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**STUDENT AND PARENT**

**HANDBOOK**

(Revised 8/2022)

***Welcome MCA Families!***

Welcome to Meadowview Christian Academy! We are excited that you are here. We believe that your experience at MCA will be both happy and rewarding. Our faculty and staff would be happy to assist you in any way we can. Should any questions, concerns, suggestions arise, please do not hesitate to contact our school office or administrator.

This handbook will explain the rules and regulations of our school. Parents and students, please study the handbook carefully. Students will be held accountable to the rules and regulations in this Student and Parent Handbook. If you have any questions, please contact us immediately.



**School colors and mascot**

The official school colors of the Meadowview Christian Academy are green and silver. The school mascot is a Lion.



**History of MCA**

In 1973, several Christian families in the central Susquehanna Valley, with a conviction to provide their children with a Christian education, opened the Susquehanna Valley Christian Academy. It began in the Rush Baptist Church, Danville, PA using the Accelerated Christian Education curriculum. Students were enrolled in grades two through seven. In 1974, the school was moved to the Calvary Bible Fellowship Church in Shamokin, PA. Grades eight through twelve were added in 1975. In 1976, the school moved to the banquet hall of Auman’s Restaurant (now Masser’s Restaurant); and in 1977, graduated its first class composed of three students. The Lord then worked in the hearts of several local Christian individuals and led them to purchase and donate the present facilities to the school. The school moved to its new location in 1978, and its name was changed to Meadowview Christian Academy. In addition, kindergarten and first grade were added. The curriculum of the school was changed to Alpha Omega Publications in 1986, and then to a combination of Bob Jones Press and Abeka in 1993.

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**GENERAL POLICIES**

“Thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I have commanded thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thine house, and on thy gates.” Deuteronomy 6:5-9

**SCHOOL POLICY STATEMENT**

The Meadowview Christian Academy is a parent run school and is an integral and inseparable part of the ministry of Meadowview Christian Academy Corporation. The policies of the Academy are determined by the Board of Directors of the Academy.

**GENERAL PURPOSE**

God has given parents the ultimate responsibility for the moral, spiritual, and academic development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The purpose of Meadowview Christian Academy is to assist parents with their God given responsibilities.

**STATEMENT OF FAITH**

A. We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and practice, inerrant in the original writings, infallible, and God-breathed (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18).

B. We believe that there is only one living and true God, infinite in every excellence; that in the unity of the Godhead there are three distinct persons-the Father, the Son, and the Holy Spirit-yet one in substance and equal in every divine perfection (Deuteronomy 6:4;

2 Corinthians 13:14).

C. We believe that man was created in the image and likeness of God, but that in Adam's sin man fell, inherited a sinful nature, and became alienated from God; and that man is totally

 depraved, and of himself utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-13).

D. We believe that the Lord Jesus Christ was the image of the invisible God which is to say He was God Incarnate, conceived by the Holy Spirit, and born of the Virgin Mary. Christ received a true human nature, and was made like unto us in all things, but without sin both in His flesh and in His spirit. He died upon the cross as a substitutionary sacrifice for the sins of the world; He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified where He is now our interceding High Priest. We believe in that blessed hope-the personal, bodily, premillennial, and imminent return of our Lord and Savior Jesus Christ. He will judge the wicked at the Great White Throne. He is judge of the living and the dead (John 1:1-2, 14; Luke 1:35; Romans 3:24-25; Acts 1:9-10; Hebrews 7:25; 1 John 2:1-2; I Thessalonians 4:13-18; Zechariah 4:4-11; Revelation 19:11-16; I Thessalonians 1:10; Revelation 3:10).

E. We believe that the Holy Spirit is a Divine Person, equal with the Father and Son and of the same substance and nature; that He convicts of sin, righteousness, and judgment; bears witness of the Truth; is the agent of the new birth; and that He baptizes and seals at regeneration; endures, guides, teaches, sanctifies, and helps the believer, indwelling every true child of God (John 16:8-11; II Corinthians 3:6; I Corinthians 12:12-14; Romans 8:8; Ephesians 1:12, 14).

