the dress code.

### Vendor Information

Standard attire items in bold print should be purchased from our chosen vendor online or at the local storefront.

[www.dennisuniform.com](http://www.dennisuniform.com) 407-960-1788 or 800-854-6591

Dennis School Uniforms, 1101 N. Keller Road, Suite G3, Orlando, FL 32810

All other items may be purchased from the vendor of your choice.



Girls: Kindergarten through Second Grade

DAILY ATTIRE

- Shirts** white, black, blue, or gray polo with the MDCA logo
- Shorts** gray or black
- Skort** **Grant plaid pleated or tab front, gray pleated;** *solid black or white leggings/tights\* may be worn underneath*
- Pants** gray or black
- Dress** **polo style dress (royal blue);** *black bike shorts\* are required underneath*
- Belt\*** solid black; non-adorned
- Socks\*** white, black, or gray; crew, knee, or no-show
- Shoes\*** athletic (sneaker, tennis) predominantly white, black or gray

DRESS ATTIRE

- Jumper Blouse** **Grant plaid;** *black bike shorts\* are required underneath*  
**white with Peter Pan Collar**
- OR**
- Pants** gray
- Polo** **royal blue with MDCA logo**
- Belt\*** solid black; non-adorned
- Socks\*** ankle or knee socks (white or black); or tights (white or black)
- Shoes\*** athletic (sneaker, tennis) predominantly white, black or gray or black dress flat (preferred)
- Hair Accessories \*** white, black, blue, gray or Grant plaid

\*These items may be purchased from the vendor of your choice.



## OUTERWEAR

**Black or Blue Full Zip Hoodie with MDCA logo**

**Black Quarter Zip Pullover with MDCA logo**

**Black or Blue Fleece with MDCA logo**

**Black Cardigan with MDCA logo**

## SPIRIT DAY ATTIRE

**Tops:** School issued t-shirts or polos are acceptable on spirit days. Shirts purchased on campus from the MDCA store or at the official MDCA online store are also acceptable.

**Bottoms:** Jeans, khaki-style pants, capris, skorts, skirts, dresses and MDCA uniform shorts are acceptable. Athletic shorts or pajama pants are not acceptable. Pants should not have holes or be torn, however, fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. Leggings, tights or yoga pants may only be worn beneath a skirt or dress that otherwise meets the dress code. Oversized or baggy pants (gothic or gang-like) are not appropriate for school or school activities. Pants should be worn at the natural waistline. Pants or skirts may not have writing or other adornment across the backside.

**Footwear:** Shoes must be worn at all times and should have an enclosed heel or strap. Flip flops, house slippers and slides should not be worn.

**General:** Any article of clothing that does not uphold the values of the school may be deemed inappropriate at the discretion of the administration.



Girls: Third through Fifth Grade

DAILY ATTIRE

<b>Shirts</b>	<b>white, black, blue, or gray polo with the MDCA logo</b>
<b>Shorts</b>	<b>gray or black</b>
<b>Skort</b>	<b>Grant plaid pleated or tab front, gray pleated; solid black or white leggings/tights* may be worn underneath</b>
<b>Pants</b>	<b>gray or black</b>
<b>Belt*</b>	solid black; non-adorned
<b>Socks*</b>	white, black, or gray; crew, knee, or no-show
<b>Shoes*</b>	athletic (sneaker, tennis) predominantly white, black or gray

DRESS ATTIRE

<b>Skort</b>	<b>Grant Plaid, pleated or tab front ; solid black or white leggings/tights* may be worn underneath</b>
<b>OR</b>	
<b>Pants</b>	<b>Gray</b>
<b>Top</b>	<b>White button down with MDCA logo; girls may wear the girls' fit blouse untucked or the unisex button down tucked in.</b>
<b>Belt*</b>	solid black; non-adorned
<b>Socks*</b>	ankle or knee socks (white or black); or tights (white or black)
<b>Shoes*</b>	athletic (sneaker, tennis) predominantly white, black or gray or black dress flat (preferred)
<b>Hair Accessories*</b>	white, black, blue, gray or Grant plaid

\*These items may be purchased from the vendor of your choice.



