

- Quiet and orderly conduct is to be maintained in the hallways.
- Students are not allowed to be alone in any area of the building or grounds without permission.
- No food or snacks are allowed outside of designated areas. No gum or candy is allowed in the building without permission.
- No *Barbie*-style fashion dolls, *Pokémon* paraphernalia, sports, rock and roll, pop, or country entertainers, “super” heroes, fantasy or science fiction style action figures are permitted (this listing is not exhaustive--more names could be added, but this means anything that falls in this category). This includes, but is not limited to, their action accessories, book bags, school supplies, lunch kits, jewelry, comic books, trading cards, or clothing.
- No personal toys are to be brought to school, unless the teacher authorizes them for some class activity (e.g., “show and tell”). No toy guns, knives, or swords are permitted.
- No computer games (including the *Game Boy* type games) are permitted. This includes their magazines and accessories.
- No personal tape or CD players (please leave all expensive or breakable personal items at home, unless authorized by the teacher).

Parents, please remember that just as MPBCCA seeks wholeheartedly to assist you in the goals you have for your children, we request that you assist us in our goals for student conduct by supporting the spirit of these standards in the eyes of your children and other parents. Any questions regarding school standards, personnel or overall operations should be brought to the attention of the Academy Director.

Attendance at Mount Pleasant Baptist Church Christian Academy is a privilege—not a right.

MPBCCA reserves the right to deny admission to any individual and/or dismiss students who cannot benefit by their enrollment in the Academy on the basis of:

- Either a history of poor academic performance,
- Special education needs for which expertise is needed are not available among the MPBCCA faculty/staff—those with special education needs must submit documentation beforehand so that we can determine enrollment.
- Consistent failure to cooperate with the standards set by the school,
- An extenuating poor health situation which the MPBCCA staff is not capable of monitoring,
- Or a philosophy/religion not in harmony with that of Mount Pleasant Baptist Church and Christian Academy.

The parent conference shall take place as soon as reasonably possible following the recommendation of the suspension. In severe cases a suspension that exceeds 3 days, a parent conference shall take place no later than the second day of the suspension, unless both parties agree otherwise.

The Academy Director shall report the suspension and the reason for the suspension to the Chair of the Board of Directors ministry, Director of Administration and Children’s Pastor as soon as reasonably possible.

EXPULSION

The Academy Director may propose to expel any student whose misconduct, disobedience is in violation of the Code of Student Conduct and is serious enough to warrant such a sanction. Upon proposal, the students file and reason (s) for expulsion is sent to the Board of Directors. The Board of Directors ministry, or its designates) will meet within seven school days of the expulsion with the Academy Director and Parent/Guardians to hear the expulsion proposal. If the parents elect not to come, the hearing will still be held. After the Board Members hear the case, then an official vote will take place and a written notice will go out immediately from the Board Chair notifying whether the proposal was upheld and or it was recent and the terms of the resend.

Expulsions are effective upon the affirmative vote of a majority of the Academy Board ministry. Expulsions are permanent unless the Board of Directors specifies a period for the expulsion at the time the Board of Directors votes on the expulsion.

In addition, in severe cases whereas the student’s behavior is so egregious (possession fire arms, possession of drug paraphernalia, threatening or physically harming faculty/staff, other students or themselves) or endangers faculty, staff, other students or themselves; The Senior Pastor or his designates may propose to remove the student(s) effectively immediately. This process is only done in extreme situations.

DRESS CODE

Mount Pleasant Baptist Church Christian Academy's desire is to develop in each young person a Biblical sense of God's purpose regarding dress. Biblically speaking, dress should be a declaration of godly character, not merely a forum for self-expression. The dress code is designed to reflect the consistency and modesty befitting students of a Christian school.

All students must wear the school uniform. Specific details will be given to parents in a separate letter.