F. We believe that faith in the Lord Jesus Christ and His finished work is the only condition of salvation from sin; and this salvation is wholly by grace, that no works, however good, make this salvation more secure. We believe that all who receive Christ as their Savior are born from above and kept by the power of God, thus making their salvation eternal (Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:5; John 6:37-40; John 10:27-30).

G. We believe that every saved person possesses two natures, with the provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and that all claims to the eradication of the old nature in this life are unscriptural (Romans 6:13; Romans 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:20; I Peter 1:14-16; I John 3:5-10).

H. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (II Timothy 3:1-5; Romans 12:1-2; Romans 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-17).

I. We believe in the bodily resurrection of both the saved and the lost; they who are saved unto the resurrection of life in heaven, and they who are lost unto the resurrection of damnation in hell (Matthew 25:46; John 5:28, 39; John 11:25-26; Revelation 20:5-6, 12-13).

**PHILOSOPHY OF EDUCATION**

Christian education deals with all dimensions of life as viewed from a Biblical perspective.

A. Reality: God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. Truth: All truth is God’s truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures and man’s understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

C. Knowledge: All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction serving as a guiding principle in an individual’s life must be based on truth as revealed in God’s Word.

D. Man: Man is created in the spiritual and moral image, or likeness, of God. Man’s essential nature is his freedom to choose or decide for himself what his behavior will be and what he will think, become, and do. Man’s essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

E. Christian Education: In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, truth, knowledge, and man. Implicit in Christian education are these basic truths:

1. Man does possess a spiritual dimension (Genesis 1:26-27).

2. Education involves the total being-spiritual, intellectual, physical, and social (Proverbs 9:9).

3. Each person possesses unique individual potential, traits, and needs (Romans 12:3-8).

4. The educational experience must involve as its primary emphasis the development of Christian beliefs and attitudes.

5. An integration of Bible truth is an inseparable and primary part of the total educational process. Christian concepts are unified with, inseparable from, and central to the academic offerings.

6. Young people need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man’s needs and longings, and therefore, serves as our final authority on all questions.

**BASIC EDUCATIONAL GOALS**

A. To give God the glory in all things

B. To provide an educational experience designed to point the child to God

C. To give the students a Christ-centered education (Colossians 1:16-18)

D. To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23)

E. To encourage each student to put his or her trust in Jesus Christ for eternal life (Romans 10:13)

F. To train young people to recognize and emulate godly men and women who live their lives in obedience to God’s Word (Philippians 3:17)

G. To equip each student with the ability to view and evaluate all of life, both experience and knowledge, from a biblical perspective (Isaiah 55:6-9; Proverbs 16:25)

H. To encourage students to have a personal relationship with God, which manifests itself in

 knowing, loving, and fearing His authority (Proverbs 2:1-5; Proverbs 1:7; Matthew 22:36-37)

I. To develop an understanding of one’s unique responsibility to God and to one another (Philippians 2:1-4; I Corinthians 13:1-7)

J. To help students realize their capabilities and limitations and how to make the most of them in growth and service (II Timothy 1:8-9; Ephesians 1:3-12)

K. To equip each student with the ability to communicate clearly, logically, and effectively

 through reading, writing, speaking, and listening

L. To encourage creativity and curiosity

M. To encourage an appreciation of the arts

N. To teach the fundamentals of physical fitness

O. To teach the fundamentals of Bible, Language Arts, Mathematics,

 History and Science.