## OUTERWEAR

**Black or Blue Full Zip Hoodie with MDCA logo**  
**Black Quarter Zip Pullover with MDCA logo**  
**Black or Blue Fleece with MDCA logo**  
**Black Cardigan with MDCA logo**

## SPIRIT DAY ATTIRE

**Tops:** School issued t-shirts or polos are acceptable on spirit days. Shirts purchased on campus from the MDCA store or at the official MDCA online store are also acceptable.

**Bottoms:** Jeans, khaki-style pants, capris, skorts, skirts, dresses and MDCA uniform shorts are acceptable. Athletic shorts or pajama pants are not acceptable. Pants should not have holes or be torn, however, fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. Leggings, tights or yoga pants may only be worn beneath a skirt or dress that otherwise meets the dress code. Oversized or baggy pants (gothic or gang-like) are not appropriate for school or school activities. Pants should be worn at the natural waistline. Pants or skirts may not have writing or other adornment across the backside.

**Footwear:** Shoes must be worn at all times and should have an enclosed heel or strap. Flip flops, house slippers and slides may not be worn.

**General:** Any article of clothing that does not uphold the values of the school may be deemed inappropriate at the discretion of the administration.



Boys: Kindergarten through Second Grade

DAILY ATTIRE

<b>Shirts</b>	<b>white, black, blue, or gray polo with the MDCA logo</b>
<b>Shorts</b>	<b>gray or black</b>
<b>Pants</b>	<b>gray or black</b>
<b>Belt*</b>	solid black; non-adorned
<b>Socks*</b>	white, black, or gray; crew, or no-show
<b>Shoes*</b>	athletic (sneaker, tennis) predominantly white, black or gray

DRESS ATTIRE

<b>Pants</b>	<b>gray</b>
<b>Polo</b>	<b>royal blue</b>
<b>Belt*</b>	solid black; non-adorned
<b>Socks*</b>	white, black, or gray; crew, or no-show
<b>Shoes*</b>	athletic (sneaker, tennis) predominantly white, black or gray or black dress shoe (preferred)

\*These items may be purchased from the vendor of your choice.

OUTERWEAR

- Black or Blue Full Zip Hoodie with MDCA logo**
- Black Quarter Zip Pullover with MDCA logo**
- Black or Blue Fleece with MDCA logo**
- Black Cardigan with MDCA logo**



## SPIRIT DAY ATTIRE

**Tops:** School issued t-shirts or polos are acceptable on spirit days. Shirts purchased on campus from the MDCA store or at the official MDCA online store are also acceptable.

**Bottoms:** Jeans, khaki-style pants, capris, skorts, skirts, dresses and MDCA uniform shorts are acceptable. Athletic shorts or pajama pants are not acceptable. Pants should not have holes or be torn, however, fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. Leggings, tights or yoga pants may only be worn beneath a skirt or dress that otherwise meets the dress code. Oversized or baggy pants (gothic or gang-like) are not appropriate for school or school activities. Pants should be worn at the natural waistline. Pants or skirts may not have writing or other adornment across the backside.

**Footwear:** Shoes must be worn at all times and should have an enclosed heel or strap. Flip flops, house slippers and slides may not be worn.

**General:** Any article of clothing that does not uphold the values of the school may be deemed inappropriate at the discretion of the administration

Boys: Third through Fifth Grade

### DAILY ATTIRE

<b>Shirts</b>	<b>white, black, blue, or gray polo with the MDCA logo</b>
<b>Shorts</b>	<b>gray or black</b>
<b>Pants</b>	<b>gray or black</b>
<b>Belt*</b>	solid black; non-adorned
<b>Socks*</b>	white, black, or gray; crew, or no-show
<b>Shoes*</b>	athletic (sneaker, tennis) predominantly white, black or gray



### DRESS ATTIRE

**Pants** gray  
**Shirt** white button-down shirt with MDCA logo  
**Tie** Grant plaid; traditional or bow

**Belt\*** solid black; non-adorned

**Socks\*** white, black, or gray; crew, or no-show

**Shoes\*** athletic (sneaker, tennis) predominantly white, black or gray or black dress shoe (preferred)

\*These items may be purchased from the vendor of your choice.

