



**STUDENT  
HANDBOOK  
2019/2020**

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## **NON – DISCRIMINATORY STATEMENT**

MidState Christian School admits students of any race, color, and national or ethnic origin to all the programs, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, or athletic and other school administered programs.

## **HISTORY**

The school began in 2006 with just a preschool class. MidState Christian Academy officially opened in 2007 offering preschool through ninth grade. Over the next five years, the school expanded to twelfth grade, opened a library, established a mascot, and formed both a basketball and a soccer team. Since then, it has added a music program, several different electives, speech therapy, and an after school care program. In 2015, the preschool became state certified. The school gained its accreditation through the American Association of Christian Schools in 2017.

## **ADMISSIONS POLICY**

MidState Christian Academy accepts all credits from homeschool, public school, or private school students. Testing may be required in some subjects such as math and English.

Students are admitted on the basis of available classroom space, the student's personal character, scholastic records, and/or entrance tests. The school reserves the right to place the child in a lower grade if deemed necessary. If a student fails to make acceptable scholastic progress or does not adjust to the overall program of the school, withdrawal may become necessary. Students who have been expelled from their previous school(s), who have been withdrawn to avoid such action, or who have a history of discipline issues including aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism may not be permitted to enroll. Students who have been expelled from MidState Christian Academy will not be allowed to re-enroll. It is the policy of MidState Christian Academy that all students must reside with their parent(s) or legal guardian in order to remain in the school, even after the age of 18 is reached. Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding information may forfeit their opportunity to enroll or to remain enrolled.

MidState Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements and to suspend or expel any student who violates the standards set down in the Student Handbook or other rules of conduct as defined by the administration. Students of MidState Christian Academy are asked to live a moral lifestyle as outlined in Scripture.

### **General Statement of Policy**

MidState Christian Academy retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice. Students are expected to represent MCA in a positive manner even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to MCA in a negative manner. Negative actions may result in a student's dismissal from the school.

## **ENROLLMENT**

### **Admission Process**

MidState Christian is a ministry to our community. Therefore, we have a standard of open enrollment. All students will be evaluated for academic placement.

Kindergarten applicants must turn five (5) years old on or before January 1st. First Grade applicants must be (6) years old on or before January 1st to be considered for enrollment screening. Meeting chronological age requirements does not guarantee readiness for a formal school program. A developmental readiness screening helps ensure proper placement.

For 7th – 12th grade new admissions, students will participate in a stringent application process, in which academic / spiritual / character history will be evaluated.

## **Enrollment Process**

Below is a list of paperwork required to enroll your student in MCA. Please ensure all paperwork is completed and includes the registration fees.

1. Enrollment Form – Make sure you fill out this form completely
2. Student Statement of Cooperation – Must be turned in before first week of school begins.
3. Parent Statement of Cooperation – Must be turned in at the time of registration with both parents signature unless one parent is the sole guardian.
4. Health Records – CT law requires that the student receive a Physical Examination, Certificate of Immunization, and Health Assessment Record. (blue form) This form must be on file before a child is admitted to MCA.
5. Request for School Records – (Grades 1-12) All school records must be received from the previous school.
6. Student Information Sheet
7. Registration fee must accompany the completed enrollment paperwork.
8. Interview –An interview may be required for new students 6th-12th.
9. Medication administration signed by physician (please include medication)

## **Early Re-enrollment**

The month of March is reserved for current students to re-enroll and reserve their placement in the following year. On April 1, the enrollment is opened and remaining open positions will be filled on a first come, first accepted basis.

## **FINANCIAL INFORMATION**

An application fee of \$100.00 per student must be paid at the time of registration. This is a nonrefundable and nontransferable fee if the student should cancel for any reason. Students who re-enroll must also pay a \$100 re-enrollment fee. The \$100 re-enrollment fee increases to \$200 if paid after June 1<sup>st</sup>.

All other fees (book, PE Uniform, etc.) are due July 15. The annual tuition charge may be paid in 10 equal installments. First tuition payment

is due August 1. Following tuition payments are due by the first of the month, ending May 1.

Refund policy: No refund is given for tuition for completed months or partial months. Refunds may be given for unused months of tuition.

Student's registration may be cancelled for payments (fees) not received by July 15.

All accounts will be due and payable by the 1st of each month. A \$35 late fee will be assessed for accounts not paid by the 10th of each month. Any student whose account is not paid in full, up-to-date, on or before the last day of each month may not be allowed to attend the academy until such time as the account is brought current.

There is a \$20.00 charge for each check returned to us by your bank for any reason.

School records, transcripts or diplomas will not be released for any student when there is a balance owed on the student's account.