1. Dresses must be knee-length.
2. Hair is to be clean, well groomed and kept away from the eyes.
3. No caps or hats are to be worn in the building.
4. The wearing of jewelry should be modest and appropriate to the child's age and grade level. No necklaces, long or dangling earrings (female students), or large rings or such jewelry are permitted as these could be pulled during activities, causing injury. In addition, we ask that all female students refrain from wearing other visible piercing (outside of earrings) such as lip, eyebrow, tongue and hands. We also ask that all male students refrain from wearing earrings and other visible piercing such as eyebrows, tongue, or hands.
5. Appropriate shoes (no open toes, sandals, etc.) and socks must be worn at all times.
6. Please refer to *Code of Conduct*— no “super” heroes, etc.

TEXTBOOKS AND SUPPLIES

Parents are responsible for replacing individual textbooks that may be lost so that instruction will not be hindered. A supply list will be made available prior to the opening of school. All student supplies should be purchased by opening day.

There are certain supplies that parents are responsible for purchasing. All supplies or lunch boxes must be free of symbols and slogans defined in the *Code of Conduct* stated on pages 10 and 11.

CONSEQUENCES OF RULE INFRACTIONS

FIRST OFFENSE: Verbal warning about rule violation
SECOND OFFENSE: Written note or telephone call to parent
THIRD OFFENSE: Referral to Academy Dir./Parent Conference

In addition to the policy, when it is determined by the administration that a child's attitude is not in accordance with school policies or principles, the child will be subject to In or Out of school suspension. In the event of In or Out of School suspension, the parent will be notified. A child may be suspended whenever the general welfare of the school demands it. In order to return to school, both parents and child must schedule a conference with the director and teacher, at which time, the student will be placed on probation. The terms will be given to the parents, and a copy will be placed in the student's file. If the director and the Academy Board feel the situation has not changed within the agreed period of time, parents will be asked to withdraw the child from school.

Students who commit the following offenses are subject to suspension and/or expulsion:

- Truancy
- Profanity and obscene or suggestive gestures
- Willful destruction of property, theft, or vandalism
- Possessing weapons
- Improper behavior in any assembly or school sponsored activity
- Cheating or lying
- Fighting, Verbal and Written Disrespect
- Wearing or displaying satanic or occult symbols
- Or any other behavior that adversely affects the safety of students/staff and integrity of the Academy .

SUSPENSION/EXPULSION POLICY

SUSPENSION

Suspension is or can be imposed once a student breaks the Code of Conduct and is serious enough to warrant such a sanction. The Academy Director has the right to immediately suspend a student for violation of any of the Code of Conduct. Upon suspension, the Academy Director shall immediately notify the parent and/or guardian that their child has been placed on suspension.

MPBCCA will not assume responsibility for those students who are not enrolled in the program. There will be a charge of \$5.00 per minute for children picked up after 6:00 p.m. and a penalty fee of \$60.00 in addition to the \$5.00 per minute assessed at 6:10 p.m. for late pick up. **The \$5.00 per minute continues until the child is picked up. This is a per child fee.**

Before and After School Care payments are paid along with tuition payments. **Single Day Extended Care** is \$15.00 for Before School Care and \$15.00 for After School Care. This fee is paid each time the service provided.

GENERAL CLASSROOM RULES

1. Students must always show consideration for others.
2. Students must always show respect for all adults: teachers, school staff and parents of classmates. Disrespect of authority will result in immediate discipline.
3. All talking is to be done in a conversational tone. Students are expected to listen patiently to others and get permission to speak in advance by raising their hand and waiting for the teacher to recognize them. When classroom talking is permitted, only quiet talking will be allowed. When a teacher or teacher assistant turns out the lights in a room, that is the signal for all talking to cease immediately.
4. No rowdiness or boisterous behavior is allowed in the building. Students are expected to enter the classroom, put away their things, sharpen pencils, and take their seats quietly.
5. Students are not to distract or disrupt the normal orderliness or function in the classroom (no passing notes, throwing of objects, shouting, etc.)
6. All recurring and/or unusual disciplinary problems will be brought to the director, who will then contact the parents.
7. Class assignments are to be turned in promptly.
8. All students must stay in their assigned area during class and day-care times. Permission for a student to do otherwise must be obtained from the teacher in advance.