### OUTERWEAR

**Black or Blue Full Zip Hoodie with MDCA logo**

**Black Quarter Zip Pullover with MDCA logo**

**Black or Blue Fleece with MDCA logo**

**Black Cardigan with MDCA logo**

### SPIRIT DAY ATTIRE

**Tops:** School issued t-shirts or polos are acceptable on spirit days. Shirts purchased on campus from the MDCA store or at the official MDCA online store are also acceptable.

**Bottoms:** Jeans, khaki-style pants, capris, skorts, skirts, dresses and MDCA uniform shorts are acceptable. Athletic shorts or pajama pants are not acceptable. Pants should not have holes or be torn; fray that does not expose skin is acceptable. Shorts, pants and jeans should have a finished hem. Leggings, tights or yoga pants may only be worn beneath a skirt or dress that otherwise meets the dress code. 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.

**General:** Any article of clothing that does not uphold the values of the school may be deemed inappropriate at the discretion of the administration



### **Additional Guidelines**

- ◆ Undershirts are permissible provided that the following guidelines are met: Must not have writing that is visible through the outer shirt. Long sleeve undershirts may be white or match the color of the outer shirt.
- ◆ Unisex polos and button downs may be worn by males or females.
- ◆ All standard attire items must be the appropriate size (e.g., not excessively tight or baggy) and must be in good repair (no rips, tears, excessive stains, etc.). Any alterations should not compromise the basic integrity of the garment.
- ◆ Black, non-ornamental belts must be worn with uniform shorts or pants.
- ◆ Shirts must be neatly tucked at all times during routine school day activities.
- ◆ Socks must be worn with athletic or dress shoes.
- ◆ Students are encouraged to write their names inside all standard attire clothing items.

### **Grooming**

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

Boys' hair must be clean cut. The eyebrow, ear and collar must be exposed.

Hair styles that are extreme in nature (spikes, mohawks, close-shaved styles for girls, decorative shaves, dreadlocks, etc.) are not permitted.

Hair coloring, other than that which is naturally occurring, is not permitted. On special days, temporary hair coloring may be approved by the principal.

Hats, scarves or other head coverings are not permitted during the school day.

Boys may not wear earrings.

Tattoos, permanent or temporary, are not permitted.

Jewelry, bags or backpacks with slogans or emblems that do not conform to the values of Mount Dora Christian Academy are not permitted.

During water activities, boys may wear shorts or swim trunks. A tee shirt must be worn at all times. Girls may wear a bathing suit, however, shorts and a tee shirt must be worn at all times.



## Campus Traffic

### Morning Drop-Off

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

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

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

### Afternoon Pick-Up

- ◆ The pick-up lanes must be clear for thru traffic until 2:15 (1:15) on Wednesday. Please do not park in the pick-up lanes prior to this time.
- ◆ The campus Speed Limit is 13 MPH. Please observe the speed limit for the safety of everyone.
- ◆ Please obey all traffic directors.
- ◆ Vehicles may occupy all three lanes when parking in the pick-up area during afternoon pick-up.
- ◆ Students will be on the sidewalk in front of the elementary building supervised by their teachers.
- ◆ Automobile engines should be turned off when stopped in one of the lanes in front of the school.



- ◆ After all traffic has stopped moving and the traffic monitor blows the whistle, parents may cross to the sidewalk to locate their children. No child will be allowed to go to his or her car until all traffic has stopped and the whistle has blown.
- ◆ Leaving the car door open is sign to the traffic director that your child is not in the car and that it is not safe for traffic to begin moving.
- ◆ Traffic may not move as long as there are students in the traffic lanes. It is imperative that drivers wait for the traffic monitor to give the signal before any vehicles begin moving.
- ◆ Students are not permitted to walk up the hill to a waiting vehicle that has not crossed into the pick- up area.

### **Walkers**

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

### **Leaving Campus**

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



## Field Trips

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

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

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

## Student Health

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

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

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



Medication required during the school day must be delivered to the school nurse by the parent. The nurse will administer the medication as directed. The medication must be in the pharmacy container labeled with the prescription. The prescription must have the student's name on it. This includes inhalers and epi pens.

