



Mountaintop
CHRISTIAN ACADEMY

Family Handbook
2024-2025

Our mission is to train up students in the Bible and the highest level of academics in anticipation of pursuing their God-given purpose.

Table of Contents

Hello Students and Families!	4
Student Information	5
Family Communication	5
Inclement Weather.....	5
Student Safety	5
General Safety Procedures.....	6
Visitor Policy.....	6
Evacuation.....	6
Shelter-In-Place.....	7
Lockdown.....	7
Armed Intruder.....	7
Drills.....	8
Student Arrival and Dismissal	8
Arrival Procedures.....	8
Late Arrivals.....	9
Dismissal Procedures.....	9
Attendance	10
Withdrawal	12
Medication	12
Immunizations	13
Communicable Diseases	13
Educational Curriculum	14
Grading System	14
Preschool & Early Elementary.....	14
Intermediate.....	15
Proficient Academics	16
Preschool & Early Elementary.....	16
Intermediate.....	16
Homework & Studying	18
Homework.....	18
Studying.....	18
Agendas & Planners.....	19
Missing Homework.....	19
Cheating/Plagiarism	19
Intervention & Enrichment	20
Technology Policy	20
Parent-Teacher Conferences	20
School Materials	20

Snacks.....	21
Personal Property.....	21
Search and Seizure.....	21
Outstanding Financial Obligations.....	22
Extracurricular Activities.....	22
Volunteer Program.....	23
Behavior Expectations.....	24
Bullying Behavior.....	26
Discipline Structure.....	27
Suspension.....	28
Expulsion.....	29
Dress Code.....	29
Freedom of Expression.....	31
Family Handbook Acknowledgement.....	31

Hello Students and Families!

We are approaching our second academic year as Mountaintop Christian Academy with great anticipation and excitement. A tremendous amount of intentional planning has gone into making this school year memorable for our students and families. This year, in addition to our preschool and prekindergarten programs, we are excited to welcome kindergarten through eighth grade students!

At MCA, we believe that students should be excited to go to school. School should be a safe place where students have the opportunity and privilege of exploring and discovering. We believe that two main factors will create this environment that we strive to develop.

First, we are blessed to host these students as a Christian school. We believe that empowering students with the truths of the Bible will develop character skills that students need to thrive academically, socially, and emotionally. School staff will model Christ-like compassion to create a true community of learners and families. Every day, students will be loved and nurtured as part of this school family.

Second, we are passionate about truly preparing these students for their next steps. This means that students will be actively engaged in strategic learning opportunities. Students will encounter diverse learning opportunities on a daily basis in an effort to meet developmentally appropriate learning objectives. MCA is a school that will provide dozens of learning avenues for students to travel through on a daily basis.

There are many intentional aspects of this school year that we are eager for students to experience. We have developed a fully organized library system to encourage a love and appreciation for reading. Additionally, our facility provides unique access to outdoor explorations that we cannot wait to utilize. We are looking forward to welcoming families into our volunteer program to partner with teachers for school programs, parties, sports, clubs, and field trips.

Thank you so much for choosing to partner with us for the 2024-2025 school year! We cannot wait to see what God has in store.

Megan Walsh
School Director

Student Information

Safety is a priority at Mountain Top Christian Academy. To provide an exceptional education to students, school staff must have updated information. Parents must provide all registration and required forms before a student is officially enrolled in Mountaintop Christian Academy. Parents are responsible for checking students' folders on a nightly basis to complete and return any required forms in a timely manner. Any emergency contact, approved pick-up, and medical updates must be provided in a timely manner through the Student Information Update Form so that school staff can best serve the students and their families. Mountaintop Christian Academy is not responsible for noncompliance of any updates that have not been submitted through a Student Information Update Form.

All forms mentioned in this handbook may be submitted hardcopy or scanned and emailed to the student's Classroom Teacher. The Classroom Teacher will then disseminate the forms to appropriate school personnel.

Family Communication

Communication between families and staff is critical for the overall success of students. Classroom Teachers will regularly reach out through handout newsletters. Parents should regularly check students' agendas and folders for timely updates. In addition, the secondary communication method between the classroom and parents is through email. We ask that parents actively engage in communication efforts made by teachers and staff.

Incident Weather

In the event that last-minute information needs to be disseminated to families, an email and text alert will be sent to parents. Delays, early dismissals, and cancellations will be utilized as needed. Flexible Instruction Days or Virtual Instruction Days will not be utilized unless there is an ongoing situation that prevents in-person instruction. In most cases, snow days will not be rescheduled as they are already built into our academic calendar. In some cases, required or optional make-up days will be scheduled.

Student Safety

All students will be trained in regards to several emergency plans: evacuation, shelter-in-place, and lockdown. Students will be educated regarding these emergency plans and will participate in monthly drills to ensure their understanding of procedures. Any safety concerns should be reported to 911 and school staff immediately.

Students must feel safe in order to concentrate on learning activities. The following procedures should be followed to ensure the safety of students:

General Safety Procedures

Most classroom doors are designed to allow anyone to exit the classroom at any time while remaining locked on the outside. Students may not leave the classroom unaccompanied by school staff. The School Director and authorized staff will open and close the main entrance of the building during arrival and dismissal.

Visitor Policy

Visitors are permitted inside the academic space only with approval of school staff. Visitors must have an invitation from school staff or a transportation allowance to enter the school building. Transportation allowances include picking up students early from school and must be previously arranged with a note. Visitors who were not invited to the building or who did not notify the school of a transportation allowance will not be permitted entrance. To enter the school, visitors must utilize the front side door and buzz into the building. Then, visitors must report directly to the check-in area. Visitors must present a valid photo identification and once approved may be issued a visitor's badge which must be worn at all times on school property. Upon departure, visitors must check-out with school staff and return the visitor's badge.

Mountain Top Christian Academy reserves the right to screen any person attempting to gain entry into a school building, as well as their bags and other belongings. Such screenings may include a search of state and/or federal criminal databases, sex offender registries, the use of metal detection equipment, and the search of packages and belongings. The school reserves the right to refuse any person entry onto the school campus, or into any school building.

Evacuation

In the event that a class needs to evacuate the building, the fire alarm will be sounded or the Classroom Teacher will be directly notified by the School Director. During an evacuation, students must walk in a line behind the Classroom Teacher. Students should remain as quiet and orderly as possible while exiting the building. Each class will follow their Classroom Teacher according to the egress plans posted in each room. The Classroom Teacher will then account for each child. The Classroom Teacher and any Classroom Aides will remain in line with the students, keeping composure, until the School Director provides access to the building.