 **ADMISSION AND ENROLLMENT POLICY**

The Meadowview Christian Academy exists to assist parents as they provide a Christian education for their children. The primary basis for admission to the program is parental commitment to the biblical mandate that the parents are responsible for the training of their children. Thus, it can be correctly stated that Meadowview admits parents, as well as students. Since the leadership of the school believes that education is a family affair, the following policy considerations will be applied when evaluating each family for admission:

A. Both parents must agree not to promote any differences they may have with the school’s Doctrinal Statement.

B. Parents are expected to attend all seminars, orientations, and parent conferences.

Meadowview Christian Academy does not discriminate on the basis of race, color, or national origin in the admission of students to the school. All decisions concerning admission and enrollment are the responsibility of the Admissions Committee or the Board of Directors. The

enrollment procedure will include at least the following:

A. A visit to the school

B. Submitting a completed application, and providing the Academy with a copy of the applicant’s birth certificate and immunization record

D. Being interviewed by the Admissions Committee

E. Receiving notification of the acceptance or rejection of the applicant by the Board of Directors

**PRE-K & KINDERGARTEN ENTRANCE REQUIREMENTS**

A child entering kindergarten should be five years old on or before the first day of September. Before a child is admitted, the following must be on file:

A. Up-to-date immunization record

B. A photocopy of the child’s birth certificate

C. Physical examination

D. Dental examination

**FINANCIAL POLICY**

The Meadowview Christian Academy operates as an integral and inseparable part of the Meadowview Christian Academy Corporation which is a “Faith Ministry.” As such, in addition to the monthly tuition, the school depends upon the tithes, offerings, and gifts of parents and friends for its financial support.

Tuition:

A. Tuition payments may be made as follows:

1. Total paid by July fifteenth will receive a 2% discount off tuition

2. Semi-annually, with payments due July fifteenth and January fifteenth will receive the same 2% discount

3. Ten or Twelve equal installments payable the fifteenth of each month beginning July

 fifteenth for twelve months or August fifteenth for ten months.

4. Payments will be made through automatic withdrawal.

B. If tuition payment is not made by the fifteenth of each month there will be a twenty five dollar monthly late fee. This fee can only be waived by the Board on a case by case determination.

C. If a check is returned, there will be a fifteen dollar fee.

D. Overdue accounts will be handled as follows:

1. After thirty days, a letter will be sent notifying you that your tuition payment is overdue.

2. After sixty days, another letter will be sent indicating your failure to make up-to-date payments. Also a meeting will be arranged with the Board of Directors.

3. After ninety days, your children will be denied the services of the school until all payments are current.

4. If three thirty-day-notice letters are sent, the Board will arrange a meeting to discuss the situation.

E. Exceptions to the above will be granted if a family contacts the Financial Secretary and offers a legitimate reason for their failure to pay, and arrangements are made to pay the amount due.

F. Parents whose accounts are not paid in full at the end of the academic year; or at the time of withdrawal, will not receive their child’s report card, nor will their child’s academic records be forwarded to another school until all payments are received.

G. All financial questions can be directed to our Treasurer, Vince Hoover, via text or phone call at 717-480-7477.

**ATTENDANCE POLICY**

Regular school attendance is necessary for the maximum benefit from the educational process. In the event of an absence, a parent note or a doctor’s note must be presented to the student’s teacher within five school days of the absence. If an excuse is not received within this time period, the absence will be considered an unexcused absence.

Excused Absences:

A. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours

B. Illness in the immediate family requiring the student’s presence

C. Death in the family

D. One day per semester for family reasons

Family/Educational Trip:

 From time to time parents may wish to take their children along on a family trip. Because of the importance of school attendance and the relationship between attendance and academic performance, we encourage families to take trips when school is not in session. If these trips must occur while school is in session the following guidelines must be followed:

1. Excuses for the trip must be approved in advance of the trip
2. Trips must be for a limited number of days
3. The student’s attendance and academic progress must be satisfactory
4. The student is responsible make up all work missed during the trip. The parent should request from the teacher any work that can be completed in advance of the trip or during the trip when possible. Any other work will need to be completed when the student returns.
5. Absences for unapproved trips will be considered unexcused.

Unexcused Absence:

 An absence not meeting the preceding guidelines will be considered an unexcused absence. If an absence (excused or unexcused) is foreseeable, at least five days written notice should be given to the office. Fifteen days of excused absences or four days of unexcused absences shall require a meeting of the parents and the administrator to discuss the situation and develop a remedy.

**TRUANCY**

Truancy is defined as an absence without the knowledge and consent of the parents and/or school staff. This includes leaving school without permission before the end of the school day, or not attending a scheduled class without permission to be absent. Such action will be treated as an illegal absence.

