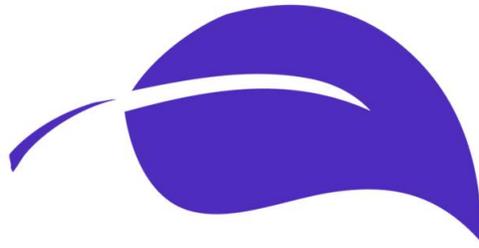


2018-2019  
Meadowbrook Academy

# PARENT AND STUDENT HANDBOOK



**MBA**  
MEADOWBROOK ACADEMY

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# ABOUT MEADOWBROOK ACADEMY

## VISION AND STATEMENT OF PURPOSE

The faculty and families of Meadowbrook Academy work diligently to enable each student to discover his or her God-given talents, to develop those abilities fully, and to devote those gifts to a lifetime of learning, serving and honoring God.

As an integral part of the grand vision of Meadowbrook Church:

***It is our purpose*** to establish an uncompromising academic program that is governed by the Spirit of Excellence, preparing today's students for the academic and social challenges of tomorrow. Thus, we seek to provide our students with a quality education of the highest standard based on biblical principles and wisdom.

***It is our purpose*** to disciple students in the teachings of Jesus Christ (Matthew 28:20).

***It is our purpose*** to establish a campus atmosphere in harmony with the Kingdom characteristics of righteousness, peace, and joy in the Holy Spirit (Romans 14:17).

***It is our purpose*** to instill in each student the guiding principles of a successful lifestyle, a love for and pursuit of wisdom, a personal maturity and self-discipline, and an eagerness to participate in the will and work of God.

***It is our purpose*** to be an ally to the home and to assist parents in their God-given responsibility to "train up a child in the way he should go" (Proverbs 22:6).

## MISSION

It is the mission of Meadowbrook Academy to **inspire** achievement, **identify** purpose, **instill** character, and **enrich** the faith of every student through a quality, Christ-centered, Spirit-led education.

## PHILOSOPHY OF EDUCATION

**Foundational Truths:** Knowing that "all truth is God's truth," we believe that academic excellence must be built on a foundation of faith, of which Jesus Christ is the Cornerstone (Ephesians 2:20). Therefore, His Word, the Holy Bible, is fundamental in our preparation of curriculum, and His Spirit is the guiding light of its implementation. Truly, a Christ-centered education is a vital key to dealing with the intellectual, spiritual, emotional, and physical health of children.

**Responsibility of the Christian Parents:** We hold Christ-centered education to be a mandate of God to the Christian family in order to establish children as Disciples of Christ, vessels of honor, and productive citizens. While a Christ-centered education is the responsibility of the parent, the Christian school is a useful ally in meeting those educational needs.

**Responsibility of the Church, Home, and School:** We believe that a balanced Christian education is both an extension of the ministries of the church and of the home (Acts 5:42). We find Christian education to be the third strand in the chord of agreement between parents, ministers, and educators in the development of young people. Like parents and ministers, educators seek to nurture God's purpose and plan for each child and to equip them academically so they may realize their full potential in that plan.

**Responsibility of the Educator:** In conjunction with our Christ-centered curriculum, we have established the MBA campus as a Christian environment. Our campus is a peaceful and joyous one that values orderliness and honor between faculty and students. We believe that these virtues facilitate a positive, successful learning process. Our administrators, faculty, and staff are mature in their Christian principles and practices. As the "living curriculum," we desire to teach by example as well as by instruction.

**Responsibility of the Student:** We hope to inspire the spirit of excellence within each child. It is said of Daniel that he was skillful in all wisdom, discernment, and understanding because an excellent spirit was found in him (Daniel 1:4; 5:12). That spirit of excellence is the compass by which a child can set the course of their academic career and Christian life. Therefore, each child must determine that they will live up to the vast potential that God has willed for their life. Exhibiting an honorable character, diligent approach to education, and inquisitive nature, each student will succeed as he or she takes responsibility for their own spiritual, mental, social, and athletic progress.

## STATEMENT OF FAITH

### **Authority of the Bible**

We believe the entire Bible is the inspired and infallible Word of God. All cures, keys, answers, and solutions needed for a victorious life can be discovered within the Bible. For this reason, we practice and encourage daily exposure to and intake of the Bible (II Timothy 3:16-17; Romans 15:4; II Peter 1:19-21).

### **Role of God**

We believe in one true God, Creator of all things, who eternally exists as three distinct persons: Father, Son, and Holy Spirit (Matthew 3:16-17; Matthew 28:19; John 14:16-18; Philippians 2:5-8).

### **The Person of Jesus**

We believe that Jesus Christ is the union of God and man. He is fully God who became man, conceived of the Holy Spirit, and born of the Virgin Mary. He lived a sinless life, revealing to man the love and nature of God the Father. He died on the cross as the sacrifice for the sins of all men. He rose from the dead, ascended into heaven, is presently seated at the right hand of the Father, and will one day return for His family. We believe that Jesus Christ our Lord is the only access which humanity has to God the Father (John 1:1-3; Matthew 1:20-23; Hebrews 4:14-15; I Thessalonians 4:13-18; I Thessalonians 5:1-5; I Timothy 2:5-6).

### **Salvation**

We believe salvation is a free gift, given to each person who acknowledges and confesses that Jesus rose from the dead. It is by this that one enters into the family of God, releasing them from sin, and granting them eternal life (Acts 15:11; Romans 5:8-9; Romans 10:9-11).

### **Spirit-led Living**

We believe the best way possible to live an effective Christian life is to have God's power released in our daily living. This is the result of the baptism of the Holy Spirit: a spirit-filled life. So we seek to practice a daily dependence on the Holy Spirit to guide, teach, and empower us in every area of life (Romans 8:14-15; Galatians 5:16; John 15:26-27; John 16:13-14).

### **Stewardship**

We believe God is the only Creator and owner. He has assigned us as managers of our time, talents, and treasures. We recognize that the principle of stewardship in the Bible is a lifestyle for Christians. For this reason, we practice tithing, giving the first 10 percent of our income and offerings. Stewardship teaches us to be grateful for who God is, what He has done, and what He will continually do for us (Luke 6:38; II Corinthians 9:6; I Timothy 6:18-19).

### **Telling Others about Jesus**

We believe that every Christian has the responsibility of telling others about their relationship with Jesus Christ. This is accomplished by living as a Christian example, building relationships, and using every opportunity to share the excitement about who Jesus is with others (Mark 16:15; Matthew 28:19-20; Acts 1:8).

## ACCREDITATION

Meadowbrook Academy is fully accredited with both the International Christian Accrediting Association (ICAA) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). MBA is also a member, in good standing, with the Oral Roberts University Educational Fellowship (ORUEF). Through its accreditation process, ICAA provides assurance to the public regarding the performance, integrity, and quality of the school, and also provides the school with a program of self-assessment and improvement. ICAA is committed to the advancement of Christian education by providing direction and expertise to its member schools. ICAA seeks to recognize quality Christian educational programs that can serve as credible and reliable witnesses, both to the Christian and secular communities, as to the high degree of professionalism, academic excellence, personal integrity, and dedication to the spiritual training and growth of students in Christ.

## SCHOOL PLEDGES

### **American Flag Pledge**

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

**Christian Flag Pledge**

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

**Bible Pledge**

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

**Meadowbrook Academy Mission Statement**

It is the mission of Meadowbrook Academy to inspire achievement, identify purpose, instill character and enrich the faith of every student through a quality, Christ-centered, Spirit-led education.

**BOB JONES UNIVERSITY PRESS CURRICULUM**

Meadowbrook Academy uses curriculum designed by Bob Jones University. BJU Press is committed to Christian education. To support Christian educators, BJU Press produces textbooks and materials that shape a biblical worldview, are academically rigorous, encourage critical thinking, and are supported with technology solutions.

**Biblical Worldview**

BJU Press defines biblical integration as biblical worldview shaping. They use the biblical themes of Creation, the Fall, and Redemption as the lenses through which to look at all academic disciplines. As students view academic subjects through the lens of Scripture, they learn how to redeem those subjects back to God.

**Academic Rigor**

Bob Jones is committed to producing education materials that are both biblically faithful and academically sound. Although memorization of facts and assimilation of information is a necessary part of all learning, rigorous education is not identified as simply having more pages, more problems, and more pressure. Instead, in an academically rigorous environment, students take an active role in their learning and are motivated to master age-appropriate material. Materials use hands-on-learning, creative problem solving, and other research-proven instructional strategies to engage students and inspire real learning.

**Critical Thinking**

Education is more than just making good grades—much more. It is learning to think for oneself, to use discernment, and to consider values when confronted with conflict. It is not only knowing the facts and processes (which have their place) but also thinking critically and expressing one's ideas. Bob Jones' textbooks help develop these skills with inductive teaching, hands-on-learning, and probing questions.

**Technology Solutions**

The days of teaching using a chalkboard or overhead projector are fast becoming distant memories. Teachers are looking for innovative ways to engage students in learning. BJU Press offers cutting-edge technology enhancements that do just that.

# ADMISSIONS

## ADMISSION PROCEDURES

Meadowbrook Academy (MBA) uses an application process for determining qualified candidates. Application packets are available through the Front Office, or can be downloaded from our website. We look for students that have godly character and a good moral compass. We also look for family attendance and participation at Meadowbrook Church or a similar Bible-believing church.

Our admissions process entails the following steps:

1. Submission of a completed student application (including recommendation forms)
2. A copy of the student's most recent report card (admission applications will not proceed without this)
3. Placement testing for grades 1-12
4. Entrance testing/screening for Kindergarten
5. Interview
6. Payment of the Registration/Enrollment Fee

*Please Note:* Admission candidates are required to have demonstrated a satisfactory level of conduct (with no "needs improvement" comments) and to have achieved a 2.0 grade point average (based on a 4.0 grade point scale) or better throughout their last academic year. The student's most recent report card must reflect this standard.

Students are not granted admission with the hopes of proving themselves. Under the most stringent of circumstances, a student with unsatisfactory grades may be accepted to repeat their current grade, if they have demonstrated satisfactory conduct. However, this is not a common practice.

Students are required to maintain a 2.0 GPA and satisfactory conduct. MBA reserves the right to transfer any student demonstrating poor conduct and/or grades. See page 8 for promotion requirements.

With these prerequisites met, parents will receive notification of their child's status concerning acceptance into the student body of Meadowbrook Academy.

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## FINANCIAL

### **Registration Fee**

The registration fee must accompany the Registration Form. Registrants have two weeks in which to withdraw their enrollment and receive a refund. Fees are non-refundable after this point unless the student was placed on a waiting list due to full class enrollment.

### **Payment Agreement**

Parents enrolling a child are responsible for payment of all tuition, fees, and related costs. Any financial arrangements made between a parent and a third party concerning the payment of fees, extended care costs, and tuition are the private concerns of the parent(s) and do not involve the school. MBA is not responsible for collecting any delinquent fees from a non-custodial parent, relative, scholarship funding organization, or a benefactor who does not have a written agreement with MBA. Unless there is a court order (on file with MBA) holding another party responsible for any unpaid tuition, the enrolling parent will be held responsible for all fees and costs.

### **Past-Due Tuition**

Parents should make every effort to pay tuition on time. You will receive notices from the office when your account shows a past due balance. Unpaid fees will prohibit future admissions and release of report cards and transcripts. Payments that have not been received by the first business day of the month will be assessed a late fee of \$10 on the next business day. There is no longer a grace period.