When would an Evacuation be utilized? fire, gas leak, compromised building structure

Shelter-In-Place

In the event that a class needs to shelter-in-place, Classroom Teachers will be directly notified by the School Director. School staff should then ensure that all of the classroom doors are securely locked. School staff and students are not permitted to leave the classroom for any reason during a Shelter-In-Place. Classroom activities may resume as normal, so long as they are within the classroom. During a Shelter-In-Place, the fire alarm should be disregarded. In some instances, the School Director may determine that classes need to Shelter-In-Place in a space other than the classroom. Regardless of the location of the Shelter-In-Place, the same procedures apply. School staff should maintain a Shelter-In-Place until it is lifted by the School Director or emergency personnel.

When would an Shelter-In-Place be utilized? environmental hazard (gas leak, inclement weather, etc.), stranger on the premises

Lockdown

In the event that a class needs to lockdown, Classroom Teachers will be directly notified by the School Director. School staff should then ensure that all of the classroom doors are securely locked. Lights should be turned off and all staff and students should quietly gather in the most inconspicuous classroom spaces. School staff and students are not permitted to leave the classroom for any reason during a Lockdown. Classroom activities may not resume. During a Lockdown, the fire alarm should be disregarded. In some instances, the School Director may determine that classes need to Lockdown in a space other than the classroom. Regardless of the location of the Lockdown, the same procedures apply. School staff should maintain a Lockdown until it is lifted by the School Director or emergency personnel.

When would a Lockdown be utilized? extreme environmental hazard (tornado, flood, etc.), stranger on the premises

Armed Intruder

In the event that there is an armed intruder, school staff are encouraged to utilize the following actions in whichever order is most appropriate for the given situation:

Alert- Alert as many people as possible in the vicinity.

- This may be through radio communications, cellphones, or word-of-mouth.
- When in doubt, say something. If you are suspicious, do something about it.
- Only alert others if it does not compromise the safety of the students in your vicinity.

Lockdown- Secure and barricade the safest room available. Hide and remain quiet. See procedure above for specifics.

- This should only be utilized if there is not an evacuation route available.
- In a Lockdown situation, school staff and students should be prepared to Counter an attacker.

Inform- Give alert updates to as many people as possible in the vicinity.

- This may be through radio communications, cellphones, or word-of-mouth.
- Only communicate valuable information. Such information includes the location or description of the intruder.
- Only inform others if it does not compromise the safety of the students in your vicinity.

Counter- Attack the intruder using books, furniture, equipment, etc.

- School staff and students may use anything in the vicinity to stop and subdue the attacker.
- Recommended items: baseball bats, solid toys and books, ant/wasp sprays, tools such as hammers, etc.

Evacuate- Leave the building and head towards safety. See procedures above for specifics.

- This should be the first choice of action if it is safely available.
- School staff and students should utilize any route that leads to safety. This may involve traveling to businesses nearby, traveling through the woods, breaking fixtures and barricades, etc.
- If safely evacuated, emergency personnel should be contacted immediately

Drills

Drills are utilized to practice the above procedures to encourage understanding in the event of an incident. Drills will occur on a monthly basis.

Apart from students' physical safety, we are also committed to protecting your child's emotional safety. If a child feels as though they are being bullied, please notify the child's Classroom Teacher immediately via email or phone call.

Student Arrival and Dismissal

Arrival Procedures

Preschool: Adults transporting preschool students to school can do so between 8:50 and 9:00 AM. Students will not be accepted before these designated times. Adults must wait for the front doors of the building to be unlocked by school staff before bringing students to class. Adults dropping off students must accompany students inside but may not proceed to the classrooms.

Early Elementary and Intermediate: Students are permitted to arrive between 7:50 and 8:00 AM.

Adults transporting students to school can do so between 7:50 and 8:00 AM. Students will not be accepted before these designated times. Adults dropping off students must wait for the front doors of the building to be unlocked by school staff before allowing students to depart from vehicles. Adults dropping off students should follow the directional arrows in the parking lot to loop around to the front doors of the building. School staff will direct students from their vehicles when they are able to enter the building. Please do not pass other vehicles in line and wait to depart the loop until traffic flows out of the parking lot. Adults dropping off students and any additional passengers are not permitted to park and accompany their children into the building for security purposes.

Area school districts, with district boundaries no more than 10 miles from MCA, that provide transportation to resident public school students, will provide transportation to and from MCA for students that reside within that school district. Transportation may also be provided to and from daycare facilities. Once your child is accepted to MCA, a school district transportation packet will be sent to you which is required by the state regardless of your child's transportation needs. The following school districts provide transportation to MCA: Crestwood, Hazleton, Hanover, Wilkes-Barre, Nanticoke, Berwick, Northwest, Lake Lehman, Weatherly. The providing school district is responsible for the transportation of these students. Any questions regarding transportation should be directed to your local district.

Late Arrivals

Preschool: Preschool students who arrive after 9:00 AM are late and the adult dropping them off at school must sign them in using the buzzer at the front side entrance of the building.

Early Elementary and Middle School: Students who arrive after 8:00 AM are late and the adult dropping them off at school must sign them in using the buzzer at the front side entrance of the building. Please note that three tardies equal an absence.

Dismissal Procedures

Preschool: Adults picking preschool students up from school must do so by 11:30 AM. Late pick-ups will be assessed a fee for after school care. Adults must wait for the front entrance of the building to be unlocked by school staff before entering the building for pick-up. Students will be dismissed by their teachers. Adults may not approach the classrooms to pick-up students

before they are dismissed by school staff and must remain in the lobby. Only visitors listed on the student's approved pick-up list will be permitted to enter the building and pick-up students. All visitors must be prepared to present a valid photo identification. The school reserves the right to refuse any person entry onto the school campus, into any school building, or permission to pick-up a student without written authorization from a parent.

Early Elementary and Intermediate: Students will be dismissed at 3:00 PM.

Students who will be picked up from school by an adult must do so by 3:00 PM. Late pick-ups will be assessed a fee for after school care. Adults must park their car and wait for the front entrance of the building to be unlocked by school staff before entering the building for pick-up. Please note that students will not be dismissed to adults who are waiting in vehicles. Adults may not approach the classrooms to pick-up students before they are dismissed by school staff and must remain in the lobby. Only visitors listed on the student's approved pick-up list will be permitted to enter the building and pick-up students. All visitors must be prepared to present a valid photo identification. The school reserves the right to refuse any person entry onto the school campus, into any school building, or permission to pick-up a student without written authorization from a parent.

