

MCHS Alpha Omega
Parent Handbook
2022 - 2023



Our Mission Statement:

As an advanced Christian Junior High School, serving Hudson County, our main goal is to provide high standards in education that is an affordable and convenient solution to the care of your children and to establish a loving, caring environment where your child will feel comfortable. Our curriculum is the Alpha Omega system that will stress advanced, individualized instruction for our upper-class students.

We believe that our students learn more than curriculum when they are at school. They learn from the example of the adults who supervise them, from music that is played and from the other students, too. We want their memories to be filled with the joy of belonging to a Christ-centered school that satisfies your expectations as a parent and stresses the importance of growing into responsible, moral, and intelligent adults.

Welcome

We are delighted to serve you in this most trustworthy capacity: loving, leading, and educating our students! According to Deuteronomy 6: 1 - 9, we should take every opportunity to instruct God's Word to our children. We are thrilled that you have taken the steps necessary to see your child grow in the grace and knowledge of our Lord Jesus Christ.

The school office will have an opened door policy for your concerns. Call us up ANYTIME you have a question or would like a special meeting with either the teacher or the Principal. We are here for you and want to allow you the freedom to interact with the administration.

Curriculum and Grading

- Please note that the Alpha Omega curriculum will be utilized on all levels in the Junior High. The Bible is also introduced on all levels and will be a major focus in your child's years here at MCHS. All students will need an NKJV version of the Old and New Testaments. All students coming into High school are required to take a placement test unless otherwise advised. Extracurricular activities and superb instructors are just a few things that make us a great place to send your children!

Grading System for Upper Class:

Quiz – 25%

Tests – 60%

Homework – 10%

Behavior - +/-5

– **Students working through the paper-based curriculum should:**

1. Correctly pronounce all vocabulary words to the teacher at the beginning of each new LIFEPAC.
2. Secure a teacher's initial at the top of the vocabulary page before continuing with any course work in a new LIFEPAC.
3. Seek permission to score their work unless scoring privileges has been granted by the teachers.
4. Score their work by placing a red ink X over the number of any incorrect question.
5. Seek permission to rescore, score the work again, and place a red ink circle around the initially placed red X for each answer which is now correct.
6. Demonstrate responsibility, reliability, and honesty to earn scoring privilege.
7. Secure the teacher's initials at the top of the page before starting the self-test.
8. Answer all problems on a self-test without looking back in the LIFEPAC. (After the self-test is scored, the student may look back in the LIFEPAC to find the correct answers.)
9. Review and retake a mastery test.
10. If the final test score is less than 70%, either review for one day and take the alternate test at the teacher's discretion.

Teacher will look for

- Correct spelling
- Proper punctuation
- Proper sentence structure
- Ability to follow directions
- Correct use of grammar
- Good penmanship (notes, rough drafts, etc.)
- Complete, thorough answers
- Neatness
- Completion of all activities

Projects must be completed before moving on to the next unit of work. All students are expected to use a dictionary for proper pronunciation and spelling. Projects must be completed before moving to the next unit of work. Projects more than one week past the due date can affect the student's total grade on that unit.

All Mastery Tests become property of the school.

***7th grade and higher grading is as follows:**

- 98% - 100% = A+
- 94% - 97% = A
- 91% - 93% = A-
- 88% - 90% = B+
- 84% - 87% = B
- 81% - 83% = B-
- **78% - 80% = C+
- **74% - 77% = C
- **71% - 73% = C-
- **68% - 70% = D+ Alternate test issued
- **64% - 67% = D
- **61% - 63% = D
- **60% and below = F

*The facilitator can add 5 points to the final test grade if the student has completed the course with a cooperative spirit. On the other hand, 5 points can be deducted from the final grade as well for the student who has not even put forth his best effort and has showed no desire to cooperate.

** 8th – 12th grades

Repeated books will be an additional cost the parent plus shipping and handling.