**EARLY DISMISSAL**

Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a student to leave school before dismissal, a written request must be given to the office. Students are responsible to make up all work missed. Parents must come to the office to sign out their child. No student will be allowed to leave unless accompanied by a parent or guardian, or with another authorized person.

**TARDINESS**

School starts at 8:25 am. Students may arrive as early as 8:00 am. Students arriving after 8:25 am must enter thru the office and will be marked tardy. Three occurrences of tardiness will be treated as one unexcused absence. Students arriving after 10 AM will be counted as a half day attendance, not a full day.

\*See Legal Absences and Tardy Policy on last page to sign.

**STUDENT CONDUCT AND DISCIPLINE**

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

**STANDARDS OF CONDUCT**

We want to train up our students to live lives that reflect Christ’s nature formed in us (II Peter 1:1-3). Therefore, the following principles set forth a standard for behavior for the students at Meadowview Christian Academy.

Faithfulness:

Covenant love, laying down your life for the brethren and the Lord; dependable; trustworthy; patient; forgiving

Honor:

The fear of the Lord and respect for those in authority; preferring one another; humility; submissiveness; obedience; teach ability; gratefulness

Harmony:

Dwelling together in unity; friendship; sharing; peace; joy; cooperation

Honesty:

Being truthful with God, yourself, and others; integrity; sincerity; fairness

Purity:

Living a holy life; cleanliness; modesty and decency; noble and lovely

Order:

Being self-disciplined; neat and orderly; organized; clear thinking

Stewardship:

Learning accountability and responsibility; serving; diligence; perseverance; labor; bringing things to excellence; sowing and reaping

**DAMAGE TO SCHOOL PROPERTY**

It is expected that all damage, even if accidental, will be acknowledged by the person involved and reimbursement be made to the school.

**DISCIPLINE**

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the MCA Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

\*See Bully and Student Discipline Policy on last page to sign.

DRESS CODE (for students 1st grade and above)

“…adorn themselves in modest apparel, with propriety and moderation.” 1 Timothy 2:9

1. Students are expected to always be neat and modest. Clothing with holes or tears showing excessive skin, inappropriately sized clothing, or sloppy dress will not be permitted.
2. Jeans are permitted. Jeans that are torn/ripped within reason must be worn along with leggings/tights underneath.
3. Students may not wear jewelry in pierced body parts other than ears for females. Jewelry must be limited and simple.
4. Students may not wear immodest or suggestive clothing—clothing that is too short or too tight, clothing which exposes the midriff, or clothing which suggests behavior contrary to Biblical principles.
5. Boys may wear shorts, girls may wear longer shorts or capris, when the weather is warm.
6. Shirts may not be see-through, or be imprinted with carnal writing or pictures. A small logo or picture that does not promote worldliness is acceptable.

# For Physical Education:

1. Students must wear appropriate clothing to run in.
2. Sneakers must be worn for gym class.

**BASIC ACADEMIC MATTERS**

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men;..." Colossians 3:23

**ACCREDITATION**

Accreditation by a state or regional agency is an administrative mechanism designed to ensure uniform education for all children in secular schools. It was established as a means of determining whether minimum academic and faculty certification standards are being met. Meadowview Christian Academy has not sought accreditation by any governmental agency for the following reasons:

A. The Academy is not interested in using textbooks adopted or approved by the state. Many of the secular texts are developed by authors who reject fundamental Christian principles and are saturated with humanism.

B. The academy will not be bound by state curriculum or teacher certification criteria which is often inferior or contrary to Christian educational standards.

C. The academy contends that it is unreasonable for parents to withdraw their children from a secular school with its academic and moral ills and place them in a private school with the same curriculum, methods, and objectives. To accept the secular school and its accrediting criteria as our standard gives no viable alternative to Christian parents.

D. Graduation from an accredited school is not necessary for enrollment in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through normal standardized tests and high school performance. The instructional program of Meadowview Christian Academy is designed to allow its graduates to stand on their own academic achievements and merit.