Students who will be picked up from school by public school transportation services will be dismissed as their transportation arrives.

Attendance

There are limited spaces available at Mountaintop Christian Academy and it is essential to ensure that students are making the most of their opportunity to attend. Mountaintop Christian Academy cannot effectively educate students who are not in school. For this reason, the following policies exist:

- **Valid Excuses:** Students returning to school after an absence or period of absences must submit a valid excuse within three calendar school days. Excuses are required for all absences, even those that would not be considered excused. Absences will be considered excused if students provide documentation of the following:
 - A medical excuse notating specific dates from a licensed doctor
 - A legal excuse from a court of law
 - A handwritten bereavement excuse from a guardian
 - An administrative excuse due to academic, behavioral, emergency or transportation incidents

- **Extended Absences:** Students who will be absent for an extended period of time (three or more days) must submit an Extended Absence Form to create a temporary educational plan. If the plan is followed, the student's absences may be considered excused.
- **Excessive Absences:** Students who have three or more unexcused absences will be required to attend a conference with the student's guardians, the School Director, and possibly Classroom Teachers. Students with three or more absences may be required to sign and follow an attendance agreement. Failure to comply with an attendance agreement may result in the forfeit of the student's placement in Mountaintop Christian Academy.
- **Late Arrival:** Three instances of tardiness result in an unexcused absence. Students who have three or more tardies will be required to attend a conference with the student's guardians, the School Director, and possibly Classroom Teachers. All students arriving late must be accompanied by a guardian to check-in.
 - **Preschool:** Preschool students who arrive after 9:00 AM are late and the adult dropping them off at school must sign them in using the buzzer at the front side entrance of the building.
 - **Early Elementary and Middle School:** Students who arrive after 8:00 AM are late and the adult dropping them off at school must sign them in using the buzzer at the front side entrance of the building.
- **Early Dismissal:** Students who need to leave early (preschool: before 11:30 AM; school aged: before 3 PM) must provide a written excuse to their Classroom Teacher upon arrival on the day of their early dismissal. Students who provide a valid excuse as listed above will be considered excused. Otherwise, leaving early will be considered an unexcused absence. All students leaving early must be picked up by an adult on the student's approved pick-up list.
- **Make Up Work:** Absences will not be considered excused, even with a valid excuse, until all required work has been submitted. For one-day absences, students will be given two days to complete and submit missing work. For two-day absences, students will be given three days to complete and submit missing work. A work submission schedule will be outlined in the temporary education plan for all Extended Absences (three or more days). It is the responsibility of students to acquire and complete missing work. Parents may contact Classroom Teachers to pick-up any work which may be facilitated at the discretion and availability of the Classroom Teacher.
- **Extracurricular Activities:** Students who have excessive absences (three or more unexcused absences) will be ineligible to participate in extracurricular activities until they attend a conference with the student's guardians, the School Director, and possibly

Classroom Teachers. Students who are excessively absent will need to follow an attendance agreement to re-acquire extracurricular activity eligibility.

Withdrawal

Parents wishing to withdraw a student must complete a withdrawal form. Withdrawals will not be accepted through any other media including but not limited to: phone calls, emails, conversations, letters. Once a student is withdrawn, the student may not attend MCA after the effective date. If a parent desires to re-enroll a child, the parent must repeat the registration and financial aid processes. Re-entry to MCA is not guaranteed. Financial Assistance that equates to the same quantity previously received is not guaranteed should re-entry be permitted. It is the responsibility of the parent to return all school property and will be billed should any items be missing or damaged.

Registration and tuition fees are forfeited upon withdrawal. There are a limited number of spaces available. Once these spaces are filled, additional students are placed on a waiting list. When a space is reserved, it should be with the intention to attend school. Once a space is reserved, school staff prepare for students by filing paperwork, purchasing and preparing supplies, and preparing physical space within the school. For these reasons, monthly tuition payments and registration fees are nonrefundable. Tuition allotted for the month of withdrawal or previous months will not be refunded. Additionally, tuition and registration fees that reserve spaces which are withdrawn following August 1st for the given school year will not be refunded.

Medication

In some situations, it will be necessary for students to take medication while at school. However, parents are discouraged from medicating students at school unless medically necessary. If it is medically necessary to medicate students at school, parents must submit a Student Medication Administration form. Once a Student Medication Administration form is submitted, **parents** must bring medication in the original container directly to the School Director. Please only bring the amount of medication that a student will be required to take in school. Parents are required to pick-up any unused quantities of medication and students may not transport unused medication. Parents must follow these procedures for all medications, including over the counter medications, cough medications, prescriptions, etc. A separate form must be submitted for each medication that is required.

Students who have ongoing medical conditions should meet with the School Director prior to the start of the school year or as soon as the condition is diagnosed. Students who have allergies, asthma, or any other ongoing medical diagnosis will create and follow a Care Plan with the School Director.

Students will not be excluded from recess or physical education of any kind unless a medical excuse is provided from a doctor. This medical excuse must specifically outline restrictions and timelines.

Written request is required from the parent/guardian that the school entity comply with the physician's order and relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken. Students may lose this privilege if the medication is misused or they fail to comply with this policy. State law permits school personnel to administer emergency medications, such as EpiPens, in life threatening situations.

Immunizations

The following Immunization Policy is based on requirements of the Pennsylvania Department of Health.

Children entering school must have received the following immunizations:

- Four (4) doses of tetanus*(1 dose on or after 4th birthday)
- Four (4) doses of diphtheria* (1 dose on or after 4th birthday)
- Four (4) doses of polio
- Two (2) doses of measles**
- Two (2) doses of mumps**
- Two (2) doses of rubella (German measles) **
- Three (3) doses of hepatitis B
- Two (2) doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DT or Td

**Usually given as MMR

Students who do not provide appropriate immunization documentation will not be able to attend school.

Communicable Diseases

Parents are asked to report any and all communicable diseases to the School Director. These include chicken pox, hands, foot, and mouth disease, strep throat, influenza, coronavirus, head lice, mononucleosis, impetigo, ringworm, scarlet fever, pink-eye, fifth disease, pinworms, and scabies.