We will make a courtesy call after the 5<sup>th</sup> of the month inquiring about any payments that have not been made to that point. Please understand that according to our accounting standards, we must settle accounts each month. It has been our experience that negotiating payments has only further burdened the home with mounting debt and MBA with lost revenue.

All outstanding accounts must be settled on the 30<sup>th</sup> of the month. Unfortunately, should payment be impossible at that time, we will have to withhold the student(s) from attending school, and the student(s) will not be admitted back into school until payment has been received.

## **Returned Checks**

A returned check fee of \$10.00 will be charged for checks returned for insufficient funds. This applies to all payments to MBA including, but not limited to, tuition, book fees, lunches, athletic fees, school pictures, and activity fees.

## **Student Withdrawal**

On the occasion of a student's withdrawal from MBA at the direction of a parent, for any reason, the parent is responsible for a withdrawal fee of \$500. The ordering of supplies and hiring of faculty and staff is budgeted each year according to enrollment figures and tuition projections. MBA plans for and commits to meeting the educational needs of each student. Withdrawal fees allow MBA to recoup promised revenues and process replacement students.

Note: The tuition rate is an annual fee based on being enrolled for 180 days. There is not a monthly tuition fee; however, the option of breaking down the annual fee into 10 equal payments is made available to assist in budgeting for the year. When a student enrolls after the beginning of the school year and/or withdraws before the conclusion of the school year, tuition owed will be calculated on a daily basis determined by the days the student has been or will be enrolled. For example, if the annual tuition is \$6750.00, the daily rate is calculated as \$6,750.00 divided by 180 days which equals \$37.50 per day. If a student is enrolled for 65 days, the annual tuition due for that student would be \$2,437.50 (65 x \$37.50). Any amount owed or refund due will be calculated using this formula. This includes students on the Florida Tax Credit Scholarship as well.

## **Request of Records**

Parents or guardians may request a copy of their child's Report Card if theirs is lost. Report Cards are not released to parents when prohibited by a court order (the court order must be on file with MBA). For matters of confidentiality, MBA will not release records to anyone (other than school and judicial entities) without the approval of the parent. Requests must be made in writing, proper ID must be provided, and a one-day processing time may be required. Non-custodial (divorced); biological parents may request a transcript unless prohibited by law. In the event of student withdrawal or transfer, official transcripts are forwarded to the next enrolling school.

## **Additional Expenses**

Below is a list of expenses not included in tuition:

Book Fees: K 5/\$300; 1<sup>st</sup> through 12<sup>th</sup>/\$450

Sports: \$150 per sport, plus physical

Field Trips: All field trips will have a basic fee to cover travel costs, food, and any admission fees

Tests: Any tests given to assess aptitude and placement

School Pictures: depending on package selected

Middle/high school social events

Dual Enrollment tuition and book fees

## **Florida Tax Credit Scholarship**

MBA accepts the Florida Tax Credit Scholarship which is funded by Step Up for Students (SUFS). Families must qualify for this scholarship through and be awarded by SUFS. The parent must furnish an award letter to MBA in order to take advantage of this scholarship. Upon receipt of the letter, MBA will enroll the student through the SUFS online enrollment portal by entering all of the eligible fees. Four times an academic year, a Verification Report must be submitted to SUFS to ensure accurate accounting and continued enrollment. Once submitted, payment will be transferred to the school pending parental electronic approval sent to the parent via email.

Beginning in the fall of 2018, schools will no longer receive paper checks. Parents will receive an email asking them to approve the payment with the push of a button and funds will be electronically submitted to the school. The payment will then be posted to the child's tuition account for fees covered by the scholarship. Parents must electronically endorse and approve the payment within 5 business days of being emailed or the balance due will be added to the parent's personal tuition account.

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## **NOTICE OF NONDISCRIMINATORY POLICY**

Meadowbrook Academy, a ministry of Meadowbrook Church, admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic and school-administered programs.

# SCHOOL POLICIES & PROCEDURES

## ACADEMICS

### **Philosophy**

Meadowbrook Academy encourages all students to strive for their highest level of achievement. MBA believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

It is essential that a student be evaluated in terms of his or her skills and achievements in relation to the achievement of others in his or her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

At MBA, a five-letter range is used; this system is consistent with the grading system of most other schools. It also lends itself well to the efficient processing of records and provides a fairly accurate indication of a student's academic performance. The following numerical scale will be implemented in determining all grades at all grade levels.

100-90	A	79-70	C	59-below	F
89-80	B	69-60	D	Incomplete	I

### **Conduct Grade Guidelines**

Conduct grades reflect trends over the period of nine weeks. A point system for tabulating conduct grades is used by the teacher.

E = Excellent. This grade is given to the ideal student. They assist the teacher in making the class a success. Attitude and actions are positive, constructive, and they are a glowing example to the other students. Teachers can trust this student to take leadership roles, or carry on tasks without supervision.

G = Good. This grade is for the student that is a pleasure to have in class. They are a positive addition to the class and tend to be responsible students who do not require correction.

S = Satisfactory. Students earning this mark have demonstrated an average performance, free of distressing misbehavior. They are attentive, clued in and do not resist class participation.

N = Needs Improvement. A Needs Improvement grade is earned by the student that is disruptive in class. Frequent correction is required. This student has been moved in class to prevent further disruption. Their behavior affects other students in a negative way. This mark is a request to the parent for assistance in bringing about correction to their child.

U = Unsatisfactory. This mark is held for students who are extremely disruptive and show consistently bad attitudes and behavior. They do not seem to respond to correction.

### **ELEMENTARY**

#### **Progress Reports:**

Grade	Demerits
E	0-2
G	3-4
S	5-6
N	7-8
U	9 & up

#### **Report Cards:**

Grade	Demerits
E	0-5
G	6-10
S	11-14
N	15-17
U	18 & up

### **SECONDARY**

#### **Progress Reports:**

Grade	Demerits
E	0-1
G	2-3
S	4-5
N	6-7
U	8 & up

#### **Report Cards:**

Grade	Demerits
E	0-3
G	4-7
S	8-11
N	12-15
U	16 & up

### **INow/Chalkable**

Parents can access all of their children's grades and assignments via the internet by clicking the link sent home or login through the INow/ Chalkable link on the MBA website, [www.mbaocala.org](http://www.mbaocala.org). Teachers will update grades, lesson plans and homework assignments on a weekly basis.

Parents are able to email teachers through this site, as well as view their account statements. Access to INOW/Chalkable will be denied if there is an outstanding account balance.

INOW/Chalkable is a resource for parents, specifically designed to inform parents concerning their student's grades, conduct, and possible missed class work assignments. Therefore, the nine-week Report Card should not have any surprises for the parents. It gives the parents time to give attention to any problems prior to the issuing of Report Cards.

### **Report Cards**

Report Cards reflect the student's academic progress and will be issued in the week following the end of each nine-week session. The school calendar indicates the dates for the grading periods. Daily progress can be viewed on Edline and year ending Report Cards will be mailed approximately two weeks after schools ends.

Quarterly grades are prepared to reflect the student's academic standing at the conclusion of each nine-week session. Each quarter's grades stand independently of the previous quarter's grade and are not to be affected by the previous quarter's performance. Grades are reported with the numerical scale outlined on page 6.

### **Physical Education Class Grading**

Grades given in physical education classes will be based largely upon participation. If a student is unable to participate for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when this assignment is due.

### **Honor Roll**

The "A" Honor Roll is for those students in the K5-12<sup>th</sup> grades who made all "A's" in a school quarter. The "AB" Honor Roll is for those students in the K5-12<sup>th</sup> grades who made all "A's" and "B's" in one quarter. A student earning a "C" or below in any subject is not eligible for either Honor Roll.

### **Quarterly Academic Awards Ceremony**

To continually foster an environment of academic achievement and to recognize students who have achieved academic success, a quarterly awards ceremony will be held. Awards will be given to those students who have achieved Principal's List or Honor Roll. Additionally, as determined by administration, awards will be given for students who have demonstrated exemplary behavior and Christian witness.

### **Academic Intervention Plan**

The administration will track each student's progress and meet with those who are having academic difficulties. Teachers will notify the parents when a student is struggling in class. Students must be able to maintain a minimum of "C-" level work. A student may be restricted from participation in school-related activities (including athletics) if, in the judgment of the administration, the student's academic record could be adversely affected. Students participating in school-related activities or sports must have a quarterly average of "C-" or above in every subject on a report card and not a progress report and must maintain satisfactory conduct grades.

When a student falls below a "C-" average in any curricular area, a program for improvement must be developed and agreed upon by the teacher(s), parents, and administration, which may include tutoring, extra study time, etc. Failure to rise above a "C-" average at the end of the first semester will result in academic probation. Failure to rise above a "C-" average after the second semester may result in ineligibility to re-enroll at MBA. If a student is deemed ineligible to re-enroll due to poor grades, summer school remediation at a "C-" average or above may allow the student to re-enroll.

### **Academic Probation**

Students scoring below a 2.0 GPA in any nine-week grading period will be placed on Academic Probation. This probation will remain in force until grades improve or until the end of the year when the matter is reviewed. Transfer may result prior to year-end.

A letter of notice will be sent to the parent from the administrator informing them of the need of the student's grades to improve within the next grading period and the possibility of a transfer at the end of the year.

Students scoring below a 2.0 GPA by the end of the year will be considered for transfer. Faculty and the administrator will meet regarding these cases and will follow a plan that will promote the student's best interest. If summer tutoring, not offered by MBA, will not improve the situation then a transfer will be pursued.

## Conduct Probation

In the event of below standard conduct, the student will be placed on Conduct Probation during which time the student will be expected to meet minimum standards. At the end of the next grading period, a transfer may be required (grace may be applied due to specific, unforeseen conditions affecting the student's performance). It is the position of MBA to strive in every way to promote the student's success and extend grace as long as it is not to the detriment of the entire class.

## Specialized Programs for Failing Students

Specialized programs (i.e. remedial coursework) are available for grades K5-5. Students will be provided individualized instruction in the areas of low performance.

The parent and teacher should make sure struggling students are involved in helps classes. The teacher may initiate a period of reduced or specialized work for a struggling student. The program should be as brief as possible to avoid having to remark on the nine-week Report Card, "Working Below Grade Level." However, when over half of a grading period is specialized for a student, the Report Card will reflect that the student received a modified curriculum. Reduced workload or tests will be graded on a percent scale to equate the specialized student to the rest of the class.

*Please Note:* If a student is assigned a mandatory *Helps* class to make up a test or quiz and does not show up, they will receive a zero for that test or quiz.

## Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year. These are established times when parents and teachers meet to discuss student progress. You can schedule these conferences through the office. Of course, parents and teachers are welcome to schedule a conference at any time. These appointments may be scheduled with the teacher directly.

## Promotion Requirements

Students must demonstrate proficiency in core subjects in order to be promoted. A below-grade-level performance in reading, math, or language arts indicates the student is not yet ready for the more advance concepts in the following years. Therefore, students receiving "D's" and "F's" in reading, math, and language arts are considered for repeating the year. Students in 9<sup>th</sup> – 12<sup>th</sup> grade must have a "D" or better to receive a credit in a class. A failed semester must be made up.