Book/Materials Fee is due by July 15. Please refer to the table below for the cost of books and materials for your child.

<u>Grade</u>	<u>Price</u>
Preschool/Kindergarten (includes K5 graduation materials)	<b><u>\$200</u></b>
First Grade – Sixth Grade	<b><u>\$250</u></b>
Seventh Grade - Eleventh Grade	<b><u>\$300</u></b>
Twelfth Grade (includes graduation materials)	<b><u>\$350</u></b>

Parents may check current tuition due on Jupiter Ed. Account statements may also be mailed home to each family monthly. Tuition may be paid by check, cash, or credit card. Payments made via credit card will incur a 3% credit card processing fee.

If mailing, please send to:

*MidState Christian Academy  
139 Charles Street  
Meriden, CT 06450*

### **3-4 Year Old Preschool: \$480 a month**

1. As a CT licensed Day Care, we accept Care For Kids.
2. The PreK program runs the entire year.
3. The PreK program follows the school calendar for holidays during

the school year.

### **K5 through 12th Grade Tuition: \$4,100 per student**

1. MHBC Members receive \$500 off per student (stacks with other discounts)

\* Scholarships may also be available for MHBC members upon request.

2. Multiple Student Discount:

\* 2<sup>nd</sup> Student \$3,800

\* 3<sup>rd</sup> Student \$3,500

\* 4<sup>th</sup> Student Free

3. Refer a family that registers a new student and receive \$100 discount.

4. Pay tuition (including fees) in full by July 15<sup>th</sup> – Receive \$100 discount.

### **Additional Fees, Fines, and Charges**

P.E. Fee - \$75 for full uniform (only charged to 6<sup>th</sup> – 12<sup>th</sup> P.E. students)

STEM Fee - \$50 (only charged to 2<sup>nd</sup> – 12<sup>th</sup> grade students)

Technology Fee - \$40

Swimming Class - \$25 (Optional: only offered to 2<sup>nd</sup> – 12<sup>th</sup> grade students)

Library Overdue Fine - \$.25 per school day

Lost and Found - \$.50 (Remaining items will be auctioned in December/May)

### **Extra-Curricular Fees**

Athletic Fees—\$100 per sport (soccer and basketball)

### **Before Care**

Before Care is available to students in PreK-12<sup>th</sup> grade from 7:30am – 8am. The cost is \$1 per student.

### **Aftercare**

Aftercare is available for students in PreK – 12<sup>th</sup> grade from 3:30p – 5:30p at an hourly rate of \$5 / student. Students must be picked up by 5:30, or there will be a late charge of \$1.00 per minute. Invoices will be given each month. If aftercare invoices are not paid in full each month, the student may not be permitted to attend after care.

## DAILY SCHEDULE

Before Care – 7:30 AM

Doors open for students – 8:00 AM

School begins – 8:15 AM

Dismissal – 3:30 PM

Early Dismissal – 12:00 PM (Aftercare may be provided.)

Conclusion of Aftercare – 5:30 PM

## SCHOOL CANCELLATIONS & DELAYS

In the event of inclement weather, MidState Christian Academy will follow the Meriden Public Schools System for information of closings, delays, or early dismissals. Parents may sign up for text/email alerts on [nbccconnecticut.com](http://nbccconnecticut.com). Parents will be notified if the school will be closing early due to dangerous weather. Please keep your personal information up to date in case of an emergency.

### Emergency Dismissals

If the school needs to be close due to environmental emergencies, weather, fire, police emergencies, or medical epidemics, the school will contact parents by phone.

## DROP OFF AND PICK UP OF YOUR CHILD

Doors open at 8:00 in the morning. You are responsible for your child until the front doors of the school are opened. **Please always pull into the parking lot when dropping off and picking up your child. The front of the school building is reserved for the school buses.**

Children will be ready at 3:30pm (12noon for Early Dismissal) at the back entrance. Please wait in your vehicle and form a line in the parking lot. If you would like to speak with the teacher or enter the building, please feel free to park and enter through the front doors.

Please call the office if someone other than the parent is picking up your child. All adults must be listed on approved pick-up list signed by parents. Adults who do not normally pick up student should be prepared to show ID.

If your child is leaving early for any reason, please call the school



secretary explaining the reason and give the time you are picking up your child. Your child will be waiting in the lobby to be picked up. Adults must sign-out the student from the front desk.

If an adult must enter the facility during school hours, they will be required to sign-in at the front desk. Visitors will be given a guest tag that must be worn inside the school building.

## **DRESS CODE**

**All students are expected to adhere to the dress code policy with an exception for our Kindergarten and Preschool students.** Please ensure that all students are modest, neat, and clean in appearance and in clothing that is appropriate for the Christian school environment. Faculty reserves the right to determine appropriateness in questionable situations.

Parents are the first line of inspection. Please help us maintain dress standards by checking for appropriate clothing before your child leaves home. When in doubt, ask prior to wearing / buying. When a student is found to be outside approved dress code, they may not be permitted to participate in class / activities. These occurrences will fall into the established attendance policy for tardiness / absences.

### **Preschool & Kindergarten Girls**

If the student is wearing a skirt or dress, please insure the student is wearing tights, leggings, or shorts under the skirt/dress. PreK and K5 students are not required to follow the school dress code.

### **1<sup>st</sup> – 12<sup>th</sup> Grade Boys**

**Pants:** Boys must wear properly fitting (not too baggy/tight) dress or uniform pants in the solid colors of white, blue, grey, brown, tan/khaki or black. Pants must be corduroy or khaki material. Cargo pants (pockets on the legs) may not be worn. Jeans may not be worn.

Boys may wear uniform (khaki material) shorts during the months of September and May due to the excessive heat. Shorts must be a solid color with no designs/pictures. Shorts may not have pockets on the side (no cargo shorts) and must be worn with a collard shirt. Shirts must be tucked into the shorts and a belt is recommended.

**Shirts & Hoodies:** All shirts must have a collar. Shirts may be either button down or polo shirts. Sweatshirts and sweaters are permitted. All

shirts (including sweatshirts and sweaters) should have minimal writing (no larger than the size of a 4x6 card). Sweatshirts with the school logo may be worn during school hours. Boys must have their shirts tucked in while inside the building. Large winter coats may not be worn in the classroom. Collared shirts must be worn under all sweaters, sweatshirts, jackets/coats. Students may wear school t-shirts on Friday. These t-shirts may be purchased from the parent association. T-shirts worn on Friday do not need to be tucked in.

**Hair & Hats:** Hair is to be neat and trim. Boys may not color their hair. Boys may not wear earrings. Boys are not permitted to wear hats inside the building. Any hat worn outside is to be worn appropriately (ball caps may not be worn backwards). Hoods may not cover the head while in the classroom. Necklaces must be worn under the shirt.

Shoes must be clean, in good condition, safe, and appropriate for school. Boys may not wear sandals, slippers, or flip flops.

### **1<sup>st</sup> – 12<sup>th</sup> Grade Girls**

**Pants/Skirts:** Girls may wear properly fitting (not too tight) dress or uniform pants in the solid colors of white, blue, grey, brown, or black. Pants must be corduroy or khaki material. Cargo pants (pockets on the legs) may not be worn. Dresses or skirts may also be worn, including denim skirts. Skirts and dresses (including slits) must come to the top of the knee when sitting down.

**Shirts & Hoodies:** All shirts worn with pants must have a collar. A blouse or sweater may be worn with skirts. No t-shirts may be worn. Sweatshirts and sweaters are permitted. All shirts (including sweatshirts and sweaters) should have minimal writing (no larger than the size of a 4x6 card). Sweatshirts with the school logo may be worn during school hours. Large winter coats may not be worn in the classroom. Collared shirts must be worn under all sweaters, sweatshirts, jackets/coats when worn with pants. Students may wear school t-shirts on Friday. These t-shirts may be purchased from the parent association. T-shirts worn on Friday do not need to be tucked in.

**Hair & Hats:** Hair may not be dyed/highlighted unnatural colors (pink, red, purple etc.). Girls are not permitted to wear hats inside the building. Any hat worn outside is to be worn appropriately (ball caps may not be worn backwards). Hoods may not cover the head while in the classroom.

Shoes must be clean, in good condition, safe, and appropriate for school. Girls may wear sandals, but the sandal must have a strap around the back. Slippers and flip flops may not be worn.

## **Physical Education Uniforms**

Physical Education uniforms will be purchased through the school. One set of each will automatically be issued to each new 6th - 12th grade student with fee added to initial invoice. Students are not required to purchase new P.E. uniforms every year. Additional pieces may be purchased as follows: T-Shirt (\$20) Shorts (\$20) hooded sweatshirt (\$50) sweatpants are (\$25). Uniforms must be replaced when lost.

## **LUNCH/SNACKS/PARTIES**

Each child is responsible for bringing his or her own lunch and snack to school. Please pack a nutritious lunch so that your child will stay alert during class. The school offers Chick-fil-A on Monday and pizza on Friday unless otherwise stated. Parents/Guardians may open a tab by paying money in advance. Prices for food are as follows:

Chick-fil-A 6 piece nuggets and chips: \$4

Chick-fil-A sandwich and chips: \$5

Cheese/pepperoni slice: \$1.50

Breadstick: \$.50

Microwaves are only offered to our 4th – 12th grade students.

If you would like your child to celebrate his or her birthday with the class, please notify the teacher with the day and time so that they may rearrange their schedule accordingly. Make sure to find out any allergies a classmate may have.

## **FIELD TRIP INFORMATION**

During the year, classes will be taking a variety of field trips that correspond with or enhance the curriculum. MidState Christian Academy believes that this is an important part of learning as many students respond well to hands on activities. Students are **REQUIRED** to attend all field trips, as they are a part of our curriculum. The teacher will let the parents know if chaperones are needed. If you are a chaperone, please do not bring additional children on the field trip except in circumstances when special permission is given by the teacher.

## **BULLYING**

MidState Christian Academy has a **NO TOLERANCE** bullying policy. Any student found to be bullying another student, teacher, or staff member by verbal, physical, written, or electronic (texting, social media, etc.) means will be dealt with by the administration up to or including expulsion.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework in order to aid students in their academic studies. Therefore, each student is expected to successfully complete his homework assignments each day. Homework may be given for the following purposes: drill, practice, remedial reasons, and individual projects relating to school studies.

Elementary students with incomplete homework may be asked to complete homework during recess and/or snack time. If student has consistent problems with incomplete homework, the school administration may contact parents.

**Incomplete homework (6<sup>th</sup> – 12<sup>th</sup>) will be dealt with in the following manner:**

1. All incomplete homework assignments will be entered into Jupiter Ed by the end of the day.
2. First offense: Student may be assigned minimal extra work due on the teacher's desk the next day along with incomplete homework.
3. Second offense: Student may be assigned extra work due on the teacher's desk the next day along with incomplete homework.
4. Third offense: Student will be sent to the office with incomplete homework. The school will call parents and explain the consequences of homework offenses. Student must make-up any missed work.
5. Continued offense: Student will be given one detention each day homework is incomplete. Student will be required to finish all incomplete homework and may be given extra homework to accomplish during an after-school detention. Detention will be held with the teacher who gave the detention from 3:40-4:30 the following day. Parents will be charged \$10 per offense to cover the teacher's time and extra tutoring for student. Parents will be charged \$1 per minute after 4:40 if late picking up student.

## **Tutoring**

Summer and after-school tutoring is available for students at the rate of \$15 per half-hour. Please contact the school administration to set up an appointment.

## **TEXTBOOKS**

MidState Christian Academy offers 6<sup>th</sup> – 12<sup>th</sup> grade students the option to purchase digital textbooks (in place of paper textbooks) for various classes. Students must provide their own tablet with a minimum size of 7". Cell phones, mp3 players, and laptops may not be used in class for digital textbooks. Students will be given a 12 month license that may be used on multiple devices (including laptops/iphones/ipods for home use). Internet access is not required to utilize digital textbooks once the license/textbook has been redeemed. Digital textbooks will follow the same page numbers as paper textbooks. Digital textbooks will allow students to highlight, take notes, and share notes/highlights across tablets with other students. Digital textbooks include interactive content such as video, audio, hyperlinks, and practice quizzes. Tablets may not be used for other applications such as games, photography, video or music while on school property. Students may be given a detention for misuse of tablets while on school property. Tablets used for other purposes than academic will be confiscated. Parents may pick up confiscated tablets at the front desk. Students are responsible for the care of personal tablets. MidState Christian Academy is not required to compensate students for loss/damage of personal tablets.

Physical textbooks are given out at the beginning of the school year. Since a book fee is charged, students own the books and are responsible to keep their books in usable condition. A fee will be charged to replace any lost, damaged, or unusable books.

## **JUPITER ED**

In order to give parents the necessary tools to keep track of their student's academic progress, MidState Christian Academy utilizes an online grading system called Jupiter Ed. Parents will be given log-in information for each of their students. Jupiter Ed will track the student's weekly grades, attendance, and disciplinary actions taken at MCA. Parents will also receive quarterly grades via report cards. Jupiter Ed will be updated every week for grades and daily for attendance/discipline.

## **GRADING/PROMOTION/SUMMER SCHOOL**

MidState Christian Academy students are expected to work up to their potential. Students failing to achieve their grade level may be retained in the same grade level or will have to repeat the subject failed.

Any student in first through fifth grade who earns two “D’s” or lower in any subject as the yearly average may be retained. Students in 6th – 12th grade who receive an “F” as a final average grade in any class (not including electives) will be required to repeat the class during summer school or accomplish an extra credit project. Summer school will be done via online streaming. Summer School begins one week after graduation.

### **Grading System**

Reports cards and progress reports are given to evaluate the progress your child has made in school. The grading system of MCA is as follows:

A+ = 99-100    A = 93-98    A- = 90-92

B+ = 87-89    B = 83-86    B- = 80-82

C+ = 77-79    C = 73-76    C- = 70-72

D+ = 67-69    D = 63-66    D- = 60-62    F = 0-59

### **Reporting and Report Cards**

Report cards are issued quarterly. Students’ grades are available online on JupiterEd throughout the entire school year. Student records are permanently stored online at JupiterEd.com which is accessible with login information. Student records are also stored in individual student files in the school office.

### **Withdrawals**

Students having attended one full day or more of any month will owe the full month’s tuition. All tuition must be paid in full in order for school records / transcripts to be released.

## GRADUATION REQUIREMENTS

According to Connecticut General Statutes sections 10-221a: “Commencing with classes graduating in 2020 no local or regional board of study shall permit any student to graduate from high school who has not satisfactorily completed a minimum of 25 credits.” 2020 graduates are required to complete the following courses in order to receive a diploma from MidState Christian Academy.

Various electives will be offered each year. Students may sign up for electives during the first week of school. All elective grades will be recorded on student’s transcript unless course is dropped. Electives must be dropped by the second week of school.

English – 4 credits

Social Studies – 3.5 credits

*Including: World Geography (.5), World History and Cultures (1), American History (1), American Government (.5), & Economics (.5).*

Mathematics – 4 credits

*Including: Algebra I (1), Algebra II (1), Geometry (1), Consumer Math (1).*

Science – 3 credits

*Including: Physical Science (1), Biology (1), & Chemistry (1)*

Physical Education – 1 credit

*Secondary students take .5 credit yearly.*

Health – .5 credits

World Languages – 2 credits

*Including: Spanish I and II*

Bible – up to 2 credits

*Secondary students take .5 credit yearly.*

Practical or Performing Arts Electives – 1 Credit

*Including: Speech I (.5), Speech II (.5), Drama I (.5), Drama II (.5), Choir (.5), Handchimes (.5).*

Electives – 2 credits (electives in bold print are required courses)

*Including: **Keyboarding (.5), Computer Applications (.5), Family and***

*Consumer Sciences (.5) Yearbook (.5), Advanced Art (.5), Debate (.5), Creative Writing (.5), Modern Literature (.5), Teaching Children (.5)*

Community Service – 1 credit (To be completed during the junior or senior year)

Senior Capstone Project – 1 credit (To be completed during the student's senior year)

## **DISCIPLINE**

MidState Christian Academy is fully committed in helping your child to become more disciplined and responsible. Discipline is essential in order to create a safe and orderly environment where every child will learn effectively. At MidState Christian Academy, the teachers are the authority in the classrooms. All students are expected to maintain the highest form of Christian character. Respect must be shown at all times to the teachers, peers, and school property.

### **Discipline For Elementary**

Minor infractions may be dealt with as the teacher sees fit. Major infractions (lying, stealing, cheating, rebellion, disobedience, disrespect, etc.) will result in the administration contacting the parents. Parents may not be notified of minor infractions that have been dealt with in the classroom although records will be kept on Jupiter Ed.

### **Discipline For Middle School/High School**

The detention system has been chosen as a guide for discipline on the secondary level (6<sup>th</sup> – 12<sup>th</sup> grade).

1. First and second Disciplinary Referral form results in detention.
2. Third Disciplinary Referral form results in 1 day suspension from school and a meeting with student / parent / Principal.
3. Fourth Disciplinary Referral form results in 2 day suspension.
4. Fifth Disciplinary Referral form results in dismissal of student with NO REFUND for that billing month.

Detentions begin every Friday at 7am sharp. Parents are not able to drop off additional children at that time. Any student who is late or who misses



their detention will be given another detention and parents will be required to pay a fee of \$10.

## PROHIBITED ARTICLES

Tobacco products, e-cigarettes, alcoholic beverages, narcotics, knives, guns, matches, explosives of any kind, and radios are not allowed on campus at any time.

Students may not chew gum at any time while on campus.

Cell phones, iPods, mp3 players, and electronic devices that are not related to class work are not to be used during school hours. Headphones may only be used if approved by teacher and used for online classes.

### Cell Phones

Cell phones & mp3 players are not permitted during school hours. Students may use school phones to contact parents during school hours if necessary. All electronic devices (not used for school ebooks) must be kept in the student's locker. If a student is caught with a cell phone or mp3 during school hours, the device will be confiscated and the student may be given a detention. Parents may pick up the confiscated device from the front desk. Students may use cell phones to contact parents after school. Students should not loiter at the lockers or school grounds talking on cell phones. Cell phones & mp3's should not be used to access music/games/videos/photography/apps on school campus.

## STUDENT ATTENDANCE POLICY

Regular school attendance is necessary for mastery of the educational program. Students are expected to attend all daily classes, field trips, assemblies (during school hours), and school programs (if student is participating in program for class credit).

**Definition of Absence:** A child is considered absent when not present for at least  $\frac{1}{2}$  of the school day.

**Excused Absence:** Student illness or death in the immediate family.

A student must make up all work missed due to any excused absence. It is the student's sole responsibility to obtain work missed during an absence the day the student returns to school. Absentee work must be completed within the time frame given: 1 day for each day absent. Students must bring a signed note from parents or a licensed physician in order to receive an excused absence. **Once a student has been absent nine times, all absences due to illness must be verified by a note from a licensed physician.** Students may be held back due to excessive absences (over 18 in one school year).

**Approved Unexcused Absence:** Pre-arranged vacations. All tests and quizzes must be taken before a pre-arranged absence. Any long term projects, reports, etc. must be handed in the day **before** a pre-arranged absence begins. Any work, tests, quizzes, or projects not handed in before a pre-arranged absence begins may receive a 0%. It is the student's responsibility to inform teachers of their approved absence at least one week prior to vacation.

**Unapproved Unexcused Absence:** Vacations or any non-illness related absences. A note from a parent does not excuse the student unless the note clarifies the student's illness. Students may receive a 0% for any tests/quizzes/projects/performances that occurred during an unexcused absence.

MCA follows the CT state guidelines concerning truancy: Sec. 10-198a. Policies and procedures concerning truants. (Note: only some pertinent sections of 10-198a have been included.). *For purposes of this section, "truant" means a child age five to eighteen, inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month or ten unexcused absences from school in any school year.*

MidState Christian Academy reserves the right to retain the student at the same grade level if a student is considered truant according to the state's guidelines. If a student (9<sup>th</sup> – 12<sup>th</sup>) receives 6 unexcused absences in a one semester course or more than 13 in a full year course, credit may be lost for that course.

**Tardiness to 6<sup>th</sup> – 12<sup>th</sup> grade class periods will be dealt with in the following manner:**

1. Tardiness will be entered into Jupiter Ed by the end of the day.
2. First Offense: Warning
3. Second Offense: Warning and administration informed.

4. Third Offense: Student will be sent to the principal's office.
5. Continued Offense: Student will receive one detention each day student is late. Detentions will be fulfilled Friday morning beginning at 7am. Tardiness records cleared each quarter.

### **Transportation**

The Meriden Board of Education provides bus services for Meriden residents based on the distance from the student's home to our school. Students who live very close to our school may not be given bus services, and parents would be required to arrange other transportation. The pickup/drop-off location for the student is determined by New Britain Transportation.

## **STUDENT ILLNESS**

In order to reduce the spread of viruses and other illnesses, it is necessary to keep children home from school for 24 hrs. after their fever has subsided, without the use of fever-reducing medications such as Tylenol or Motrin. The guideline we have chosen for our school, consistent with other schools, is 100.5 degrees Fahrenheit. If your child has been vomiting or having diarrhea, it is also necessary to keep him or her home for 24 hrs. from the last episode of vomiting or diarrhea, and again, remaining fever free.

This policy is for the health and safety of all our students and staff. If your child comes in to school with a fever or having vomiting/diarrhea that day or the day before, he or she will not be permitted to class and you will be notified to come pick up your child.

## **PARENT-SCHOOL COMMUNICATION**

### **Parent-Teacher Conferences**

The school schedules parent-teacher conferences once in the fall semester and once in the spring semester. The scheduled dates are located on the school calendar. Parents may contact the school secretary to schedule a conference with a teacher at any time.

### **Parent Organization**

The Parent Association provides social events for school families outside of normal school hours. The Parent Association also helps organize fundraisers such as collecting Box Tops for Education and selling Yankee Candles and chocolate bars. Parent-organized events and fundraisers are announced on a calendar given out each month, as well as during homeroom classes and chapel, or through JupiterEd. The parent association also helps pick up weekly hot lunches from local restaurants such as Chick-fil-A and Little Caesar's pizza. During open house at the beginning of the school year, parents are encouraged to sign up to be a part of the parent association.

### **Problems**

If a parent has a school-related problem, the parent should try to resolve the issue directly with the teacher. If the issue cannot be resolved with the teacher, the parent may set up a meeting with the school administration. If a parent has a problem that concerns the school administration and cannot be resolved between the parent and the administration, the parent may set up a meeting with the pastoral staff.

### **Student Organizations**

At the beginning of the year, four students in 9<sup>th</sup> – 12<sup>th</sup> grade are given positions on the student board. Students who meet the character requirements as set forth by the administration will be eligible for the position of student board leader. Once a student is approved by the administration, the positions are given through a popular vote by their peers in grades 6<sup>th</sup> – 12<sup>th</sup>. High school students may also participate in the Chick-fil-A Leadership Program.

## **SEXUAL MISCONDUCT**

### **Between Students**

MidState Christian Academy seeks to provide a safe environment for our students. If a student feels uncomfortable due to the advances (verbal or physical) of another student, the student is encouraged to inform a teacher or staff member immediately. If a student is concerned about the possibility of sexual harassment between other students, the student has the responsibility to report their concern to the administration. Once the school has been informed, the parents/guardians will receive a phone call detailing their student's concern on the same day. If the complaint deems it necessary, an investigation will occur whereby the administration will seek to establish the validity, severity, and repetition of

the action in question. The parents/guardians of the accused and the accuser will be informed of the investigation's results. Disciplinary action will be administered when necessary. MidState Christian Academy faculty and staff are mandated reporters and will pass on all valid concerns to the state.

### **Between Students and Staff**

MidState Christian Academy requires all faculty and staff to undergo a background check. MidState Christian Academy will not knowingly hire any person who has been found guilty of sexual misconduct in the past. The administration seeks to hire only those who have shown evidence of a sincere faith in Christ and a high view of morality. Although the faculty/staff of MidState Christian Academy are men and women of high moral character, it is the responsibility of the administration to ensure a safe learning environment by providing an opportunity for students to inform the school of any/all concerns.

If a student believes themselves or another student to be victims of inappropriate and/or overly familiar behavior by a faculty/staff member, the student must inform the administration and/or a teacher immediately. Any staff/faculty member of MidState Christian Academy who is accused of sexual misconduct will be put on administrative leave until an investigation has been completed. The parents/guardians and local police department will be informed of the student's accusation (of sexual misconduct) the same day it is made. MidState Christian Academy faculty and staff are mandated reporters and will pass on all valid concerns to the state.

## **GENERAL PHILOSOPHY, GOALS, AND MISSION**

### **Educational Philosophy**

MidState Christian Academy believes that the ultimate authority is God and God's Word. We believe the nature of truth is solely defined and found in God's Word. We believe that God has given parents the ultimate authority over their children. The parents are responsible to provide education, training, and guidance throughout their child's life. The school partners with the parents in the formal academic education and Biblical training of the students' character, directing students in the knowledge of Jesus Christ. We believe children are born with a sinful nature. Therefore, it is the school's philosophy to help children "*put off... the old man*" and "*put on the new man*" (*Ephesians 4:22-24*).

The education provided is based on the Christian-traditional philosophy in contrast to the humanistic, progressive systems of education. Christian-traditional education is rooted in objective reality and absolutes, as opposed to relativism. The Christian-traditional philosophy provides the programs and methods of studies which impart Christian character development, communicative skills, and subject matter to the students. Providing a smaller classroom environment allows students to have the personal attention needed to attain the school's academic goals. These programs of study are in harmony with the inspired Word of God, which is "*profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works*" (2 Tim. 3:16-17). The school partners with the home and the church to give the students a well-rounded, Christ-centered education.

We believe that the content of Christian education must be in harmony with "*whatsoever things are true,... honest,... just,... pure, [and]... lovely*" (Phil. 4:8). We believe that classroom methods should be faculty-directed, with the student acquiring knowledge through studying, researching, reasoning, relating, and recording.

Christian education must deal with the social and the spiritual, as well as the academic dimensions of the student. Children will be rooted in the subjects of Bible, language, arithmetic, science, history, reading, phonics, spelling, and penmanship. We also seek to integrate a biblical worldview into all of the subjects. Classes are conducted with a structured daily routine and orderly schedule. Student learning is guided through a formal curriculum. Students are motivated both intrinsically and extrinsically toward goals in their education. Teachers use verbal praise, disciplinary actions, and grades to motivate their students.

Academic programs of MidState Christian Academy are only a part of the educational process. Students are also provided with extra-curricular activities that reinforce biblical character and offer opportunities for personal and social growth. Bible classes, which encourage a sincere and consistent Christian life, are also a required course for all our students.

Through Christian education, the student must be brought to "*unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ*" (Eph. 4:13). The graduate is then able to be an effective witness for Christ and is academically equipped to pursue a college education.

## Goals

MidState Christian Academy seeks to offer an alternative to public education by supplying a superior level of academics that will also include a deeper understanding of God and the Bible.

MidState Christian Academy is an educational ministry of Meriden Hills Baptist Church. It was founded in order to provide a safe environment where children are taught the fundamentals of education. As a Christian organization, we strive to build a foundation on which education can firmly stand so there will be a generation of young people highly educated not only in academics, but also in their personal relationships with Jesus Christ. Together, our staff and a well-rounded curriculum make MidState Christian Academy a place where children are able to achieve their goals for the future.

## Goals of Education

MidState Christian Academy students will grow spiritually.

Students will:

*\*Demonstrate a love for God first and others second.*

*\*Seek God's Word as the sole source of Truth.*

*\*Defend the basic doctrines of God's Word: Christology, Pneumatology, Theology, Bibliology, Soteriology, Angelology, Eschatology, Ecclesiology, Anthropology.*

*\*Display an obedience to God's authority and will for their lives.*

*\*View the world's past, present, and future from a biblical perspective.*

*\*Develop a concern for the souls of others.*

*\*Apply biblical philosophies of authority to parents, teachers, pastors, and leaders in their lives.*

*\*Develop and grow in biblical wisdom.*

MidState Christian Academy students will grow intellectually.

Students will:

- \*Recognize God's design in all academic subjects.*
- \*Understand materials presented orally and in script .*
- \*Communicate concepts learned in writing and in speech.*
- \*Develop problem solving skills and critical thinking.*
- \*Exhibit knowledge in the five core subjects: mathematics, English, history, science, Bible.*
- \*Cultivate a creative mindset.*
- \*Display an ability to effectively follow instructions.*
- \*Effectively utilize technology and manuscript research tools.*
- \*Apply methods of review and reinforcement to independent study.*

MidState Christian Academy students will grow physically.

Students will:

- \*Analyze good nutritional choices.*
- \*Demonstrate balanced eating habits.*
- \*Express an understanding of the harmful effects of drugs and alcohol.*
- \*Develop skills and coordination in individual and group exercise.*
- \*Demonstrate respect for the physical boundaries and well-being of self and others.*

MidState Christian Academy students will grow socially.



Students will:

- \*Develop an appropriate balance of self-confidence and humility.*
- \*Demonstrate friendliness and courtesy toward others.*
- \*Work effectively with peers in social situations.*
- \*Display a national pride, love, and respect for America.*
- \*Demonstrate a proper etiquette in formal situations.*
- \*Develop an appreciation for fine art and music.*
- \*Practice fiscal responsibility.*
- \*Express a positive attitude and dedication toward work and service.*

## **Mission**

In partnership with the church and home, MCA provides a Christ-centered, educational environment for students to develop gifts, knowledge, and skills to better serve Christ.

## **MEDICAL GUIDELINES**

In order to maintain a healthy environment for all, please keep your child home if he or she is sick. In circumstances where your child needs medical attention, a parent or guardian will be notified. MidState Christian Academy does not administer any medication without written authorization from the parent. Please leave written notice and instructions with the teacher of any allergies or chronic medical problems. No student will be allowed to take any medication on his own while at school except for asthma treatments. A medication administration form is mandatory for your child to bring a prescribed medication during school. It must be signed by a physician. Please give the form and medication to the school administration or school nurse.

MidState Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. Communicable diseases are illnesses which arise as a result of the transmission of infection from person to person. Students may not be permitted to attend school until the disease is non-transferrable.

### Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Paralytic Shellfish Poisoning
Aids Related Complex (ARC)	Pertussis
Amebiasis	Pesticide Poisoning
Animal Bite of Humans (only by a potentially rabid animal)	Pink Eye
Anthrax	Plague
Botulism	Poliomyelitis
Brucellosis	Psittacosis
Campylobacteriosis	Rabies
Chancroid	Relapsing Fever
Dengue	Ringworm
Diphtheria	Rocky Mt. Spotted Fever R. Rickettsia
Encephalitis	Rubella including congenital
Giardiasis (acute)	Salmonellosis
Gonorrhea	Scabies
Granuloma Inguinale	Schistosomiasis
Hansen's Disease of Leprosy	Shigellosis
Hemorrhagic Fevers	Smallpox
Hepatitis	Syphilis
Histoplasmosis	Tetanus
Human Immunodeficiency Virus	Toxoplasmosis acute
Legionnaires' Disease	Trichinosis
Leptospirosis	Tuberculosis
Lymphogranuloma Venereum	Tularemia
Malaria	Typhoid Fever
Measles	Typhus
Meningitis	Vibrio Cholera
Meningococcal Disease	Vibrio Infections
Mumps	Yellow Fever