Children should not attend school and will be sent home from school in the following situations:

- Diarrhea/Vomiting: A student with diarrhea and/or vomiting should stay home and return to school only after being symptom free for twenty-four (24) hours.
- Fever: The student should remain home with a fever of 100 degrees or greater. The student can return to school after he/she has been fever free for twenty-four (24) hours without fever-reducing medication such as Motrin or Tylenol. Any child with a fever of 100 degrees or higher at school will be sent home.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorized the student to return to school.
- Pink-Eye (conjunctivitis): A student with red eye(s) and white, green or yellow discharge must be excluded from school until evaluated by a health care provider. If there is a diagnosis of pink-eye and the student is given antibiotics, the student may return to school after being on the antibiotic for twenty-four (24) hours.
- Strep Throat: After a diagnosis of strep throat, the student may return to school after twenty-four (24) hours of antibiotic treatment.
- Lice: Students may return to school after they are treated and symptom free. Students may be screened by school staff if lice is suspected or recently treated. Students will be excused for up to three days for treatment unless more time is specifically required by a doctor.
- Any contagious illness identified by a doctor.

Educational Curriculum

Preschool students are educated in the following subjects: Bible, English Language Arts, Mathematics, Science & Technology, Social Studies, Art, Music, and Health & Physical Education.

Grading System

Preschool & Early Elementary

Our grading scale is based on mastery of skills. Students will be responsible for mastering specific learning standards each quarter. Specific assignments, projects, and assessments will demonstrate students' mastery of skills. These assignments will collectively determine the student's mastery level for each standard. The mastery levels include: Advanced (4), Proficient (3), Basic (2), and Below Basic (1). Students who score in the Advanced category are able to consistently demonstrate the required skills. Students who score in the Proficient category are usually able to demonstrate the required skills. Students who score Basic are inconsistently able to demonstrate the required skills. Students who score Below Basic are minimally able to demonstrate the required skills. To determine a students' mastery level, teachers need to create

objective-based rubrics and at least three opportunities to demonstrate learning. Grades should be posted in Gradelink along with the grading rubrics and lesson plan if available.

Recommendations for promotion to the next grade are based on students' mastery of the required skills. If students demonstrate Proficient or Advanced mastery of an average of skills in English Language Arts, Mathematics, Science & Technology, and Social Studies, then promotion will be recommended. If students demonstrate Basic or Below Basic mastery of an average of skills in English Language Arts, Mathematics, Science & Technology, and Social Studies, then retention will be recommended. Promotion to the next grade is based on the recommendation of teachers and the average mastery of skills in each core subject.

Intermediate

Students receive letter grades at the end of each grading period (quarter) using the official letter grading scale (see below). Grades are based on student performance on assignments and tests given with each unit of learning.

All missed exams and assignments must be completed by the last day of the grading period (quarter). In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the School Director. The student will then have seven calendar days in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this seven day period, will receive a course grade calculated based on a grade of zero for the missing work.

Grade	Percentage Range
A+	97-100
A	93-96
A-	92-90
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

D	60-69
F	50-59

Recommendations for promotion to the next grade are based on grades earned for performance on assignments and tests given with each unit of learning. If students demonstrate an average of 60% or higher in English Language Arts, Mathematics, Science & Technology, and Social Studies, then promotion will be recommended. If students demonstrate an average of 59% or lower in English Language Arts **OR** Mathematics **OR** both Science & Technology, and Social Studies, then retention will be recommended. Promotion to the next grade is based on the grades earned in each core subject and the recommendation of teachers in those core subjects.

Proficient Academics

School staff is committed to Mountaintop Christian Academy's mission of providing excellent Christian education. Therefore, staff will provide accountability to students who need academic assistance.

Preschool & Early Elementary

Proficient academic standing is defined as having Advanced or Proficient averages in all core subjects. If a student demonstrates Basic or Below averages in a core subject, then participation will be restricted until the average is lifted to Proficient. If a student scores a quarterly report with Basic or Below Basic averages, then they must achieve Proficient markings on the necessary quarterly skills before participating in extracurricular activities. Students who are ineligible to participate due to their academic standing will be given a letter that notates an individualized plan for achieving proficient academic standing and reclaiming participation privileges in extracurricular activities.

Intermediate

Good academic standing is defined as having a 70% or higher average in all core subjects. If a student demonstrates a 69% or lower average in a core subject, then participation will be restricted until the average is lifted to 70% or higher. Students who are ineligible to participate due to their academic standing will be given a letter that notates an individualized plan for achieving good academic standing and reclaiming participation privileges in extracurricular activities.

Honors Program

The MCA Honors Program is designed to encourage and support outstanding students in grades 5-8 who display exceptional academic ability and desire rigorous learning opportunities. Honors Program assignments delve more deeply into the content and have elevated expectations for both quality and quantity of student work.

Students participating in the Honors Program:

- May be required to complete additional reading, research, writing, and individual/collaborative projects.
- Accept the responsibility and expectations of these assignments and agree to complete these Honors Program assignments to the best of their ability, in addition to completing all regular class assignments to the best of their ability.

MCA Honors Program assignments are designed to add a layer of academic challenge to the student's required courses. This, in turn, expands the student's critical and creative thinking skills, develops leadership qualities, and encourages excellence in the student's quality of work.

Students participating in the Honors Program consistently demonstrate a high level of academic ability and exemplify the desire to be academically challenged in their coursework. The MCA Honors Program is designed to offer academic challenges beyond those required by the Pennsylvania State Academic Standards to highly capable students. This program will ask students to learn and understand the grade level standards, as well as use their reading, writing, and speaking skills to demonstrate a higher level of goal attainment.

An MCA Honor Program Student will be challenged in:

- **Reading:** Complex text, that may be above grade level, will be used in Honors Program assignments. Students need to be ready to be challenged as a reader and a critical and creative thinker.
- **Writing:** Writing is thinking. Students should expect to frequently communicate thinking and learning through written expression.
- **Speaking:** Speaking in front of a variety of audiences to communicate what is being learned is common practice for Honors Program students.
- **Collaboration:** An Honors Program student will think, learn, and work with other students. Students must be prepared to support their own learning and that of their peers.
- **GRIT:** Honors Program students will be challenged as thinkers and learners. A student in the MCA Honors Program needs to be a self-starter and have the grit to persevere when challenged. Honors Program students will engage with and think about content as experts in the discipline do.

- **Project Based Learning:** Students should be prepared to complete research based projects using both class time and time outside of the classroom.
- **Open-Ended Inquiry:** Students will grapple with ambiguous problems where multiple ideas, interpretations, perspectives, and solutions are explored.
- **Growth Mindset:** Students should understand that failure is a learning opportunity and no matter what their level, learning can be achieved.

