

*Glorifying God One Heart at a Time*



# Student Handbook

## 2016-2017

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Accreditation by



Member of



Dear Parents and Students:

Thank you for your support and sacrifice to send your child to Mountain Area Christian Academy. We are committed to providing academic excellence in a Christ-centered environment. We are looking forward to working with you with the goal of developing godly young men and women for Christ.

This student handbook contains principles, policies, and procedures that need to be fully understood. Adherence to these reasonable rules allows Mountain Area Christian Academy to function properly and in a manner that reflects the philosophy of MACA. Please read the handbook carefully prior to signing. **A signed agreement is necessary for your child to be admitted or continue to be enrolled at Mountain Area Christian Academy.** Should you have any questions or need a policy clarified, please do not hesitate to contact the administration of the school.

The expectations and standards of our school are high. We believe proper attitudes and behavior are necessary foundations for academic success. It is our hope that parents will reinforce these standards at home and encourage their children to obediently cooperate with those placed in authority.

Our desire is to communicate as much as possible with the home. Although every effort has been made to ensure that this handbook contains all current policies and information, sometimes policies or procedures do change during the course of the school year. If this occurs, we will make an effort to effectively convey that change to your family through our weekly newsletter, *the MACA Gram*, and/or on our website.

We challenge each staff member, student, and parent to think and act in ways that will promote excellence within our school and community. Let us strive to sow seeds of excellence in all areas: academics, character, athletics, and above all, in our walk with the Lord Jesus Christ. This is our reasonable service.

*"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."*  
I Corinthians 10:31

MOUNTAIN AREA CHRISTIAN ACADEMY  
*is accredited by*  
THE GEORGIA ASSOCIATION OF CHRISTIAN SCHOOLS  
*and the*  
GEORGIA PRIVATE SCHOOL ACCREDITATION COUNCIL



No asbestos was used in the building of Mountain Area Christian Academy.

MACA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Mountain Area Christian Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, or any and all other situation that may arise during the school year. The school expects full cooperation from both students and parents and adherence to all school plans, policies and regulations.

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# Introduction

## Our History

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Mountain Area Christian Academy opened its doors in August 2000. This came about when a group of Christian school parents expressed a desire for a Christian school that didn't require such a long commute.

In June 2000, the Mountain Area Christian Academy School Board was formed, and the process began. The first chairman of the board was the Rev. George O'Brian. Chris Scoggins was elected vice-chairman. Terri and Chris Bledsoe served as secretary and treasurer respectively. Howell and Jane Teasley were appointed co-administrators. Three meetings later Dr. Nancy White Kelly, an experienced school administrator, joined the MACA school board. (Dr. Kelly participated in the foundational meetings of GACS in the 1970's.)

In a strange turn of events, Morganton Baptist Church in Fannin County, Georgia, received ownership of the former Morganton Elementary public school. The church renovated the old building into a beautiful church facility.

The new MACA School Board met with the church and requested that the church allow the school to provide a biblically-based education for the children of the local area using their facility. After considerable debate, the church voted to allow the school to use its facilities in July 2000. Only through God's provision could a school start from nothing and receive its first students in less than three months.

The response to the creation of Mountain Area Christian Academy was so enthusiastic that the school was able to enroll 40 students and employ four very qualified teachers. The school offered classes for students from pre-k through the eighth grade that first year. Each year thereafter a grade was added until all 12 grades were offered in 2003-2004. In the spring of 2005, the first graduation ceremony was held with three seniors.

In October 2003, Mountain Area Christian Academy joined the Georgia Association of Christian Schools (GACS). Soon thereafter, the school obtained provisional accreditation from the GACS and the Georgia Private School Accreditation Council (GAPSAC) and achieved full accreditation in the spring of 2008.

MACA reached a critical point when the enrollment taxed the physical facilities of Morganton Baptist Church. Some classes filled and students were turned away due to lack of space.

God worked again in a miraculous way by providing the school with 6.39 acres of land ideally located halfway between Blue Ridge and Blairsville. In addition, the school purchased 5.0 adjoining acres. In 2007, the opportunity to acquire an additional 8.24 acres became available through an auction. Thus, with a total of 19.609 acres, the dream of a new school campus with a state-of-the-art facility became a working plan.

In August, 2007, Mountain Area Christian Academy opened the doors to its new school with 49,500 square feet on the lower level. The unfinished second floor consists of 21,000 square feet, which allows ample room for future expansion.

## Our Mission

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Mountain Area Christian Academy exists to glorify God by assisting parents in their God-given responsibility of educating their children by providing an academically excellent, biblically-based and Christ-centered quality education that is focused on equipping and encouraging students to obediently fulfill God's purpose for their lives.

## Our Philosophy

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We believe the Bible is the standard of all truth and knowledge and therefore are committed to teaching all subjects with God's Word as the focal point. We believe it is our God-given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorifying to God.

We believe that parents are the ultimate authority over their children, and therefore they are accountable to God for their children's spiritual and moral welfare.

MACA acknowledges the trust placed in us by our parents, and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination.

## Our Purpose

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Our purpose is to enter into a partnership with Christian parents who are obediently committed to a total education process that is centered on God and His Word and results in academic development of the mind and spiritual development of the will and character. We embrace the privilege and responsibility God and parents impart to us in the education of the heart and mind of each of our students.

To accomplish our purpose, MACA is a non-profit corporation governed by a board of directors. MACA operates as a non-denominational, non-church-affiliated, co-educational day school including pre-kindergarten through high school.

## Our Statement of Faith

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We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness."* - II Timothy 3:16)

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*"For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one."* - I John 5:7)

We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*“Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.”* Acts 1:11; see also John 10:33, Matt. 1:23, Heb. 4:15, John 2:11, I Cor. 15:3, John 11:25, Mark 16:19)

We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”* - Eph. 2:8-10; see also John 3:16, John 5:24, Rom. 5:8-9, Titus 3:5)

We believe in the resurrection of both the saved and the lost--they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.”* - John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all.”* - Eph. 4:4-6)

We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling Him to live a Godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.”* - Romans 8:29)

We believe marriage is a committed relationship exclusively between one man and one woman (Gen. 2:18-24; Matt. 19:4-6).

We believe God immutably created male and female as two distinct, complementary genders that reflect the image of God. Men and women are equal in worth and dignity, but have some distinctive God-ordained roles to fulfill. Sexual identity as male and female is determined genetically with corresponding body parts. It is linked inextricably to gender distinctions (Gen. 1:27; Eph. 5:22-33; Titus 2:4).

We believe sexual activity with another person must take place within the boundaries of marriage. (Gen. 2:24-25; Matt. 15:18-20; Rom. 13:13; I Cor. 5:1-13; 6:9-10; 13, 18; 7:1-5).

We believe that all human life is sacred because it is created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139).



We believe that in order to preserve the function and integrity of MACA that all employees and members of its community must subscribe to the Statement of Faith.

### Our Statement of Policies

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- We understand** that our child will be taught that salvation comes only through a personal choice to receive Jesus Christ as one's Savior, and that, if he has not already done so, he will be encouraged to make this choice and to give his life in total commitment to Jesus Christ as his Lord, to serve Him as He directs him.
- We understand** that our child will be encouraged to participate regularly in personal and family Bible reading, study, and prayer, and to make church and Sunday school attendance a part of his life.
- We understand** that MACA plans to cooperate with our home by reporting the progress of our child and by holding conferences with us.
- We understand** the need for home and school to work together in encouraging our child to follow Christian teachings.
- We understand** and support the school's place in carrying out discipline using appropriate measures.
- We understand** that MACA is limited in its professional staff and ability to assist students who are profoundly affected in the following areas: learning weaknesses, hyperactivity, emotional disturbances, severe visual or hearing impairment, or extreme giftedness. In the event a child has one or more of the preceding conditions and the parents wish the child to attend MACA, the parents will be expected to provide additional funds to care for the child's needs.
- We authorize** school officials to get a doctor if our child is injured or becomes seriously ill and we cannot be immediately reached.
- We absolve** the school from all liability because of any injury to our child at school or during any school activity.
- We authorize** the school in compliance with Georgia law to provide the name, age, and residence to the appropriate Superintendent of Public Schools for our child.
- We authorize** our child to participate in all school activities, including, but not limited to, sports and school-sponsored field trips.
- We authorize** the school to use my child's picture in its promotional and periodical literature for school use.

- We understand** that attire and appearance appropriate to the occasion is expected of all students at all times, and students are expected to adhere to the dress code guidelines as described in the student handbook.
- We understand** that MACA uses a filtered internet system. As parents, it is our responsibility to notify the school in writing if we do not want our child to have internet access at school.
- We understand** that MACA is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause.
- We understand** that each prospective student may be tested and, after a conference with parents, placed in the grade which best meets his individual needs and the curriculum of MACA.
- We understand** that MACA does not discriminate on the basis of race, color, sex, or national or ethnic origin in its admission of students or hiring of employees.
- We understand** that MACA does not participate in any Halloween observances or wearing of costumes.
- We understand** that attendance at MACA is a privilege, not a right. Therefore, MACA reserves the right to dismiss any student whose presence in the school is detrimental to himself, his fellow students, or the school in general.
- We understand** that any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including dismissal.
- We understand** that as parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the administration.
- We understand** that the Bible instructs Christians to resolve issues among themselves and not to involve the court system. We agree to settle any issue on a one-on-one basis or through Christian arbitration. We will not take legal action against the school.
- “We have read and understand MACA’s statement of faith. We approve of the tenets it seeks to uphold and communicate.”**

### Our Educational Objectives

The Bible teaches that “Jesus increased in wisdom, stature, and in favor with God

and man” (Luke 2:52). Our Lord has provided us with His salvation to accept and His example to follow. Therefore, MACA seeks to develop the total person in the following areas:

### **Spiritual**

- To lead the student to accept God’s gift of eternal life through faith in Jesus Christ alone as Savior
- To develop attitudes and values consistent with the teaching of the Scriptures
- To instill a personal responsibility to God for individual behavior ( *“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.”* - Romans 12:1-2; also, Colossians 3:1 :*”If ye then be risen with Christ, seek those things which are above, where Christ sitteth on the right hand of God.”* )

### **Academic**

- To teach all subject matter in light of the Scripture, since God’s Word is the source of truth (*“Sanctify them through thy truth: thy word is truth.”* - John 17:17)
- To promote an instructional program to meet individual needs more adequately
- To provide academic excellence (*“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”* - II Timothy 2:15)

### **Physical and Social**

- To stress the development and care of the body, since God created man a tripartite being (body, soul, and spirit) whose body (for the Christian) is the residence of God the Holy Spirit (*“What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?”* – I Corinthians 6:19)
- To encourage wholesome forms of recreation and exercise (*“For bodily exercise profiteth little: but godliness is profitable unto all things, having promise of the life that now is, and of that which is to come.”* - I Timothy 4:8)
- To emphasize personal cleanliness and good grooming
- To expect dress consistent with Biblical standards (*“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.”* – Romans 12:1, 2)
- To stress appropriate friendships and relationships among boys and girls and between the sexes (*“Flee also youthful lusts: but follow righteousness, faith, charity, peace, with them that call on the Lord out of a pure heart.”* - II Timothy 2:22)
- To teach patriotism (*“Let every soul be subject unto the higher powers. For*

*there is no power but of God: the powers that be are ordained of God ...” -  
Romans 13:1-4)*

# Admissions

## New Students

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MACA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Because MACA does not offer English as a second language, we cannot accept students who are unable to demonstrate English speaking skills commensurate with their age level as determined by the administration.

A written application for enrollment must be submitted with appropriate fees as well as transcripts from previous schools.

An interview with the school Administrator and/or Principal is required. Both parents should accompany the student to this interview. The purpose of the interview is to have an opportunity to personally explain MACA's philosophy of Christian education and its standards. No new students are admitted without this interview.

Official acceptance is based on the application and transcript review, personal interview results, and space availability.

Pre-testing may be required for incoming students in order to determine grade level placement. It is the desire of the school to place each student in a grade where he is capable of success.

All new students will be accepted for enrollment on a probationary status for at least one quarter.

## Age Requirements and Grade-level Placement

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To enter K5, a child must be 5 years old on or before September 1 of that year. To enter first grade, a child must be 6 years old on or before September 1.

No student will be considered for enrollment who is two years above the chronological age for the grade level. Students must reach the chronological age required for a given grade by September 1 in order to be placed in that grade.

The assignment of students to classes or teachers is the sole responsibility of the administration. The school does not accept requests from parents who might wish to help in this process. Children may not transfer from one class to another because of preference for a particular teacher or classmate.

## Academic Qualifications

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Academically, students must be ready for the grade level for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. MACA does offer assistance in SLD (Specific Learning Disability), ADHD (Attention Deficit Hyperactivity Disorder, and ADD (Attention Deficit Disorder), but does not offer assistance in EH (Emotionally Handicapped), MMI (Mildly Mentally Impaired), or OHI (Other Health Impaired) programs. .

However, MACA does offer a NILD Educational Therapy through our Discovery Program. The Discovery Program is a program developed through the National Institute for Learning Development (NILD) that is designed for diverse learners. It is a non-tutorial, integrative, individual approach to assist students who struggle to learn in traditional ways. A complete psycho-educational battery of tests is used to identify areas of cognitive strengths and patterns of weaknesses. Based upon initial and annual assessments, an individualized program of NILD Educational Therapy is designed for each student to stimulate cognitive functioning. Please contact the school office for more information. Space is limited, and additional costs are incurred.

## Student Qualifications

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All parents of K1 - Grade 12 students need to be in harmony with the aims and purposes of MACA. The school may request the withdrawal of even a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, disorderly, uncooperative, or threaten retaliatory legal action.

The Bible clearly states that homosexuality is a sin; therefore, parents and students who engage in that lifestyle are in spiritual disagreement with the school's standards and philosophy. In such case, MACA will refuse admission or re-admission to students because of the confusion that will result at home and at the school. For the same reasons, MACA will refuse to enroll students from homes where a man and woman are living together without being properly married.

All students must be single, not-engaged to be married, and have no children.

All students in fourth grade and above and each parent/guardian must sign the **Student/Parent Agreement Form** located at the end of this handbook.

## Re-admission

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MACA reserves the right to refuse admission or re-admission to a student who has been expelled or who has a record of disciplinary problems either at MACA or another school. We are not equipped to meet the needs of students who are unable to control their behavior. Students who are voluntarily withdrawn due to lack of cooperation with MACA may not be allowed to re-enroll during the same school year. The parents may not re-enroll the student for the next school year without an interview with the administration. Decisions regarding re-enrollment are

administrative decisions and will not be arbitrated by the school board.

### Re-enrollment

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Re-enrollment will be made available each spring on a first-come, first-served basis to families and students already attending MACA, provided the family has no outstanding indebtedness to the school. Any family who is not current with tuition will go to the bottom of the list until such debt is cleared. This could mean that the student will lose a spot if the class fills first. Enrollment is a yearly decision and the school administration reserves the right to deny re-enrollment to a current student.

### Transfer Students

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Due to the uniqueness of our ministry, transfer students for Grades K5-12 may not be considered for enrollment into our school after the first week of the third quarter unless such a transfer is the result of a move from out-of-town.

Students transferring to MACA from other schools must have all previous school accounts paid and a transcript received before acceptance is granted. Temporary admission may be allowed by the administration pending arrival of records.

# Academics

## Accreditation

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MACA is accredited by the Georgia Association of Christian Schools (GACS) and the Georgia Private School Accreditation Council (GAPSAC).

The accreditation program of the Georgia Association of Christian Schools has been recognized and approved by the following Georgia state boards and authorities:

### **The Georgia Board of Education**

The Georgia Board of Education has approved the Georgia Private School Accrediting Commission (GAPSAC) of which the Georgia Association of Christian Schools is a member. All schools provisionally or fully accredited by GACS are entitled to benefits, including transfer of grades and credits to public schools, on the same basis as students from public schools. No additional tests, over and above those required by public school students, will have to be taken by students from GACS accredited schools, nor any additional measures whatsoever will be required.

### **Georgia Board of Regents**

The Georgia Board of Regents has approved graduates from GACS provisionally or fully accredited schools for entrance to colleges of the University System of Georgia (USG). However, individual colleges of the USG may place additional requirements over and above those required for graduation by the Georgia Board of Education. These requirements are applicable to all students (from both public and private schools) applying to a particular college. Usually these requirements are based on the "Freshman Index," which is a combination of SAT scores and course grades from the student's cumulative grade point average (GPA).

For this reason, we recommend that any student planning to attend a college or university of the USG contact a desired college no later than the beginning of the junior year of high school to be assured that the student is on track to meet admission requirements. Information on the Freshman Index may be requested from any college or university belonging to the USG.

### **Georgia Student Finance Commission (HOPE Scholarship)**

Graduates of schools which are candidates for accreditation, provisionally accredited, or fully accredited by the Georgia Association of Christian Schools are eligible for HOPE Scholarships on the same basis as are graduates from public schools in Georgia. Application for these scholarships may be made through the Georgia college or university to which the student has applied.



## Curriculum

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MACA primarily uses Christian curriculum published by A Beka Book and Bob Jones University Press. Due to limited availability of Christian textbooks in some subject areas, MACA may not exclusively use Christian texts. We carefully select curricula and materials which best meet the need for quality academics. All curricula are taught from a Christian perspective.

## Promotion Requirements

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Promotion to the next grade level is dependent upon the successful completion of schoolwork at the previous grade level. The school's "automatic retention" policy is as follows:

- K5:** The student is retained based on the recommendation of the teacher.
- Grade 1:** The student is retained if reading is failed.
- Grade 2:** The student is retained if reading and math are failed.
- Grades 3-5:** The student is retained if reading and math are failed.
- Grades 6-8:** The student is retained if two of the four core academic subjects are failed: English, history, science, and math.

Students must meet the following criteria to be classified as a Freshman, Sophomore, Junior, or Senior:

- Freshman:** The student must successfully complete 8<sup>th</sup> grade.
- Sophomore:** The student must have accumulated 6 credits.
- Junior:** The student must have accumulated 12 credits.
- Senior:** The student must have accumulated 19 credits.

The **Retention by Parent Agreement Policy** relates to the four core subject areas (English, history, science, and math) as follows:

1. The student is passing all subjects with a "C-" average or is passing three subjects with a "C-" average and is failing one subject; or,
2. The parents agree, after consultation with the teacher and administration, that it is most beneficial for the student to repeat the grade.

In such cases where the student may be retained, the school shall do the following:

- Have the approval of the school's administration after consultation with the

- teacher
- Issue a “possible retention” notification to the parents after the first semester
  - Consult other criteria (if available) when reaching a final decision (i.e. other faculty observations, achievement tests, ability tests, outside resources, etc.)

## Credits for Graduation

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Students must earn a minimum of 23 credit hours in Grades 9-12. In addition, a credit should be earned in Bible each year that the student is in attendance at MACA. Students may march with incomplete credits under special circumstances, when approved by the administration.

Sophomores and Juniors are required to take the **PSAT**. This test will help prepare them for the **SAT (Scholastic Aptitude Test)**, which is required by many colleges for college admission. The PSAT testing fee must be paid by the student.

Seniors are required to take the **SAT** or **ACT** college entrance exam. (MACA does not administer these tests but will gladly assist the student in registering.) Students should take these tests prior to December 1 in order to have retake privileges and maximize possibility for optimum performance.

## Graduation Requirements

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The graduation policies of our school meet or exceed the requirements of the state of Georgia in order to satisfy entrance requirements for state or private universities.

### **College Preparatory Diploma Course Requirements**

(All courses 1 credit unless otherwise noted)

**Bible** (4 credits) – Bible 9-12

**English** (4 credits) – English 9-12

**Math** (4 credits) – Algebra I and II, Geometry, Pre-calculus

**Science** (4 credits) – Physical Science, Biology, Chemistry, Physics

**Social Studies** (3 ½ credits) – World Geography (1/2), World History, United States History, Government (1/2), Economics (1/2)

**Foreign Language** (2 credits) – Spanish I and II

**Physical Education** (1/2 credit)

**Health** (1/2 credit)

**Computer** and/or **Fine Arts** (1 credit) – Computer

**Electives** (2 credits) – Speech (1/2 – required), Chorus (1/2 each semester), Weight Training (1/2 each semester)

## **General Career Preparatory Diploma Course Requirements**

(All courses 1 credit unless otherwise noted)

**Bible** (4 credits) – Bible 9-12

**English** (4 credits) - English 9-12

**Math** (4 credits)

**Social Studies** (3 credits)

**Science** (4 credits)

**Physical Education** (1/2 credit)

**Health** (1/2 credit)

**Fine Arts** (3 credits)

**Electives** (4 credits) – Computer (1/2), Fine Arts, Speech (1/2),  
Keyboarding (1/2), Weight Training (1/2), Yearbook, Study Skills

**In addition to the 23 credits required by the State of Georgia, MACA requires one year of Bible class for each year that a student attends.**

\*The total number of credits required of transfer students may require adjustment; however, a student cannot be graduated with fewer than the minimum number of required credits by the state of Georgia.

## Grading Scales

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### Grading Scale

Kindergarten, Elementary Enrichment, and Conduct Grades

<b>E</b>	Excellent
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory
<b>+</b>	Satisfactory Progress
<b>-</b>	Improvement is needed

### Grading Scale

94-100	<b>A</b>	4.00*
90-93	<b>A-</b>	3.75
87-89	<b>B+</b>	3.25
83-86	<b>B</b>	3.00
80-82	<b>B-</b>	2.75
77-79	<b>C+</b>	2.25
73-76	<b>C</b>	2.00
70-72	<b>C-</b>	1.75
69 and below	<b>F</b>	0.00

*\*GPA is calculated only in grades 9-12.*

## Honor Roll

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An honor roll is compiled at the end of each quarter and at the end of the academic year. **All students whose financial accounts are current are eligible for honor roll distinction.**

### **“A” Honor Roll- Principal’s List**

Shall consist of all students in Grades 4-12 who receive an **“A”** in all academic subjects and no conduct marks below **“E.”**

### **“A/B” Honor Roll**

Shall consist of all students in Grades 4-12 who receive a **“B”** or better in all academic subjects and no conduct marks below **“S.”**

Students obtaining honor roll status for each quarter within the academic year will receive special honor roll recognition.

## Subject Awards

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Awards are given at the end of the year to the student who has the highest grade average in a given subject.

## Valedictorian and Salutatorian

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Valedictorian and Salutatorian of the Senior Class will be determined following the first semester of the senior year. The determination will be made based on the grades earned while a student at MACA from the ninth grade through the first semester of the senior year. A student must have attended MACA for a minimum of three full semesters to be considered for either honor. Transfer credits are not included in the GPA when figuring class rank. The student with the highest GPA will be named Valedictorian and, *if there are at least seven students in the class*, the second highest will be named Salutatorian. In the case of two students with extremely close GPA's, the determination may be made after the second semester of their senior year. If the GPA's are still very close, both students may be named co-valedictorians; in such a case, there would be no salutatorian.

## Honor Society

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MACA is a member of the Georgia Association of Christian Schools Christian Honor Society. The Junior High Chapter consists of students in grades 7-9; the Senior High Chapter consists of students in grades 10-12. To be considered for induction; a student must have been enrolled at MACA for a minimum of one semester prior to induction, have an 85% or better cumulative average, and be recommended by the faculty based on scholarship, leadership, service, honesty, cooperation, responsibility, humility, submissiveness, and consideration of others. Once nominated, applicants are reviewed by the faculty at which time a decision will be made as to whether or not the student will be offered the opportunity to become a member of the Honor Society.

Once a student has been inducted, he must maintain the entrance requirements. To remain in good standing, the minimum academic requirements for initial membership must be maintained. Any student who has a course average fall below the minimum required during either the first or second semester of the previous year will be placed on an inactive status. The student is automatically returned to active status at the end of the next semester grading period in which his grades are at the minimum level.

Students suspended from school for any reason (unless they are later found to be innocent of the offense) are not eligible for membership in the GACS Christian Honor Society for at least one semester after the suspension, and if their suspension occurs after they have been elected to a chapter, they are automatically suspended from the chapter for at least one semester. This may be a longer period according to the decision of the school. Students expelled from school for any reason (unless they are later found to be innocent) are not eligible for membership in the GACS Christian Honor Society at any GACS school. If their expulsion occurs after they have been elected to a chapter, they are automatically expelled from the

chapter and shall not be eligible for re-admission.

### Academic Probation

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MACA feels strongly about the academic quality of the school. MACA teachers are qualified professionals dedicated to helping parents meet the academic needs of their children. Every effort is made to see that each student achieves success. However, MACA does set some guidelines and conditions in order to maintain the academic integrity of the school.

In Grades 1-12, any student who makes less than a “C” or an incomplete (until the incomplete is removed) in one or more subjects on his report card will automatically be placed on academic probation. That student will have the following nine-week grading period to bring the insufficient grade(s) up to a “C” or higher. Any student making an “F” in the same subject for two consecutive semesters must have remediation or must repeat the class the following year. Any student failing two subjects will not advance to the next grade level.

A student who makes an “F” or an “Incomplete” in the second semester will begin the new school year on academic probation. One exception applies to Grade 1 and Grade 2 students who are new to MACA and who have never had previous phonics instruction. Should these students earn an “F” in phonics and/or reading on their first report card, they will be given one additional grading period before the academic probation policy takes effect.

### Grade Reports

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Daily grades are made available via the internet through [myschoolworx.com](http://myschoolworx.com). Access to grade reports will be restricted until all past due financial obligations are satisfied. Students who do not receive grade reports will not be eligible for honor roll status.

My Schoolworx is the school information software used by MACA. The school Registrar provides activation codes to families at the beginning of the school year and any assistant parents might require.

### Testing

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The school administers the **Stanford Achievement Test** each spring under the auspices of the Georgia Association of Christian Schools and American Association of Christian Schools. The purpose of this test is to help parents recognize their child’s strengths and weaknesses and to show how he compares to the national rankings. It also helps MACA to determine its’ national and GACS academic standing and provides teachers with specific educational skill information for individual students. This information will be used to evaluate appropriateness of curriculum and teaching effectiveness. Parents will receive a formal print-out of their child’s scores for their information and for comparison to national norms.

**Absences will only be excused for medical reasons with a doctor’s note**

**during the week of standardized testing.** Students who are absent during testing will be required to pay a testing fee for testing to be re-administered. Parents are asked to make every effort to have students on time and present for SAT week.

## Homework

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### Elementary

For students in Grades 1-6, assignments in all subjects are to be written in an assignment book. A parent's signature is required in the assignment book to assist the parents in knowing what assignments are due and assist the school in certifying that the parents have supervised the completion of the work. In addition parents may access this information thru [myschoolworx.com](http://myschoolworx.com).

### High School

Students in Grades 7-12 receive regular work assignments. They are encouraged to write their assignments in an assignment book. Occasionally, special projects (book reports, theme papers, etc.) are assigned with more advance notification. In addition parents may access this information thru [myschoolworx.com](http://myschoolworx.com).

## Transcripts

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Official transcripts will be sent to other educational institutions upon written request. Transcripts cannot be released until all student obligations and financial accounts are cleared by the school office. The transcript will be mailed in a sealed envelope to be opened only by the institution receiving the transcript.

Seniors are given the opportunity to obtain 3 official transcripts free. After that, a \$3.00 transcript fee will be charged, payable at the time of the request.

**Please allow seven (7) days to process transcript requests.**

## Dual Enrollment

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Students in Grades 11-12 may hold dual enrollment with MACA and a local college if their schedule so permits. MACA does count college credits earned during a dual enrollment period toward high school graduation. *Pre-approval from administration is needed to fulfill these requirements.*

# Attendance

## Absences

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Students in Grades K5-8 absent more than 20 days during the academic year may not be permitted to remain enrolled or to be promoted. Students in Grades 9-12 absent from part or all of a given class more than 10 times per semester may not be able to receive academic credit for that course for that semester. Please note that the 20 days per year for Grades K5-8 and the 10 days per semester for Grades 9-12 is a cumulative number that **includes both excused and unexcused absences**. The administration and/or school board will review situations that involve extenuating circumstances, especially when related to student medical problems.

Absences are excused ONLY for the following reasons:

- student illness
- death in the family
- family emergency
- medical, dental, or optical appointments (a doctor's note must be provided)
- or any other reason excused by the Administrator **BEFORE** the absence occurs

Upon return of the student, a written notice of explanation concerning the absence (signed by a parent) must be given to the front office. If a note is not received, the student will be given an unexcused absence until absenteeism is verified. Parents have two days to present such verification. **After two days, the absence is unexcused with no recourse.** Students who have unexcused absences will receive a "0" daily grade in each class and will not be able to make up missed assignments and quizzes.

**Students who miss three consecutive days due to illness must bring in a doctor's note for an excused absence.**

Students who miss class to participate in school-related events (athletics, field trips, etc.) will be excused, and the absence will not be counted toward the allotted amount. Students must turn their work into the appropriate teacher prior to the day of the absence or before they leave school. It is also the student's responsibility to get the next day's assignment from the teacher and have it completed the following day that he is back in class. Any student checking out early due to an event must have prior approval from the administration.

All planned absences must be approved by the administration unless deemed school business. A **Planned Absence Form** is available in the school office or on our website. It will be the responsibility of the student to gather work for those days. The work must be turned in when the student returns to school. Students are also responsible for collecting missed assignments (class notes, projects, etc.) that were



completed by the class during the absence. **Extended vacations during academic times are strongly discouraged and in most cases are UNEXCUSED.**

Students will be given a maximum of two days for each day missed to complete all make-up work. It is the **student's** responsibility to collect these assignments. Students need to schedule with the teacher a time **outside class** to make-up tests, quizzes, etc. Students will not be allowed to make up work during class time. **If a student is absent the day an assignment is due or a test is given, he is generally expected to turn in the assignment or take the test on the day he returns to school.**

Students must arrive at school by 11:30 A.M. to be considered present for the day. High school students must be in class at least 30 minutes of the class period to be considered present.

Students who are absent from school for a full day may not attend extra-curricular activities at any time that day without administrative approval.

### Tardiness

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**Student tardiness (excused or unexcused) will be noted in the office.** A student must be in the classroom to be considered present and on time for the day.

For students who cannot drive themselves to school, **the parent must come to the office and sign the student in.** These students may not sign themselves in. Failure to do so could cause the student to be marked "absent" instead of "tardy" for the day. All tardy students must have an admittance slip to enter the classroom.

### Dismissal Policies

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Early dismissal should be planned as much in advance as possible. Students in grades K5-6 must give a written note signed by a parent to their teacher the first thing in the morning. Students in grades 7-12 must bring the note to the office before school begins.

Parents must come to the school office to sign the student out and pick him up. Parents with unplanned early dismissals should expect a delay in signing their child out. All make-up work should be secured before dismissal and submitted when the student returns to school. Parents should never go to the classroom and risk disrupting the class. Also, Chapel will not be interrupted for an early dismissal except in the case of an emergency.

**Parents should not pick up children early from the office to simply avoid the traffic at afternoon pick-up.**

Names of those people permitted to pick up a student during the day are filed with the enrollment application. Children will not be released to anyone else without written permission or a phone call from an authorized person. Children may not be placed in a car unless the driver has a school issued car tag. It is the sole

responsibility of the parent to notify MACA of any changes to the pick-up list.

Student drivers must sign out in the school office. Written permission or a phone call from a parent is required to leave campus early. Administration will address excessive early dismissals.

### College Visits

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Students in Grades 11-12 may take two school days per semester to visit a college with approval from the administration. The student is required to make up all missed work.

### Communicable Diseases

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#### **COMMUNICABLE DISEASE POLICY STATEMENT**

The Mountain Area Christian Academy policy regarding communicable diseases is consistent with the guidelines set forth by the Center for Disease Control and the State of Georgia. Mountain Area Christian Academy will not deny an education to a student who is infected with a communicable disease based on infection. If MACA believes that a student is infected with a communicable disease, he may be removed from the school setting for a period of up to ten days to determine the severity of the disease and its risk of contagion to others. The determination as to whether or not the student will be allowed to continue to attend school will be made by the school board and administration of MACA after consultation with the student's physician, a public health official knowledgeable about the disease, and/or a physician retained by MACA.

### Inclement Weather

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In the event of severe weather, MACA will be using our School Cast calling system. It is the parent's responsibility to make sure MACA has all updated or changed phone numbers. The calling system will alert all families to the closing of school. We will try to make decisions in the evening if at all possible, but may need to wait until daylight. Please, do not attempt any roads that are not safe. The students and families' safety is the most important thing to MACA.

**Please do not call the school office when inclement weather is forecast or approaching.**

### Visitors

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**ALL visitors on school property must sign in at the office and obtain a visitor's badge.**

#### **Student Visitors**

Only prospective students and out-of-town relatives are allowed to shadow a

student. In order for students to have a visitor accompany them to school, the following guidelines must be observed:

1. Permission must be obtained from the administration at least 3 days prior to the date of the visit. This allows the administration the opportunity to inform the teachers regarding the student visit.
2. Dress code for visitors is as follows:

**Girls:** Attire in accordance with MACA dress guidelines regarding modesty.

**Boys:** Docker-style pants with a collared shirt. Appropriate shoes and socks are also required. No jeans or shorts of any kind are permitted.

3. The visitor will comply with all the basic rules and guidelines every student must follow (classroom decorum, respect for authority, etc.).
4. The parents of the MACA student will be totally responsible for the actions of the visitor.

## **Parents**

Parents are welcome to visit MACA; however, parents should not go directly to their child's classroom. Should a parent need to see his child, office personnel will notify the teacher to bring the student to the office. **Should a parent need to speak to his child's teacher, an appointment should be made in advance for a mutually agreeable time other than during the regular school day (i.e. before or after school).**

# Conduct and Discipline

## Standards of Conduct

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MACA holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.”* - Romans 8:29), which is the work of the Holy Spirit (*“But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord.”* - II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life that fulfills both God’s moral law and high law of love (*“Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbour as thyself.”* - Matthew 22:37-39; see also Romans 13:8-10, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

MACA must therefore provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who dwells in us. (*“But take heed lest by any means this liberty of yours become a stumbling block to them that are weak.”* - I Corinthians 8:9; see also I Corinthians 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss to the Christian’s physical, mental, or spiritual well-being (*“But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway”* - I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led MACA to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. MACA therefore requests that each student, whether at home, school, or elsewhere:

- Maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and communication, spoken and written.
- Refrain from participating in and promoting worldly activities such as swearing, indecent language, smoking, possession or use of liquor, drugs or tobacco, gambling, pornography, premarital sex, homosexuality, or other sexual perversions, or involvement in the occult.
- Maintain a Christ-like attitude.

Also, in keeping with the Christian philosophy of MACA, we recommend that parents closely monitor what their child is allowed to view in movies, television, and the Internet. Parents are also advised to carefully screen the music to which their child listens. Certain activities are detrimental to the child's spiritual well-being.

Additionally, MACA requires the following of students while at school or at school-sponsored events or on school property:

- Students are to refrain from bringing or listening to secular music while on campus.
- Students are to refrain from bringing any prohibited article. State law prohibits weapons of any type on school property or at any school function. A student found to be in violation of this policy will be turned over to the proper authorities and his status at MACA will be reviewed.
- Students are to refrain from the inappropriate acquisition of any information that is not the student's own on homework, class work, quizzes, tests, exams, or any other assignment. **Such inappropriate acquisition is considered cheating. Any student found to be cheating or to have cheated or to have assisted one or more students to cheat, will receive a zero on that assignment and the student will receive further disciplinary action. Use of Teacher Manuals by students is considered cheating.**
- Students are to refrain from stealing, which includes borrowing without permission. Stealing will result in at least a one-day suspension.
- Students are to refrain from destruction and/or vandalism of school or personal property and from threats regarding such destruction. The student or his parent will be required to pay for the repair or replacement of damaged property.
- Students are to refrain from physical contact with members of the same or opposite sex. Physical contact includes but is not limited to pushing, shoving, hitting, kicking, scratching, spitting, and biting.
- Students are to refrain from assaults, intimidation, coercion, behavior detrimental to learning, and verbal and/or physical abuse.
- Students are not to engage in any intimate or physical contact.
- Students are not to use the phones without permission. Office personnel will make emergency calls.
- Students are to refrain from disparaging comments made on or off campus in any form of communication about students, teachers, and/or school policies.
- Students are expected to respond with "Yes, sir/ma'am," "No, sir/ma'am."
- Students are not to have any articles which distract from academics (see "Articles Prohibited in School" in the following section). **Cell phones that are brought to school must remain in lockers or book bags. Cell phones are to be turned off during class and should not be used between classes.** Misuse of cell phones will result in confiscation of the student's phone and will require a parent to pick up the phone in the school office.
- Students may not bring items to sell or trade at school.
- No student is allowed to go to the parking lot after arriving until the end of the day or an early dismissal without prior approval from a staff member.
- Students are not allowed to chew gum on school grounds or on the buses during the school day. Students in Grades K5-6 will be given conduct points and/or lose certain class privileges. Students in Grades 7-12 will be given **break detention**. Students may chew gum during athletic events.

**MACA does not tolerate dishonor to the Holy Trinity and the Word of God. Neither does MACA allow disrespect to the personnel of MACA on or off school property. Whereas we encourage communication between parents and students and with the teachers and staff, abusive language or other demonstration of disrespect to MACA personnel may be grounds to sever the relationship between MACA and the family and/or to dismiss the student.**

Students are expected to abide by these standards whether at home, school, or elsewhere throughout their enrollment at MACA. Students found to be out of harmony with MACA ideals of work and life, and any student who has been arrested by authorities or runs away from home, is subject to expulsion.

### Articles Prohibited in School

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Other than the necessary school “tools” needed for classroom use, students should not bring anything to school or to school functions that will cause a distraction or a disturbance. No toys are allowed unless the teacher requests that students bring an item for “show-and-tell” or for a special project.

Items that should not be brought to school or to school functions include but are not limited to the following:

- alcoholic beverages
- tobacco products
- toys
- guns
- matches
- any type of lighter
- explosives
- knives
- weapons of any kind
- chains
- beepers
- radios
- televisions
- MP3 Players
- games (electronic and other)
- drugs and other medications (unless the proper forms are on file at the school)
- video cassettes
- CDs and audio tapes
- CD and/or cassette players
- headsets, earphones
- magazines
- illicit or immoral literature
- laser pointers
- pepper spray
- collectibles
- any items of value
- gum
- playing cards

Any exception to the above must be pre-approved by the classroom teacher or the administration.

Prohibited items confiscated by the school staff will not be returned to the student. Parents must come in and collect the items personally.

## Discipline Procedures

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*“He openeth also their ear to discipline, and commandeth that they return from iniquity. If they obey and serve him, they shall spend their days in prosperity, and their years in pleasures.” - Job 36:10-11*

### **General Information**

As Christians, staff members at MACA understand the need for rules, orderliness, and discipline in an individual's life. Teachers at MACA love their students too much to allow them to disrupt the education process for themselves or for others, or to be disrespectful. Teachers use positive reinforcement as much as is reasonable; however, MACA does expect students to cooperate without constant cajoling. There are times when students must be disciplined.

A student who continually disobeys the school and/or classroom rules will be sent to the office. Corporal punishment may not be administered on MACA property.

MACA reserves the right to suspend or expel a student who commits or threatens--even in a joking manner--certain acts of violence or disruption including but not limited to striking a teacher, fighting, bringing a weapon to school, etc., or claims to be--even in a joking manner--a member of a gang.

If there is a serious problem such as, but not limited to, swearing, fighting, cheating, forgery, defiance, biting, or disrespect for authority, the student will be sent to the office. In most instances the parent will be called to pick up the student. Students may be suspended for additional days if the situation warrants. In extreme cases, after much effort on the part of the school and communication with the parents, MACA reserves the right to expel a student who chooses to constantly rebel against the values and direction of the school.

Students must stay under the supervision of the teacher at all times. Attempting to run away from the teacher is a serious offense and will be dealt with as such.

MACA has a hands-off policy, which means no rough play, scuffling, wrestling, etc. Students must keep their hands to themselves.

### **Discipline Notification**

When discipline problems arise, the classroom teacher will communicate through phone calls, written communication, email and/or a conference.

After these attempts to correct inappropriate behavior, the student will be sent to the

office. If inappropriate behavior continues, administration will have a conference with the parent and/or may suspend the student.

In extreme cases, where there is a lack of cooperation from the student and/or parent, the student will be expelled from MACA.

### Kindergarten Discipline

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Teachers will use a variety of methods to encourage obedience and orderliness in the kindergarten classrooms. If students do not comply, they may forfeit some free time or lose a privilege. If there is a recurring problem with daily obedience, the parent will be contacted. A conference with the teacher will be required.

Once a parent/teacher conference has occurred, and the student continues to disobey school and/or classroom rules, he will be sent to the office. Administration will do one or more of the following:

- counsel with the student
- make a phone call to, and/or have a conference with, the parent
- suspend the student
- expel the student

### Elementary Discipline (Grades 1-6)

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For students in elementary grades, each teacher is given the liberty to design and enforce classroom regulations consistent with the general policies of the school.

When a student disobeys a school or classroom rule, the student will receive a conduct point. The student will be given a conduct slip to be taken home that day. The conduct slip must be returned the following day with a parent's signature. If the conduct slip is not returned the following day, another conduct point will be given and another conduct slip will be sent home.

After five conduct points have accumulated, the student may be required to serve a suspension. The following procedure will generally take place:

First trip to office	Counsel
Second trip	Call home
Third trip during behavioral probation	Suspension
Fourth trip during behavioral probation	Expulsion

All school and classroom rules are necessary and well established. Students will be held accountable for obeying them.

### High School Discipline (Grades 7-12)

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Students in high school are generally given certain social privileges such as controlled talking between classes and free seating during lunch. Consequently, they are expected to adhere to classroom rules during the day. The high school



uses a system of demerits and detentions as follows:

- Demerit slips are submitted by the teachers to the office. Punishment is determined by the administration. The demerit slips are then returned to the teacher and given to the student to take home to be signed by the parent/guardian.
- If a student is suspended, he will be placed on behavioral probation for nine weeks from the date of suspension. Once a student is placed on behavioral probation, the parent must confer in person with the administration. When a behavioral probation student receives a detention or other major discipline action, his status will be reviewed by the administration or an administrative council for a decision on withdrawal or other methods of improvement in his behavior.

### Demerit List

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The following demerit amounts are general guidelines. Administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction.

#### Break Detention

Talking without permission	Failure to return requested item
Late to class	Slumping in class/chapel
Minor classroom disruptions	Littering
Unallowable materials	Running in hall/classroom
Dress code violation	Display of poor attitude/temper
Writing on body	Bus misconduct
Loitering	Cafeteria misconduct
Chewing Gum	Failure to come to class with material

\*After 3 break detentions, it will result in silent lunch and/or demerits.

\*\*If behavior does not improve after silent lunch has been assigned, then after school detention may be assigned.

#### Up to Fifteen Demerits – Any of these demerits may result in suspension or expulsion.

Fighting	Flagrant disobedience
Defacing school property	Horseplay
Physical contact	Leaving class w/o permission
Lying/dishonesty	Skipping class
Stealing	Misuse of medication
Cultism	Threatening acts
Forgery	Vulgarity/unkind talk
Cheating/plagiarism	Repeated minor offenses

#### Suspension – May result in expulsion.

Drug use (inhalant, alcohol, tobacco, other)\*\*  
 Sexually inappropriate behavior\*\*  
 Possession of illicit or immoral material (notes, magazines, tapes, etc.)  
 Weapons

\*\*Includes involvement or use on or off campus. MACA reserves the right to administer discipline for registered students at any time including summer and non-academic days.

**Accumulation of demerits may result in the following:**

Fifteen	One-day Suspension
Twenty-five	Two-day Suspension
Fifty	Expulsion

The accumulation of demerits will continue throughout the semester. All demerits will be erased after the semester has ended. As stated elsewhere in the handbook, a student may be expelled at any time if his behavior is felt to be inconsistent with the philosophy of the school. In this case, expulsion may occur even without the accumulation of demerits. If a student accumulates 75 demerits in one school year, he may not be allowed to enroll the following year.

### Detention

For detention, the student must serve it on the day it is assigned. A detention fee of \$5.00 may be assigned. This charge partially covers the cost of providing supervision.

During detention, various activities will be used. The student may be required to fill three standard notebook pages (front and back) by copying from a standard dictionary. Writing must be legible and the papers must be neat and organized before they will be accepted. As an alternative, the student may be required to perform various janitorial and yard work duties.

The student may not begin the assignment until he is in detention and he is told to begin by the detention supervisor.

A student who chooses to misbehave during detention will be required to serve again on the next regularly scheduled detention day.

### Suspension

A student who is serving suspension will not be allowed in the classroom for the days of the suspension. He will earn a zero daily grade for each class missed.

Students serving off-campus suspensions will not be permitted on campus during regular school hours and may not attend extra-curricular functions.

## Expulsion

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When a student is found to be insubordinate to the policies and/or personnel of MACA and is out of harmony with the ideals of the ministry and cause of Christ, the administration will meet to consider the possibility of the student being withdrawn immediately. Immediate expulsion may be expected of a student who commits certain infractions, including but not limited to the following:

- committing a felony or misdemeanor
- activities of an adult nature (i.e. getting married or engaged while a student at MACA, pregnancy, etc)
- attacking a faculty/staff member physically
- selling or distributing drugs
- second suspension offense

**STUDENTS WHO HAVE BEEN EXPELLED OR ASKED TO WITHDRAW FROM MACA ARE NOT PERMITTED TO RETURN TO THE CAMPUS OR PARTICIPATE IN THE ACTIVITIES OF MACA WITHOUT PERMISSION FROM THE ADMINISTRATION.**

# General Policies

## Arrival and Departure

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### Arrival Procedures

- Parents bringing their children to school are asked to use the designated drop-off area in front of the school to ensure the protection of all children. Please do not drop off your child behind the cafeteria or along the sides of the building. When you are in the car line or under the portico, **DO NOT park your car and leave it. If you need to come in the building, please park in the parking areas.**
- A faculty member or designee will be on duty from 7:45 a.m. until 8:05 a.m. for morning drop-off. Students will be supervised in the cafeteria until they are dismissed at 8:05 a.m. to class. **Please do not leave your child unattended anywhere on campus (including classrooms).**
- Please do not park in areas designated for visitors, office, disabled, etc.
- For the safety of our children, please put your car in **PARK** when dropping off students under the portico.

**SPEED LIMIT WILL BE NO MORE THAN 5 MPH ANYWHERE ON SCHOOL PROPERTY.**

### Dismissal Procedures

- Parents are reminded to please pick up your child(ren) only at the designated pick-up area in front of the school to ensure the safety of all children.
- All students not picked up by 3:25 p.m. must go to aftercare, with resulting charges. **Students participating in extracurricular activities must go to aftercare if the parent is not waiting at the dismissal of activity. Students waiting for siblings in an extracurricular activity must report to aftercare. Students not abiding by these rules may be disciplined.**

## Books

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All textbooks are the property of MACA; however, the safe keeping of assigned books is the responsibility of the individual student to whom they are assigned. Books are required to be covered for the school year. (Students are required to have books covered by the end of the first full week of school.) Students who damage or lose books will be responsible to provide replacements according to the guidelines of the school.

## Bus Transportation

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Bus transportation will be used for field trips and sports.

Respect the bus by keeping it clean and not defacing it.

- Be courteous to fellow riders.
- Stay in your seat and keep hands and head inside the bus.
- Follow all rules set by the bus driver.

## Chapel

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Weekly chapel services will be held for all students. Your child's teacher will include chapel day and time on their schedule. Students are required to bring Bibles to Chapel. Students will be expected to enter and leave quietly, as well as to be respectful during the service. This will be a time of singing, praying, fellowship, inspiration, and challenge from the Word of God. Misbehavior will not be tolerated. Class A school uniforms are required.

## Child Custody

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The intent of MACA is to abide by existing limitations regarding parental child custody. Custody disputes which create disharmony or disruption in the school routine may result in a student being asked to withdraw by the administration.

## Class Parties/Socials

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Gatherings of MACA students under supervision of school faculty sponsors are considered school functions and are sanctioned as such. Group gatherings without such sponsorship are not sanctioned as MACA functions.

## Computer Use Policy

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The computers at MACA serve as a resource for enriching curriculum and learning objectives.

The first priority for computer use will be legitimate assignments or activities prescribed by teachers, staff, or the administration. Students are responsible for ensuring that their activities conform to MACA's standards, in obedience to biblical commands and values.

To ensure responsible computer usage, MACA has developed the following guidelines.

### **Local network activities that are not permitted:**

- Sharing of passwords or use of another person's computer account at any time
- Using obscene or inappropriate language
- Threatening the network or its integrity
- Downloading or copying program files to the network without the network administrator's permission

- Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges

**Internet activities that are not permitted:**

- Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that are deemed offensive by MACA
- Unlawful copying, saving, or redistributing of copyrighted material (Users should assume material is copyrighted unless noted otherwise.)
- Subscribing to any services or ordering of any goods or services
- Sharing of the student's home address, phone number, or other information over the internet
- Playing internet games or using other interactive sites without supervised permission

Students of MACA are required to pledge that they will not be involved in any way with hacking, harassment, misrepresentation, plagiarism, or indecent material while using the computers in the school labs or classrooms. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible expulsion from school. Faculty members have the right to interrupt computer usage at any time.

**Definitions**

Hacking – An attempt to access the school network or an attempt to access another person's account or files without that person's permission. These actions are equivalent to breaking and entering and are against the law.

Harassment – Posting a message that is vulgar, demeaning, threatening or obscene either through email, newsgroups, or chat rooms

Misrepresentation – Giving out false information about oneself either through email, newsgroups, or chat rooms

Plagiarism – Copying material or paraphrasing material from the internet or any other source without giving credit to its author

Indecent material – Unsuitable images, sound files, text files, or video files as deemed so by teachers, staff, or the administration

Failure to comply with the Acceptable Computer Use Policy will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies and referral to law enforcement authorities where appropriate.

The school must be contacted in writing if a parent does not want his child to have internet access at school.

## Conflict Resolution

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### Complaint or Problem Procedure

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, the teacher and parent, or the parent and the school in any one of several possible areas. These conflicts are often the result of communication breakdown between those involved.

*Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. (Matthew 18:15-17)*

In light of the biblical mandate for conflict resolution, the parent agrees not to discuss problems that he is having with a teacher or the school with any other parent until he has followed the steps listed below.

1. All questions, problems, or complaints should be **brought directly to the teacher or person involved first before anyone else is involved**. All participants should be tactful and listen and remain positive in attitude.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the administration.
3. If it is not resolved at this level, the administration may present it to the chair of the School Board for consideration.
4. Finally, but only when all of the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board through written approval. The School Board will make the final decision.

### Deference

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We respectfully request that, out of deference to school personnel (both administrative and faculty), parents and students refrain from contacting these persons about school-related matters **on the Lord's Day, Wednesday evening prayer services, or during school-related extracurricular activities**. In order to exhibit honor and sensitivity for personnel, the school requests that parents minimize calls to faculty/staff.

### Field Trips

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Field trips may be planned during the school year. A limited number of parents may go on the field trips but should check with the teacher for appropriate dress. Both students and parents must follow the conduct policies of the school. Parents acting as chaperones will be responsible for more than their own child. Students must stay with assigned chaperones from the beginning until the end of the field trip and may not change chaperone groups for any reason. Chaperones must attend the **entire**

field trip. Students may only leave a trip once their parent has signed them out with the teacher. No siblings will be allowed on the field trip.

Students not attending the field trip will be assigned class work and placed in another class for the duration of the field trip. **Students who choose to stay home during the field trip will receive an unexcused absence.** Students are responsible to make-up all missed class assignments and may be asked to turn in assignments prior to leaving for the designated field trip.

## Exams/Exemption Policy

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Students in Grades 7-12 take semester exams. Parents are asked to avoid scheduling trips or activities or requesting students to be absent during exams since such absences could potentially interfere with student academic performance. Students who are unable to take exams at the regularly scheduled time will receive a "0" for the work missed, and if unable to complete the makeup work prior to the issuance of the report card, will receive a grade in that course reflective of that average. The student will be granted the opportunity to make up the missed exam; however, the work must be completed within the approved and acceptable time limitations. As a reminder to families, students missing school during the days of exams are required to take the test in a different environment and under different circumstances which often include (for equity purposes) a different test as well. Avoiding absences during the review and exam week will generally improve the student's chance of achieving a higher test score.

### **Semester Exam Exemption Policy**

Students in grades 7-12 will be exempt from exams at the end of the final semester if they meet the following criteria:

1. A student must be receiving an "A" in the class for that quarter.
2. A student must be receiving an "A" in the class for the first and second semester.
3. A student must not be absent more than 3 days a semester.
4. A student must not have received any demerits or in/out of school suspensions.
5. A student must return the **Exam Exemption** form to the teacher before the exam.
6. All ACCEL students are required to take the exams.

Students must attend all first semester exams. Exempt students are not required to attend classes during the second semester exam week.

## Fire/Emergency Evacuation Drills

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Fire drills are held each month during the school year. Each drill is to be conducted in a safe and serious manner. Room evacuation signs are posted in each room listing a primary as well as a secondary evacuation route. Teachers will instruct students on proper fire drill procedures.



## Environmental, Police and Medical Emergencies

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MACA has a comprehensive risk management plan distributed to all employees that details specific action to be taken for situations involving environmental, police or medical emergencies. This plan includes a comprehensive list of emergency personnel and contact information for surrounding counties as well as state-wide authorities. Copies of the **Safety Management and Security Procedures** are available from the school office or from the administration.

## Fundraising/Solicitation

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Only those fundraising activities approved by the administration in accordance with board policy will be permitted. Fund-raising projects, held on the school property, are ordinarily conducted during the school day. No fundraising by non-school groups will be approved by the administration.

Personal solicitation or advertising at the school is prohibited. Only those events or activities approved by the administration may be promoted. Due to the enormous number of church activities, generally those notices are only posted in the school work room. Individual students are not to solicit donations or raise money for other causes or institutions while at school, on school premises, or at school events.

## Harassment

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Mountain Area Christian Academy is committed to providing an environment that is free of discrimination and unlawful harassment. Any statements, actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic, which constitutes harassment, will not be tolerated.

Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the relationship, and is strictly prohibited.

Any student who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Administrator, who will handle the matter in a timely and confidential manner. The report will be kept confidential or limited to the individuals involved in resolving the situation. Students can raise concerns and make reports without fear of reprisal.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action.

## Lockers

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Each student in Grades 7-12 is assigned locker space. Lockers are each student's own responsibility. Lockers are to be neat at all times. Locker decorations (with the exception of customary school spirit items) are limited to the interior only, and all decorations are to be kept tasteful and consistent with our school's philosophy and

teaching. Students are not to divulge lock combinations to other students. No student's locker is to be opened by another student. Only locks provided by the school office may be used. The administration reserves the right to open and check student lockers at any time. Lost locks will result in a mandatory replacement fee of \$8.00.

### Lost and Found

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The school is not responsible for lost items. We urge parents to write their child's name on clothing and personal articles to help in the proper return of misplaced items. Items that have been found will be turned into the lost-and-found at the school office. To encourage responsibility, there is a 25¢ retrieval fee for students. Items not claimed by the end of each month will be given to a local charity.

### Lunch Program

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Students may bring their own lunch to school and may purchase cold drinks to go along with their lunch. Lunches are also available for purchase. Monthly menus are provided in the office or on our website. Milk (various flavors) will also be available for purchase on a daily basis.

If a student's lunch is forgotten, it must be brought to the school office (not the child's classroom); or the school will provide the student a lunch, and the parents will be charged.

### Medicine

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The office may administer medication provided that **all** of the following requirements are met:

A written authorization form, **Permission to Dispense Medication during School Hours**, must be signed by the student's parent to allow the office to administer Tylenol or Ibuprofen.

Over-the-counter (OTC) medications other than the school provided Tylenol and Ibuprofen may be administered provided the medication is in its original container with a sheet containing the child's name, name of medication, and instructions. The medication and instructions must be sent in a clean zip-lock bag and a **Request for Medication to Be Dispensed during School Hours** form must be completed and kept on file in the school office.

For prescriptions, the medicine must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and times for dosage. A **Request for Medication to Be Dispensed during School Hours** form must be completed and on file.

Self-administration of asthma medication is defined as "a student's discretionary use of asthma medication prescribed for him." A student who has asthma may possess and use his asthma medication as prescribed while at school, at a school sponsored

activity, while under the supervision of school personnel, or while in before-school or after-school care on school-operated property.

The office shall keep written documentation of medication administered. Any medications given for a period of over 20 days (over-the-counter or prescription) must have a signed release form from the doctor and parent with specific instructions included.

School personnel shall **not** provide students with **any** medication except as authorized by this policy.

### Parent/Board Communication Policy

The administrator serves as the liaison between the school board and parents. Communication with the board must be handled through the administrator. If the communication directly involves the administrator, a letter should be written to the chairman of the school board concerning the matter. Further direction regarding communication with the board may be given by the administrator. These procedures have been set up to safeguard the time of our board members (who serve as volunteers) and to deal with matters most effectively.

### Parent/School Communication Policy

Teachers and staff are at MACA as a ministry to the Lord and because of their love for the children who will become leaders of the next generation. We all wish to improve and be the best we can be for the Lord. However, none of us can be all things to all people. Try as we might, we've found that we can't make everyone happy all the time.

We want parents and students who want to be part of MACA to be involved in an active way. God has given parents the responsibility to educate their children. MACA considers it a privilege and an awesome responsibility when parents choose to trust MACA in sharing that responsibility.

We can all work together to make the education experience better for our children. We welcome your comments on how we can improve when those comments are given in a spirit of love and concern.

If we have made a mistake, we'll do our best to correct it. When parents feel that we are not meeting the needs of the family or do not agree with the school's position, it is up to the parents to decide what's best for their children.

Teachers and staff will not meet with or discuss with parents any situation when the discussion begins with "if you don't (or if MACA doesn't) do this, we're going to withdraw our children." We understand that parents always have that choice.

### Parent/Teacher Conferences and Fellowships

MACA believes that God has given the responsibility for a child's education to his

parents. As a school, MACA serves to assist parents in this task. In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the MACA program. As in any activity that a child undertakes, the interest and involvement of parents have a tremendous positive influence on the child's performance.

At least one parent is expected to attend all regularly scheduled Parent/Teacher meetings, appropriate orientations, open houses, and any other specially called meetings affecting their child

## Physical Education

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### **Physical Education Requirements**

- Grades 6-8: Required--no student will be allowed to miss these years unless prior permission has been obtained from the administration.
- Grades 9-12: One year required--the student is required to take a physical education/health class one year to fulfill graduation requirements.

### **Participation Limitations**

- A written note must be brought from home by the student in order to be excused from active participation. If exemption is requested for more than one class period, a doctor's certification and excuse will be required.
- All notes should contain the following information: student's name, type of illness, and parental signature.
- If a student is under doctor's care, and/or has been to the doctor during the illness, please have the doctor write an excuse indicating the illness.
- PE uniforms are a daily requirement for every student. A doctor's note or medical excuse relieves the student from the uniform requirement as well as active participation for the designated time.

## Pledges

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Pledges to the flag of the United States of America, to the Christian flag, and to the Bible should be memorized and recited at the appropriate times by all students at every grade level to demonstrate the student's love and appreciation for the Bible, our Savior, and our country. Therefore, each student should be grateful for the opportunity and responsibility to recite these pledges daily.

Each student is expected to stand attentively, face the appropriate flag or Bible, place his right hand over his heart, and repeat the pledges to the Bible, the Christian flag, and the American flag with his class at the beginning of each school day. Students who are new to MACA should memorize the three pledges promptly.

### ***Pledge of Allegiance to the Flag of the United States of America***

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for

all.

### ***Pledge to the Christian Flag***

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

### ***Pledge to the Bible***

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

## **Searches**

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The administration reserves the right to perform random desk or locker searches and to open and check book bags, purses, or other similarly concealed containers that a student brings onto the school property.

## **Student Drivers**

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Senior high students who are properly licensed drivers may be permitted to drive to school. Permission forms must be filled out in their entirety and turned in to the office before the student's driving privilege will be granted. A copy of the student's driver license and insurance card must be attached to the permission form. Violation of the school's driving policies may result in suspension of this senior student privilege.

Student drivers are **not** permitted to go to their cars during the school day without administrative permission.

Because MACA has a closed school day policy, no student is permitted to leave school premises during normal school hours unless involved in an activity under the direct supervision of MACA.

## **Student Illness/Injuries**

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When a student is ill, he is sent to the office. The office personnel will take the student's temperature and contact the parent/guardian if necessary. Students cannot attend school with a fever or when suffering from any contagious illness. A student should be free of fever for twenty-four hours before returning to school.

Accidents on school premises or while under school supervision are documented using an **Accident Report Form**. This form details the circumstances and extent of the accident and is signed by the student, parent and administration. Parents are notified in the case of student injury/accident unless the injury is minor and requires no extraordinary care or attention. Any student who has a head injury will bring home a head injury protocol form for their parents.

## Telephone Usage

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**Parents are requested not to call students during school hours.** In case of emergency, a message may be left with the school office and then delivered to the student. Students will not be called out of class to return calls.

**To teach responsibility, students are not allowed to call home for forgotten items.**

Telephones are used for school business only. Students may use the telephone with teacher and/or office permission to notify their ride if an after school activity has a time change or has been cancelled.

Elementary students are not permitted to bring cell phones on campus.

High school students may bring cell phones to school, but these must be kept in their backpacks in their lockers at all times. Disciplinary action will be taken if the cell phone is found or used in a classroom.

## Volunteers

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MACA encourages volunteers to serve as room mothers/fathers, work on ball fields, tutor students, assist with class parties and trips, serve in the cafeteria, and assist the school staff in a variety of ways.

Any volunteer positions with MACA by immediate family members of a student can be approved by administrator, any non-family volunteer must be approved by the administrator AND the Board, after completion and submission of the volunteer application, review of criminal background check, and explanation of duties to be performed.

In order to provide good communication and to help the school as a whole move forward together, the following guidelines are established:

1. MACA has assigned a lead teacher to each class. All of the activities involving those students must be approved by the lead teacher. The job of the volunteers and aides is to assist the teacher in accomplishing the objectives of the class.
2. Volunteers and aides that work in the classroom and/or with the students are doing so under the direction of the lead teacher.
3. Since the lead teacher has overall responsibility for the students, communication with parents is the responsibility of the teacher. Therefore, parent-teacher conferences and all written communication must be reviewed and approved by the teacher.
4. Anyone who works at MACA, even on a volunteer basis, is seen by the community as part of the school. Therefore, volunteers should realize that wherever they are they are representatives of the school and should at all times maintain the philosophy and standards of MACA.
5. Volunteers and aides that work in the classroom, the office area, or cafeteria

should dress in an appropriate, professional manner. They are asked to refrain from shorts, short skirts, spandex, tight-fitting pants/jeans, low cut shirts and tank tops.

6. All regular volunteers are asked to view the child abuse protocol video and have a background check done through the MACA office.
7. Each volunteer must sign in at the office and wear a visitor's badge even when volunteering on a regular basis.

## Finances

A parent's account is a binding financial obligation. The parent's total agreement and support of that obligation is expected. Enrollment at MACA is a privilege. As good stewards of what God has entrusted to the school's care and in order for MACA to operate to its fullest potential, it is critical that MACA pays its bills promptly to protect its good name and Christian witness in the marketplace. Therefore, it is equally critical that parents make timely payments in accordance with MACA procedures.

### Tuition

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Details regarding tuition are found on the **Financial Information** sheet.

Should a student be voluntarily or involuntarily withdrawn, tuition is due until formal written notice is presented to the school office. A **Student Withdrawal Form** is available upon request from the school office.

### Fees

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In addition to tuition, various fees are due at different points during a student's enrollment at MACA. Please refer to the **Financial Information** sheet for details.

#### Account Payment

All account balances are due the first of each month. Parents/guardians are responsible for the payment of the account. MACA will not bill third parties.

### Tuition Adjustments

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Students enrolling before October 1 are charged full tuition. For students enrolling later in the school year, tuition is adjusted as follows:

#### Students enrolling

October	1-31	Less 10%
November	1-30	Less 20%
December	1-31	Less 30%
January	1-31	Less 40%
February	1-28	Less 50%
March	1-31	Less 60%
April	1-30	Less 70%
May	1-31	Less 80%

### Delinquent Payments

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MACA recognizes that difficulties arise from time to time which may hinder prompt



payments. A five day grace period is provided. After the fifth of the month, a \$30.00 late fee will be charged. Adjustments in payment due dates are not made under any circumstances. Should a parent's pay periods not coincide with MACA billing dates, the parent will need to make arrangements so that payment can be made according to the stated schedule. Addresses and telephone numbers must be current in the MACA office. Failure on the parent's part to promptly notify the school office of a change does not mean he no longer has the responsibility of the financial obligations outlined here.

A delinquent payment notice is mailed only in the event the account is past due. Any account that becomes past due by 30 days will result in the immediate financial suspension of the student. Should the student be present on the suspension day, the parent will be contacted that day and asked to pick up the student and keep the child at home until the account is made current. The child may return to MACA when the account is made current.

Any delinquent account balance (which may include amounts due for withdrawn students) will affect all MACA students in that family regarding financial suspension, withdrawal, etc. Should the account become 60 days past due, the student is automatically withdrawn from the roll. The total balance of the account is due at that time. All school records are held until the account has a zero balance.

## Refunds

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Refunds are given only for accounts that are paid in full, whether a child is voluntarily or involuntarily withdrawn. In order to receive a refund, formal written notice must be given to MACA at time of withdrawal. **Tuition remains due until formal written notice is received in the school office.** All refunds will be mailed.

### Refunds are based on this schedule:

Formal Written Notice Received		Refunded
August	1-31	90%
September	1-30	80%
October	1-31	70%
November	1-30	60%
December	1-31	50%
January	1-31	40%
February	1-28	30%
March	1-31	20%
April	1-30	10%

If withdrawal occurs on or after May 1, no refund is given.

Any outstanding balance will be deducted from the refund. All school records of the withdrawn student will be held in the school office until the account is cleared and all curriculum items and/or library books are returned. No refunds will be given for prepaid after-care.

### Miscellaneous Financial Fees

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Lost or damaged curriculum must be replaced at the expense of the parents. Damage to school property by a student or parent must be repaired and paid for at the parent's expense. Minimum fee for damage to the school property is \$50.00.

### Other Financial Procedures

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MACA does not provide statements for tax purposes. It is the responsibility of the parents to keep records of all childcare expenses for the year. A tax ID number can be provided upon request.

Credits posted to an account may not be applied to any non-billed items, i.e. field trips, pictures, club fees, or any other item paid for at MACA that is not listed above. Credit posted to one family's account may not be applied to another family's account.

### Withdrawals

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Student withdrawals from MACA are handled through the school office. Requests to withdraw must be in writing. Telephone withdrawals cannot be accepted. A **Student Withdrawal Form** or a letter stating the reason for withdrawal must be submitted by the parents. Should the school cease operation; administrative staff will remain on campus for 30 days, until all academic records have been forwarded to the school of choice for each student.

**No records or transcripts are released until all fees have been paid, all books and other school belongings are returned, and the proper forms are completed.**

## Uniform Dress Code

The uniform dress code is strictly enforced. Parents who do not feel comfortable with the standards set forth by MACA should not enroll their children.

### General Information

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- All MACA students are required to wear the approved uniform, as adapted by the administration and school board, **to all school functions**. Any exceptions must be pre-approved by the administration.
- A variety of clothing items are made available for a mix and match selection. Information for specified suppliers will be made available. The cost of any uniform item is not included in the tuition and/or fees of MACA and is the responsibility of the parent. Information regarding uniform styles, cost, and purchasing is available through the school office. The school will not reimburse for uniforms nor purchase used uniforms. Questions regarding refunds for uniforms should be directed to the supplier. The dress code applies regardless of conflicting advertisements of suppliers.
- Shoes and socks/stockings must be worn. Dress boots are allowed in black, brown, or dark blue (for girls) **From Labor Day to Easter**. Athletic shoes (non-marking soles without lights or pictures) are permitted on **non-chapel** days. Leather loafers, leather lace-up shoes, or dress flats in navy, black, or brown (for girls) are required for chapel.
- Makeup is not allowed in kindergarten and elementary grades. Light makeup is permitted in middle and high school grades. Heavy makeup and glitter are not permissible. Bleaching or tinting hair is discouraged in elementary grades. No unnatural colors are permissible in any grade.
- All students should dress modestly. Clothing should be neat and clean in appearance. Neither tight nor excessively baggy clothing is allowed. Personal hygiene should be maintained at all times.
- The waist and midriff must be covered at all times regardless of movement. Uniform sweatshirts are permissible when worn over an approved uniform collared shirt or turtleneck. All shirts, with the exception of tailored hems for ladies, sweatshirts, sweaters and vests, must be tucked in.
- Belts are required with all clothing that comes with belt loops. Belt buckles should not be unduly large or ornate.
- No clothing or promotional items (stickers, buttons, etc.) relating to rock music or performers is permitted. Neither may clothing or items be worn depicting inappropriate or controversial role models. Any items of counter-cultural nature are not allowed at MACA.
- Boys may not wear earrings or necklaces to school or school-related activities, or any other jewelry with the exception of a watch. High school boys may wear a ring on their ring finger only.
- Students may not wear chains on belt loops or billfolds.
- Students may not wear

- excessive jewelry. Any form of body piercing other than lobe is not permitted.
- Students are not allowed to wear hats of any kind inside the building except on specially designated days or unless permission has been given.
  - Parents who are asked by MACA to accompany children on field trips or to chaperone school activities should dress modestly and respect the appearance code of the school.
  - Students representing MACA in chapels, assemblies, programs, conventions, etc. should dress as nicely as possible, wearing Class A uniform unless instructed otherwise by the administration.
  - Students should wear the Class A uniform on field trips where the activity is of a formal nature. Where scheduled outings make the Class A uniform inappropriate, students will wear a blue uniform polo shirt with khaki pants. Administration may dictate alternate apparel for field trips.
  - Uniforms must be ordered in time to be received before school opens in August. For students who enroll immediately prior to or after the start of the school year, uniforms must be ordered promptly. A maximum of two weeks following the date of enrollment is allowed in order to fully comply with the dress code. In the meantime, the student's clothing should approximate the uniform as closely as possible. No jeans, overalls, denim pants of any material, t-shirts, football jerseys or spandex items are allowed. (Exceptions may be made for athletes on game days or other occasions with permission of the administration.)
  - Students' shirts must have collars. All other areas of the dress code must be followed.
  - The following is the guideline (in compliance with GCAA standards) for hair:

**Boys' Hair Code:** Hair may not touch the top of the ears, collar, or eyebrows and must have a reasonable degree of taper and thinning completely around. No haircuts that are extreme, shaggy, bushy, or with shaved sections are permitted. The coloring of hair is also not permitted. No beards or mustaches are allowed for students. Sideburns must be no longer than the bottom of the ear. Illustrations of the hair code are included at the end of the handbook.

**Girls' Hair Code:** Hair should be neatly combed. No bizarre haircuts or styles are permitted.

- Solid navy, black, gray, white or hunter green sweaters/cardigans with or without MACA logo may be worn. (Logo is required for Class A uniform.) Other sweaters with any other logos are not appropriate and should not be worn during school hours.
- Solid navy, black, gray, white or dark green jackets with or without MACA logo may be worn. Other jackets are not appropriate and should not be worn during school hours (but may be worn to and from school).
- Tattoos are not permitted.
- Black lipstick and nail polish are considered counter-cultural and are therefore not permitted.
- Students will arrive and leave school in uniform unless there are special circumstances that will require a note from a parent and approval from the administration.

- Students may choose the round logo in heat pressed, embroidered or screen print applications on polo shirts, sweatshirts, or t-shirts (for gym or athletic events). Vests or cardigans (if logo is used) must be embroidered.
- Students must wear the PE uniform for PE class and any MACA-related sports practice unless otherwise directed by teachers or coaches.
- Students may not wear long sleeve shirts under a short sleeve shirt or polo.
- All students are required to wear the new school logo on polo shirts.
- Solid color coats are required.

## Girls K4-6<sup>th</sup>

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Monday – Friday (except chapel days when Class A attire is required)

### **School Colors Include the Following Only:**

#### **Black, Hunter Green, Gray, White, Navy Blue, Light Blue Yellow**

- Khaki, evergreen, or navy uniform slacks (no denim) straight leg, classic style (NO flares or cargo pants are permitted)
- A-line jumper style #156 in khaki or navy (with logo)
- Khaki, evergreen, or navy skirt or skort (knee length)
- Pleated jumper style #194 in plaid #80 without logo or navy (with logo)
- Pleated skirt (plaid #80)
- Khaki, evergreen, or navy classic style shorts (knee length)
- Polo shirt with logo (short or long sleeve) **in MACA school colors** (may be women's tailored cut)
- Long sleeve turtleneck with or without logo **in MACA school colors**
- Peter Pan collared shirt or regular collar, tailored shirts with cap sleeves may be worn un-tucked
- Navy vest with logo
- Cardigan with or without logo **in MACA school colors**
- Logo sweatshirt **in MACA school colors**
- Belts required in pants or skirts with belt loops
- Belts should be of classic style brown or black leather or fabric in navy or khaki.
- Belts should be no wider than 1 ½ inches
- Socks – crew, knee length, or no-show in solid uniform colors
- Leggings – solid uniform colors and worn under skirts or dresses only
- Shoes – tennis shoes or dress shoes in navy, black or brown, sandals (shoes must have a back on them) may be worn from August to Labor Day and from Easter to the end of the year, and dress boots (black, brown, gray, or navy blue) may be worn in the winter from Labor Day to Easter (no fur tops or cowboy boots).
- Ribbons may be worn in the hair
- **Class A Uniform** (This uniform will be worn on chapel days, some field trips and other special occasions.)
- Plaid Jumper style #194, plaid #80 without logo
- White Peter Pan or regular collared shirt

- White long sleeve turtleneck with or without logo
- Navy or white tights or socks
- Dress shoes in navy, black or brown
- Navy shorts may be worn under jumpers for modesty
- Knee length pleated skirt in plaid #80 – must be worn with monogrammed vest
- Navy vest or cardigan with logo

### Girls 7<sup>th</sup>–12<sup>th</sup>

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#### Monday – Friday (except chapel days when Class A attire is required)

- Khaki, evergreen, or navy uniform slacks (no denim) straight leg, classic style (NO flares, hip huggers or cargo pants are permitted)
- Khaki, MACA plaid, evergreen, or navy skirt (may be pleated) bottom of the knee or longer (NO hip hugger or cargo style skirts, no slits above knee)
- Khaki, evergreen, or navy classic style capris
- Polo shirt with logo (short or long sleeve) in MACA colors (may be women's tailored cut)
- Long sleeve turtleneck with or without logo in MACA colors
- Oxford button-down collar or peter-pan collar shirt, tailored shirts with cap sleeves in MACA colors may be worn un-tucked
- White undergarments
- Navy vest with logo peter-pan collar
- Cardigan with or without logo in MACA colors
- Navy blazer
- Logo sweatshirt in MACA colors
- Belts required in pants or skirts with belt loops
- Belts should be of classic style brown or black leather or fabric in navy or khaki
- Belts should be no wider than 1½ inches
- Socks – crew, knee length, or no-show in solid uniform colors
- Leggings in MACA school colors may be worn under skirts or dresses only
- Shoes – tennis shoes or dress shoes in navy, black or brown (shoes must have a back on them), sandals (shoes must have strap on the back and not be casual) may be worn from August to Labor Day and Easter to end of the year, and dress boots( black, brown, gray or navy blue) may be worn in the winter from Labor Day to Easter(no fur tops or cowboy boots ).
- Ribbons in MACA colors may be worn in hair

#### PE Uniforms (Required for High School)

- Must be purchased from the school

#### Class A Uniform (This uniform will be worn on chapel days, some field trips and other special occasions.)

- Khaki skirt bottom of the knee or longer (no cargo style skirts or slits above knee)

- Long sleeve turtleneck with or without logo in MACA colors only
- Oxford button-down collar or peter pan style collar shirt in MACA colors only
- Navy vest or cardigan with logo
- Stockings in MACA colors only
- Sheer stockings
- Knee socks in MACA colors only
- Dress shoes or boots in navy, black, gray, or brown
- Ribbons in MACA colors may be worn in hair

### Boys K4-6<sup>th</sup>

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#### Monday – Friday (except chapel days when Class A attire is required)

- Khaki or navy uniform slacks (no denim) straight leg, classic style (NO flares, skinny, parachute, or cargo pants are permitted)
- Khaki or navy classic style shorts no more than 2" above knee
- Polo shirt with logo (short or long sleeve) in MACA colors only
- Long sleeve turtleneck or rugby style with or without logo in MACA colors only
- Oxford button-down collar shirt or rugby style in MACA colors only
- Navy vest with logo
- Cardigan with or without logo in MACA colors only
- Logo sweatshirt in MACA colors only
- Belts required in pants with belt loops
- Belts should be of classic style brown or black leather style or fabric in khaki or navy
- Belts should be no wider than 1½ inches
- Socks – crew, knee length, or no-show in solid uniform colors
- Shoes – tennis shoes or dress shoes in navy, black or brown (shoes must have a back on them)
- White undershirts only

**Class A Uniform** (This uniform will be worn on chapel days, some field trips and other special occasions.)

- Khaki or navy uniform slacks (no denim) straight leg, classic style (NO flares, skinny, parachute, or cargo pants are permitted)
- Belt required in pants with belt loops
- Oxford button-down collar shirt in MACA colors only
- Tie in MACA colors only (bow or regular)
- Navy vest or cardigan with logo
- White undershirt only
- Socks in MACA colors only
- Dress shoes in black or brown

### Boys 7<sup>th</sup>–12<sup>th</sup>

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#### Monday – Friday (except chapel days when Class A attire is required)

- Khaki or navy uniform slacks (no denim) straight leg, classic style (NO flares, skinny, parachute,, or cargo pants are permitted)
- Khaki or navy classic style shorts no more than 2" above knee
- Polo shirt with logo (short or long sleeve) in MACA colors only
- Long sleeve turtleneck or rugby style with or without logo in MACA colors only
- Oxford button-down collar shirt in MACA colors only
- Navy vest with logo
- Cardigan with or without logo in MACA colors only
- Logo sweatshirt in MACA colors only
- Belts required in pants with belt loops
- Belts should be of classic style brown or black leather style or fabric in navy or khaki
- Belts should be no wider than 1½ inches
- Socks – crew, knee length or no-show in solid uniform colors
- Shoes – tennis shoes or dress shoes in navy, black or brown (shoes must have a back on them)
- White undershirts only

**PE Uniforms** (Required for Middle and High School)

- Must be purchased from the school

**Class A Uniform** (This uniform will be worn on chapel days, some field trips and other special occasions.)

- Khaki or navy uniform slacks (no denim) straight leg, classic style (NO flares, skinny, parachute, or cargo pants are permitted)
- Oxford button-down collar shirt in MACA colors only
- Navy vest or cardigan with logo
- Tie (regular or bow) in MACA colors only
- Belts required in pants with belt loops
- Socks in MACA colors only
- Dress Shoes
- White undershirts only



## MACA Uniform Suppliers

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**Uniform Source**

2141 North Cobb Parkway, Kennesaw  
(770) 919-9967  
[www.uniform-source.com](http://www.uniform-source.com)

**Lands' End**

1-800-469-2222  
[www.landsend.com/school](http://www.landsend.com/school)  
Preferred School Number: 900105602

## Dress Code Enforcement

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The teacher is held responsible for the enforcement of the school dress code for students in the classroom. The proper dress should be worn on arrival and departure from school.

## GACS Boys' Hair Standard

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HAIR CODE ILLUSTRATIONS

GEORGIA ASSOCIATION OF CHRISTIAN SCHOOLS  
BOYS' HAIR STANDARD