Over the counter medication may be administered but must be in the original packaging and accompanied by a note from a medical professional.

No student should have any medication in his/her possession while at school, this includes cough drops, lozenges and topical creams or ointments.

Sunscreen and insect repellents are considered medication and should be applied at home as needed.

### **Accidents**

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

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

### **Lunch**

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

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

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



## Grades and Reports

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

## Grading System

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

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

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

## Promotion Requirements

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

- ◆ the student's grades in all other core subjects are at or above 70%
- ◆ the student scores above the 50th percentile on the MAP assessment in the deficient subject area prior to the start of the next school year
- ◆ Occasionally the teacher and/or parent may feel that retention is in the student's best interest even when passing grades have been obtained. In such cases, all interested parties will meet with the School Principal to determine the best course of action in the best interest of the student.



## Homework

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

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

Students are expected to

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

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

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



## Media Center

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

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

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

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

## Extended Care

- ◆ No students may be on campus without the supervision of a parent or staff member. Students who arrive before 7:45 or who have not been picked up at the end of the daily pick up time will be sent to the extended care room. They will be cared for there until a parent or designated adult arrives.
- ◆ Before School Care is available Monday-Friday beginning at 7:00 a.m. In Room 105. The cost is \$5.00 per day or \$15.00 per week and will be added to the parent's FACTS account. For families with multiple children, the cost is \$10.00 per week for each child after the first.
- ◆ After School Care is available Monday-Friday from school dismissal until 6:00 p.m. The cost is \$15.00 per day or \$65.00 per week. A multiple child discount of 10% is given for each child after the first. There is no charge for extended care on early dismissal days provided the student is picked up by the regular dismissal time (3:00 p.m.) After 3:00 the regular daily charge will apply.
- ◆ Please inform your child's teacher if he or she is to be in after school care.
- ◆ Enrollment forms are available in the school office or on the school website.



## Communication & Publications

- ◆ RenWeb: Parents may access grades, attendance and conduct reports online in real time
- ◆ Word to Parent: A weekly newsletter issued to students in grades K-5 each Friday
- ◆ The Monday Run Down e-news is published every Monday with dates and announcements for the upcoming week
- ◆ The school website [www.mdccademy.org](http://www.mdccademy.org) is available for additional school information.
- ◆ Follow us on Facebook and Instagram

## Custodial Concerns

In any family experiencing a transition in parental custodial relationships, the following guidelines will apply:

- ◆ In two-parent families, we will assume that both parents live at the same address unless otherwise notified. It is assumed that parents are communicating regarding their child and that all information, including but not limited to, conference appointments, report cards, school activities, discussions with school personnel and financial obligations.
- ◆ In families that reside in separate households, all paper communication and student work will be sent home with the child to the parent with physical custody. It is assumed that this is shared by and between the parents.
- ◆ In families separated by divorce, the principal should be notified of the parenting plan and/or court ordered custody. A copy of the court order must be on file in the school office. Unless the court has ordered otherwise, all paper communication will be sent home with the child to the custodial parent. The custodial parent is asked to share this information directly with the non-custodial parent unless there is a court order that states otherwise.
- ◆ If no court order has been presented that limits a non-custodial parent's rights to access, the school will provide access to digital communications including the RenWeb software.
- ◆ It is preferred that parent conferences be conducted with both parents present to avoid miscommunication or misunderstanding. It is assumed that parents will be able to set aside their differences and come together on behalf of their child(ren).
- ◆ School personnel will not discuss any school or health concerns with other parties, including grandparents, family members, spouses of parents, etc, unless a Release of Information form has been signed and returned to the school office.
- ◆ Financial information may only be released to the parent listed in the RenWeb software as the "financially responsible" parent except under court order.



## Student Discipline

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

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

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

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

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

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



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

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

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

### **Electronic Devices and Cell Phones**

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

Students in possession of a cell phone, tablet or other device, may not use it during the school day, including on the sidewalk during parent pick-up. It should be understood by the parent that the phone is considered the sole property of the student and therefore not the responsibility of MDCA in the case of loss or damage and that the school reserves the right to confiscate cell phones used in a way that is not in accordance with school rules. Furthermore, any student found with inappropriate content on a cell phone or other device will face disciplinary action.