MCA Honors Courses will offer:

- Two Honors assignments per core subject per academic year.
 - ELA - Quarter 1 and Quarter 3
 - Social Studies - Quarter 1 and Quarter 3
 - Math - Quarter 2 and Quarter 4
 - Science - Quarter 2 and Quarter 4

MCA Honors Program Student Requirements:

- Students may participate in the Honors Program in any or all content areas.
- Participating students must have a 93% average or higher in the content area class during the previous academic year to be eligible to participate in the Honors Program for that content area.
 - Likewise, a student entering from an academic environment where mastery of skill is used in grading, will be eligible to participate in the Honors Program for that content area based on recommendation of the previous teacher for that content area.
- Students must maintain a 93% average or higher in the content area class to continue to participate in the Honors Program for that content area.
- Students must complete all the Honors Programs assignments in an academic year to receive Honors Program recognition in that content area for that academic year.

Homework & Studying

Students are required to complete homework and to study on a regular basis. Families are expected to support academic endeavors at home.

Homework

The purpose of homework is to reinforce the learning that occurred within the classroom. Teachers will focus on the quality of homework rather than the quantity. Homework will always feature material that was covered in class. Directions will be reviewed with students so that they can take ownership of their work and complete the assignment independently. When feasible, teachers will provide homework assistance to parents. Homework assignments will

always be recorded in an agenda or planner. Homework will always be placed in an organized folder or binder that needs to return to school.

Studying

The purpose of studying is to solidify concepts and ideas that can not be fully understood in the classroom without careful consideration and time. Teachers will encourage healthy study habits by providing specific materials for studying. Teachers will provide specific assessment dates in which the content should be mastered. Students and families are encouraged to make studying a daily practice. In this way, studying is reasonable, effective, and produces long-term results. Assessment dates will always be recorded in an agenda or planner. Study materials will always be placed in an organized folder or binder.

Agendas & Planners

All students will be given a planner to record their weekly assignments and responsibilities. Parents may be required to sign off on the nightly agenda to ensure that homework and studying was completed. Parents should encourage the use of planners and agendas to teach children organizational and independent learning skills.

Students should also regularly organize their classroom materials by removing old items and sorting current materials. School materials must travel to and from school in order to effectively encourage homework completion.

Missing Homework

Students are expected to complete homework by the assigned due date to demonstrate proficiency of the material. Students who do not complete homework on-time will fall behind the classroom schedule and may not reach proficiency of a given concept. Students who miss a homework assignment will be required to complete the assignment before they participate in extracurricular activities. Additionally, recess is a privilege that will not be granted if homework is incomplete. Students who repeatedly fail to complete homework will be required to come to school early or stay late to work with a homework tutor. Parents will be notified via Gradelink regarding any late or missing assignments. Teachers will report instances of three or more late or missing assignments to the School Director.

Cheating/Plagiarism

Not only are cheating and plagiarism major academic issues, but they are also a concern in terms of training students to demonstrate integrity through Christian character. For this reason, school staff will provide accountability to students in this area.

Cheating involves the unauthorized use of materials on an academic activity. Plagiarism involves presenting someone else's work as your own without giving credit or obtaining consent.

Each case of cheating and plagiarism must be dealt with immediately and consistently. Students who cheat or plagiarize should not receive **any** credit for the assignment. The assignment must be re-submitted for credit. All instances of cheating and plagiarism will be reported to the School Director who will work in conjunction with the Classroom Teacher under Tier 2 behaviors.

School staff will set students up for success by separating students during assessments, observing students as they complete assignments and assessments, and checking work for plagiarism. Please note that homework assignments completed by family members are considered plagiarized. While parents are encouraged to assist students with academics, they are not encouraged to do the work for students. Students are always encouraged to demonstrate basic or below basic understanding rather than cheat. If students demonstrate their true abilities, then school staff will know how to adequately meet their learning needs. Students should not be afraid of failure, but should focus on doing their best.

Intervention & Enrichment

The curriculum will be differentiated within the classroom. Students who demonstrate mastery of skills will be given enrichment opportunities to further their learning. Students who are struggling to demonstrate mastery of skills will receive intervention services within the classroom. This includes small group learning, one-on-one practice sessions, and ulterior avenues of learning through various teaching methods.

Technology Policy

Students will have the opportunity to engage with technology that supports the educational activities within the classroom. All technology that is utilized in the classroom will serve a set purpose and will be monitored. Students will lose technology privileges if they do not demonstrate appropriate care of and use of technology. Parents must provide approval before students utilize educational technology in the classroom. Additionally, parents can determine whether or not students are photographed for school publications and updates.

Parent-Teacher Conferences

Parents are required to attend three conferences throughout the academic school year after report cards are distributed. Conference dates are noted on the academic calendar. Conferences are scheduled by the teachers with the purpose of discussing the progress of students. In addition to these three scheduled conferences, parents may request to meet with teachers at

any time throughout the school year. Parents who wish to schedule a conference can email their Classroom Teacher directly. All conferences must be scheduled and cannot occur spontaneously.

School Materials

Students are responsible for keeping school materials in good condition. Families are responsible for replacing school materials that are damaged or lost. Materials and assignments are expected to be returned on a daily basis. Students should utilize a backpack to transport school materials.

Library books are loaned to students for one week. Students who do not return their library books the following week will be unable to borrow another book from the library. If a student has not returned a book within two weeks of checking the book out of the library, then an invoice to replace the book will be issued. Students will not be eligible to borrow books from the library until payment for the missing book is received.

Snacks

Snacks may be provided at the discretion of the classroom teacher. In such classrooms, students are welcome to bring a healthy, nutritious snack that they will be permitted to eat at a designated time during the classroom schedule. Students are not required to bring a snack. Snacks must be kept in student cubbies and should not require heating or cooling. Nuts, candy, and desserts will not be permitted as a snack.

Suggested snacks: apple sauce, cut & washed fruit, fruit pouches, crackers, raisins, pretzels, animal crackers, chex, granola bars. Please do not bring desserts such as cookies, cakes, pastries, candies, or items with common allergens such as dairy and nuts for daily snacks.

If a student would like to bring in a treat for their birthday or for a party, which is encouraged, please follow these guidelines:

- For parties, please sign up for a specific item ahead of time.
- For birthdays, please email your child's classroom teacher to make arrangements.
- Attach the nutrition label or recipe with the snack so that we can verify allergies.
- If the item was homemade and in contact with common allergens, please let us know.
- Snacks that contain nuts cannot be brought into the classroom.

Personal Property

School staff are not responsible for the personal property of students. Students should refer to school rules before bringing personal items to school. In addition, students are encouraged to only bring necessary items to school. Students should not bring items of value such as money,

jewelry, cell phones, etc. Lost items will be held for a short period of time so that students can claim them. At the end of each quarter, the remaining lost items will be donated.