This is not a comprehensive listing. Other classroom rules may be made at the discretion of the teacher or director as warranted.

ATTENDANCE POLICY

Students are expected to report to school on time every day. **Class begins at 8:30 a.m.** In the event a student is absent from school:

- A. Parent must call and notify the school
- B. **Student must bring a written excuse** upon returning to school stating:
 1. Date of absence
 2. Reason for absence
 3. Signature of parent or guardian

Possible consequences of excessive absences:

- A. Students must make up necessary work if absent.
- B. Students will be given time to make up missed assignments at the teacher's discretion.
- C. Excessive absences **may affect your child's grade.**
- D. More than seven consecutive absences in any one quarter will be considered excessive.

State law requires schools to keep accurate attendance records, including both excused and unexcused absences.

Examples of excused absences are listed below:

- Illness or injury
- Death in the family
- Doctor or dental appointment
- Court or administrative proceeding
- Educational opportunity
- Family emergency
- Religious observance

Listed below are examples of unexcused absences:

- Skipping school or cutting class
- Failure to notify school of absence

Tardiness:

Tardiness hinders academics and leads to bad work habits.

Students should arrive no later than 8:20 a.m. Late arrival due to “heavy traffic” is considered “unexcused.” Only when there is either an accident or poor driving conditions (e.g., ice) will travel difficulty be considered “excused.”

Unexcused Tardiness Policy:

After each three (3) unexcused tardies in one grading period, parents will be notified that further unexcused tardiness may result in make up work and a parent conference will be required.

Planned Absences:

For planned absences, parents should send written notice to the office. Assignments will then be given to the student to complete per the teacher’s direction.

ANY STUDENT WHO HAS CONTRACTED OR BEEN EXPOSED TO A CONTAGIOUS ILLNESS OR WHO DEVELOPS A FEVER SHALL NOT BE ALLOWED IN CLASS. Illnesses such as but not limited to:

- Strep throat
- Acute and/or severe viral infections
- Measles
- Chicken pox
- Pink eye
- A confirmed case of head lice or ringworm and any sickness accompanied by a fever have the potential to spread rapidly, especially among young children.

When illness causes a student to be absent for more than one week, a physician’s note stating that he or she has completely recovered and/or is not contagious will be required for readmission to class.

There is no monetary credit given for absences. The total monthly installment must be paid on time even if your child is absent because of illness.

PLAYGROUND SAFETY RULES

- Do not climb the fence.
- No fighting.
- Shoes must be worn at all times.
- Follow the teacher’s directions.
- No food or candy is allowed on the playground, except with the teacher’s permission and supervision.
- No throwing of any objects on the playground (rocks, sticks, bark, etc.)
- There is to be no playing on the playground equipment before, during, or after school without staff supervision.

CODE OF CONDUCT

The Word of God is filled with principles governing every area of life. The Book of *Proverbs* alone is a wealth of precepts that greatly affect the course and outcome of individuals who follow God’s plan. These Biblical principles motivate and guide the standard of the Code of Conduct at Mount Pleasant Baptist Church Christian Academy.

Recognizing the Biblical role and responsibility of parents, MPBCCA will operate as an extension of parental authority, NOT in place of parental authority.

When a problem surfaces, the teachers and administration will act through parental consultation and cooperation. If the situation continues, other measures may be required, including requesting that a parent visit the school to discipline his/her child in the manner he/she deems fit. **Parents enrolling their children in Mount Pleasant Baptist Church Christian Academy do so with the understanding that their support in this matter is a requirement-not an option.**

Outward conformity to rules does not necessarily indicate true, heartfelt obedience. Yet, obedience needs a standard of behavior from which to operate. Therefore, the following standards have been established:

- Students are expected to refrain from any form of foul language.
- Courtesy is required at all times.
- No boisterous classroom behavior is permitted. “Horseplay” is the cause of many avoidable accidents.

SCHOOL DAYS

The MPBCCA academic day begins at 8:30 a.m. and ends at 3:00 p.m. Students must be picked up by 3:15 p.m. Those students who are not picked up by this time will be directed to the After School Care program and a \$15.00 fee will be assessed for each single day of extended care.