**FACULTY**

The selection of faculty at the Academy is based upon educational background, experience, and integrity. The most important requirements are: a personal acceptance of the Lord Jesus Christ as their Savior; a belief that the Christian school ministry is their service to God; a spirit of dedication to children; and knowledge of the subject matter they are teaching.

**GRADING SCALE**

 **Numerical Letter**

 **Grade Equivalent** **Description**

 93-100 A Excellent
 85-92 B Above Average
 77-84 C Average
 70-76 D Below Average
 Below 70 F Failing

**HONOR ROLL**

A. Distinguished Honor Roll

1. GPA of 95 or above

2. Behavior must be satisfactory or above

3. No grade lower than an 85%

B. Honor Roll

1. GPA of 90-94.9%

2. Behavior must be satisfactory or above

3. No grade may be lower than a 85%

**HOMEWORK**

Homework is an integral part of the learning process. Homework is assigned in order to help students to advancing in their studies. All students are expected to have their assignments completed on time. The teacher reserves the right to refuse late assignments, or to place a penalty on late work.

Homework is given for several purposes:

1. For drill - We believe that most students require drill to master material essential to their educational progress.

2. For practice - Following the classroom explanation and illustration of new work, homework is assigned to help the student master the material.

3. For remedial activity - As instruction progresses, various weak points in a student’s grasp of the subject material become evident. Homework is given to overcome such difficulties.

4. For special projects - Book reports, compositions, term papers, and special research assignments are some activities that must be accomplished outside of the classroom.

**ACADEMIC CURRICULUM**

In order to reach a high level of academic achievement, Meadowview Christian Academy utilizes a variety of materials from publishers such as Abeka and Bob Jones. These materials are Biblically based and have been screened by our faculty and school board. Our Iowa Testing is also a big part of how we view curriculum every year. These standardized test allow us to see how we are doing as a school and we will then adjust curriculum as needed.

**REPORTING STUDENT PROGRESS**

Reporting student progress is an important part of parent/teacher communication.

1. Parent/teacher conferences are typically scheduled at the end of the first quarter but may be requested by either parent or teacher at any time during the school year.
2. Mid-quarter reports are sent home in the middle of each marking period to keep parents abreast of their child’s progress.

C. Report Cards will be issued at the end of each nine week quarter.

**LIBRARY**

Students have library once a week and are encouraged to borrow 1-2 books at a time. Books and other materials taken from the library must be checked out. Books must come back every week and can be returned or renewed to take home the following week. There will be a charge for books damaged beyond reasonable wear. The full cost of a lost or unreturned book will be billed to the family and be expected to be paid in full in order to receive the child’s final report card. Reference books may be checked out as needed for school projects.

**GENERAL INFORMATION**

“But we beseech you, brethren, that ye increase more and more; and that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you; that ye may walk honestly toward them that are without, and that ye may have lack of nothing.”

- I Thessalonians 4: 10-12

**CHANGE OF ADDRESS**

It is important to keep your contact information updated in the school office so that you could be reached in the event of sickness, injury, or an emergency. Please notify the school office immediately if your address, telephone number, or place of employment changes. It is important that your “emergency location” be kept current.

**LOCKED DOOR POLICY**

 We follow a locked door policy. During school hours, all doors will be locked to incoming

 visitors. Students must stay on the school premises from the time of their arrival until school

 dismissal. Students must bring a written note to the office to leave the campus

 for any reason, or to return home by other than normal transportation. All students who are

 picked up from school, must be signed out by an adult. NO student is permitted to open a door for

 someone for security reasons.

**COMMUNICABLE DISEASES**

For the well-being of all of our students, please telephone the school immediately if your child is diagnosed with a contagious disease.

**MEDICATIONS**

By state law, school faculty and staff are not allowed to administer any type of medication to students. Please be aware that if your child needs any type of medication during the school day, parents will need to stop by the school to administer the medication.

\*See Medical Policy on last page to sign.

**LUNCH PROGRAM**

All students are required to bring their lunch. We do allow for items to be heated up as long as the time and number of steps are minimal. Chips, fruit snacks, and other healthier option snacks, will be available for purchase and will cost between $.25 and $.50. White and chocolate milk will be available for purchase for $.50. Additionally, special lunches are planned monthly and can be preordered for students. Forms are sent home monthly and may be submitted for the month, OR must be in no later than Wednesday to receive lunch special Friday. Typically Friday is pizza lunch with other special lunches mixed in throughout the year.

**EMERGENCY SCHOOL CLOSING**

In the event of inclement weather or an emergency condition, school delays/closings/early dismissals will be announced over the following venues. We tend to follow what other districts in the area are doing. Please watch/listen for “Meadowview Christian Academy.”

 PA homepage

 Remind

 Facebook

**FIELD TRIPS**

Field trips are planned throughout the year for their educational value. Notification of each event will be sent home with a permission slip. It is essential that parents sign the permission slip and return it to the school. No student will be permitted to participate without a signed permission slip on file.

**INAPPROPRIATE ITEMS FOR STUDENTS TO BRING TO SCHOOL**

A. Any item not in keeping with Biblical standards (e.g., literature that is not God honoring, alcohol, illegal drugs, tobacco products, condoms)

B. Any item deemed hazardous to the health and safety of others (e.g., flammable or explosive devices, guns, knives)

C. Any item deemed to be disruptive to the educational process (e.g., radio/tape devices, video games)

If necessary, Meadowview reserves the right to search student’s personal effects for these and other illegal materials with or without the student present. The school will cooperate with civil authorities where applicable.

The school also reserves the right to check for materials that are not illegal in society but are inconsistent with the school’s nature and philosophy, or against school rules and standards.

**OFFICE HOURS AND SCHOOL HOURS**

The office hours are 8:00 A.M. to 3:15 P.M. Monday through Friday. Parents and visitors are required to enter by office door. All non-MCA personnel are required to sign in & out with the office.

School hours are 8:25 A.M. to 3:00 P.M. Supervision will be provided for the students thirty minutes before the start of school and until 3:15 P.M. after school.

We offer early drop off time and a late pick up time. Early drop offs will be accompanied by parents to the annex building, behind the main building, of the school. You can drop off as early as 7:30 A.M. Late pick up your child on an emergency/case by case bases can be available as late as 3:45 P.M. A fee of $6.00 will be attached to your payment at the end of the month for every early drop off or late pick up. Pickups will be considered late after 3:15 P.M.

**PARENT VISITATION**

Parents are always welcome and encouraged to visit the school. However, if at all possible, we do ask that you give the administrator and teacher advanced notice of your visit. All visitors must come in thru the office door and sign in & out of the building.

**TELEPHONE CALLS AND MESSAGES**

No student or teacher will be called out of class to accept phone calls except in case of an emergency. Parents are encouraged to utilize the classroom teachers method of communication (text, e-mail, Remind). Teachers will return calls/texts/e-mails at their earliest convenience. Please respect and follow each classroom teachers method of contact and expectation for returned messages/calls.

Electronic Device form must be completed for ALL students obtaining any type of device on school premise during school hours. Please complete the form and submit to office to be filed.

\*See Electronic Device Policy on last page to sign.

**STUDENT INJURY**

We will exercise reasonable judgment for the care of students in the case of a personal injury. In cases where injury appears to be serious, we will do one or more of the following:

A. Contact a parent

B. Contact the “other emergency number”

C. Contact the school nurse

D. Contact the family physician, if necessary

E. Transport the student to the nearest medical facility, if necessary

**TRANSPORTATION TO AND FROM SCHOOL**

Transportation is provided by the local school districts. Parents are required to contact their district to obtain bus services. The school will help to facilitate this process. Bussing is only available for students in grades Kindergarten through 7th grade.

Family Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below that you have read and understand the handbook and all the policies.

You will find the handbook online at our website www.meadowviewchristian.org.

 Medication Policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Discipline/Bully Policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Electronic Device Policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Legal Absence/Tardy Policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dress Code (as per student handbook):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_