### **Off-Limits Areas**

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

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

### **School Property**

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

Likewise, we make every effort to be good stewards of the resources given to us for use in the classroom. Students will be held responsible for damage to books and/or classroom materials and furnishings.

### **Lost and Found**

Any article found on campus should be turned in to the school office. Parents and students are invited to stop by during business hours to retrieve lost items. Unclaimed articles will be taken to the variety shop periodically.



## **Visitors**

Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the school office and obtain a visitor's pass. A government-issued photo I.D. will be required.

## **Representing the School**

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

## **Parent Expectations**

Fulfilling the mission of Mount Dora Christian Academy involves working closely with parents in the overall Christian education of students. MDCA regards the school-parent relationship as a partnership rather than one of a client and provider. As a result, parents enrolling their children (and in order to remain enrolled) agree to support and cooperate with MDCA in the education of their child(ren) and to support the educational philosophy of the school, including instruction delivered with a Biblical worldview.

Any parent demonstrating a lack of support for this philosophy or the partnership between the school and the home, must understand that the school administration has the right, at their sole discretion, to discontinue the enrollment of the student. If any parent files a lawsuit against the school or threatens to do so, the student will be withdrawn from the school until the matter is settled.

In order to maintain a positive campus culture, it must be rooted in mutual trust stemming from clear expectations. Should any parent, step-parent, family member or an individual in a significant relationship with either parent, disrupt the positive culture by failing to act in a way that supports the culture of the school, they may jeopardize the continued enrollment of their child. Some examples of unacceptable parent behavior include treating school personnel with disrespect, treating other parents or students with disrespect, failing to support school disciplinary measures, spreading negativity or gossip within the greater school community, inhibiting the work of educators by being unduly involved in the daily operations of the school or classroom and failing to follow processes for conflict resolution.



It is the desire of MDCA administration, faculty, and students to reach the level of spiritual maturity where conduct and attitudes are directed by sensitivity to God's word. Typically, if a student's desire is to do what is right at all times, he will seldom find a rule offensive or hard to keep. By enrolling at MDCA, each student is pledging himself/herself to live according to the purposes and regulations of MDCA.

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

If, after learning what is expected of students and families at MDCA, you find that you are not in harmony with the principles and purposes and cannot wholeheartedly support them, you are urged to go to some member of the staff who will give a sympathetic hearing to your difficulties. If you find you are still out of harmony with these purposes and cannot cooperate in the support of them, you are urged to seek another school wherein you can be happy.

### **Conflict Resolution**

During the course of a school year, misunderstandings or conflicts may arise. This is often a result of a lack of communication between those involved. The following process should be followed to help all parties achieve a mutually satisfying resolution:

- ◆ All questions, concerns and complaints should be brought directly to the teacher or coach before anyone else is involved.
- ◆ If the situation cannot be resolved between the parent and the coach/teacher, both parties should request a second meeting that includes the principal, an assistant principal, department head or athletic director depending upon the situation.
- ◆ If the first two steps have been followed and no resolution reached, the problem may then be brought to the Head of School who will seek to bring the parties together to reach a mutual consensus.
- ◆ Only after following the aforementioned steps, if the problem has not been resolved, the problem may be presented to the President of Mount Dora Christian Academy and Children's Home.



The system is in place to ensure that all parties are treated fairly and that the good reputations of all parties are protected. All school administrators and senior staff are committed to this procedure, therefore, when approached by an individual with a concern, they will first seek to ensure that the initial steps have been followed in order to protect the integrity of the process.

Parents are asked to be mindful of the setting in which concerns are expressed. School activities, athletic events, the student pick-up area, etc. are not appropriate venues for expressing questions, concerns or complaints.



## Acceptable Use of Electronic Resources

As a part of the prescribed curriculum, the school may give students the use of computers, tablets and other electronic devices. Student behavior and language should follow the same rules as those followed in the classroom and elsewhere on campus. Students who sign the Acceptable Use Agreement agree to the following:

- ◆ Students will use electronic resources only for schoolwork as directed and approved by the teacher and not for any other reason.
- ◆ Students use electronic resources only for schoolwork as directed and approved by the teacher and not for any other reason.
- ◆ Students will protect their password and will only use their own password,
- ◆ Students may not enter any personal information on any site without teacher approval including but not limited to addresses, phone numbers, school location or other personally identifiable information.
- ◆ Students will not upload, link or embed photos of themselves or any other student(s).
- ◆ Students will use games or other resources that contain content which does not align with the values of MDCA.
- ◆ Students will not use electronic resources to annoy, be mean to, frighten, tease or poke fun at others. Students will refrain from profanity or other rude language.
- ◆ Students will not use electronic resources to bully or threaten anyone, including teachers, schoolmates or other children.
- ◆ Students will not attempt to view, send or upload material that is offensive to another's race, religion or gender.
- ◆ Students will protect electronic resources from damage.
- ◆ Students will respect copyright laws and will not take credit for the work of others.
- ◆ If a student encounters a problem, he or she must not try to fix it alone but should, instead, seek the help of an adult. If the problem is an inappropriate image, the student should immediately turn off the monitor and then seek help.
- ◆ Students will not block or interfere with school communications.
- ◆ Computer, tablet or other device use is not private. Teachers may request to see what the student is viewing at any time.
- ◆ Appropriate use of electronic devices extends outside of school hours and consequences may be delivered at school for inappropriate use.



**Acknowledgements:**

Please sign and return this page to the classroom teacher by the end of the first week of school.

---

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parents,

The following permissions are required for admission to Mount Dora Christian Academy. Please initial each one and provide your signature.

\_\_\_\_\_ I have read, understand and agree to abide by the policies found in the student handbook of Mount Dora Christian Academy (MDCA).

\_\_\_\_\_ I have discussed the Electronic Resources Policy with my child and the importance of adhering to the policies.

\_\_\_\_\_ During the school year students have opportunities to travel by bus for educational activities and performances. I understand students are to ride the school bus from school to the field trip and that students may be signed out and transported from the field trip by a parent or designated adult family member. They will not be permitted to ride in other cars unless their adult family member is with them or a waiver has been signed in advance of the field trip.

\_\_\_\_\_

Parent or Guardian

\_\_\_\_\_

Date

The following permissions are not required for admission, however, we request your full cooperation. Please indicate yes or no on the line next to each one and provide your signature at the end.

\_\_\_\_\_ I give permission to Mount Dora Christian Academy to use pictures, the likeness or voice of my child in publications such as newsletters, promotions, newspapers and electronic media in accordance with the Acceptable Use Policy.

\_\_\_\_\_ My child has permission to attend events away from the campus under the supervision of a staff or faculty member. I understand I will be notified in advance of the trip.

\_\_\_\_\_

Parent or Guardian

\_\_\_\_\_

Date



**Acknowledgements:**

Please sign and return this page to the classroom teacher by the end of the first week of school.

---

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

**Electronic Resources Acceptable Use Agreement**

1. I will use electronic resources only for schoolwork as directed and approved by the teacher and not for any other reason.
2. I will use electronic resources only for schoolwork as directed and approved by the teacher and not for any other reason.
3. I will only use my own password and I will not tell anyone else my password.
4. I will not put my name, address, phone number or any other information about myself on the internet.
5. I will not link, upload or embed pictures of myself or anyone else without permission.
6. I will not use games or other resources that have inappropriate content.
7. I will not use the computer, a tablet, phone or other device to annoy, be mean, frighten, embarrass or tease others. I will not use profanity or other rude language.
8. I will not try to view, send or upload anything that says bad things about a person's race, religion or gender.
9. I will protect all devices from damage.
10. I will only put my name on work that is mine.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image, I will turn off the monitor and then seek help.
12. I will not block anything from the school.
13. I know that my teacher may look at anything I am looking at or working on. If I refuse to allow a teacher to see what I am doing, I may lose my computer privileges.
14. I know that I am expected to follow these rules even when I am not in school. If I break these rules I may face a consequence at school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date