Children will be released only to their parents, legal guardian, or those listed on the emergency form and have appropriate Academy ID. **A written request must be submitted to the office by the parent or guardian for the child to be released to any person whose name is not listed on the emergency form.**

SCHOOL CALENDAR

The Academy calendar is published separately. It is included in registration materials. Extra copies may be obtained from the school office. Updates and changes to the calendar will be published in the academy newsletter.

SCHOOL CANCELLATIONS

Unless otherwise announced, MPBCCA operates on the same inclement weather schedule as the Fairfax County School System. Please tune to your local radio and television stations for school closings or delayed arrivals.

Certain conditions (heating or air conditioning failure, unplowed parking lot, etc.) may, in the administration's discretion, necessitate a school and/or extended closing, even if other schools or the Federal Government remains open. This decision to close would be announced via phone and/or WTOP-1500AM, 107.7FM.

BEFORE AND AFTER SCHOOL PROGRAM

To accommodate MPBCCA parent's schedules, we offer a Before and After School Care Program. The Before School Care hours are from 6:30 - 8:30 a.m. The hours of After School Care are from 3:00 - 6:00 p.m. Students arriving before 8:15 a.m. or remaining after 3:15 p.m., must be registered in this program.

BIBLE

The Bible is of *primary* importance at the Academy. All academic subjects are taught from a biblical perspective. Daily Bible lessons, along with Bible memorization assignments and weekly chapel are the foundation and cornerstone of our academics.

GRADE SCALE

Report cards will be issued at the end of each nine-week period. To keep parents informed mid-quarter progress reports will be sent home or conferences may be scheduled as deemed necessary by your child's teacher. Grades will follow the scale listed below.

Elementary Grading Scale (*1st Grade and above*)

A	90 - 100	Excellent	O.....	Outstanding
B	80 - 89	Good	S.....	Satisfactory
C	70 - 79	Average	N.....	Needs Improvement
D	60 - 69	Below Average		
F	0 - 59	Poor		

Kindergarten-Four & Five Grading Scale

O.....	Outstanding
G.....	Good
S.....	Satisfactory
WP.....	Work In Progress

Kindergarten Five (K-5)

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Below Average
F	0 - 59	Poor

Please be advised that lack of progress during the academic year could lead to a recommendation for retention and/or retention.

CHAPEL ATTENDANCE

Chapel attendance is mandatory for all faculty staff and students. Chapel is held each Thursday from 9:00-10:00am in the main sanctuary (unless otherwise designated) Students are to be escorted to chapel by their teachers. Classes will sit in the specified sections unless otherwise directed. Classes should be in place before chapel begins. Because chapel is our worship time for our students, students should be taught to respect this critical time and encouraged to participate in the prayers, pledges, and songs. In addition, teachers are to remain with their students during chapel times and assemblies unless other duties are required and given. At the conclusion of chapel, under the direction of the teacher, students will leave in a quiet and orderly fashion. Lastly, we encourage parents to visit chapel (if their schedule permits); however, chapel is mainly a worship time for our faculty/staff and students.

FIRE EMERGENCIES/FIRE DRILLS

Fire drills are conducted throughout the year (bi-monthly basis). Students are instructed how and where to exit the building when the fire alarm is sounded.

1. Push chairs in and line up at the door.
2. The teacher gets the grade book and first aid kit.
3. The last student out will turn off the lights and shut the door.
4. There is to be no talking upon exiting the classroom.
5. There is to be no running or pushing.
6. Once the teachers have led the class to their designated location, they are to remain in a straight line with their backs toward the school building. Our designated location is the senior's Activity house.
7. The teachers will then check to make sure all students are accounted for. In the event that a child is missing, the teacher will leave her class with a nearby teacher, and notify the Academy Director or emergency officials (i.e. fire fighter, police officer, etc.).
8. If the alarm sounded due to a drill, the teacher will then quietly lead the students back to the classroom. The same rules for leaving the building also apply for re-entering the building.