## Graduation/Credit Requirements

For high school graduation, students must earn a minimum of 24 credits in 9<sup>th</sup> – 12<sup>th</sup> grade, with no credit granted for athletic or extracurricular activities. Except in the areas of English and mathematics, no student may be required to take more than maximum number of credits; however, students may elect to take additional credits in any area.

4 Credits:	English (Grammar, Composition, Literature)
4 Credits:	Mathematics (Algebra I or higher level)
3 Credits:	Science (Laboratory experiences will be provided in at least two of the three courses)
3 Credits:	Social Studies (1 credit World History, 1 credit United States History, ½ credit US Government and ½ credit Economics)
1 Credit:	Physical Education (Athletics or Physical Education class)
1 Credit:	Fine Arts or Performing Arts, Speech, Debate or Practical Arts
<u>8 Credits:</u>	<u>Electives (4 credits Bible)</u>
24	Total Credits Required

## Bright Futures

The 16 required credits that count toward the Bright Futures Scholarship are 4 English, 4 mathematics (Algebra and above), 3 science (2 with labs), 3 social science, and 2 foreign language (within the same language). Only core courses in the above categories are counted in the GPA (does not include electives). Up to three additional courses in the academic areas listed above maybe used to raise GPA.

## College Entrance

It should be noted that every college has different entrance requirements that may or may not be met by MBA (i.e., advanced placement classes, honors classes, etc.). It is strongly suggested that parents contact all universities and colleges that they are interested in their children attending to determine admission requirements.

MBA desires to assist in communicating with college admission counselors regarding the admission process. Parents may contact the office for such assistance.

## **Transferring Credits**

As a SACS CASI accredited school, MBA's credits should be recognized by all other public schools and colleges. However, policies vary from place to place and state to state, and there may be unforeseen issues prohibiting the transfer of credits. Assistance is offered by the MBA administration in contacting potential school districts into which students may move.

## **Dual Enrollment**

MBA is working jointly with the College of Central Florida (CF), Oral Roberts University Educational Fellowship (ORUEF), and Southeastern University to dual enroll eligible students. Only 11<sup>th</sup> and 12<sup>th</sup> grade students, with a minimum of a 3.0 GPA, may participate in this program. This program has strict requirements as to approved classes and schedules. Students receiving below a 3.0 GPA, and/or a grade of a "D" or "F" in any D.E. course, can no longer participate in the dual enrollment program.

- Grades: All courses, with the exception of vocational and/or "Intro to" courses have a 1.0 weight added to the course's final grade.
- Credits: Generally, dual enrollment classes equal .5 credits per semester; however, a few courses have been designated by the state to receive 1.0 credit per semester.
- Transcripts: These grades and credits are applied to the student's transcripts and are noted as such along with the college course code number.

The benefit of this program is that it allows students to accumulate college credits while acclimating students to a college routine.

Note: Students electing the Dual Enrollment option will be required to pay tuition and textbooks at the current fee schedule set by the college.

Students enrolled in dual enrollment are not allowed to return to campus after departing for college or work that day, except when returning for athletic practice or games. Rare exceptions can be approved by administration to accommodate special cases.

## **Florida Virtual School**

Florida Virtual School is an internet academic program sponsored by the Florida Department of Education. High school students who meet enrollment conditions may participate in the Florida Virtual School for extracurricular subjects and Advanced Placement classes not offered at MBA. Enrollment is limited. Students must have a 2.0 GPA minimum to participate. Interested students should contact the MBA administration for details.

## **Honors Classes**

All students who are willing to accept the challenge of a rigorous academic curriculum will be considered for admission to take honors classes. Students are evaluated for honors class readiness based upon their past academic performance and educational goals. Not all students who apply for an honors class will be admitted. High school students may apply for admissions into the following honors classes: Bible, English, history, math, science, and Spanish.

### **Admission Requirements:**

- 3.0 minimum GPA and a 3.5 or better in that particular subject
- Score 60% or higher on the MAP testing in that particular subject
- Have a teacher recommendation and administration approval
- Homework completed and turned in consistently
- Self-motivated for success, actively engaged and participate in class

## **Weighted Grades**

All honors classes, Advanced Placement classes, and dual enrollment classes (except vocational classes and/or "Intro to" classes) will receive an additional 1.0 to the final grade in that class. The appropriate weighting of grades will be computed into the student's GPA.

In accordance with the Marion County School Board, the designation of Graduation with Honors will be awarded to those students having a 3.000 – 3.499 GPA on a 4.0 Scale. The designation of Graduation with High Honors will be awarded to those students having a 3.500 and above GPA on a 4.0 Scale.

## Valedictorian and Salutatorian

The MBA valedictorian is (are) the student(s) with the highest academic ranking in the graduating class. The salutatorian will be awarded to the student with the second highest academic ranking in the graduating class. The valedictorian and the salutatorian will be notified by the principal during or before the last week of the fourth nine-weeks, after the required calculation has determined the honors.

**To be considered for valedictorian/salutatorian status, students must attend MBA for a minimum of two academic years.**

Note: Valedictorian and Salutatorian status does not automatically qualify one to be chosen as the student speaker for graduation. Graduation speakers are appointed by Administration.

## Homework

Homework is seen as a valuable part of MBA academics. Homework will be assigned at the teacher's discretion. To encourage church attendance, no homework will be specifically assigned on Wednesday to be turned in on Thursday. However, please refer to quiz and test schedules each week, **as there may be a quiz or test scheduled on Thursday.**

Parents are urged to be aware of their child's progress by daily reviewing their child's classwork/homework sheet. The burden of ensuring assignments are completed falls to the parent. Please check assignment pads, INOW, and progress reports for assignment updates. Lesson plans for each class will be uploaded on Curriculum Trak. These plans will list all the homework, classwork, quizzes, and assignments that are required for the following week.

Note: Students will NOT be provided a hard copy of Classwork/ Homework sheets.

Delinquent and incomplete homework will affect the student's grade. Homework must be turned in on the due date in order to receive credit. Homework is checked and graded in class and stored in the student's portfolio. The portfolio will be collected at the teacher's discretion. Homework is an important part of the student's nine-week grade.

Projects must be turned in no later than one week after it is due. A project due on Friday would have until the following Friday to be turned in. Tardy projects will receive a grade reduction, except in matters of illness or family emergencies (students have up to one week after a *prolonged excused absence* to complete a project). After the deadline has passed, the project is given a zero. Projects are graded according to completion, accuracy, format, and punctuality.

## Regular Tests and Quizzes

All tests and quizzes are to be taken the day they are scheduled. If a regular test or quiz is missed due to an illness or family emergency, it will be rescheduled within **two days** upon return (a note concerning illness is required).

Prolonged test delays adversely affect the student's performance and hinder their ability to keep up with the class. A regular test or quiz that is missed due to vacations and/or non-emergency situations will be administered the day the student returns to class. Missed tests or quizzes due to skipping class will be given a zero.

Students having missed a review session prior to a test must still take the test when it is scheduled. All class or homework should be turned in the day the student returns from vacation or non-emergency absences. If a student is assigned mandatory *Helps* class to make up a test/quiz and does not show, they will receive a zero for that test or quiz.

## Final Exams

Final exams are administered every nine weeks on a strict two-day schedule for middle and high school students only.

**Regarding excused absences:** Students will only receive an excused absence from their final exam if they meet the conditions of an excused absence as defined in this handbook. A doctor's or parent's note is required. Make-up tests will be scheduled within two days upon the student's return to class.

**Regarding unexcused absences (a parent's note is required pertaining to the absence):** Unexcused absences are instances of needing gasoline, train delays, oversleeping, heavy traffic, domestic issues, etc. Make-up tests will be scheduled for the make-up test date only.

**Regarding skipping a test:** Missing a quiz or test due to skipping will result in a zero for the final exam.

## Incompletes

An *Incomplete* issued as a grade at the end of a nine-week grading period must be completed within a week of issuing the Report Card. Averaging existing grades and issuing a final grade no better than a "C" will satisfy *Incompletes* at the end of the school year.

## ATHLETICS

Athletics is viewed as an important and vital part of the total educational program at Meadowbrook Academy. The Academy athletic program serves to develop skill, promote the virtues of teamwork, and build character. MBA believes these attributes, along with the goal to realize the potential both within the individual and the team, are the expectations of this department.

We encourage all students to be involved in our highly accomplished program, which includes opportunities for competitive action in a number of sports. **Students must earn a position on a particular team through a try-out process. We desire all levels of our program to nurture development with an emphasis on competitive game action. Therefore, game-time experience is a result of ability, earned in practice and at the sole discretion of the Head Coach.**

### **Game Time**

Playing time is earned through performance and is not guaranteed to any student-athlete at Meadowbrook Academy. Student-athletes should request a meeting with their respective coaches regarding playing time if it is an issue. Coaches will provide honest feedback to the athlete and identify performance areas that can be improved to gain additional playing time and experience.

### **Eligibility**

MBA is a member of the Florida High School Athletic Association (FHSAA), which is the governing body of high school athletics in Florida, as well as the Florida Christian Athletic League (FCAL). Questions pertaining to either organization's rules or regulations should be directed to the Athletic Director.

No student may participate in the sport until the Mustangs "Ticket to Play" is completed and financial obligations are met. Families with financial hardships should contact the Athletic Director. It is not the goal to remove playing opportunities due to financial hardships.

### **Academic Eligibility**

Students must be regularly promoted from the previous grade to the immediate succeeding year; must be in regular attendance; must carry a normal class load, doing satisfactory classroom work with a satisfactory conduct record.

In order to be eligible for the following semester, a student must have a 2.0 GPA cumulative or above on a 4.0 unweighted scale in all courses as required by the Florida Statutes at the conclusion of each semester.

MBA students must maintain at least a 2.0 GPA in all courses taken, per quarter.

A student must not receive the letter grade "F" in any course.

At the interim of the period of ineligibility, the student-athlete may be reevaluated by administration and the Athletic Director to determine if eligibility may be reinstated, if the student has exhibited significant progress.

Interim eligibility review applies to MBA eligibility requirements ONLY!

*Please Note:* MBA reserves the right to impose higher academic and discipline standards than those listed above. Students on academic or discipline probation may be restricted by the school from participating in athletics.

### **Attendance**

Students must be in "regular attendance" in order to engage in practice or participate in a contest. Students may still attend or participate in practices or games if they miss classes due to an excused absence such as school trip, doctor appointment (with official documentation), etc. Decisions regarding the validity of an excused absence are made by the administration.

**Student-athletes are expected to be at all practices and games unless absent from school. Students who have an unexcused tardy the day after a game will not start in the next game. Students who have an unexcused absence the day following a game will not play in the next game.**

Chronic absences will result in disciplinary action. Student-athletes may be dismissed from a team due to excessive absences and/or tardiness.

### **AAU/CLUB Sport Participation**

Participation by a student in non-school competition (i.e., AAU, USVBA, American Legion, club settings, etc.) such as a member of a team that is affiliated with any school other than the school that the student attends, followed by a

transfer by that student to that school, shall be considered *prima facie evidence* that the student was recruited by the school to which he or she transferred. Unless *prima facie evidence* of recruiting is disproved by the school and the student to the satisfaction of the Commissioner of the FHSAA, the student shall be ineligible to represent that school in interscholastic athletic competition for a period of 365 consecutive days from the date of his/her enrollment in that school. A team affiliated with a school is one that is organized by and/or coached by any member of the coaching staff or any other person affiliated with that school and/or on which the majority of the members of the team (participants in practices and/or competitions) are students who attended that school.