Search and Seizure

All areas, containers, storage units, and pieces of furniture within the school are property of the school and are subject for search at any time. School administration retains the right to search and screen students, parents, and visitors and their personal items. School administration retains the right to search student belongings and confiscate items within the school building. The School Board may conduct a school-wide search whenever reasonable suspicion exists. In the event that a search is taking place, students will be notified. The school may utilize search personnel, devices, and technology.

Outstanding Financial Obligations

Students and parents will be responsible for providing payment for all financial obligations. These financial obligations include the following:

- On-time tuition- Due at the 1st of every month.
- Lost or damaged school materials
- Lost or damaged school property, equipment, and materials. Lost or damaged church property, equipment, and materials.

Outstanding financial obligations (payments that are past due) will result in students' ineligibility to attend school and to participate in extracurricular activities. Parents who have outstanding financial obligations will be required to attend a conference and resolve financial obligations within a determined time frame. If this agreement is not followed, then students may lose their academic placement in Mountaintop Christian Academy.

Extracurricular Activities

Extracurricular activities are defined as any activity outside of the general curriculum that takes place within the classroom. This includes field trips, after school activities, field days, programs, assemblies, etc. Some of these activities take place during scheduled hours of operation while others take place outside of academic time. If required for the given activity, students must return their permission and registration forms by the notated due date. We cannot accept late forms as extracurricular activities need to be planned in advance.

To participate, students need to have proficient academic standing which is defined as having Advanced or Proficient averages in all core subjects. If a student demonstrates Basic or Below averages in a core subject, then participation will be restricted until the average is lifted to Proficient. If a student scores a quarterly report with Basic or Below Basic averages, then they

must achieve Proficient markings on the necessary quarterly skills before participating in extracurricular activities. Students who are ineligible to participate due to their academic standing will be given a letter that notates an individualized plan for achieving proficient academic standing and reclaiming participation privileges in extracurricular activities.

To participate, students must also demonstrate appropriate attendance which is defined as having less than 3 unexcused absences. Students who have 3 or more unexcused absences will be given a letter with an individualized plan to reclaim participation privileges in extracurricular activities. If a student is absent from school on the day of the activity, they may not participate.

Participation in extracurricular activities is a privilege that can be revoked at the discretion of the Classroom Teachers and School Director if behavioral concerns exist.

Students who participate in extracurricular activities are under the authority of staff members who are present at the activity. Approved parent volunteers are also under the authority of staff members who are present at the activity and are responsible for following all directives and school policies. Volunteers are not authorized to bring additional individuals to extracurricular activities without specific permission. Students are not permitted to use their cell phones during extracurricular activities unless explicitly given permission to do so by a staff member.

Students who participate must have appropriate transportation arrangements with an individual listed on the student's permitted pick-up list. Students who wish to be picked up by an individual outside of their permitted pick-up list must submit a note from their parents or guardians prior to the activity. All individuals who are picking up students should be prepared to provide their photo identification card. Students must be picked up on time from all extracurricular activities or they will lose the privilege of participating.

Volunteer Program

Mountaintop Christian Academy exists to support parents in their role as educators of their children. The educational task is primarily the responsibility of the parents. For this reason, parents are required to participate in the education of their child at Mountaintop Christian Academy. This includes assisting with schoolwork, communicating with all stakeholders, meeting deadlines with submissions, providing timely transportation for school and extracurricular activities, attending conferences, supporting the classroom initiatives through in-person and remote participation, and volunteering to assist in school functions.

Parental participation in school functions will be at the discretion of the teachers and School Director. Parents will be invited to volunteer when opportunities arise. Parents who volunteer

frequently throughout the school year will be given priority when selecting field trip chaperones. Parents who are disruptive to the learning environment or who do not abide by the school's Family Handbook will not be eligible to participate in school functions. Parents may not bring other individuals when volunteering unless permission to do so is specified by School Staff.

All volunteers are required to comply with Pennsylvania's Child Protective Services Law in obtaining clearances. All required clearances must be on file with the school prior to performing any volunteer service involving interaction with children. This includes volunteering for class parties, school events, and field trips.

All volunteers must submit the volunteer application and certifications prior to the commencement of service. All prospective volunteers must obtain the following certifications:

- Report of Criminal History from the Pennsylvania State Police (PSP); and
- Child Abuse History Certification from the Pennsylvania Department of Human Services (Child Abuse).

Additionally, a fingerprint-based Federal Criminal History (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the prospective volunteer has lived outside the Commonwealth of Pennsylvania in the last ten (10) years.

Prospective volunteers who have been a continuous resident of Pennsylvania for the past ten (10) years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under 23 Pa.C.S. § 6344. If a volunteer has not been a resident of Pennsylvania for the past ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the School Director and they are not required to obtain any additional FBI certifications.

Pennsylvania's Child Protective Services Law, as amended, requires that volunteers who come into contact with children must obtain criminal background check and child abuse clearances from the FBI, Pennsylvania State Police and the Pennsylvania Department of Human Services every 60 months. Volunteer clearances are valid for 60 months from the date of issue.

Behavior Expectations

The first Institutional Student Learning Outcome is "Students will understand, apply, and embody a Biblical, Christian worldview." It is critically important to our mission that students are educated and trained to model the behavior of Christ. Students will be taught to follow Biblical teachings in regards to behavior. If it is in the Bible, then it is adopted by the school as a

behavioral code of conduct. Students will be rewarded and encouraged when they demonstrate Christian character.

Students will follow these rules while at school:

1. Follow the Golden Rule- Matthew 7:12 "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."
2. Respect your Teachers- Hebrews 13:17 "Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you."
3. Work Hard for the Lord- 2 Timothy 2:15 "Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth."

Here is a collection of school rules that aim to help students abide by these rules:

1. Students are expected to utilize good manners and language while on school property. If students are not modeling Christian behavior, they will be addressed. Our behavioral expectations are higher than those established in traditional school settings because we want to cultivate a cooperative and loving school community. Students must cooperate fully with school staff by abiding by their directives and expectations. Students are expected to treat others with kindness. See specific information regarding bullying behavior.
2. Our school is also a church. Students are required to be respectful of the facility and all church events that might occur during the school day. This prohibits students from damaging, vandalizing, or disrespecting the physical facility of the church. Parents will be held accountable for any damage incurred by students. Students are prohibited from disturbing or disrespecting any events that take place on behalf of the church. Students should follow specific rules and instructions for co-existing with various church functions.
3. In the classroom setting, students should work in a business casual manner. Children need to speak at an appropriate volume and utilize appropriate language. Rough-housing and physical contact is not permitted. Students should walk on the right side of hallways and staircases to allow for easy flow through the building. Students are not permitted to unlock or open doors for anyone who is not part of their immediate class or without consent of the teacher.