6. **In the event a payment is returned**, a FACTS and a Bank returned payment fee will automatically be assessed to your account for each payment attempt that is returned. The amount of the fees are indicated on the agreement and the Bank fee will depend on the Bank.
7. **Tuition paid in full** are directly paid to the school in cash, check, or money order by August before the school year starts.
8. Student report cards and cumulative records will not be issued when accounts are overdue.
9. **A written one month notification of withdrawal is required for students leaving the Academy before the contracted time. This notification will grant you a refund of the amount paid for the withdrawal period. A prorated refund will be given for any time used during the month.**

FACILITIES

Mount Pleasant Baptist Church Christian Academy is operated in the facilities of Mount Pleasant Baptist Church. These facilities are provided through the sacrificial gifts and labors of our church people, and belong to the Lord. It is of the utmost importance that we all work together to be good stewards of the facilities the Lord has graciously provided. Any willful destruction of church or school property by a student will be the responsibility of the parent or legal guardian. Repeat offenses may result in the suspension or expulsion of the student.

Hallways and classroom are to be kept clean, clear, and in order at all times; with no passageways blocked. Coats are to be hung on the appropriate hooks along with scarves, hats, book bags, and belongings.

SECURITY

Security for the building is supplemented by a security system which is monitored by Central Alarm Systems. Each classroom is monitored by camera and is equipped with an emergency call button.

The Academy entrance is located in the rear of the church. To enter, please ring door bell. You may be asked to identify yourself. This policy is with your children's best interest in mind.

ADMISSIONS PROCEDURES AND REQUIREMENTS

The following is the procedure for admitting students to the Academy :

1. An interview will be conducted with parents and children in which the structure of the school, the educational philosophy, the spiritual program, the grade placement procedure, and other pertinent data will be discussed.
2. Submit application and registration fees.
3. All necessary forms must be completed and signed by parents.
4. School records should be provided.
 - a. Parents are required to have records of their children transferred to MPBCCA.
 - b. Parents should also submit an up-to-date physical, a birth certificate, updated immunization records, and social security number for each child.
5. Age requirements for students entering the Academy :
 - a. K-4: Child must be 4 years old by September 30th.
 - b. K-5: Child must be 5 years old by September 30th.

FINANCIAL POLICY

Tuition and Fees:

1. **Registration fees are due upon submission of application for enrollment.** Payment of these fees reserves the student a place on the class list. If your child is not accepted for admission, the registration fees will be refunded. Otherwise, registration fees are non-refundable or transferable. **No exceptions.**
2. **Monthly tuition payments are managed through a third party (FACTS).**
3. **FACTS enrollment fee.** This fee is nonrefundable and will be automatically processed within 14 days of the agreement being posted to the FACTS system. The amount of the fee is indicated on the agreement.
4. **FACTS confirmation letter.** Once your information is received and processed by FACTS, you will receive a letter. This letter will confirm your automatic payment information. Please check this information for accuracy, and contact FACTS with any discrepancies.
5. **Monthly payments are automatically preauthorized** from your checking or savings account, or with MC, Discover, or Amex, – **(Visa Cards Not Accepted)** on the 5th or the 20th of each month.

PARENT TEACHER FELLOWSHIP (PTF)

Parent Teacher Fellowship is designed for parents of both new and returning students. MPBCCA will plan fellowship nights for parents of students enrolled in the Academy during the school year.

VOLUNTEERS

Parents are encouraged to volunteer to assist teachers during plays, field trips, etc. We appreciate your help and involvement. Please call the office if you are available to help on an ongoing basis.

Please note, however that parents wishing to assist in their own child's classroom should plan to meet with their teacher first in order to discuss all school policies and procedures for the class. Please understand that all school assistants must be approved by the office.

Whether on a field trip, or serving as classroom assistant, any parent participating in official school activities must conform to the following standards:

Our Academy represents Jesus Christ our Lord and our church. Though we do not require parents to actively promote our faith or practice, we do expect those wishing to assist us as teacher assistants to refrain from advocating any other religious beliefs, lifestyles, private activities or dress preferences which differ, distract, or in any way challenge those ideals and doctrines taught in our classrooms.

VISITORS

All visitors and parents must sign in at the Academy office upon arrival. Students are not to bring visitors. After Academy main door is locked all visitor are required to report to the front door of our church. And must show proper identification to gain entrance.

UNIDENTIFIED VISITORS

All visitors (after Academy main door is locked) are required to report to the front door of our church. In order for visitors to be in the Academy area; he/she will have to show a proper identification badge. If any faculty or staff member notices a person on campus without a badge, or a suspicious individual, the faculty or staff member is to contact the Academy office immediately. At this point, the Academy Director and other administrative staff will be notified and the appropriate action taken.

ALLERGIES AND MEDICATIONS

It is very important that our staff is aware of any allergies (e.g., milk, bee sting, peanut, etc.) that the student might have.

In the event of an extreme emergency, students will be transported to the nearest hospital unless designated otherwise by the parents.

MPBCCA encourages parents and physicians to schedule medication outside of school hours whenever possible. The administration of medication to children presents a number of special problems. Children vary in age, weight, cooperative disposition, and the ability to absorb, metabolize, and excrete medications. All children can react with unexpected severity to some drugs. It is the physician's responsibility to prescribe medication in the correct dosage without endangering the health of the child. The administration of medication must be reliably controlled and documented as follows:

1. Prescription medications will only be administered when delivered to the director in the current/original prescription container, labeled by the pharmacist with the child's name, physician's name, name of the medication, dosage instructions, etc. Parents must complete an **authorization for medication form** giving specific instructions for administration, including length of course, any allergies, and possible side effects.
2. The initial dose of the medication must be given at home or by the doctor in order to evaluate effectiveness and observe possible side effects.
3. Children on antibiotics may not return to the center until they have completed 24 hours of antibiotic therapy.
4. Over-the-counter medications (e.g. Tylenol, Dimetapp, Benadryl, cough drops, etc.) will only be administered or stored by the center with a written physician's order. This order--medication permission form--must accompany each medication given. Specific instructions as to dosage, schedule, and term is required. We cannot dispense over-the-counter medication on an "as needed" basis.
5. **Authorization for Medication** forms are available from the Academy office.
6. For the health and safety of all children, no student will be allowed to transport any medicine to or from school.

CURRICULUM STATEMENT

The Academy uses the *A Beka Book* curriculum and various age appropriate materials as its main teaching aid. This curriculum was established by the Pensacola Christian College in Pensacola, Florida to provide Christian schools with God-honoring, high-quality textbooks and teaching materials to help each school fulfill the goal of its ministry. The *A Beka Book* approach to Christian education keeps learning lively, interesting, memorable and easy to grasp.

Students receive instruction in the traditional subjects of phonics, reading, writing, spelling, language, foreign languages, math, history, geography, science, health and physical education. Students also participate in extracurricular activities such as music, art, and technology. In addition, daily emphasis is placed on God's principles through Bible study, prayer, scriptural memorization, and weekly chapel.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ: in His Virgin Birth: in His sinless life: in His miracles: in His vicarious and atoning death through His personal return in power and glory.
- We believe that all those who receive the Lord Jesus Christ by faith are born again. They are saved by His grace and thereby become children of God.

ADMISSION POLICY

The selection of students is based upon interviews with the administration, student achievement, and the submission of all fees and forms. Included in these forms will be statements signed by parents and most students stating that they will abide by and cooperate with all rules, regulations, and policies of Mount Pleasant Baptist Church Christian Academy.

WELCOME

We welcome you to another year of spiritual and academic growth at Mount Pleasant Baptist Church Christian Academy (MPBCCA). Our hope is to have a wonderful year together as we purpose to instruct our students in God's truth and to honor Him in all we do and say.

Mount Pleasant Baptist Church Christian Academy was established in August 2000. In compliance with the Code of Virginia Section 63.1-196.3, this Academy is a religious exempt institution sponsored by the Mount Pleasant Baptist Church.

Our staff is experienced in childhood education, and all staff members are Bible believing Christians. The exemption law requires that our staff be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Each staff person is required to complete training in C.P.R. and First Aid.

As dictated by the Fairfax County Building Official, MPBCCA may service a maximum of 99 children in the age range of 2½ through 12 years. Currently, the Academy offers enrollment for Kindergarten-Three through Second grade.

NON-DISCRIMINATORY POLICY

Mount Pleasant Baptist Church Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school programs.

All students are extended all rights, privileges, programs and activities available at MPBCCA.

PLEDGES

American Flag:

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

Christian Flag:

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands: one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Holy Bible:

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

SCRIPTURES ON DISCIPLINE

- Obey them that have rule over you, and submit yourselves..." Hebrews 13:17
- "Children, obey your parents in all things; for this is well pleasing unto the Lord." Colossians 3:20
- Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6
- "He that spares his rod hates his son: but he that loves him is diligent to discipline him." Proverbs 13:24
- "For the moment, all discipline seems painful rather than pleasant. Later it yields the peaceable fruit of righteousness to those who have been trained by it." Hebrews 12:11

WHAT PARENTS CAN DO TO HELP . . .

1. Arrive at school by 8:20 a.m. Tardiness hinders academics and leads to bad habits.
2. Be supportive of our child's efforts.
3. Find a place in your home for your child to keep school materials along with a quiet place in which to work and study.
4. Write your child's name on his/her backpack, lunch box, clothing, and other belongings.
5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.

TABLE OF CONTENTS

Preface	2
Welcome	4
Non-Discriminatory Policy	4
Curriculum Statement	5
Statement of Faith	5
Admission Policy	5
Admission Procedures & Requirements	6
Financial Policy	6
Facilities	7
Security	7
School Days	8
School Calendar	8
School Cancellations	8
Before/After Care Program	8
General Classroom Rules	9
Playground Safety Rules	10
Code of Conduct	10
Code of Conduct cont'd	11
Consequences of Rule Infractions	12
Suspension/Expulsion Policy	12
Suspension/Expulsion Policy cont'd	13
Dress Code	14
Textbooks and Supplies	14
Attendance Policy (Absences & Tardiness)	15
Attendance Policy continue	16
Bible	17
Grade Scale and Report Cards	17
Chapel	18
Fire Emergencies /Fire Drills	18
Parent Teacher Fellowship	19
Volunteers	19
Visitors	19
Unidentified Visitors	19
Allergies and Medications	20
Pledges	21
Scriptures on Discipline	21
What Parents Can Do To Help	21
Lunches and Snacks	22
Birthdays	22
Blood Borne Pathogen Policy	23
Inclement Weather & Emergency Situation	23
MPCA Administration & Board Ministries	25

Parents/guardians must deliver the medicine to the school office.

They must also pick up any remaining medicine from the office.

- We will count and record the number of pills upon receipt. When possible we will do so while the parent is present. The Academy is not responsible for replacement of spilled medication. Unused medication will be returned to the parent.
- Medication will be kept in the Academy office, unless specifically stated instructions from the doctor say otherwise. Refrigeration is available.
- The parent must supply any special device such as a dropper or a calibrated cup for the proper administration. Most pharmacists will provide devices for giving medication to children.

When administering medication, no attempt will be made to restrain a child or to use unusual force if the child is upset or uncooperative. A parent will be called immediately if such a problem occurs.

LUNCHES AND SNACKS

Hot lunch is program s available, however if you choose not to use the hot lunch program, parents are asked to prepare nutritious lunches and snacks. Please avoid candy, caffeine drinks, sodas, glass bottles, and containers. Students are expected to eat what you prepare for them and are not allowed to share or exchange food items with other students. Microwaving food is not permitted. Please ensure necessary eating utensils are placed with your student's lunch. **Note: Due to severe peanut allergies, please do not pack food products containing peanuts.**

BIRTHDAYS

Parents may send a treat on their child's birthday for the class to share. Please make arrangements for this with the teacher.

Donations of a book, puzzle, audio or video tape may be made to the class in lieu of something to eat. Gifts given in this way are marked with the student's name and date of birth and become the property of the classroom. Please understand that all such items must be previewed and approved by the school prior to being accepted.

If your child is having a birthday at home, please do not send the invitations to school.

PREFACE:

Welcome to Mount Pleasant Christian Academy (*hereafter will be referred to as the Academy throughout the handbook*). of the Academy is an extension of the Administration Ministry & Children & Youth Ministry and is comprised of professional education guided by spiritual concepts. The Academy operates in concert with established church doctrine as presented by leadership and exercised through the church body to foster a solid biblical foundation for the children of the church. Our goals are to provide access and avenues for the youth to experience God in relationships with family, the church and within the community, both in adolescents and adult years. (*Proverb 22:6*)

BLOOD BOURNE PATHOGEN POLICY

Mt. Pleasant Baptist Church Christian Academy takes every possible precaution when encountering blood borne pathogens and protecting both students and staff from the dangers of HIV/AIDS or any other blood borne pathogen is a priority.

Each teacher has a first aid kit in the classroom, which contains materials that can be used in treating an incident that involves the loss of blood or other bodily fluids. These materials include latex gloves, zip lock bags, absorbent cloths, and bleach.

Mt. Pleasant Baptist Church procedure involves the following steps:

1. Teacher puts on latex gloves before assisting any student/staff member that is losing blood.
2. Blood is stopped and cleaned up by using an absorbent cloths
3. All used cloths are placed inside the plastic bags and zipped shut
4. Any area (floor, desk, etc.) that has been exposed to the blood is thoroughly cleaned using bleach. The cloths used to clean these areas are then placed inside the plastic bags and zipped shut.
5. The latex gloves are then removed and placed in the plastic bag and zipped shut.
6. Hands and arms are thoroughly washed.

INCLEMENT WEATHER & EMERGENCY SITUATION

Unless otherwise announced, the Academy operates on the same inclement weather schedule as the Fairfax County School system. Employees should tune to their local radio and television stations for school closings or delayed arrivals.

Certain conditions (heating or air conditioning failure, hazardous conditions, unplowed parking lot, and other loss of water and electricity) may, at the administration's discretion, necessitate a school and/or extended closing, even if other schools and the Federal Government remain open. This decision to close would be announced via phone and/or WTOP-1500 AM, and 107.7 FM. Should we experience severe or threatening weather once school is in session, we will remain in session until the end of the regular school day (except in cases of county/state evacuation), and/or unless doing so would cause undue risk to our students. However, if parents believe it is in the best interest of their children to pick them up before school is dismissed, they may do so without penalty to the student.

**Mt. Pleasant Baptist Church Christian Academy
Administration & Board Ministries**

Senior Pastor

Rev. Dr. Kevin E. Donalson Sr.

Director Children & Youth Pastor

Director of CDC

Deacon Willie Hassell

Academy Director

Deaconess Margaret Aghayere

Board of Directors Ministry

Deaconess Willie Mae Gibson, *Chairperson*

Ms. Tania Russell, *Secretary*

Deacon Willie Hassell, *Member*

Deaconess Harriet Hassell, *Member*

Deaconess Margaret Aghayere, *Member*

Mrs. Clara Clemons, *Member*



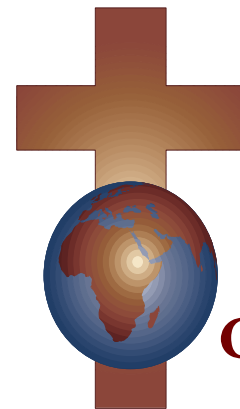
Mount Pleasant Baptist Church Christian Academy

2516 Squirrel Hill Road | Herndon, Virginia 20171

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Mount Pleasant Christian Academy

Parent & Student Handbook



**MOUNT PLEASANT
BAPTIST CHURCH**

God's World, Our Mission Field

Christian Academy

*“Academic Excellence in a Caring
Environment”*

Rev. Dr. Kevin E. Donalson Sr., *Senior Pastor*

Mrs. Margaret Aghayere, *Academy Director*

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