If a student fails to cooperate with the rules of our school, a verbal and written warning slip will go home. This warning slips should be a tool used by the parent to advise the child to change the undesired behavior. After the warning is given and the student repeats the offense, a detention slip will be given and will be served at 2:30 pm – 3:30 pm the next Thursday afternoon.

If detentions are consistent and no change is seen, a conference will be held between the parent and the teacher to find a workable solution.

If after detentions and conferences, the student's behavior remains unchanged, dismissal may be the final option.

Detentions are given for the following minor infractions:

Missed homework

Gum chewing or eating food and candy in undesignated areas

Incomplete uniform

Unprepared for classes

Tardiness (3) NOTE: 3 Lateness will result in (1) day absent. (Ex: 12 lateness is equivalent to 4 days absent.)

Minor behavior infractions

Minor Infractions Warning Slips will be issued when the student breaks the following rules: unpaid dress down, unsigned papers, test/quiz packets, chewing gum or eating in undesignated places, leaves books in locker, misbehaves in/unprepared for an extracurricular class. This list is not conclusive, and each case will be determined by the Administration. This slip **will not** keep the child off the honor roll. However, once a student receives 3 of the minor infraction warning slips, the regular warning slip policy will be followed: a verbal warning slip will be issued, followed by a written, then a detention and can lead up to a Saturday detention and suspension. Once a regular written warning slip is received, the student **will be** off the honor roll.

This gives the student 5 chances to get organized. Each student's slate is wiped clean at the end of each marking period. Please be sure to ask your child for anything that you should see each afternoon so that they will not have to receive a notice from the teacher.

Suspensions (In school or at home) and Expulsions

There are certain deeds that will not be tolerated and will be grounds for suspension or expulsion:

The use of drugs, alcohol, or tobacco during school or around the school grounds by the students.

The sale or distribution of any of the above during school or around the school grounds.

Fighting

Cheating or falsifying parent signature

Destruction of school property or building

Use of profanity

Disrespect to any in authority

Continual misbehavior after detentions have proven to be ineffective

Saturday detentions will be scheduled if the student continues the offense.

There is a cost associated with this. Please call the office for more details.

While a student is suspended, there will be no credit given to any class missed. However, all missed work must be made up. The student should make time to see the teacher and find out what assignments are to be completed.

Books and magazines used for classroom and reports should always be approved by the administration with written permission from the parent.

HONOR ROLL

Students who are up to date in their lesson plan and have completed at least 15 units by the semester's end with an overall average of at least 84% are eligible for Honor Roll. In addition, the student must have completed all assigned Scripture Memory passages and cannot be under disciplinary probation. Special incentives will be given to all students in the high school who have achieved the Honor Roll for each semester.

SEARCH POLICY/ VIOLENCE PREVENTION

We reserve the right to search a student's person and belongings if the school suspects that the student has illegal or unauthorized items. The student may be searched without the student's parent/guardian permission. This includes backpacks, purses, pockets, lockers, desks, etc.

We provide a safe environment for every student enrolled. To do so, the following standards are in place:

1. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., sports) This includes boy/girl, boy/boy, girl/girl contact and it also includes siblings.
2. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate expulsion.
3. Fighting between students while in the classroom or on the church/school premises will result in immediate 2 day suspension.

We are a zero-tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus or in lockers. Any student violating this policy will be turned over to the appropriate law enforcement agency and immediately expelled from school. There will be absolutely no exceptions to this policy.

Equal Opportunity & Non-Discrimination Policy

Our school is based on Christian doctrines and principles. However, no child will be turned away because of his or her race, gender, religion, age, cultural beliefs, veteran status, national origin, disability or any other characteristic protected by federal, state or local law.

Parental Involvement

Formal evaluations and parent/teacher conferences will be a regular part of our program. In addition, you will receive newsletters, calendars and periodic bulletins about school activities and announcements.