4. Students will utilize specifically assigned bathrooms for their age and gender. In the bathroom, students need to respect the privacy of others. Students need to utilize the bathroom as a facility and should not linger beyond its intended use. The bathroom should be left in a clean condition.
5. Students are required to clean up after themselves. In addition, teachers will delegate roles for students to participate in the corporate classroom cleaning process. Students will not be dismissed until their classroom is cleaned.
6. When eating, students need to keep their area tidy. Students will clean up after themselves when finished eating. Food should be eaten during designated times and may not be thrown or played with. Students should remain seated while eating. Students are not encouraged to share personal food due to allergies. Students will not be permitted to distribute food items that do not provide allergen information due to the potential hazard. Students may carry a bottle of water with them while in school. They are not permitted to carry any other type of drink with them during the school day. Students may not bring caffeinated, hot, or alcoholic beverages including soda, energy drinks, coffee, and tea.
7. When outside, students need to follow the directions of present staff members. Students are not permitted to go outside without a staff member and must remain with staff members at all times. Students will not be permitted to leave their group to return to the school independently, so students are encouraged to use the bathroom before going outside or during designated breaks. If students encounter non-staff or non-student individuals while outside, they should not approach. Students need to remain on designated sidewalks and pathways.
8. When traveling in a vehicle to and from school or any school activities, students must abide by any classroom rules. Students need to remain seated and facing forward. Students may only open the windows if given explicit instructions to do so. If available, students need to utilize any safety or buckling mechanisms. Students are not permitted to eat or drink in vehicles without explicit permission. Students should speak at an appropriate volume and should utilize appropriate language. Rough-housing and physical contact is not permitted. All personal items must be stowed in backpacks and cannot be utilized while in vehicles. Students are prohibited from damaging, vandalizing, or disrespecting vehicles. Parents will be held accountable for any damage incurred by students.
9. If a student is found in possession of the following items, they will be immediately confiscated and parents (and potentially authorities) will be contacted: firearms, weapons, toys resembling weapons, knives, blades, fireworks, cigarettes, lighters, vape pens, drugs of any kind, alcohol of any kind, inappropriate or dangerous content of any kind

10. Students may not utilize the following items while on school property. These items may remain safely stowed with the student's personal belongings if necessary, but they should be inoperable or powered off: cell phones, tablets, smart watches, personal computers or laptops, bluetooth devices, cameras, other unapproved communication devices, and highly valuable items. Students are not permitted to contact individuals without using school channels. If a student wishes to speak with a parent or guardian, then they need to notify a present staff member.

Bullying Behavior

Bullying behavior is defined as any action (physical, verbal, digital, written, etc.) that seeks to harm, intimidate, or coerce another person. While a bully is defined as someone who continually engages in bullying behaviors, we address any type of bullying behavior immediately and seriously.

Examples of Bullying Behavior:

1. Physical- pushing, pulling, grabbing, shoving, punching/hitting, kicking, pinching, tripping, destroying, vandalizing, stealing, spitting, detaining, threatening, physically harming, disrobing, or any unwanted physical encounters or descriptions
2. Social/Verbal- gossiping, discluding, embarrassing, lying, humiliating, threatening, harassing, intimidating, extorting, coercing, challenging, slandering, cyber/digital bullying (internet, texting, social media, phone calling, ect.), teasing, mocking, name-calling, disrespecting, slurring, taunting, or any demeaning or ill-intentioned social or verbal interactions

All bullying behaviors need to be reported to the Classroom Teacher. The Classroom Teacher will then decide if the issue should be handled within the classroom or by the School Director. Some of these items are best addressed by the Classroom Teacher in the classroom community. Other items need to be addressed by the school director. Reports will be filed, investigated, and resolved by school staff. If you have a concern, please contact your child's teacher via email or phone call. All reports that are filed will be sent to the school director who will coordinate with the Classroom Teacher if needed.

Discipline Structure

Proverbs 22:6 "Train up a child in the way he should go, and even when he is old he will not depart from it." Staff members are trained and encouraged to provide godly correction. Rather than overlooking misbehaviors, staff members will address issues clearly and lovingly. Student behavior outside of school is a direct representation of the school and is subject to disciplinary

action. Below are examples of common behaviors and potential outcomes. Please note that these lists are not comprehensive.

Tier 1: These behaviors are considered minor in nature and are typically handled by the Classroom Teacher. However, even minor behaviors can disrupt the learning community and detract students from living a Christian lifestyle.

Behaviors: speaking out of turn or at excessive volumes, minor social disruptions, utilizing an item that is not permitted for use on school property, violating dress code, tardiness, failing to complete assignments

Outcomes: verbal correction from teacher, one-on-one meeting with teacher, parent contact via email or phone call, loss of recess or extracurricular activities, after-school detention

Tier 2: These behaviors are considered moderate in nature and will be handled by the Classroom Teacher in conjunction with the School Director. Students who demonstrate Tier 2 behaviors are at significant risk of losing school privileges and their situation needs to be seriously considered by parents and staff.

Behaviors: repeated Tier 1 behaviors, physical disruptions, verbal aggression, slander, or disrespect, foul language, insubordination of staff members, possession of an item that is not permitted on school property, cheating, plagiarism, falsifying signatures or work, dishonesty, breaking code of conduct for vehicles, skipping school or class

Outcomes: verbal correction from teacher, one-on-one meeting with teacher, removal from classroom, early dismissal, parent contact via email, phone call, or meeting, behavior contract, loss of recess or extracurricular activities, after-school detention, lunch detention, in-school suspension, out-of-school suspension, vehicle suspension

Tier 3: These behaviors are considered severe in nature and will be handled by the school director. Students who demonstrate Tier 3 behaviors are at significant risk of expulsion.

Behaviors: repeated Tier 2 behaviors, physical aggression (striking, punching, fighting, pushing, shoving, biting, pinching, etc.), excessive absences, stealing, failure to comply with assigned outcomes of behavior, insubordination of School Director or local authorities, utilizing items that are not permitted on school property, eloping, vandalism or destruction, intimidating another person, harassing another person, bullying or repeated bullying behaviors, hazing, false 9-1-1 call, emergency alerts, or fire alarm, threatening, criminal acts defined under state or federal law

Outcomes: removal from classroom, early dismissal, parent contact via meeting, behavior contract, loss of recess or extracurricular activities, after-school detention, lunch detention, in-school suspension, out-of-school suspension, vehicle suspension, notification of law enforcement, notification of local support services, expulsion

Suspension

Students may be suspended if they engage in Tier 1 (repeated), Tier 2, or Tier 3 behaviors. In-school suspensions require students to attend school and complete their assignments outside of their classroom environment. Out-of-school suspensions require students to refrain from attending school. In all cases, students are completely responsible for making up any missed assignments. Parents will be notified of suspensions immediately via phone call, email, or letter and will be required to attend a conference.