**MBA games, practices and events take precedence over all non-MBA sponsored events (i.e. AAU/club games, practices and/or events.) Exceptions may be considered if arranged in advance with the approval of the MBA Coach and Athletic Director. Generally, missing MBA games, practices or events to attend non-MBA sponsored activities can result in loss of game time or dismissal from a team.**

### **Athletic Dress Code**

Students must travel to and from games in team uniforms, shirts and ties, dresses, or school dress code. Volleyball uniform cover-ups are provided as part of the uniform, and are required to be worn during non-game times. Students are not permitted to wear jewelry or bandanas during practices or games. "Team Spirit" wear, including team uniforms or clothing approved by the administration, may be worn to school on HOME game days and approved AWAY game days, provided the entire team participates in the event. Approval for "Team Spirit" wear on AWAY game days must be approved by administration.

### **Sportsmanship**

**Student Conduct:** As members of athletic teams, students are high-profile representatives of MBA. Students are expected to act in an appropriate manner. The following behavior is inappropriate and will not be tolerated: fighting, profanity, and possession of, use of, or being under influence of alcohol, tobacco (including e-cigarettes or vaporizers) or drugs.

**Unsportsmanlike conduct:** Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic event, **the student will be removed from the event.** A student who strikes, curses, or threatens an official, coach or opponent during a game or at any other time because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the FHSAA and/or the MBA administration, shall be ineligible to participate in interscholastic athletics for a period of up to six weeks. A student who is ejected from an athletic event for a flagrant foul or unsportsmanlike conduct cannot participate in any event for one week, or if no events are scheduled during that week, the next two events. Rude or disrespectful behavior, taunting opponents or officials, or destruction of property will not be tolerated.

Students who exhibit any of the above behaviors may be suspended from athletic competition for a period of time, per FHSAA regulations or MBA Administration. Additionally, the student may face school disciplinary action.

**Parent and Spectator Conduct:** Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of MBA.

A Spectator should:

- Demonstrate good sportsmanship.
- Respect, cooperate, and respond enthusiastically to cheerleaders.
- Respect the property of the school and the authority of school officials.
- Booing, taunting, or intimidating the officials, athletes, or spectators is not permitted in accordance with FHSAA Code of Conduct.
- Never criticize the athletes or coaches for the loss of a contest.
- Accept the decisions of the officials.

Parents or spectators, who do not adhere to sportsmanship guidelines, may be removed from an athletic contest(s) for a period of time as determined by MBA administration.

A 24-hour period immediately after each contest is in place during which there is no discussions with a coach except for the transportation arrangements of student-athletes. Coaches have many post game responsibilities and must be allowed to focus their attention to these areas.

## ATTENDANCE

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline.

### **Absence Notification**

A parent or guardian must notify the office by 9:00 a.m. when a student is absent from school. If a notification of a student's absence is not received, a call home will be made by the office staff to confirm the absence and to request written notification, which due the next day the student returns. A note from the parent/guardian is required to be provided to the school within three (3) days of the absence (preferably immediately upon return to school).

The written notification should contain the following information: parent or guardian's name, the student's name and grade, and the reason for the absence. Student Absentee Forms are available on the MBA website under School Life – Parents- Forms and Downloads.

### **Absence Request Form (college visits, family vacations, ministry trips, etc.)**

Parents desiring to take students out of school for planned extended absences (such as family vacations, trips, etc.) must present a written statement indicating the reason for and the anticipated length of the absence. A special form (Absence Request Form) may be obtained from the office, or the MBA website under School Life – Forms and Downloads, and must be signed by parents and administration. Students will be expected to obtain their assignments through iNow and verify those assignments with their teachers. Students will be required to make up all tests and quizzes and turn in all missing assignments within two days of his/her return to school. Please keep in mind that any absence results in disruption of instruction and may prevent a student from obtaining the best grades possible.

### **State Guidelines Regarding Mandatory Attendance and Loss of Credit**

Florida Statutes states that the parent or legal guardian of a child is responsible for the child's regular school attendance (§1003.24, Fla. Stat.). Failure to attend school on a regular and timely basis causes the child's education to suffer and could result in failing grades. Each student enrolled at Meadowbrook Academy is expected to attend school every day and to arrive on time. Parents must provide a note for each absence, tardy, and early sign-out.

To earn passing grades and earn credit for courses students are subject to Florida Statutes:

If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar period, the student's primary teacher shall report to the school principal that the student may be exhibiting a pattern of non-attendance (F.S. 1003.26 1a).

If a student reaches 10 days of absences (excused or unexcused), the parent or guardian may receive a phone call or a scheduled meeting with school Administration to discuss the student's absences depending on the reasons documented from notes sent in and/or daily phone calls to parents.

If the student reaches 15 days of absences (excused or unexcused), the parent or guardian may be asked to come in to the school for a scheduled meeting with school Administration to discuss the student's developing pattern of non-attendance.

If the student reaches 20 days of absences (excused or unexcused), the parent or guardian may be asked to come in to the school for a scheduled meeting with school administration to sign an attendance contract stating that the student's attendance will improve. Those with habitual truancy may be required to forfeit enrollment status for the upcoming school year.

Students should be in attendance for 160 days (out of 180 days), or the student may be in jeopardy of being retained and/or loss of credit for non-attendance (20 excused or unexcused).

A student who is passing a course may appeal the denial of credit with an appeals board made up of the Academy Administrator and faculty members. Under certain circumstances, appeals may be granted if a student can demonstrate *mastery* of the subject and it is felt that the trend of absences will not be repeated.

### **State Guidelines for Truancy**

When a student has 15 days of unexcused absences within a 90-day period, the student will be considered a habitual truant and may be reported to the authorities (F.S. 1003.27 b) and/or transferred out of the Academy. Florida Statute 1003.26 requires that an absence must be explained. All other absences are considered unexcused. It is of great benefit to the education of our students if routine medical appointments and other non-school activities are scheduled during after-school hours or during school breaks. Those with habitual truancy may be required to forfeit enrollment status for the upcoming school year.

### **Excused Absences**

- Absences due to personal illness or injury, or family illness: a parent or guardian may document nine (9) days of illness per semester. All other absences due to illness will be unexcused unless there is documentation from a physician or health care provider. If the student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance. The principal may also require a doctor's note after ten (10) excused absences (whether they be consecutive or sporadic) due to illness within a school year.
- Death in the family
- Recognized Christian holidays
- Documented appointments with healthcare professionals
- Absence due to participation in an academic class or school-sponsored activity approved by the administrator
- Court appearances by the student (a copy of the Summons must be supplied)
- Automobile accident or breakdown on the day in question
- 4-H sponsored competitions that are educational in nature (up to five per year); a letter must be provided by the Event Coordinator on event letterhead prior to absence

### **Unexcused Absences**

The following non-emergency reasons will be considered unexcused: train delays, needing gasoline, oversleeping, heavy traffic, domestic issues, vacations, or if siblings are ill. Students are responsible for all classwork/homework and must make up any test/quizzes upon the day of return.

### **Tardy To School and Early Sign-Outs**

Punctuality is a key component of a successful school day. Tardiness and signing out early is disruptive to the class, hinders the learning process, and dishonors the teacher. A tardy or early-sign-out will only be excused due to sickness or injury, death in the immediate family, medical or dental appointment for students with a note from the physician/dentist, court date, or school sponsored activities.

Important information and announcements, relevant to the day's events, are covered in the first twenty minutes of the day. Please ensure that your child is at school on time and ready to learn.

Students who arrive late between 8:30 a.m. and 8:45 a.m. must go through the office and to the lunchroom to receive a tardy slip prior to entering their class. All other times, the office will issue tardy slips. This admission slip is given to the teacher. As a safeguard, the adult who brought them to school must accompany kindergarteners, first, and second graders to the office.

Students who receive three unexcused tardies (whether between class or at morning arrival) in a single week will receive a Tardy Review and a detention. Also, every four unexcused tardies will result in a Tardy Review and a detention. All detentions will be served after school from 3:15 p.m. to 4:00 p.m. as assigned by administration. 4<sup>th</sup>-5<sup>th</sup> grade detentions will be served from 3:15 p.m. to 3:45 p.m.

After one student has served 4 detentions for tardies, Administration will suspend the student from school for a period of ½ day. A full day suspension or other disciplinary measures as deemed appropriate will be assigned for those students who continue to be tardy.

### **Excused Tardies**

Automobile breakdowns

Accidents

Medical emergencies or appointments (Dr.'s note is required)\*

- \* Please note: high school students who drive a sibling to a medical appointment will be given an excused tardy to school. However, a note from the doctor detailing the time of the

appointment is required. Parents are asked to be mindful of the need for all students to attend as many classes as possible. Students are responsible for meeting attendance requirements.

**Unexcused Tardies**

- Needing gasoline
- Train delays
- Oversleeping
- Heavy Traffic
- Other

Students are responsible for any missed work at the beginning of class.

Unexcused tardies will result in lowering of the conduct grade in that particular class.

Secondary (6<sup>th</sup> -12<sup>th</sup> grades) students who are late between classes are referred to the office for a tardy slip, which will be kept in the student's file by the homeroom teacher. The student will receive a demerit in that class for the tardy, which will affect his/her conduct grade.

Per §1003.02(1)(b), Fla. Stat., for every three (3) unexcused tardies and/or early check-outs in a semester, one (1) unexcused absence will be added to the student's total days of unexcused absences. For this reason, a student can be placed on an attendance contract for tardies in addition to absences when the administration deems it necessary to curb the pattern of tardiness.

**High School Seniors**

To ensure that senior students meet the attendance requirements set forth by the state of Florida, all senior students will be required to attend class until the end of 5<sup>th</sup> period (1:26 PM).

**Perfect Attendance Award**

Perfect attendance awards will be issued near the end of each school year. Students with more than four tardies for the entire year are ineligible for this award.

**Outstanding Attendance Award**

Outstanding attendance awards will be issued near the end of each school year. Students with more than one absence or 2 tardies per quarter are ineligible for this award.

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**CAFETERIA**

**Packed-Lunch Guidelines**

Please consider the ability of your child to open the containers in which you send their food. All packaging must be easily opened by your child. We ask that you not send food in cans, even with pop-top lids. Microwaves are available in the cafeteria for 6<sup>th</sup> – 12<sup>th</sup> grade students to heat their lunches, if necessary. However, please consider that students can waste a considerable amount of their lunch time waiting for a microwave. All utensils, bowls, etc. must be packed with the child's lunch. Refrigeration is not available for any students.

*Please Note:* It is the responsibility of the student and their parents to ensure that they have their lunch before arriving to school. Classes will not be interrupted to deliver lunch to a student.

**Booster Lunches**

MBA offers booster lunches from various local vendors throughout our community. Due to orders being placed with businesses involved, orders will be taken on **Wednesday** only and no orders will be taken after 1:30 p.m. or will be taken without payment (cash or checks made payable to MBA).

If your child is absent on a day that he/she ordered lunch, we will not be able to refund monies paid or credit their account, as it would be an expense to MBA because we pre-pay the businesses. Also, if you have multiple children ordering, please send payment with each individual child as they place their order with their class (this will eliminate any confusion).

## **Cafeteria Rules of Conduct**

- MBA restricts sodas and candy from lunches for elementary students
- Elementary students sit at tables assigned to their grade
- All students remain seated at a table until they have finished their lunch and cleared their own area (including underneath his/her seat)
- No students are allowed to leave without a teacher's permission
- No horseplay allowed
- No personal items are allowed in the cafeteria (cell phones, iPods, laptops, games, toys, etc.)
- Students are expected to keep the noise level down by speaking in a normal tone
- Teachers monitor the noise level in the cafeteria and address any class or group that becomes too loud
- Dismissal takes place in a timely and orderly fashion

## **Forgotten Lunches**

A \$4 fee will be assessed for any lunches that must be provided by MBA. MBA only keeps a minimal stock of emergency lunches and should not be used as a regular or preferred lunch replacement.

## **Lunch Visitors**

All lunch visitors as well as any class sponsored lunches must be pre-approved by MBA administration.

## **Closed-Campus Lunch**

MBA has a closed campus during lunch. Students are not allowed to leave campus for lunch unless signed out and picked up by their parent.

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## **DISCIPLINE**

Educating students within the context of a Christ-centered worldview to develop godly character is the primary function of MBA. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment, and ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. At times, rewards and consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and engaging classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. Within the setting of a Christian school, educators are instrumental in training young people in godly attitudes and actions which glorify the Lord. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Discipline and learning go hand-in-hand to build character and to allow the student to develop his or her God-given potential. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, reprimand, detention, in school suspension, and suspension in an effort to achieve the ultimate goal of self-discipline. Parents may be called to campus in order to discipline their child should the administration deem necessary.

## **MBA Honor Code**

Each MBA student is required to abide by the following Honor Code:

- To honor the Lord*** by reverencing His name, His Word and Meadowbrook Academy chapel services.
- To honor and obey those in authority*** by respectful and cooperative behavior.
- To honor one's fellow students*** through kindness and love.
- To honor Academy property and personal property*** through cleanliness and nondestructive behavior.
- To honor class time*** through attentiveness and refraining from disruptive or unproductive behavior.
- To honor oneself*** through a positive lifestyle that benefits spirit, soul and body, and refraining from immoral or illegal behavior.

## **Character Training**

Every subject area, teaching method, attitude, and action of students or teachers is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content, and in the process, teach them to:

Respect authority	Finish the job
Pay attention	Do right because it's the right thing to do
Obey willingly and immediately	Work hard to get the right answer
Apply themselves to the task at hand	Love wisdom
Learn the rules and apply them	Choose things that are excellent
Understand how things work together	Develop habits of orderliness, attention to detail, obedience, persistence, honesty, accomplishment, and cooperation

## **24-Hour Student Conduct Policy**

As a Christian discipleship school, MBA is dedicated to teaching its students that consecrated living is a 24-hour lifestyle. Students are to understand that living conflicting lifestyles is contrary to scriptural principles and the vision of this Academy.

Therefore, it is against the student conduct policy of MBA (and the law) for students to use tobacco products (or be in possession of smoking products or paraphernalia, including e-cigarettes and vaporizers), use illegal drugs, or drink alcoholic beverages. Improper use of *any* substance to achieve an altered state of mind (being "high") is prohibited. Participation in such activities, at any time, or encouraging others to do so, by a MBA student will result in long-term counseling, disciplinary action (affecting sports participation, field trips, and other privileges), and may include suspension or expulsion at the discretion of the administration. Drug testing may be required at the discretion of the administration and at the cost of the parent.

Immorality is a serious offense that may influence other students negatively. Students that become involved in immoral physical relationships (including gay and lesbian activity) will receive disciplinary action (affecting sports participation, field trips, and other privileges), long-term counseling, and may include suspension or expulsion at the discretion of the administration. Pregnancy or causing pregnancy will result in long-term counseling, and a discreet transfer out of MBA.

Students are not allowed to patronize public dance clubs for teenagers. Such environments are unsuitable for MBA students. Other clubs may be strictly non-drinking on certain nights, but they popularize non-Christian themes and activities in the music and dancing. Christian young people find themselves mingling with non-Christians of varying ages in a secular, bar-like environment. Such environments are unsuitable for Academy students.

## **Between Class Misbehavior**

Misbehavior occurring between classes falls to the supervision of administrative personnel. As tracking of repeated infractions are difficult in these instances, a warning or immediate discipline may occur. Between class conduct will be recorded in Bible class on Progress Reports and Report Cards.

## **Campus Pranks**

Any organized prank resulting in destruction of school property or defamation of character towards a school representative or student body member will result an in-school or after-school detention, or possible suspension. Transfer may result depending upon the severity of the activity.

## **Cheating**

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents will be contacted by the teachers or administration. Additional consequences are at the discretion of the administration. Possible consequences are detention, suspension, or transfer.

## **Hazing/Bullying**

Hazing and/or bullying of any student(s) at MBA will not be tolerated. MBA will follow Marion County District policy concerning bullying and harassment as defined below:

### **Expected Behavior**

MBA expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of facilities and equipment.

MBA believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.

Definitions:

**Bullying** includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Unwanted teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of school or victim's personal property
11. Rumor or spreading of falsehoods
12. Cyberbullying

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's or employee's performance, opportunities, or benefits.
3. Has the effect of substantially disrupting the orderly operation of the school.

**Bullying and harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion.
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network.
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**Cyberbullying** means bullying through the use of technology or any electronic communication, which include but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Cyberstalking** as defined in § 784.048(1)(d), Fla. Stat. means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

MBA upholds that bullying or harassment of any student or school employee is prohibited:

1. During any education program or activity conducted.
2. During any school-related or school-sponsored program or activity.
3. On our school bus.
4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of MBA or MBC, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by MBA or substantially disrupts the education process or orderly operation of a school.
6. The above section (5) does not require MBA to staff or monitor any non-school-related activity, function, or program.

### **Public Displays of Affection**

Public displays of affection (holding hands, hugging, kissing, etc.) are not acceptable behaviors for school or school-related events.

### **Skip Day**

Students who participate in an organized skip day will receive an in-school or after-school detention, or possible suspension. Transfer may result depending upon the activity during the absence.

### **Forms of Discipline**

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. MBA uses the following methods when disciplining students:

#### **Counsel with Students**

Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve administration in counseling, when deemed necessary.

#### **Written Assignments**

Written assignments may be given by the teacher or administration. These assignments may involve the student studying God's Word about his or her discipline problem and writing about what he or she has learned. These assignments may also be things that pertain to the class subject matter.

#### **Parental Contact and Conferences**

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others. Teachers will not discipline the entire class to address a problem, which only one, two, or a few students are having.

#### **Detention (Grades 4-12)**

Detention is primarily held on Tuesday or Thursday from 3:15 p.m. to 4:00 p.m. (detentions may also be assigned on Mondays and Fridays at some times of the year). Students will report to the designated area. Students will not be excused from detention for sports practice, games, cheerleading, plays, music practice, etc. Students may be given detention for repeated problems in conduct and poor academic performance related to attitudes and behavior.

#### **Detention Types**

In-school detentions may be substituted for after-school detentions at the discretion of the teacher or administration (not the parent). They may consist of work duties, or if in P.E. physical activities (i.e. walking or running laps). After-school detentions are scheduled to meet as soon as possible after the date of the infraction. The detention will meet from 3:15 p.m. – 4:00 p.m. and 3:15 p.m. – 3:45 p.m. for elementary students. Students with a grade of 69 or below and/or missing 2 or more homework assignments will be assigned mandatory helps class.

#### **Loss of Free Time (Grades K5-3)**

Students displaying repeated problems in conduct or poor academic performance related to attitudes and behavior will lose free time during class behavior celebrations, free time or possibly 15 minutes of recess.

## **Behavioral Probation**

When a student's attitude is not in accordance with the school's policies or principles, the administration may place that student on behavioral probation. While on behavioral probation, if the student violates any part of the MBA Honor Code, they may be suspended or transferred (dismissed).

## **Suspension**

Suspension may be used as a disciplinary action for problems deemed by the administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. In the event of suspension, all work should be gathered from the parent portal and will be due at the time of return to school. In-school suspension is another alternative that may be used as a disciplinary action as deemed necessary by the administration based on the level of the infraction(s).

*Please Note:* Suspended students will not be allowed to participate in or attend any school-related function or extracurricular activity until the student returns to school.

## **Expulsion (Dismissal)**

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the educational process.

The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems and showing little or no repentance
- The use or possession of tobacco (including e-cigarettes and vaporizers), drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
- Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, etc. Poems, artwork, or other creative material are not to be used to cover threats or thoughts of violence
- Fighting, foul language or obscene gestures
- Alluding to or committing immoral acts
- Theft or destruction of property
- Violations of the MBA Student Honor Code

Once a student has been expelled from MBA, all belongings will be gathered by administration. Student's belongings will be taken to the office where they may be picked up by parents.

### Action Chart for Kindergarten through 5<sup>th</sup> Grade

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> and 3 <sup>rd</sup> Offense (See Note 1)
Blatant Disrespect of Authority Disobedience Excessive Uniform Violations Repeated Gum Chewing Classroom Disruptions Excessive Talking Cursing, Rudeness, Crudeness Lying (to cause hurt) Tardies	Counsel with administration Time-out Discipline Notice sent home	Counsel with administration Discipline Notice sent home Detention or remaining day suspension
Fighting Stealing Bullying	Counsel with administration Time-out Discipline Notice sent home	Counsel with administration Discipline Notice sent home Detention or remaining day suspension and/or possible multiple days
Cheating	Counsel with administration Time-out Discipline Notice sent home Zero given as grade	Counsel with administration 1-day suspension Discipline Notice sent home Zero given as grade
Damaging property	Counsel with administration Time-out Discipline Notice sent home Parents are liable for damage	Counsel with administration In/after-school detention Discipline Notice sent home Parents are liable for damage

NOTE 1: Possible transfer on 3<sup>rd</sup> or 4<sup>th</sup> offense.

NOTE 2: When behavior is particularly offensive, corrective action will be appropriately stepped up to curtail the inappropriate behavior at once.

### Action Chart for 6<sup>th</sup> through 12<sup>th</sup> Grade

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> and 3 <sup>rd</sup> Offense (See Note 1)
Blatant Disrespect of Authority Disobedience Excessive Uniform Violations Repeated Gum Chewing Classroom Disruptions Excessive Talking Cursing, Rudeness, Crudeness Lying (to cause hurt) Multi-Media Technology (cameras, internet sites, iPods, video, etc.) Tardy Review	Counsel with administration Discipline Notice sent home Possible Detention assigned	Counsel with administration Discipline Notice sent home Detention and/or suspension assigned
Fighting Physical Contact (PDA) Stealing 24/7 Policy Hazing/Bullying	Counsel with administration Discipline Notice sent home Detention assigned	Counsel with administration Discipline Notice sent home Remaining day suspension and possible multiple days
Cell Phone Violations Usage between 8:00 a.m. and 4:00 p.m. *Students should use the phone in the office. Cell phones are not to be seen or heard. Keep turned off and in locker.	Counsel with administration Discipline Notice sent home Detention to be served Parent must pick up cell phone from the office	Counsel with administration Discipline Notice sent home 3-Day out-of-school suspension Student asked not to bring cell phone to school
Cheating	Counsel with administration Zero given as grade Discipline Notice sent home In/after-school detention	Counsel with administration Zero given as grade Discipline Notice sent home 1-day suspension
Damaging Property	Counsel with administration Discipline Notice sent home In/after-school detention Parents are liable for damage	Counsel with administration Discipline Notice sent home 1 -day suspension minimum Parents are liable for damage

NOTE 1: Possible transfer on 3<sup>rd</sup> or 4<sup>th</sup> offense.

NOTE 2: When behavior is particularly offensive, corrective action will be appropriately stepped up to curtail the inappropriate behavior at once.

Verbal and written repentance is to be made for all infractions.

Parents can be called at any time to come to the campus and bring about changed behavior when the student is slow to respond to a teacher's correction.

## DRESS CODE

The MBA Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. Our primary objectives are neatness and modesty. The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If you have a question about the Dress Code, please do not hesitate to call the school office for clarification.

Uniform shirts can be purchased at any local store (Old Navy, Belk, JCPenny) or ordered online from a company of your choosing. There are several places in Ocala that have the Meadowbrook Academy logo that can be embroidered onto the uniform shirts.

Judgment calls regarding the suitability of jewelry, hairstyles, or attire will be made by the administration. Students who do not comply will be dealt with relative to the seriousness of the infraction. Sloppiness in appearance and immodest clothing may result in removal from the classroom until proper attire is acquired. Lesser violations such as non-compliant colors, styles, etc. will be noted with a written warning. Repeated violations of the lesser sort may result in additional disciplinary action.

### **PANTS: K5-12<sup>th</sup> GRADES – Boys/Girls**

Color: *Khaki Only*

- Pants may have cargo pockets for boys only
- Relaxed fit, loose fitting pants (no skinny jeans)
- Flat or pleated front
- Uniform style and color (corduroy pants are not permitted)

### **SHORTS: K5-12<sup>th</sup> GRADES – Boys/Girls**

Color: *Khaki Only*

- Shorts may have cargo pockets for boys only
- Hem is to be at or below mid-thigh and above the knee
- Relaxed fit, loose fitting
- Flat or pleated front
- Uniform style and color

### **SKIRTS or SKORTS: K5-12<sup>th</sup> GRADES and JUMPERS K5-3<sup>rd</sup> – Girls**

Color: *Khaki Only*

- Mid-thigh to knee length, loose fitting
- K5-5<sup>th</sup> – Modesty shorts must be worn under jumpers and skirts

### **CAPRI'S: K5-12<sup>th</sup> GRADES – Girls**

Color: *Khaki Only*

- Relaxed fit, loose fitting

### **POLOS: K5-12<sup>th</sup> GRADES - Boys/Girls**

Colors: *Purple, Gold or White with MBA logo*

- Shirts must be loose fitting, and may be worn tucked in or out
- Shirts cannot have pockets

### **COATS/JACKETS/HOODIES/SWEATSHIRTS: K5-12<sup>th</sup> GRADES – Boys/Girls**

Colors: Jackets and hoodies: *Purple, Gold or White with MBA logo*

- A jacket is a lightweight cover that extends to the waist.
- A coat is a long, insulated garment that extends to the thighs. A coat is worn for warmth.
- MBA extracurricular “team” warm-up jackets, hoodies, and sweatshirts will be allowed once approved.
- Pullover hoodies are only permitted with a MBA or Mustang logo. No hoods may be worn on campus.
- Cardigans are permitted, flannel shirts are not.
- When the temperature is below 50 degrees, students may wear non-Meadowbrook *coats* for warmth when changing classes outside. Coats are not allowed to be worn in class.

### **UNDERSHIRTS: K5-12<sup>th</sup> GRADES – Boys/Girls**

Color: *Solids in any color*

- The undershirt must be solid in color with no graphics or writings.
- The undershirt should not be seen hanging down below the bottom of the uniform shirt.

## SOCKS/TIGHTS/LEGGINGS: K5-12<sup>th</sup> GRADES

Colors: *Solids only in White or Black*

Leggings – may only be worn under a skirt or jumper during the winter months only

Solid white knee-high socks are permitted

## BELTS: K5-12<sup>th</sup> GRADES

Belts may be of any solid color and worn with belt loops. Large belt buckles are not permitted.

## JEWELRY: K5-12<sup>th</sup> GRADES – Boys/Girls

Jewelry should not call undue attention to the student

No rub-on tattoos, permanent tattoos, or other markings on the body of any kind are permitted

No body piercing of any kind with the exception of earrings for girls

No excessive jewelry

Jewelry poses a safety risk during recess and P.E. Many schools have reported torn earlobes from hoop earrings, puncture and infection from post earrings, ruptured fingers from rings, etc. Jewelry is not only a risk to the student wearing the item but also to others playing with the student. Besides a safety concern, jewelry is easily broken and lost. P.E. time cannot be used to search for lost jewelry. The Academy will not be responsible for any lost or broken jewelry

Boys are not allowed to wear earrings

Suitability of jewelry is a judgment call made by Academy officials

## MAKE UP: K5-12<sup>th</sup> GRADES – Girls only

Not applied too dark or excessively

## HAIRSTYLES: K5-12<sup>th</sup> GRADES – Boys/Girls

Hairstyles should not be eccentric or self-promoting. For boys, hair should be above the eyebrows and the collar. Boys' hair may cover the ears. Overly bushy, spiked, or unruly hair will require a haircut. Boys may not have Mohawks, rat tails, shaved heads, or pony tails. Girls should avoid wild accent colors; hair coloring should not be a distraction. Girls' hair should be out of the eyes and be neat and clean at all times. Additionally, girls may not have shaved heads or have their hair undercut.

Only our young men enrolled in high school are permitted to have well-trimmed beards/goatees, if desired.

All other young men are to remain clean-shaven, with short sideburn lengths (no longer than mid-ear). A razor will be provided to students needing to shave at a minimal fee to parents of \$1.00.

## SHOES: K5-12<sup>th</sup> GRADES – Boys/Girls

Colors: *Any lace-up sneakers or lace-up Boat Shoes (ex: Sperry's) (Middle and High School Only)*

Sneakers or boat shoes must have laces (except grades K5-5 may wear shoes with Velcro closures)

No highly graphic patterns (skulls, etc.)

No flip-flops

Footwear must be worn at all times

Athletic shoes must be worn during P.E. classes

Boots of any kind are not allowed

Canvas slip on shoes (i.e. Toms, Bobs) are not allowed

Moccasins are not allowed

## HATS, SUNGLASSES AND SCARFS:

Plain hats and sunglasses are allowed on field trips in which the students are going to be outside for extended periods of time (but are to be taken off when spoken to by the teacher or tour guide)

Hats must fit Academy criteria

Girls are permitted to wear scarfs if they are school colors.

## JEAN DAY: Held almost every Friday of every month as a fund-raiser, unless specified by Administration.

No jean shorts or jean capris. Full-length jeans only.

No excessively-worn or holey jeans where skin is visible

Jeans must not be excessively tight

If students do not have jeans that comply with the above description, they must wear uniform pants with an MBA Spirit Shirt or uniform shirt

No sweatpants, workout pants or yoga pants are permitted on campus

No slippers are permitted

## EXTRACURRICULAR EVENT DRESS: K5-12<sup>th</sup> GRADES

A students dress and appearance at MBA events, home and away, should reflect Christian modesty and values.

## P.E. DRESS: 6<sup>th</sup> - 12<sup>th</sup> GRADES

Students participating in P.E. will be required to wear a P.E. uniform which will consist of:

### Girls:

Purple, short-sleeved shirt  
Purple athletic shorts

**Please note:** Softe, yoga, and bike shorts/pants **will not** be permitted

### Boys:

Purple, short-sleeved shirt  
Purple or black basketball shorts.

## PICTURE DAY: K5-12<sup>th</sup> GRADES

Uniform polo shirt is required on picture day

## FIELD TRIP ATTIRE: K5-12<sup>th</sup> GRADES

Uniform attire will be worn on field trips and other special events such as spelling bees, quiz bowl, etc., unless specified otherwise. Swimsuits may be worn under the uniform for swimming trips. Field trips involving swimming requires that young ladies wear sensible, modest bathing suits. Two-piece bathing suits are allowed with a dark colored t-shirt or tank top to wear over it.

## ENFORCEMENT PROCEDURES

Uniform compliance will be checked throughout the school day. Students not conforming to policy will be issued a Blue Slip identifying the infraction. Parents are to sign this note and correct the infraction *by the next school day*. Parents can send a note to the office with the student to explain any noncompliance. Often there are good reasons as to why the policy is not followed (i.e., clothing sizes are not available).

Students in dress code noncompliance after the warning, without adequate reason for the noncompliance, may face disciplinary action. Repeated offenders will receive a discipline notice with detention assigned.

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## DROP-OFF, PARKING, AND PICK-UP

### **School Drop-Off Procedures**

All students should be dropped off in the front drive only. The drive in front of the school is a "No Parking Zone." Do not park and leave your car in the drive. You should not pull into the drive, and then get backpacks, papers, lunchboxes, and the like together. Your child should be ready to get out of the vehicle when you pull into the drive. If you need to get out of your vehicle to come into the office, please park in a parking space and assist your child across the crosswalk. Elementary students should not arrive before 7:45 a.m. unless enrolled in Before-School Care. All elementary students arriving before 8:10 a.m. should report to the cafeteria in Building 3. If arriving after 8:10 a.m., elementary students should report to their homeroom classroom. Parents should allow their child to walk themselves into the building. Any parent coming onto campus should ALWAYS check-in at the office. No students, including children of staff members, are allowed to wander the halls before school. Middle and high school students are not permitted to go to their lockers and/or classrooms before the buildings are open.

Safety in the parking lot and car line are very important.

- Please pull forward as much as possible in carline to prevent cars from backing up behind you.
- Do not exit your car in car line. Faculty members and safety patrol members will assist your child.
- Drive slowly through the parking lot and car line; always watch for students.
- Be respectful of others by refraining from playing loud music in your car.
- No students can be dropped off in the parking lot. This includes older students driving younger siblings. Siblings must be dropped off in car line and then the older student can park and walk over.

## Student Drivers

No student driver will be allowed to leave the campus during school hours unless proper “early dismissal” procedures have been followed. Once permission from the parent has been confirmed, the student will be allowed to leave after signing out in the office. Students are not to be at their cars except at arrival and departure times. Student-driven cars may only be parked in the designated area in front of building 5. The speed limit in any of the facilities’ parking lots and drives is 15 M.P.H. Failure to comply with safety or speed limit guidelines may result in a warning, detention, suspension, or the revoking of a student’s right to drive and/or park on the school premises, as determined by the administration. Driving is a privilege and must be taken seriously.

## General Pick-Up Procedures (Revised 2018)

In order to further provide a safe and secure learning environment, all students that do not drive, will need to be picked up through carline. Elementary and middle school students will be picked up in the front of the school and high school students will be picked up on the side of the gym closest to the track. Please make sure that you have your car tag visible in the front window. If your child has not yet exited the building when you pull through, do not park in the drive; Please circle around or park in a parking space and wait for them to exit at which time you can pull through the carline.

## Elementary Pick-Up Procedures

Elementary school is dismissed at 3:00 p.m. Children not picked up by 3:20 p.m. will be taken to After-School Care and charged accordingly. If parents wish to authorize another individual to pick up their child (ren), they must notify the office in advance and inform that individual that he or she will be required to show photo ID before the school will release the child to them.

## Secondary Pick-Up Procedures

6<sup>th</sup> - 12<sup>th</sup> grade students are dismissed from their classrooms at 3:15 p.m. Middle school students wait on the from sidewalks for their ride. High school students wait under the pavilion and parents can pick them up on the road beside the gym.

Secondary students need to be picked up by 3:35p.m. No students are allowed to just “hang-out” on the sidewalks, or in the lobby, library/computer lab, playground, or gym to wait for their parents. With the exception of those students involved in an athletic practice, the gym is closed.

Any student leaving early (before their respective dismissal time)- needs to be signed out and picked up through the office

## EXTENDED CARE

### General Policies (Revised 2018)

Please note the following changes for the 2018-2019 school year.

- **Pay in Advance:**
  - To use the extended care program, you must sign-up and pay in advance. This means that you must sign your child(ren) up and pay *before* your child will be allowed to use the service.
- **New Rates:**
  - \$65 per month for morning care
  - \$150 per month for after-school care
  - \$200 per month for both
  - Discounts for November (\$112 for both) and March (\$112 for both) due to holiday vacations
  - Discount for December (\$75 for both)

Elementary Extended Care includes Before-School Care (BSC) and After-School Care (ASC).

Before-School Care begins at 6:30 a.m. and concludes at 8:30 a.m. with the start of school. Because BSC does not serve breakfast, parents must ensure their child has a good nutritional morning meal.

After-School Care for elementary begins at 3:20 p.m. and concludes at 6:00 p.m. You must preregister to use this service.

Secondary Extended Care includes Before-School Care (BSC) and After-School Care (ASC).

Extended Care for 6<sup>th</sup> – 12<sup>th</sup> grades will be mandatory for any students dropped off on campus before 8:00 a.m.

There is a cost to this program as there will be a MBA faculty member supervising this time.

After-School Care for secondary students begins at 3:35 p.m. and concludes at 6:00 p.m. You must preregister to use this service.

Students should not bring electronic items or toys to Extended Care as some may be unsuitable or cause distractions among students.

Extended Care is available on regular school days only. It is not available during school holidays, teacher workdays, or when school is not in session (please see the MBA Calendar for these dates).

*Please Note:* Faculty and staff do not have the authority to approve students to attend Extended Care at no cost (i.e. after a helps class if the parent is late).

### **Hours/Costs:**

Elementary and Secondary Before-School Care                      6:30 a.m. – 7:45 a.m.

All students arriving before 8:00 a.m. will be placed in Before-School Care and charged a flat fee of \$65 per month.

Elementary After-School Care    3:20 p.m. – 6:00 p.m.

All students in K5 through 5<sup>th</sup> grade who are on the school property after 3:20 p.m., who are not under direct supervision by a staff member, and who have preregistered and prepaid for after-school care will be escorted to the Extended Care room.

All students in K5 through 5<sup>th</sup> grade who are on the school property after 3:20 p.m., who are not under direct supervision by a staff member, and who have *not* preregistered and prepaid for after-school care will be escorted to the Extended Care room and their parents will be charged the \$150 monthly rate.

\*Note: We will give one “grace” day per year, then the monthly fee will be added.

Secondary After-School Care    3:35 p.m. – 6:00 p.m.

All students in 6<sup>th</sup> -12<sup>th</sup> grades who are on the school property after 3:35 p.m., who are not under direct supervision by a staff member, and who have preregistered and prepaid for after-school care will be escorted to the Extended Care room.

All students in 6<sup>th</sup>-12<sup>th</sup> grades who are on the school property after 3:35 p.m., who are not under direct supervision by a staff member, and who have *not* preregistered and prepaid for after-school care will be escorted to the Extended Care room and their parents will be charged the \$150 monthly rate.

\*Note: We will give one “grace” day per year, then the monthly fee will be added.

### **Late Pick-Up Fees**

All students must be picked up by 6:00 p.m. A late fee of \$10.00 is charged for each 15 minutes after 6:00 p.m. (school clock time).

6:00 p.m. – 6:15 p.m. = \$10.00 per child

6:16 p.m. – 6:30 p.m. = \$20.00 per child

6:31 p.m. – 6:45 p.m. = \$30.00 per child

*Please Note:* At 6:45 p.m. the Abandoned Child Procedure may be initiated. Children who remain on site after 6:45 p.m. will be released to the custody of a law enforcement officer if parents cannot be reached.

### **FIELD TRIPS**

Field Trips are planned by the teacher to enhance the curriculum. When field trips are planned, teachers will send home information regarding the trip with students. Please read and follow all of the teacher’s instructions carefully. Some general guidelines for field trips are listed below:

\*All school policies concerning dress, behavior and discipline apply.

The behavior of students and chaperones during special outings should always reflect self-control and a high Christian standard. Parents provide transportation for all trips, unless the school bus is available.

Teachers take priority over parents in maintaining authority over the class.

The teacher handles funds relating to field trips. Only cash in the exact amount is accepted for field trips. Receipts will be provided upon request.

**No student drivers** are permitted on field trips.

Dress attire must be casual. No sweat pants, yoga or bike shorts, halters, or overly tight fitting clothing permitted.

Long distance trips may employ the use of a chartered bus or school bus. This is for the overall safety of the students. A cost of using the bus will be included in the field trip cost.

Students who are not in the grade or class going on the field trip are not allowed to attend. **There are no exceptions.** This applies to faculty children as well. Non-Academy children are not allowed to attend field trips or special events for insurance and disciplinary reasons. Babies of nursing mothers/chaperones may attend, but it is advised other arrangements be made. While parents are encouraged to chaperone, families are asked not to make field trips a family day. This changes the class dynamic. Field trips are designed to enhance a unit of study or encourage student social interaction.

MBA is required to conduct educational field trips and students are expected to attend. **Students who do not attend the field trip are to attend school.** Students who are unable to attend an educational field trip for emergency reasons, or pressing family situations will be required to complete a related educational assignment. This assignment is not a punishment, but rather a way of meeting the educational goal of the field trip.

Student-athletes who do not attend a field trip cannot play in a game or attend a practice in the same day. Student athletes cannot opt to write a paper instead of attending the field trip in order to rest up for a game or practice.

*Please Note:* Students who have demonstrated chronic poor behavior prior to a field trip will be restricted from going. These students are to be kept home.

### **Parent Drivers**

Transportation for all local field trips is to be provided by parents. Drivers must provide a Driver's License, current insurance card, and signed driver's agreement form attesting to the safety of the car. Gas money and tolls are paid by the parents. Parent drivers must never leave the field trip site early or leave without talking to the teacher first. Should parents arrive back to campus before the teacher, they are responsible for making sure the students in their care are supervised until the teacher arrives to relieve them.

All field trips can be chaperoned by parents, grandparents, faculty, and ministry staff. Adults who do not fall into these categories are not permitted to attend, unless otherwise approved by administration. **MBA reserves the right to restrict individuals from attending.**

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## **INTERNET USE**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. MBA offers student access to the Internet.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The system administrators may close an account at any time. The administration, faculty, and staff of MBA may deny, revoke, or suspend specific user accounts.

Students are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of MBA. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited.

Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules of etiquette:

Be polite. Do not write or send abusive messages.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

Do not reveal the personal address or phone number of yourself or other students.

Do not communicate any credit card number, bank account number, or any other financial information. Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Inappropriate messages can result in suspension of privileges.

Do not use the network in such a way that would disrupt the use of the network by other users.

Vandalism – any malicious attempt to harm or destroy data of another user – will not be tolerated.

Any questionable action will result in the cancellation of user privileges. Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

It should be understood that Internet or network activities are not private. All computer screens are monitored. A history of user activity is recorded.

## LIBRARY

The MBA library will distribute information containing the rules and guidelines for library use. Students are expected to observe all library rules or they will lose their library privileges. Lost or damaged books are the responsibility of the student, and they will be billed for replacement costs.

## MEDICAL

MBA, like all schools, is extremely limited in the amount of medical attention that we can administer to a student without risking a lawsuit. Washing a wound with soap and water and applying a Band-Aid, peroxide, Neosporin, or ice is the extent of what we can do.

### **Medication Prescriptions**

**All prescription medication must be accompanied by a note from a parent and physician** indicating the necessity of administering during school hours. This is a state law. The doctor's office can fax the note to the school. The pharmacist can supply a duplicate bottle so that one bottle can be kept at home and one can be kept at school. Both bottles should contain the name and phone number of the pharmacy, the student's identification, name of the physician, name of the medication, and the dosage.

### **Non-Prescriptions**

All non-prescription medication must be accompanied by a parent's note, and must be in the original container.

Cough drops must be accompanied by a signed and dated parent note. A new note must be provided daily.

Vitamins must be accompanied by a signed and dated parent note. A new note must be provided daily.

No medications of any kind will be dispensed without proper authorization from a parent and/or doctor.

All medications are dispensed by the office staff only.

Medications will be kept in a locked cabinet.

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student. We realize, however, there are some cases when a student's health could be compromised by not receiving medication during school hours.

*Please note:* Parents are to keep in mind that students should schedule their general doctor and dental appointments after school hours.

### **Emergency Medical Procedures**

When a student is in need of emergency medical attention, the office will call 911 and then the parent. Otherwise, parents will be notified first in non-emergency situations. Parents are contacted when serious accidents occur, or blood is present. An Incident Report is filed with the office for all mishaps.

*Please note:* MBA will not assume liability for students injured while participating in an athletic after-school event or other activities during the school day. Parents must assume this responsibility and have adequate medical insurance to cover such injuries.

## **Communicable Diseases**

MBA seeks to maintain a healthy campus by excusing students from school who are ill with a communicable disease. Should a parent, teacher, or administrative official suspect a student or employee has a communicable disease, they should notify the MBA office immediately. Students must be current with all immunizations required by law. Anyone ill with a communicable disease will be restricted from campus during stages of communicability.

MBA reserves the right to take necessary steps to preserve a healthy campus. Should circumstances warrant, a physician's examination may be required at parents' expense. Students will be examined for head lice periodically. Those with evidence of head lice must remain home until completely rid of all lice.

## **OFFICE**

### **Deliveries for Students**

Items delivered to the school for students (e.g. mail, parcels, flowers, balloons and other items) will be delivered at the discretion of office personnel.

It is the responsibility of the students and their parents to ensure that they have all of their books, homework assignments, athletic gear, lunches, etc. that they will need for the day before arriving to school. Classes will not be interrupted to deliver "forgotten items" to a student.

### **Parent Questions**

For your convenience, MBA provides many informational resources to answer the most frequently asked questions including the MBA office, [www.mbaocala.org](http://www.mbaocala.org), the Meadowbrook Reminder and the Mustang Minute.

If you have a question concerning your child (ren)'s grades, homework, class behavior, or activities, please contact his or her teacher or coach first, before bringing it to the attention of the administration.

### **Telephone Use**

Students are only permitted to use the telephone in the school office. All other telephones are for school personnel only. No telephone can be used during class periods.

Phone messages from parents for students should be for emergency situations only. Classes will not be interrupted for messages unless it is an emergency. We ask that parents do not text their students throughout the school day as students should not be using their cell phones during this time.

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## **SPECIAL EVENTS, ACTIVITIES AND PROJECTS**

### **Awards Ceremony**

During the last month of the school year, there will be an awards ceremony. This ceremony will give the Timothy Award for Christian character, music and P.E. awards for K5 – 9<sup>th</sup> grades; middle and high school awards will be given the English, math, history, science, Spanish and choir awards, as well as the Perfect Attendance and Outstanding Attendance Awards given to all students who qualify.

### **Christian Honor Student Association**

Meadowbrook Academy participates in the ORUEF/Christian Honor Student Association (CHSA) each year. As a member school, we seek to inspire academic achievement within each of our students. We encourage each member to aspire to a life of purpose and service by being leaders on and off campus.

### **League of Christian Schools Festival**

Meadowbrook participates in the League of Christian Schools Festival (LCS). The Festival allows students to perform or demonstrate their skills and talents in dozens of different categories and events. Each event is evaluated by three professional adjudicators who provide detailed evaluations of each performance, giving guidance and observations that will help students to overcome weaknesses and improve the presentation of their talents. The Festival features events for students in grades 3 through 12, and is hosted in Lakeland, Florida.

## **Fall Festival**

The Fall Festival is a day of fun for the entire family! Parents are requested to assist with each elementary grade booth, oversee refreshments, and help with cleanup responsibilities. Under the direction of the teachers and parents, students can be assigned various responsibilities regarding setup and cleanup. The Festival is open to parents and siblings.

## **Science Fair**

The Science Fair usually occurs in January and is supervised by the science department. Participating grades that are eligible to compete are announced each year.

## **Winter Formal**

The Formal is a social event for all high school students. The event will include dinner, party, and portraits. There is a ticket cost to attend this event. Formal attire is required. Students may bring a high school guest, but the guest must be an MBA student, or a regular attender of MBC's youth group or another church youth group. Youth group attendance must be over an extended period of time and confirmed, in writing, by the youth pastor. Academy students desiring to bring dates that have already graduated from high school must get approval from the administration. Dates older than 20 years old will not be permitted to attend.

## **Guidelines for Formal Attire**

**Young Men** are to wear a dress coat, dress slacks, and a tie to these events, a rented tux is the best option; however, a full suit with tie is also acceptable. Dress shoes are required.

**Young Ladies** are expected to wear formal dresses that are modest. There is to be no bare, sheer or mesh midriff areas; backs of dresses should be no lower than the middle of the back; in other words, you should not be able to see flesh on the back below the natural waist line. All dresses should be structured, no slip dresses, so that the young lady may wear suitable undergarments. Strapless dresses are permitted, without the need of a cover-up, unless you feel it needs it for modesty sake. Strapless dresses must have a modest straight-lined bodice across the bust that exposes no cleavage, no plunging necklines. We want you to feel pretty and classy, and realize most dresses are above the knee in current styles, we only ask that you avoid the above mid-thigh length. Heels are always acceptable.

If there is a question about appropriateness, check with administration at least one week prior to the event. Students who do not meet appropriate dress will not be permitted to attend. This code also applies to non-MBA students who attend as guests.

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## **VISITORS**

All visitors must be pre-approved by administration and are asked to adhere to MBA dress code guidelines. All visitors must sign in at the office and receive a Visitor Badge. MBA uses V-Soft by Raptor to track all visitors and volunteers. When visitors, volunteers, or contractors check in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. Before leaving, please return the badge to the office and sign out. Visitors are not permitted during standardized testing week or during quarterly or semester exams. Parents are welcome to visit their child's class if arrangements are made with the administration in advance. Younger siblings are not allowed in class, unless they are nursing infants.

## **Volunteers**

All parents wishing to help in the classroom, library, cafeteria, or during recess, must have a current approved Volunteer Application and Background Check form on file in the school office. Background Check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year. NOTE: Background checks expire after 3 years and a new one will be required.

All volunteers are subject to the terms of this Parent/Student Handbook. All volunteers must sign in and out in the school office and wear a Volunteer Badge. Dress attire must be nice casual, no sweat pants, yoga or bike shorts, halters, or overly tight fitting clothing permitted.

# GENERAL SCHOOL INFORMATION

## **ANIMALS/PETS**

No pets or animals may be brought on campus. Pets may not be brought into the building or onto the sidewalk during drop-off or pick-up times.

## **ATHLETIC BAGS/BACK PACKS/BOOK BAGS, ETC.**

Backpacks and satchels are permitted. Students may have "character" backpacks and lunch boxes; although nothing of a violent or supernatural (i.e. vampires, monsters, etc.) will be permitted. For secondary students, they should be small enough to fit into a locker. Students are permitted to bring them into the classrooms; however, they must not be overloaded (should not have more than two classes in backpacks at a time) and must be able to be placed underneath class seats. Textbooks and supplies can be retrieved from lockers between classes.

Athletic bags must be taken to the gym locker room before school begins. No personal items (books, bags, etc.) may be left in the hallway outside of the lockers.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations for students or teachers are not permitted during class time. Birthdays may be celebrated during the lunch period. All food items brought to a class party or birthday celebration must be purchased from a store. No homemade food items are permitted due to state health regulations. Elementary birthday or other party invitations, gifts or treats may not be distributed while at school unless the entire class is being invited or treated.

## **CHANGE OF INFORMATION**

Whenever there is a change of address, telephone number, email address, emergency contacts or medical/insurance policy information, please notify the school by phoning the office (861-0700), or sending an email to [academyinfo@mbcocala.org](mailto:academyinfo@mbcocala.org).

## **CHAPEL**

Elementary school chapel is held the first Tuesday of every month. Chapel will be held three times per month for middle and high school, and is led by the Meadowbrook Church (MBC) Next Generation Team and MBC Staff. This service allows students the opportunity to worship the Lord together and hear truths from God's Word.

## **CLASS PARTIES (Elementary)**

Teachers are responsible for planning all class parties for holidays and other special events. Younger siblings of students may attend class parties at the discretion of the teacher. Siblings who are enrolled in school may not miss their class time to attend a party. All food items brought to a class or birthday party must be purchased from a store. No homemade food items are permitted due to state health regulations.

## **CLOSED CAMPUS**

The Academy seeks to preserve a safe and peaceful campus by only allowing enrolled students and authorized adults onto campus. All visitors must check in at the office prior to visiting any part of the campus. Parents are asked to check in at the office before proceeding to a classroom.

## **CURRICULUM**

Meadowbrook Academy uses curriculum designed by Bob Jones University. BJU Press is committed to Christian education. To support Christian educators, BJU Press produces textbooks and materials that shape a biblical worldview, are academically rigorous, encourage critical thinking, and are supported with technology solutions.

## **EMERGENCY PROCEDURES**

The MBA Emergency Plan is posted by the door in each room of the building, at a level where it can be easily read.

### **Fire and Evacuation Drills**

Fire drills will be conducted on a regular basis. The fire alarm is a series of short, loud "blasts" accompanied by a flashing light at each pull station in the hallway. When a fire alarm is sounded, classes will proceed to their assigned areas quickly and in an orderly fashion. Classes will practice following their primary and secondary escape routes.

## **Campus Lock-Down**

Campus lock-downs will be conducted periodically throughout the year. An announcement is made to signal a lock-down.

## **Inclement Weather**

MBA will follow suit with Marion County Public Schools on closing the school due to severe/inclement weather. We ask that families stay tuned to any local television or radio station for news regarding school closings. If Marion County closes their schools, then MBA will do so as well. In the case of severe weather, students will be evacuated to the gymnasium for safety purposes. Days cancelled due to weather may need to be made up at the end of the year.

## **FOOD AND DRINKS**

With the exception of class parties and water bottles for students, food and drinks are not allowed in the classrooms. No special cups (Yeti/Tervis) will be permitted in the classroom. Gum is strictly prohibited.

## **HOUSEKEEPING**

Each student is expected to do his or her part in keeping the classrooms, hallways, locker rooms, gym and campus clean. Please help us keep our buildings and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper containers and pick up paper, rather than walking over it. Trash containers are located in each classroom and hallway.

## **LOCKERS**

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one day. Writing is not permitted on the inside or outside of the lockers. Pictures on the inside of lockers may only be secured with tape and must reflect Christian character and Biblical morality. No stickers are allowed to be placed on lockers. Decorations are only allowed on the inside of the lockers. Students may only use the locker issued to them and may not open the locker of another student without specific permission. Any student who does not abide by these rules will forfeit their right to have a locker. MBA administration reserves the right to open and inspect any locker, at any time that it feels is warranted. MBA is not responsible for any lost or stolen items from lockers. No personal items (books, bags, etc.) will be allowed to remain in the hallway outside of the lockers. No items are to be kept on top of the lockers at any time.

## **LOST AND FOUND**

Please label your supplies, clothing (uniforms), jackets, lunchboxes, backpacks, and other materials. The lost and found area can be checked for items left during school hours. Valuables such as jewelry, cell phones, etc. will be held in the office. MBA cannot be responsible for items left on school/church property overnight. Unclaimed items will be given to charity or discarded at the end of each nine-week session.

## **PERSONAL ITEMS**

### **Cell Phones**

New technology has introduced new challenges onto school campuses, one of which is cell phones. Cell phones are now multi-purpose. They are phones, cameras, video cameras, audio recorders, and text message communicators. Nationwide, schools have been confronted with the misuse of this powerful tool. To protect student and teacher privacy, prevent classroom disruptions and cheating, students are not permitted to use cell phones on campus (unless a teacher permits limited use during class time).

Students having a cell phone visible to faculty and staff during the hours of 8:30 a.m. – 3:15 p.m. will receive a Discipline Notice, detention assigned, and the phone will remain in the office until the parent can pick it up. A second offense will result in a three-day suspension and request that the student leave the cell phone at home. **This policy is strictly enforced.** Cell phones should not be seen (in back pockets, hands, jackets) they should be left in car, locker, or back pack.

### **Electronic Devices**

Students are not allowed to use personal laptops, PDA's, iPods, MP3 players, CD players, games, radios, or other electronic devices during school hours. Laser pointers are not allowed on school property. MBA is not responsible for lost or broken items.

### **Toys**

Toys and other personal items for playing are not allowed at school. Toys may only be brought to the elementary school on teacher-designated "Show and Tell" days. Students who bring items that cause disruption to the class will be asked to put the item in their desk or locker and take it home at the end of the day.

## **PICTURES**

Individual student pictures are taken early in the fall semester. This photograph is the one that is used for the school yearbook, so all students are required to have a picture taken, but purchasing a photo package is optional. A make-up date is scheduled for later in the fall in case of absences or if parents are not satisfied with the first photograph.

## **SEARCHES**

A safe campus is a priority concern for MBA. MBA is a drug-free and weapon-free zone. The health and welfare of the MBA student body may require a search of property. MBA has the authority to inspect any locker, desk, and other school property. Enrollment at MBA constitutes parental and student authorization to search student backpacks, pockets, and any car while on campus or at a school-sponsored/authorized activity to properly supervise the welfare of students. Due to confidentiality concerns, reasons for the search will be explained only to those involved. Searches are a last resort, and any search would be conducted in the most appropriate and discrete manner.

## **WEAPONS**

Students are restricted from bringing any type of weapons to the MBA campus or any school function off campus. Possession of weapons will be fully investigated. Police involvement may occur, along with serious consequences including long-term suspension or expulsion. Students are prohibited from bringing weapons for Show and Tell.

Minor weapons, such as Swiss Army knives and laser pointers (Marion County School Board now lists laser pointers as a weapon because they can cause eye damage) that are innocently brought to campus will be confiscated and returned at the end of the day with the understanding that it will not happen again. To reinforce the point, a Discipline Notice will be issued and an in-school or after-school detention will be assigned.