Parents and teachers can discuss, review, and establish specific goals to further your child's development. The staff and administration are always available for individual phone conferences at the parent's request, with reasonable notice. You are encouraged to visit and join us in our program activities. **Parents will no longer be able to do business inside of the school building. We are happy to assist you over the phone or Zoom conference if necessary.**

The Staff

From the Administration to the lunchroom helpers, our staff is carefully screened on all spectrums before being hired. Academic, health, referral and personal requirements are necessary for each hired staff member to join our team. In addition, all classroom personnel are required to attend our in-service training, which includes discipline techniques, identifying behavioral issues etc., to improve their classroom skills. The Principal schedules both planned and surprise evaluations for each classroom instructor. When we recruit staff, we look for individuals with more than just a degree; they must also demonstrate a love for children, a heart for God and a desire to create a warm, inviting home away from home that you and your child feel secure about coming to.

SECTION TWO: Getting Started

Enrollment Procedures

Initial Visit: This is where you gather information regarding our program, meet the Principal one on one and discuss your needs and the needs of your family. You will receive all the enrollment applications, tuition information, health forms and any other necessary material. You will need to supply the office with the child's birth certificate, proof of dental visit slip, immunization records and registration fees. These fees are always nonrefundable. Your child will need to be tested before acceptance. This fee is always paid IN CASH. It is nonrefundable and non-transferrable regardless of the outcome.

Follow-Up Plan: Once you have made the decision to have your child attend, there will be some policies and procedures that the Principal will need to make you aware of.

All fees (other than tuition) must be paid, or arrangements made with the Principal at this point.

Entering the Building: Be sure to ring the doorbell to the left when entering the building. Someone will welcome you on the intercom and release the door for you to enter. DO NOT allow anyone else to come in with you. Each person must let the office know who they are before entering.

SECTION THREE: DAILY ROUTINES

Arrival and Departure

When arriving to school with your child, you must, without exception, sign your child in. When leaving, you must sign your child out. Please communicate this to the approved guardians as well. Under NO circumstances are your children permitted to be dropped off prior to school hours, on an unscheduled day, without school approval or without making sure that the teacher has properly received the child.

When picking up your child, be sure to come early enough to allow sufficient time before we close our doors. This is not a time to discuss student progress with the teacher. Remember he/she has other students. Speak to the Principal and set up an appropriate meeting to talk. If you are running late, it is YOUR responsibility to contact an emergency guardian to make a timely pick-up. Only persons with prior written permission will be allowed to pick up your child. These authorizations will be renewed annually. Parents who have shared guardianship MUST agree with each added person allowed on the pick-up list. Both signatures will be necessary on these forms. Please let your family and friends know that if they are unfamiliar to us, we will require a valid NJ photo ID.

The Staff at BCA will follow these guidelines:

1. A child may be released to a person that is not on the authorization forms IF the parent has provided a dated note that can be verified and signed with the specific pick-up time. The note must include the individual's driver's license number, or another means of photo identification.
2. Before releasing the child to someone other than the parent, the staff will check the identification to see if it matches the special note or authorization form.
3. We will not honor any verbal authorization for pick-up via telephone or fax.
4. Under NO circumstances will a child be released to a person who is not on the list or for whom the parent has not written an authorization note, even if the child and a staff member are familiar with that person. This includes parents of other children enrolled in the school.

BCA staff members are NEVER permitted to check out a child or to take a child home. All other rules for pick-up and drop-off of children apply to staff members who are specifically authorized to pick up or drop off a child enrolled in the school.

5. No BCA employee will force a child to leave the school with someone the child is unfamiliar with.

6. Please do not block the driveway with your vehicle. If parking in the lot, do not block in any other vehicles while picking up your child. Departure should be quick so as not to congest the parking lot. Please be considerate to other parents and school and church workers.

Student's Behavior

Staff members will always consult with the Principal if there are any questions concerning discipline. These forms of discipline will NEVER be used:

- * Spanking, hitting, shaking, pushing, pinching, pulling and all other forms of corporal punishment (punishment of the body) are strictly prohibited. Use of corporal punishment is illegal and grounds for immediate dismissal of staff.
- * No student will be subjected to any form of verbal abuse or humiliation.
- * Food is never denied as a form of punishment or behavior control, nor will food be forced on a child.

All of our staff understands that there will be disciplinary action taken or immediate termination if they do not comply with this policy.

Lunch and Snacks

If your child has food allergies or is on a special diet, please speak with the Principal at registration time so that we can keep this information on file. Parents are required to provide healthy lunches and snacks for their children daily unless they purchase food from our Hot Lunch program. (See Principal for nutritious lunch ideas!) A menu will be sent home once a month and should be filled out and returned by Thursday unless otherwise noted on the slip. Hot lunch will not be served during the first week of school. Microwaves are not available for students to use. Parents are permitted to send in special treats for their child (cupcakes, ice cream or birthday cakes), but be sure to include napkins, plates and forks or spoons. Ask the teacher first and be sure to send enough for the entire class. The Principal can give you more information concerning this.

Traditional Holidays

Because we are a Christian school, our yearly calendar will be centered on the holidays associated with our faith. The teaching and discussion of Black history will also be included during the month of February. Please see the teacher for details or ideas.

Inclement Weather

In the event of inclement weather, you should check by watching channel 12 News NJ or Facebook. We also recommend that you download the REMIND app and give updated email addresses to the office. If weather worsens once the children are already at school, you may need to pick your child up before the end of the regular school day.

Personal Items

Please be advised that the school will not be responsible for the loss or damage to any personal item sent to school regardless of the value. Please do not send your child to school with anything that you consider valuable because it may break or become misplaced. We ask that you keep these expensive items home.

SECTION FOUR: HEALTH AND SAFETY

Illness

We appreciate you understanding that your child's well-being and the well-being of others is a high priority to us. Although our staff will take extra precautions to prevent illnesses from spreading, we need you to be aware that some germs and viruses are out of our control. Therefore, make every effort to have a plan B if your child is ill. You will need to find someone other than our staff to tend to them while they are not feeling well.

Children who experience:

- * fever of 100.1 °,
- * pronounced or persistent coughing,
- * 2 or more episodes of diarrhea in close proximity,
- * vomiting,
- * a suspicious rash,
- * eye redness or discharge,

WILL need to be sent home for the well-being of the others at school and will require a doctor's note.

Please be sure that all symptoms have been gone for at least 24 hours before sending your child back to school.

A: COVID19 Guidelines in the Event of an Emergency

Guiding Principles to Keep in Mind*:

- **LOWEST RISK** – Students and Teachers engage in virtual only classes, activities, and events

- **MORE RISK** – Small, In- person classes, activities and events. Groups of students stay together and with the same teacher throughout the school day and groups do not mix. Students remain 6 ft. apart and do not share objects. Also, alternate arrival and dismissal times.
- **HIGH RISK** – Full sized, in person classes, activities and events. Students are not spaced out, share classroom materials or supplies, and mix between classes and activities. COVID19 is mostly spread through respiratory droplets when people talk, cough or sneeze. This is why masks or face shields need to be worn. All students should have access to hand sanitizer and surfaces should be cleaned with disinfectant wipes or sprayed frequently throughout the day. Children should take ‘hand washing breaks’ just like they take bathroom breaks. This should occur at least 4 times during the school day. (When they use the bathroom and 2 other times during the day.)

Promoting Behaviors that Reduce Spread

- **STAY HOME WHEN APPROPRIATE** – All staff and students will have a thermometer reading before entering. They will also need to answer a series of questions. (e.g., Have you been around anyone who is sick? Are you currently coughing, sneezing, not feeling well, etc..) If student or staff feels ill during the day and has a temp over 100.1, **NO EXCEPTIONS** – they must leave and cannot return without a doctor’s note.

In the case of a pandemic, we will have to have access to Google classroom and Zoom.

Ensure that there is proper ventilation in the classroom. Open windows to circulate the airflow in each room.

- No drinking from water fountains.
- Seat children 6 feet apart. If they are facing each other, shields will need to be purchased to use between them.
- When using communal areas, (e.g. gym, lunchroom, library, multipurpose room, chapel, tech room) student use must be staggered, cleaned and disinfected between use. Please inform the office when you have used these places and please mark the check off list after you have disinfected these rooms.
- When using the bathroom, children should go in one at a time. This will take longer but will ensure that we are containing any spreading of COVID19. Always make sure that they wash their hands for **AT LEAST 20** seconds, using soap and water. If soap and water are not available, they can use hand sanitizer.
- All food served must be from an essential vendor or brought from home. No sharing is allowed. **NO** home baked goods are allowed.

MAINTAINING HEALTHY OPERATIONS

- All staff will require a note of approval to work at the beginning of the school year and throughout when out sick.
- Students with severe illness or higher risks will be given virtual learning opportunities.
- Local and State agency policies will determine if large events can be held.

- Gatherings, Visitors and Field Trips are limited due to group size and possible 6 feet distance between people.
- There will be a COVID19 Point of Contact person who will be responsible for maintaining order and consistency with these issues.
- We will not share our facilities with other organizations/churches to ensure that our school is not compromising the health of its staff/student body.
- If a sick student/staff is waiting to be picked up, they must be isolated. When the person leaves the isolation area, it must be disinfected entirely.

WE ARE MANDATED TO REPORT ALL COVID19 CASES TO HEALTH OFFICIALS while maintaining confidentiality in accordance with the ADA. We will also need to inform anyone who came into close contact with an individual who was diagnosed with COVID19.

PLEASE BE ADVISED*

As you know, a risk of exposure to Covid19 exists in ANY public place where people are present. Covid19 is an extremely contagious disease that can lead to severe illness and death. By allowing your child to come to school, you voluntarily assume all risks related to exposure to Covid19. Therefore, we insist on your child coming prepared with a mask daily and will faithfully follow all guidelines passed down to us by the Board of Health, CDC and state or local officials.

Medication Policy

This medication policy is necessary because we believe strongly that all families have the right to safe and healthy childcare. We intend to decrease the spread of communicable disease amongst our children plus provide you with a peace in knowing that your child will be in the best of hands. Below are the policies that we will abide by:

1. We will only administer medication that is prescribed by physician. All prescription medicine must be in the original containers with the pharmacist's label. Medication that appears to be tampered with will be sent home and not given to the child.
2. Written permission must be filled out in the office by the parent/guardian giving us permission to administer the prescribed medication.
3. Over the counter medication WILL NOT be administered without a doctor's note.
4. Only those staff members who have been to the workshop on How to Administer Medication will be permitted to give your child the prescription. See the Principal for information concerning this.

Medications will be given when:

5. Failure to do so would jeopardize the health of the child
 6. Failure to do so would prevent a child who is not acutely ill from attending school.
- Any other reason should result in the child receiving medication at home.

Each parent will receive Permission to give medication in school forms on the first day of school. Keep these forms in a safe place during the school year. Bring it to the Doctor so

that he/she may fill out the top portion. You must sign the bottom half before returning your child to school.

The trained staff will keep a written log of each medication given with the time, dose, and their initials.

7. Alternative medication will NEVER be administered by our staff.

Parents should inform the staff upon arrival when the next dose should be given.

PLEASE COMMUNICATE WITH THE STAFF CONCERNING THIS. We do not want any accidental overdoses to occur. You MUST tell the staff when you gave the medication to the child last. Tell the staff where the medication is to be stored before leaving. (Refrigerator, room temperature, etc.)

When getting your prescription made, please speak to your pharmacist about splitting the medication into 2 bottles: one for home and one for the school so that you will not have to worry about forgetting it at home.

Also be sure to bring a measuring spoon or cup to school. Kitchen spoons are NOT considered accurate dosage when administering medication to children.

Accidents and Emergencies

Someone will be always on hand who is trained in CPR. All incidents and injuries will be reported to parents on an Incident/Accident Report Form within 24 hours after such an occurrence. Minor accidents such as cuts, and scrapes will be treated with soap and water. Bruises and bumps will be treated with cold packs or ice.

In the case of a more serious emergency, we will make an immediate attempt to reach the child's parent. If we cannot contact you or the emergency contact, we will call an ambulance and your child's physician. A staff member will accompany your child to the hospital and remain with him or her until you or the emergency contact arrives. You will be expected to assume responsibility for any expenses that arise because of the emergency.

Fire Drills

Fire drills will take place monthly. October will be designated as Fire Safety Month and your children will learn where the exits are located and how to be safe at home and at school. Students will be expected to leave the school during a drill in an orderly fashion with no running or talking.

According to the NJ Licensing Regulations it is our responsibility to advise you of our policy for emergency evacuation and lock down in case of disaster or fire emergency.

For Fire Emergency, all students will evacuate the building and head towards the church parking lot. If weather is bad, they will head toward the church building (100 E. 22nd Street)

For a lock down situation, all staff and children will remain in the building. Food, blankets, water, and juice will be provided until all clear signal is received. Parents will be called and notified of such events and will be advised of when to pick up the students.

Child Protection Mandate

Should you have any problems meeting the emotional and physical needs of your child, please ask for help. The Principal can provide community and clerical resources to give you additional support.

In the rare instance that we recognize your child to be a potential victim of neglect, BCA is mandated under State Law to report our concerns.

Community Agency Involvement

We will permit no research or experimentation using students without first obtaining written permission from the parents of the student involved.

SECTION FIVE: FAMILY'S RIGHTS

Student's Records

Each student's records are personal and confidential. Parents are permitted to have access to their child's records at reasonable times within 2 business days of the request. The school will provide copies for parents when asked. All records are kept forever. Upon a written request from the parents, the school will send a copy of the student's records to any other person or agency so designated.

Confidentiality

It is our policy that the progress and affairs of each student will not be discussed with anyone else but immediate family. It is also against our policy to have staff members casually discuss your student and his or her progress with other staff members in an inappropriate way at any time. We expect all families to follow the same principles of confidentiality and to show respect to the other families and staff members affiliated with our school.

Resolving Conflict

These are the steps that will be followed by the teachers and staff to put forward our best effort in settling matters that may arise.

1. If you need a conference with the teacher, we ask that you put your request in written form. We ask that you meet with the teacher first to resolve any issues you may have. We will arrange this to be done within one week of your initial request.
2. If step one does not satisfy the needs of the parties involved, the Principal may be asked to join both the teacher and parents at another scheduled meeting. This meeting will be scheduled within one week of the previous session.
3. The School Board will become involved as a final resort when the previous two steps fail to bring a resolution. These meetings take place twice a month and if your desire is to bring your requests and concerns to this level, you will be scheduled one month in advance.
4. All meetings will be followed up with formal written documentation, including the date, the names of those in attendance, the reasons for the meetings, the solutions that were developed and agreed upon, and the subsequent results. The documentation will be sent home to be signed in triplicate and returned to the school. Please retain one copy for your records. The teacher and Principal will get the other 2 remaining copies.
5. PLEASE DO NOT INVOLVE THIRD PARTIES (other teachers/helpers) OR OTHER PARENTS with your concerns. This causes unnecessary division within our school body. Instead, follow the principals set up in the Bible and go to the person with whom you are disgruntled with. Share your feelings in a loving way so that peace can be achieved. PLEASE DO NOT LISTEN TO THE GRIPES OF OTHER PARENTS. Instead, do the Biblical thing and send them to the proper person with their complaint so that it can be addressed the way that Lord would want things to be handled. Peacefully.

Procedures for Student Observation

If an ongoing, negative behavior pattern remains unchanged despite the use of behavior management programs, the following steps will be followed by BCA:

1. Teachers will record behavior in an accurate and factual manner. They will include the time, date, and the details on specific observed behavior.
2. The Principal will review and sign all documentation.
3. The Principal may need to observe the child for interval periods throughout the day to confirm the teacher's observations. If the need arises for the Principal to act immediately he/she will do so.
4. An evaluation slip will be sent home for the parent to review and then sign.
5. Both parties will meet when necessary to develop a plan that is in the child's best interests. We may decide to include the child's pediatrician, a state agency or school board personnel to join this meeting for additional input and/or advice

Termination of Enrollment

After all steps and measures have been exhausted to restrain the student or to correct behavioral challenges, some students may still need to seek further help or seek an outside agency that can devote more time to their individual issues. A detailed list of situations that warrant termination of enrollment include:

1. Parent's refusal to cooperate.
2. Special needs that require one on one attention.
3. Behavioral patterns that may endanger the staff or student body.
4. Physical or emotional impairment that our school cannot reasonably accommodate.
5. Failure to pay tuition after 2 office warnings or 30 days.
6. Failure to provide health forms when asked.
7. Failure to cooperate with school policies.
8. Discriminatory, humiliating, intimidating, or harassing behavior of any kind which contributes to the creation of a hostile environment at BCA.

SECTION SIX: TUITION AND ATTENDANCE POLICY

Payment Plan

All payments will go through the office. You must pay on the 5th of each month. We accept cash, money order, check or credit card payment in the office. Credit Card payments will incur a small fee of 4%.

Before and Aftercare

Before care begins at 7 am and ends 8:00 am. (\$10. An hour) After care begins at 3:30 pm and ends at 6:30 pm. You will be billed monthly for these services. **An additional late fee of \$35. will be added if you do not pay this by the 5th of the month.**

Late Pick-up Penalty

It is our hope that you will not forget to pick up your child. If the student is not picked up on time, a fee of \$3. per minute after 6:30 pm will be charged. If parents are continually

late, they will be asked to find alternative care. If your child is allowed to walk home from school, please send in a written notice for our file before school begins.

Returned Checks/Late Fees

Bounced checks will incur a \$35 charge that will automatically be added to your account.

Late payments will incur a fee of \$35 per month.

Termination for Non-Payment

You will be informed of delinquent payments. Failure to comply with requests for payment will compel the Principal to make a final decision as to whether or not the student can continue in our school. If tuition goes unpaid for 30 days, the student may not return until delinquent amount is collected. If payment continues to remain unpaid, your name will go into a collection agency, and you will receive a 20% penalty fee.

Absence

Student's attendance is an important issue. Please send your child to school so that they can benefit from the curriculum that you have invested in. However, if your child is ill, follow these procedures:

When your child is absent, the school should receive a call and then a written note explaining the reason. There will be no refund for days missed due to absence either for illness or vacation. If the student has a contagious illness and/or misses 2 consecutive days of school, a doctor's note is required. Please inform us if your child has a contagious illness so we can give other parents an advance warning.

More than 20 days absence will result in retention. You will be notified in advance when this becomes a problem.

School Closures/Mandatory Quarantine

If school is closed temporarily as is mandated by the Board of Health or other city/state official, tuition still needs to be paid in full on the due date. Please consider using our Pay Pal app. This app address is available by contacting the school office. Payments must include 4% fee. If payment is sent by mail, late fee will apply if the payment is not received. Payments can also be dropped into the mailbox on the front of the building at your own risk. Please label envelope with name of student and what the payment is to be applied to. Any lunch money paid in advance due to extended, mandatory quarantine will be credited to your account. This does not apply to days off for inclement weather.

Holidays

The school will observe certain holidays. Tuition is charged monthly, without credit for those days not in session. Please keep the event calendar posted in a place where you can

see the days on which classes will be canceled. DO NOT drop off your child at the school on these days. BCA WILL NOT be responsible for children left unattended on holidays when the school remains closed.

Teachers will also be attending training conferences throughout the school year. Those meeting dates will be posted on your child's calendar, giving you at least 2 weeks' notice if the school will be closed.

Vacation/Leave of Absence/Absence Due to Illness

Tuition is to be paid even if you have chosen not to use school care. If your child's tuition is not paid, your child may lose his/her place at our school you will still be charged all the original registration fees. Tuition is never refunded or credited for days missed due to illness.

Fundraisers

As you know, we are a non - profit school that generates its own funds. So twice a year, you be asked to participate in two fundraisers to assist the school with finances. Participation is **MANDATORY** and necessary for keeping down tuition costs. A minimum participation is \$150 per family per fundraiser We really appreciate your cooperation in this matter. If you choose **not** to participate, you will be billed \$500. accordingly.

Withdrawal

Pre-paid tuition of any kind is **never** refunded. **The notice of withdrawal must be given to the school office. Not the teacher or any other school personnel.**

Finally...

We hope that in reviewing this handbook, you have been strongly reassured of the high value we place on your child's comfort, safety, and development at BCA. If you need clarification on any of the policies or procedures, we encourage you to ask the Principal for more details. Together, we can make your child's experience at our school a rewarding one that will reap spiritual, emotional, and educational benefits for years to come. Thank you for choosing our amazing school!

Reverend Michael A. Kelly, Senior Pastor

- **Please be sure to sign the last page of this handbook and return to the office:**
-

By my signature, I do hereby agree to all policies and any added addendums to this Policy Handbook, located at 30 Prospect Avenue & Little Lamb Pre School, located at 100 E. 22nd Street in Bayonne, NJ .

By my signature below, I do also agree to all of the Biblical Values and standards set out in the by-laws of the Assembly of God General Council that are going to be and are being taught by the aforementioned establishment. Politically correct points of view on marriage, legalization of certain drugs, and all other trends will not supersede the absolute value placed upon the Holy Bible by any of our schools. (Messiah Christian HS, Beacon Christian Academy & Little Lamb Pre School)

I also understand that the children attending this school and the staff members who work here are to be treated according to their biological sex and the staff member or student/family having any sort of conflict or confusion with this may not fit well in this school environment.

By my signature, I agree to indemnify and hold harmless Impact Ministries, Messiah Christian HS, Beacon Christian Academy, Little Lamb Pre School, (it's members, directors, pastors, employees, teachers, teacher aides, and subcontractors) for having a point of view contrary to any view point other than the Holy Bible and the by-laws of the Assembly of God General Council.

Student Code of Conduct

Beacon Christian Academy and Messiah Christian High School desire to foster a Christ like climate of mutual respect for the rights of others. It is the student's responsibility to create a positive environment at school and at

school related activities which will include the following:

- Attend all classes each day and be on time.
- Prepare for each class with appropriate materials and completed assignments.
- Know that the possession, use and/or sale of unauthorized drugs (legal or illegal) and alcohol are prohibited.
- Show Christ like respect toward others.
- Conduct yourself in a Christ like and respectable manner.
- Know and obey all student rules in the policy handbook.
- Cooperate with staff members in investigations of disciplinary matters.
- Understand that cell phones must not be visible and must be turned off during instruction or be confiscated by a teacher or administrator.
- Report threats for the safety of students and staff as well as misconduct on school grounds to the administration, teacher, or another adult.
- Be familiar with and comply with the Tech room rules.
- Understand that the principal, coaches, and sponsors of extracurricular activities may remove you for poor conduct and grades that fall below the norm.
- Students will be treated according to their biological sex at all times. If you have any trouble with any or all of the above code of conduct, you may not fit well into our learning environment. Please speak to the administration office with your parent(s) before signing this.

Student Signature _____ Grade _____
Parent Signature _____ Date _____

I have read this handbook for Messiah Christian HS and BCA and agree to abide by its policies and procedures. I understand that my child can be expelled if we do not abide by these rules and guidelines.

Student Name: _____

Parent Name:

Parent Signature: _____ Date: _____