Expulsion

Expulsion is an uncommon practice that is only utilized when a student demonstrates extreme Tier 2 (repeated) or Tier 3 behaviors. If a student is expelled, then the student is no longer enrolled and must attend a different educational institution. Prior to expulsion, the student will be suspended for up to ten days. During this time, the parent/guardians will be contacted and the School Board will make an expulsion determination. If parents wish to contest the decision, they must notify the school within three days of initial communication. Then a formal and recorded hearing will be held with the School Board. Parents and the student will be given an opportunity to present to the School Board. Witnesses may be regarded at the discretion of the School Board. The decision of the School Board will be communicated to the parents and student.

Dress Code

Preschool & Early Elementary (up to 4th grade): A uniform order will be placed during the registration process. Students will wear school tops for scheduled school days and trips. The uniform order includes the following tops which are all permitted on scheduled school days: t-shirts, long-sleeve t-shirts, polos, long-sleeve polos, vests, jackets, and sweatshirts. Families may choose the items and colors that their children would like to wear from the uniform order and are not required to purchase all provided items. Students may wear long-sleeved shirts under their shirts or open sweaters over their shirts. Pants and shoes should be worn that permit participation in all classroom activities including those that require exercise, movement, and exploration. The uniform order provides shorts and sweatpants which are not required but are permitted for scheduled gym days. Clothing should not be torn or too loose. Open-backed shoes are not permitted and closed toe shoes are recommended. Students should also bring outdoor wear such as boots, jackets, gloves, and hats. All students should bring in an art smock

to cover their clothing. Smocks may include aprons or large t-shirts that cover students' clothing.

Intermediate Grades (5th-8th grade): Students are expected to dress in business casual attire. Uniform tops are not required for intermediate students, however, they may order from the uniform order that will be placed during the registration process. The uniform order includes the following tops which are all permitted on scheduled school days: t-shirts, long-sleeve t-shirts, polos, long-sleeve polos, vests, jackets, and sweatshirts. The uniform order provides shorts and sweatpants which are not required but are permitted for scheduled gym days. On typical school days, students are expected to adhere to the following guidelines:

- Female Students:
 - Pants/Skirts: Female students may wear dark jeans, slack pants, khakis (can be colored), skirts, or dresses. Skirts and dresses must be worn no shorter than two inches above the knee. Leggings, tights, and tight-fitting pants are not permitted to be worn alone but can be worn under a skirt or dress. Pants should not be torn or baggy. Sweatpants and shorts are not permitted unless it is a scheduled gym day in which case, the uniform order provides approved shorts and sweatpants.
 - Tops: Female students may wear blouses with appropriate necklines and hemlines. Sleeveless, tank-top, crop-top, sheer, tight, low-cut, and spaghetti strap tops are not permitted. T-shirts are not encouraged. Cardigans and sweaters should be worn in place of hoodies. Clothing that depicts images or sayings that are scary, upsetting, inappropriate, unbiblical, or hateful will not be permitted.
 - Shoes: Flip-flops are not permitted. Footwear should support ease of movement in the classrooms and outside.
 - Headwear: Hair should be washed and neatly brushed. Barrettes, headbands, and ponytails are permitted so long as they are not a distraction and do not require maintenance while in school. Hats are not permitted indoors.
- Male Students:
 - Pants: Male students may wear dark jeans, khakis (can be colored), or slack pants. Pants should not be torn, baggy, or tight-fitting. Sweatpants and shorts are not permitted.
 - Shirts: Male students may wear collared, button, or tunic-styled shirts with an appropriate undershirt. Sleeveless, tank-top, crop-top, sheer, tight, low-cut, and torn tops are not permitted. T-shirts are not encouraged. Cardigans and sweaters should be worn in place of hoodies. Clothing that depicts images or sayings that are scary, upsetting, inappropriate, unbiblical, or hateful will not be permitted.

- Shoes: Flip-flops are not permitted. Footwear should support ease of movement in the classrooms and outside.
- Headwear: Hair should be washed and neatly brushed. Sideburns, mustaches, beards, etc. should be neatly trimmed. Hats are not permitted indoors.

Teachers will communicate regarding special occasions when students may want to dress festively, formally, or in costume. These occasions will include parties, parades, and programs. In all instances, students should dress in a way that honors and glorifies God. Clothing should also be suitable for the classroom environment. Costumes or t-shirts that depict images or sayings that are scary, upsetting, inappropriate, or hateful will not be permitted. Students who are not dressed according to this code will not be permitted to participate in classroom activities. In an effort to encourage participation, Classroom Teachers will provide a change of clothes for students who are not dressed according to this code.

Freedom of Expression

Students will not be permitted to express, promote, or support non-Biblical practices, concepts, or ideas. School staff have the right to deny any types of expressions (clothing, artwork, language, writings, digital, physical, etc.) that are demeaning, destructive, disrespectful, immoral, unkind, inappropriate, or unbiblical.

Family Handbook Acknowledgement
2024-2025 School Year

Families must sign this Family Handbook Acknowledgement by the end of the first week of school to affirm that they have read and understand all of Mountaintop Christian Academy's policies documents in the Family Handbook. The Family Handbook will be emailed to all parents, but please send a note requesting a hardcopy if necessary.

We have read and discussed Mountaintop Christian Academy's Family Handbook as a family. We understand and agree to the following:

- Enrolling in Mountaintop Christian Academy is a voluntary choice. We agree to comply with all of the Family Handbook's contents.
- We understand the importance of academic proficiency, regular attendance, and behavior expectations. We agree to work to maintain these standards. We understand all of the consequences of failing to uphold the school's standards for these policies.
- We understand that we are responsible for compensation of all lost or damaged school property or materials.
- We understand the technology policy and the consequences of failing to follow policy requirements.
- We understand that extracurricular activities are a privilege that must be earned.
- We understand that parental involvement is necessary for providing a quality education.
- We understand that Mountaintop Christian Academy provides a Christian education and are committed to maintaining Christian character.

Student's Name:

Parent's Name (printed):

Parent's Signature (printed):

Date Signed:

