

Midwestern Christian Academy

A Ministry of Midwest Bible Church

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Parent/Student Handbook

Table of Contents

Dear Parents,	4
Statement of Faith	5
Educational Philosophy	7
Educational Objectives	8
Arrival and Dismissal	10
Attendance	10
Books and Supplies	11
Breakfast, Lunch, and After School Care Fees	12
K – 8 th Grade	13
\$4,800	13
\$3,500	13
\$1,000	13
Refund Policy	15
Cell Phone Policy	16
Century Club	16
Curriculum	17
Academics	17
Sports	17
Afterschool Programs	18
Donations	20
Emergency Form	20
Enrollment Policy and Procedures	20
Grievance Policy	21
Homework Policy	24
Honor Roll	24
Lockers	24
Lost & Found	24
Lunch and Recess Volunteers	24
Medical	25
Parent / Teacher Fellowship	26
Pick-up and Drop-off	26
Principal Availability	26

Probation Period	26
Prohibited Items	27
Promotion Policy	28
Registration Fees	28
Student Insurance	29
School Lunch	29
Student Uniform Policy	30
Asbestos Building Materials	33
Fire, Disaster, and Lockdown Drill	33
Non-Discrimination Statement	34
Family Educational Rights and Privacy Act	34
Disclaimer	34
Signature Page	37

Dear Parents,

Thank you for enrolling your child(ren) at Midwestern Christian Academy this fall. We believe that you were directed here by God, regardless of the reason why you chose to partner with us for your children's education. We would ask you to join us in prayer as we unite together for a common ministry under the leadership of the Holy Spirit, as we teach these young people and help them prepare for the life you have planned, and the service to which you will call them.

At MCA, we are planning and preparing for a revival, and a renewal of our commitment to Christian school education ministry. The school has been in existence for 65 years, serving families, churches and the Lord here in Northwest Chicago. We have renewed that commitment this year, and we are following the Lord's direction in preparing a Christian school that will serve the community as a distinctively Christian ministry, with academic excellence, and with the mission and purpose of discipleship to lead children and youth to know Christ as their savior and listen to his call to service as the purpose of their life.

We desire to see our school give glory to God by doing our best to provide a quality education integrated with the truths of God's written word and brought into the lives of our students by teachers who have trusted Christ as their savior and are living according to his will. We are here to partner with parents who ask for our expertise in education as part of their mandate to "train up their children in the way they should go."

When someone asks, "What is the best Christian school in Chicago?" we want the answer to be "Midwestern Christian Academy."

Statement of Faith

- WE BELIEVE in the scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life.
"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." – 2 Timothy 3:16 (see also: 2 Peter 1:21)
- WE BELIEVE in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
"For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one." -1 John 5:7 (see also: Gen. 3:22; Psalm 2:7-8; Psalm 110:1)
- WE BELIEVE that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man.
"Therefore the Lord himself shall give you a sign; Behold, a virgin shall conceive, and bear a son, and shall call his name Immanuel." –Isaiah 7:14 (see also: John 1:1, 14; 8:58)
- WE BELIEVE that man was created in innocence under the law of his Maker, but by voluntary transgression, fell from that sinless and happy state. In consequence of this, all mankind are now sinners both by nature and by choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil and therefore under just condemnation to eternal ruin, without defense or excuse.
"Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned." – Romans 5:12 (see also: Gen. 1:27, 31; 3:6-24; Psalm 51:5; Isaiah 53:6; Romans 5:13-19; Galatians 3:22)
- WE BELIEVE that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all that believe in Him are justified on the grounds of His shed blood and resurrection.
"Who was delivered for our offenses, and was raised again for our justification." –Romans 4:25 (see also: 2 Cor. 5:21; 1 John 1:7; Acts 13:39; 1 Peter 2:24)
- WE BELIEVE in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in his present life there for us, as High Priest and Advocate.
"And that he was buried and that he rose again the third day according to the scriptures." – 1 Cor. 15:4 (see also: Heb. 4:14; 1 John 2:1)
- WE BELIEVE in "that blessed hope," the personal, pre-millennial, and imminent return of our Lord and Savior Jesus Christ.
"Looking for that blessed hope, and the glorious appearing of the great God and our Savior Jesus Christ." – Titus 2:13 (see also: Phil. 3:30)
- WE BELIEVE that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.
"But as many as received him, to them he gave the power to become the sons of God, even to them that believe on his name." – John 1:12 (see also: Acts 20:21)

- WE BELIEVE in separation from all worldly practices and in wholehearted devotion to the Person and Cause of Christ as the only scriptural basis for a happy and useful Christian life. We believe a Christian should avoid every practice which injures his fellowship with God and his testimony before his fellow-men; therefore, we oppose indulgence in every kind of worldly amusement which is inconsistent with godliness, whether privately or publically. We believe any alliance, whether personal or ecclesiastical, which causes a believer in Christ to lose his identity as a Christian is wrong. It is contrary to the clear teaching of God's Word for a Christian to marry a non-Christian, or be unequally yoked together with an unbeliever in any way. Not only does Christian separation involve withdrawal from worldly practices, but we believe it demands that the fruit of the Holy Spirit be seen in our daily lives,
"and that ye put on the new man, which after God is created in righteousness and true holiness." – Ephesians 4:24 (see also: 1 John 2:15-17; Titus 2:11-14; 2 Cor. 6:14-18; Rom.13:12-14; Col. 3:1-17)
- WE BELIEVE in the bodily resurrection of the just and of the unjust, in the everlasting blessed happy contentment of the saved, and the everlasting conscious suffering of the lost.
"Marvel not at this: for the hour is coming, in which all that are in the graves shall hear his voice, and shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, until the resurrection of damnation." – John 5:28-29
- WE BELIEVE that Christian baptism is the immersion in water of a believer "in the name of the Father and of the Son and of the Holy Ghost," to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, and our death to sin, and resurrection to a new life in Christ Jesus.
"Therefore we are buried with him by baptism into death: that like as Christ was raised up from the dead by the glory of the Father, even so we also should walk in newness of life."
– Romans 6:4 (see: Col. 2:12)
- WE BELIEVE that the Lord's Supper is a memorial service and is the setting forth in a sacred and symbolic manner the death of the Lord Jesus Christ on our behalf. We do not believe that the elements of the Communion Service are either literally or spiritually the body and blood of the Lord Jesus, but simply symbols of his broken body and shed blood. The service is for believers only and is to be observed with thanksgiving for the sacrifice of our Lord for us and in anticipation of His coming again. Each observance should be preceded by the believer's personal self-examination.
"For I have received of the Lord that which also I delivered unto you, that the Lord Jesus the same night in which he was betrayed took bread: And when he had given thanks, he brake it, and said, 'Take, eat: this is my body, which is broken for you: this do in remembrance of me.' After the same manner also he took the cup, when he had supped, saying, 'This cup is the new testament in my blood: this do ye, as oft as ye drink it, in remembrance of me.' For as often as ye eat this bread, and drink this cup, ye do show the Lord's death till he come." – 1 Corinthians 11:23-26 (see also 1 Cor. 11: 27-34)

Educational Philosophy

We believe that education is the process by which students learn to discover and apply truth. We believe that all truth is ultimately centered in God and may be known through natural and divine revelation. The work and will of God are revealed to us primarily in God's Word, the Bible. While other books and materials are utilized, the Bible is our fundamental source of authority (Colossians 2:3, Psalm 19:1, 7).

Our educational philosophy includes the following convictions:

- That the major theme of the Scriptures is redemption through the atoning work of Jesus Christ (Hebrews 1:1-2).
- That education should be geared to meet the needs of the total person, spiritual, physical, emotional, and social (Luke 2:25).
- That the school should work together with the home and the church in bringing up children in the "nurture and admonition of the Lord" (Ephesians 6:4).
- That the individual is responsible for his attitudes and actions toward divinely appointed authority (parental, governmental, educational, and others) (Romans 13:1-2).
- That each individual is created by God with unique characteristics and abilities and that God has a specific design for each one. (Ephesians 2:10).
- That the educational program should be structured to provide opportunities for the practical application in daily life of classroom knowledge gained (Proverbs 3:5-6, Deuteronomy 6:7-9).
- That the teacher plays a significant role in setting a proper example or model for students in moral, social, and spiritual conduct (Philippians 3:17: 4:9).
- That our body is meant to be the temple of the Holy Spirit and our responsibility is to develop a wholesome respect for our physical well-being through physical development and avoidance of tobacco, alcohol, and addictive drugs (I Corinthians 6:19-20).
- That the earth was created by God for the benefit of mankind and that we are meant to be careful stewards of its resources (Genesis 1:28; Psalm 24:1).

Educational Objectives

Because of what we believe about God and His will for us today, the following list of objectives is provided to guide us in our educational processes. These objectives reflect our main concerns and specific goals as Christian educators.

I. Spiritual Objectives

- A. Given explanation of God's plan of salvation, students will have opportunity to receive Christ as personal Savior during times of daily Bible study, weekly Chapel services, and special emphasis meetings.
- B. Given training in spiritual growth, students will develop their spiritual life and will commit themselves to God's will.
- C. Given specific lessons designed to investigate all academic subjects with the truth of God's Word, students will develop a Christian world-view and consistent life style.
- D. Given the daily instruction in Biblical studies at all grade levels, students will gain a deep knowledge of God's Word, the stories and lessons with God's Word, and be able to apply these concepts to everyday life.
- E. Given a set of Christian and democratic values as exemplified by the teacher's conduct, students will adopt these values as standards for their moral, social, and spiritual conduct.
- F. Through the teachings of Midwestern Christian Academy, students will be able to explain the Gospel Message and lead others to Christ.

II. Academic Objectives

- A. Students will develop the ability listen and to communicate effectively in both oral and written performance.
- B. Given significant training in the areas of Phonics, Spelling, Handwriting, Language Mechanics, Writing, and Guided Reading, students will be able to effectively communicate effectively in a variety of ways through
- C. Given the opportunity to develop through a differentiated reading program, students will become independent readers, as well as develop personal motivation and appreciation for reading.
- D. Given a systematic approach to mathematics, students will demonstrate high levels of achievement in the areas of math concepts, math analysis, and word problems.
- E. Through discussions, debates, and other study sessions, students will understand different perspectives on the origins of life and become equipped to provide scientific evidences for creation.

- F. Given the opportunities of peripheral educational programs in the Fine Arts, students will be able to explore and display their talents and abilities.
- G. To prepare students to attend the high school of their choice, to include Christian high schools, charter high schools, and selective enrollment high schools.

III. Social Objectives

- A. Given opportunity to become aware of one's unique creative abilities and/or giftedness, students will demonstrate their skills within the framework of a positive self-concept.
- B. Given the information to understand God's purposes for their lives, students will develop their identification firmly through their salvation.
- C. Given opportunities to participate in groups of various sizes, students will develop social awareness and compatibility.
- D. Given the understanding and expectations of God's Word, students will learn the foundations of living a life demonstrating elements of Christian character.
- E. Students will use appropriate methods learned at recess and physical education classes to share with others, take turns, respect and care for school equipment, and be able to make wise decisions in these areas.

IV. Physical Objectives

- A. Given the appropriate equipment, students will demonstrate skills in a variety of team and individual sports.
- B. Given the appropriate guidance, students will learn to demonstrate and appreciate the concept of team work and team play.
- C. Given the opportunity to practice, students will demonstrate high levels of physical fitness through the Presidential Fitness Program.
- D. Given the appropriate guidance and training, students will be able to perform the fundamentals of motor skills, coordination, and movement.
- E. Students will learn problem solving skills, as well as group dynamics, participation, setting and achieving goals, leadership, and followership.
- F. Students will gain a clear understanding of the human body according to God's Word: (1) the concept of their body a creation of the Lord; (2) protecting their bodies from harmful substances; and (3) learning good personal hygiene and care.

Arrival and Dismissal

MCA is open for students at 6:30 AM. Parents who drop off students before 8:30 AM are responsible to see that students physically enter the school.

Before 8:15 AM, students are to go directly to the lunchroom where they will be supervised while they study, read, play table games, or socialize until the bell rings. At 8:15 AM students will be dismissed from the lunchroom to line up outside the school entrance. At 8:25 AM, teachers will pick up students and take them to class. Classes begin promptly at 8:30 AM.

Students will be dismissed from their classrooms at the end of the day at 3:30 PM. Students who go home directly after school will be dismissed to the playground to meet their parents and depart from school. Students who will be picked up after 3:45 PM are to go to the lunchroom for supervision until their ride arrives. Students must wait in the After School Program to be picked up by a parent or designee.

Attendance

Regular and punctual attendance is important for the smooth operation of the school and the academic progress of the student.

Absences will be excused for the following:

- Student illness;
- Family emergencies;
- Observance of religious holidays;
- Inclement weather or unexpected emergencies which would make it unsafe or unhealthy for a child to attend; or
- Accident or unavoidable circumstances.

**Parents are urged not to take children out of school unless it is necessary for one of the above reasons.

An **Excused Absence** is recorded as an absence, but the student is allowed to make up any missed work without penalty within the number of days commensurate with the absence. All other absences will be marked **Unexcused** and students may not be eligible to make up missed work. Any student with fifteen (15) or more unexcused absences will be required to attend summer school or do additional assignments and pass a placement test to be eligible for promotion.

Please notify the school in writing or by telephone when a child is absent from school. If the school is not notified, we will try to verify absence by calling a parent at home or work. Parents should make every effort to have the children at school on time. Parents should aim to have children at school by 8:15 AM to enable them to be in class ready to work at 8:30 AM.

Students who arrive after 8:35 AM must report to the office for a tardy admit slip. Parents will be notified when a student reaches three (3) tardies in a quarter. Each set of five (5) tardies in one quarter will be counted as one (1) unexcused absence and will be recorded on the report card.

Books and Supplies

MCA provides Bibles, textbooks, work texts and workbooks that students use throughout the year. If a Bible or book becomes lost or damaged during the year, parents will be assessed a replacement fee.

All textbooks are the property of MCA. They should remain at school unless specifically directed by a teacher to bring home. At the end of the year, MCA will inventory all textbooks. If textbooks are lost or damaged, parents will be assessed a replacement fee.

The only books that students can keep at the end of the year are work texts and workbooks. All other Bibles and books must remain at the school.

Breakfast, Lunch, and After School Care Fees

Breakfast and Lunch

Breakfast is **\$1/day** and Lunch is **\$3/day**. Lunches are made on-site daily. Student accounts will be billed each month for breakfasts and lunches purchased.

Before School Supervision

Students arriving from 6:30 - 7:00 AM = **\$6.00** / student

Students arriving from 7:00 – 7:30 AM = **\$4.00** / student

Students arriving from 7:30 – 8:00 AM = **\$2.00** / student

Students arriving from 8:00 – 8:15 AM = **No Charge**

8:20 AM ► Students enter the building

8:30 AM ► Class Begins

After School Supervision

Students leaving between 3:45 – 4:00 PM = **\$2.00** / student

Students leaving between 4:00 – 4:30 PM = **\$4.00** / student

Students leaving between 4:30 – 5:00 PM = **\$6.00** / student

Students leaving between 5:00 – 5:15 PM = **\$8.00** / student

Students leaving between 5:15 – 5:30 PM = **\$10.00** / student

After 5:30 PM – Late Fee Charge **\$2.00** for each additional **5 minutes**

Please Note:

After School Programs are different than After School Supervision. If students are not picked within 10 minutes after their After School Program ends, they will be walked to the After School Supervision, where their account will be charged the above rate.

Billing for Breakfast, Lunch and Before and After School Care Program:

Lunch, before school (BSP) and after school billing(ASP) covers the previous month's expenses, running from the 26th of the month to the 25th of the following month.

2018-2019 Registration and Required Fees

Registration fee – K-8 (due by June 29)	\$300
Registration fee – PreK3 and PreK4	\$150
Building maintenance fee (due by October 1)	\$100
Kindergarten Graduation Fee	TBD
8 th Grade Graduation Fee	TBD

Notes:

- If registration is paid after June 29, there is a late fee of \$50.
- Registration \$100 down, balance by June 29, 2018
- The office will only accept registration forms if accounts are current. If an account is not current by June 1, any registration paid will be placed against the past due.
- **ALL registration and required fees are non-refundable. There are no exceptions.**

2018-2019 Base Tuition Rates

Rates are Per Year	1 st Child	2 nd Child	Additional Children
PreK 3 (Full Day)	\$5,600	\$3,500	\$1,000
PreK 4 (Full Day)	\$5,600	\$3,500	\$1,000
PreK 3-4 (Half Day)	\$3,500	----	----
K – 8th Grade	\$4,800	\$3,500	\$1,000

MCA offers two payment plan options:

1. Pay in full by August 1. (*\$250 discount for 1st child, \$100 discount for 2nd child, and \$50 discount for each additional child*)
2. 10 Month Payment Plan – August through May
3. 12 Month Payment Plan – August through July

Pay Schedule:

1. Payment is due by the 1st of each month.

2. If payment is not received by the 10th of each month, a late fee of \$25 per student is applied.

3. If payment is not received by the 20th of each month, the student will be excluded from school until payment is made.

Midwestern Christian Academy offers the following discounts:

- *Member in good standing of Midwest Bible Church: 15% off tuition*
- *Full-time pastor and chaplain discount: 50% off tuition*
- *New family discount: \$500 off total tuition per family*
- *Referral discount: 1 (one) free registration per family referred. Families referred must finish the school year with tuition fully paid. Free registrations are limited to the number of children in the referring family that attend MCA.*
- *Tuition Paid-in-Full discount: \$250 off for the first student, \$100 off for the second student, and \$50 off each additional student. Tuition must be paid in full as the first payment to receive the discount.*
- *Financial Aid: Financial Aid applications are available upon request. Please see the Financial Aid Policy for more information. (Limited funds available, no guaranties)*

*If a family qualifies for multiple discounts, they may only choose one.

Additional Expenses

- School and gym uniforms (prices vary)
- Music instrument rental – varies per instrument
- Team sports - \$100 per student, per sport
- After School Programs - \$100 per student, per semester - Sports Jersey extra
- After School Care - see extra-curricular activities sheet for hourly rate
- School Lunches - \$3.00 each, billed at the end of each month

Payment Options

- Cash, check, zelle pay, or automatic bill payment through your online banking. There is a \$25 fee for returned checks.
- Credit/debit cards – MCA gladly accepts most credit and debit cards, but there is a processing fee of 3% for each transaction.

Tuition Notes:

- The 1st Child rate is the student in the class with the highest rate. The 2nd Child rate is the student in the class with the second highest rate.
- Student accounts must be current in order to register for the following year or to receive transcripts.

Monthly Billing Statements:

Parents will receive a monthly statement from the school via email by the first of each month. If no email received by the 5th of the month please contact MCA office.

Refund Policy

The registration fees are non-refundable. Families who have paid tuition in advance may receive a refund for that portion of the tuition payment that covers time that the student has not already attended.

If a student withdraws before the 15th of the month, and they have paid for that month in advance, the full tuition is refunded. After the 15th of the month, no refund will be given.

Bullying

Midwest Christian Academy believes that bullying has no place in a Christian school. It has a negative effect on our school's social and educational environment. It fosters fear and anxiety among our students, prohibits students from learning and performing to the best of their ability, and can cause serious emotional trauma.

There is a difference between bullying, and what we would call typical teasing, horseplay or territory testing between children. Bullying is defined as behavior exhibited by an individual toward another that includes gaining an advantage for personal gain, or getting a sense of gratification or satisfaction from behavior that intentionally intimidates another, and which is aimed at controlling their behavior, limiting their contact with others and interfering with, or attempting to end another relationship

Bullying may be both verbal and/or physical. It could involve but is not limited to a pattern of teasing or name calling, belittling, threats or physical harm, intimidation through gestures, words, and actions, harassment of any kind, confrontation, stalking, social exclusion, insulting or harassing e-mails, text messages, social media comments, or any other abusive behavior perpetrated against another student. Students need to understand that this kind of behavior is unacceptable and may be illegal as well. MCA will not tolerate such behavior and will cooperate with authorities in prosecuting those involved. Such behavior conflicts with our school's Statements of Faith, Philosophy, Discipline, and Non-Discrimination policies.

Any student who engages in such behavior will be subject to serious school disciplinary action as deemed appropriate by the school administration. Based on the child's age, attitude, the circumstances of the incident, and prior disciplinary action, consequences may include, but are not limited to required

pastoral or professional counseling with regular reports, detention, suspension or dismissal.

Parents will be notified when such behavior is identified and will be expected to cooperate with corrective action. Lack of cooperation from either the child or parents will constitute sufficient reason for expulsion from our school.

Cell Phone Policy

MCA strongly discourages students from bringing cell phones or electronic devices of any kind to school. If you bring a cell phone or electronic device, you are responsible for its safe keeping. It must be **turned off** and placed in either your locker, or in a backpack or purse where it cannot be seen. Students may not access their phone during the day, and teachers who see students using a cell phone have been instructed to confiscate the phone and turn it into the office.

During the after school program students may have their cell phones turned on to receive phone calls from their pick up person, but must keep them out of sight when not being used. When a phone or electronic device is confiscated for the first time, it will be held by the principal until a parent comes to pick it up. After the first confiscation, the administration reserves the right to keep the phone and remove the SIM card. After the first time, lose the privilege of bringing it to school. MCA does not accept responsibility and will not become involved in any situation related to the loss of or damage to any personal phones or electronic devices that a student brings to school.

When necessary, the school will make school phones available to a student for emergency purposes.

Century Club

The Century Club, founded in 1964, is an organization of individuals interested in helping to support the ministry of Midwestern Christian Academy. Through their financial donations, the Century Club members provide funds for special projects beyond the scope of our budget. This enables MCA to hold down the cost of tuition and maintain a quality Christian education program for the students. All parents and friends are invited to become members.

Curriculum

Academics

All students at MCA receive regular instruction in Bible, reading, language arts, mathematics, science, and social studies. We seek to use developmentally appropriate practice with all students. This allows us to tailor instruction to each grade and group of students.

We believe that curriculum is much bigger than a book or a worksheet. Curriculum is both the means and the materials that are used to promote learning in the classroom. As such, there will be days that students work and practice from a book. There will also be days when students are using manipulatives, art, projects, and play to learn. In keeping with this hands-on approach, we now have a fully-functional science lab available to our middle and high school students. If you would like to see some of the books we do use, please stop by the office, or you can ask your student's teacher.

In addition to the core content areas, MCA also offers the following Arts classes during the day to all students in PreK3 – 8th grade: Art, Physical Education, and Music. Students in 3rd-8th grades are able to choose between general music and choir or band and orchestra (starting in September). We also integrate Art in the classroom through core content subjects.

The curriculum objectives at MCA are intended to challenge students to achieve a level of accomplishment that represents their *best effort* and which is based on *best practices in Christian education*. State mandated standards and curriculum requirements that are consistent with our Christian perspective are considered *minimum* standards and may not necessarily meet MCA's expected student outcomes.

Sports

MCA offers sports and extracurricular activities based on the level of student interest. In the past, we have been able to offer volleyball, soccer and basketball for boys and girls. We will offer the sports and activities that students want to pursue, and for which there are coaches available. There is a sports fee of \$100 per sport plus the sport jersey. The principal and athletic director are working to increase the sports that we offer. When we do, we will be sure to send home information in a timely manner.

To be eligible to participate in sports, students must be passing all academic subjects and have a cumulative average of at least a "C."

Afterschool Programs

In addition to the Arts classes provided during the day, families can sign up their students for afterschool programs focusing on either core instruction or Arts. Afterschool programs will start the week of September 18 and will run for 12 weeks at a cost of \$100 per student, per semester. Afterschool programs will be provided for all grades, as there is an interest expressed by parents and students.

Discipline Policy

Grades 1-5

STUDENTS' RESPONSIBILITIES

1. Obey all school policies
2. Follow classroom rules
3. Cooperate with school supervisors
4. Complete all classroom assignments
5. Maintain self-control
6. Respect other persons and property
7. Maintain a positive attitude

SUGGESTED ORDER FOR DISCIPLINE PROCEDURES

1. Positive Framing
2. Verbal Warning
3. Phone Call Home
4. Parent/Teacher Conference

GRADES 6 – 8

CARELESS OFFENSES: Minor acts of thoughtless, rude, and/or disrespectful words, actions, or attitudes toward others.

Initial warning but repeated offenses will be considered as minor offenses.

MINOR OFFENSES: Deliberate acts of disobedience or disrespect toward other students, teachers, supervisors, or other school authorities. Repeated minor offenses will be considered serious offenses.

Violators will receive one (1) demerit.

SERIOUS OFFENSES: are serious acts of disobedience or disrespect toward other students, teachers, supervisors, or other school authorities.

Violators will receive two (2) demerits.

MAJOR OFFENSES: are willful and defiant acts that are inconsistent with Christian standards and unacceptable at MCA.

Violators will receive 3 demerits, a home suspension up to 10 days, or dismissal from school at school's discretion.

Students are subject to the following consequences for accumulated demerits:
(Demerits accumulate by semester)

1 demerit	warning to student
2 demerits	written notification to parent + phone call
3 demerits	written notification to parent and phone call + 1 <i>detention</i>
4 demerits	parent/teacher conference + 2 <i>detentions</i>
5 demerits	conference with teachers/student/parent +ineligibility for extracurricular activities & trips
6 demerits	in-school suspension up to 2 days, conference with parent + student on Probation*
7 demerits	home suspension of up to 2 days
8 demerits	home suspension of 3-5 days + conference with parents.
9 demerits	dismissal from school

In all matters of discipline, the judgment of the teachers or principal must be respected and followed. Penalties listed on this sheet DO NOT exclude the possibility of other consequences.

Part of the disciplinary process in a Christian school is helping students to understand Biblical concepts like mercy, grace, repentance and forgiveness. There is an expected measure of mercy and grace which is already written into the discipline policy, and which is expected of teachers as they spend time with students each day. Students should understand that repentance is an expected part of every disciplinary incident, and that it is more than just saying you are sorry, it is an attitude that is displayed in response to the behavior that has caused the disciplinary action.

Forgiveness does not necessarily imply that consequences for improper behavior will not be given. Jesus did not remove the consequences of sin from unbelievers, he simply bore their sins for them. So we believe that it is a student's responsibility to understand why their action or behavior resulted in the administration of discipline.

Students who have been dismissed from the school may have the opportunity to return if certain conditions are met indicating their repentant attitude.

1. They must make restitution in an appropriate manner to the individual or teacher to whom their actions were directed.
2. They must remain suspended from school for the full remaining term of the semester in which they were suspended.

3. They must have participated in a personal counseling session regarding their behavior with their pastor, or church leader.
4. They and their parents must submit a letter requesting re-admission to the school, expressing an understanding of the student behavior that caused the dismissal, and agreeing to a probationary status set in place by the principal.

Donations

Cash donations are always accepted and will be applied in accordance with the school's specific needs and discretion. Before making any material donations, please check with the teacher or the office to see if it is an item that is needed.

Emergency Form

Each year as part of the registration process, parents are asked to fill out an emergency information form for each student. This form contains vital information in case an emergency occurs at school. Parents are reminded during the year to update the information whenever there is a change of address or phone number.

Only people on the emergency form will be allowed to pick up students. The only exception to this is if a parent/guardian calls the school and notifies the office who will be picking up the student. That person will then need to provide picture identification.

Enrollment Policy and Procedures

The application process begins with the completion of the Application (online or paper copy), reading and signing the Statement of Cooperation; and submitting copies of previous school grades and test scores. Students enrolling in school must provide a copy of their birth certificate.

- Children entering PreK3 must be 3 years old before September 15th.
- Children entering PreK4 must be 4 years old before September 15th.
- Children entering Kindergarten must be 5 years old before September 15th.

Completed application forms and school records will be reviewed by the school administration. Applicants will be notified normally within two (2) business days if they are accepted, not accepted, or on the waiting list.

If accepted, applicants must respond by completing and returning the *Registration Form*, paying the Registration Fee and signing the *Financial Commitment Form* and *Medical Consent Form* within two weeks of notification to be added to the enrollment list.

Those on the waiting list will be notified as openings become available for possible enrollment. Student enrollment is on a first-come/first-serve basis.

Grading Policy

It is our goal to ensure that the parents and the students are continually informed about students' progress. One way to do that is through grades. MCA will send home progress reports every four weeks and a report card at the end of each quarter.

Our current grading criteria is as follows:

- A – Superior (93%-100%)
- B – Excellent (85%-92%)
- C – Good (77%-84%)
- D – Needs improvement (69%-76%)
- F – Not meeting expectations (< 69%)

Our current effort criteria is as follows:

- 1 – Is working to ability
- 2 – Needs improvement
- 3 – Not meeting expectations

Grievance Policy

Policy: Midwestern Christian Academy is committed to helpful communication during the process of resolving concerns, complaints, or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Rationale: Midwestern Christian Academy is composed of many people and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Midwestern Christian Academy. This includes students, parents, staff, volunteers, administration, the school board and the elder board of Midwest Bible Church. It is understood that if any disputes arise which are not covered by this policy, the chairman of the school board will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or chairman of the school board if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication, and resolution.
- Decisions by the elder board of Midwest Bible Church are final. No further appeal will be granted.

Grievance Resolution Process:

Students/Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parent(s), or if the student is mature enough, by the student her/himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parent(s) or student may bring the concern to the principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.

3. If the problem is not resolved to the student's/parent's satisfaction, the parent(s) should appeal the decision to the chairperson of the school board in writing. The chairperson of the school board will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision, will be communicated in writing.
4. If the resolution is still unsatisfactory, parties may lodge a written appeal to the elder board of the Midwest Bible Church within two weeks of the chairman of the school board's determination requesting a review of the school's determination. The appeal should be submitted to the chairman of the school board to be submitted to the elder board. The elder board will not entertain requests until step 1, 2, & 3 have been completed.

Parents, PTF Members and School Donors

1. If parents, PTF members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal.
2. If the problem is not resolved, they should present their concerns in writing to the chairman of the school board. Complaints at this level and above are documented by the chairman of the school board to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The chairman of the school board will speak with parties involved, investigate as appropriate, and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, parties may lodge a written appeal to the elder board of Midwest Bible Church within two weeks of the chairman of the school board's determination requesting a review of the school's determination. The appeal should be submitted to the chairman of the school board to be submitted to the elder board. The elder board will not entertain requests until step 1 & 2 have been completed.
4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

Homework Policy

Homework assignments should have a purpose. They may remediate, reinforce, or enrich. Homework should not be used to review lessons from that day unless the students have mastered that content. Homework may not exceed 10% of a student's grade.

Honor Roll

At the end of each quarter, students in grades 3-10 who achieve the following academic standards will be recognized for the HONOR ROLL.

In order for a student to achieve the "A" HONOR ROLL, they must receive a grade of no less than "A-" in all subject areas.

In order for a student to achieve the "B" HONOR ROLL, they must receive a grade of no less than "B-" in all subject areas.

Lockers

Most students will be assigned a locker or storage space to store personal belongings. Students are not allowed to change lockers without permission from the school office. Lockers are to be kept neat and orderly.

Since trust is a big part of the privilege of attending a Christian school, students do not have locks on their lockers. It is expected that all students will be able to put something in their locker and expect that they will find it there when they return to retrieve it. It is an honor and a blessing for students to attend a Christian school where locks on lockers are not a necessity.

Lost & Found

A Lost & Found box is located in the hall on the first floor. Articles of clothing turned in can be claimed there. Keys, glasses, jewelry, money or other valuables turned in will be kept in the school office until claimed. At the end of each quarter, Lost & Found items will be displayed near the entrance for reclamation. Unclaimed articles will be donated or thrown away.

Lunch and Recess Volunteers

This year, we will be using family volunteers to supervise lunch and recess so that our teachers can have a lunch. Lunch and recess volunteers must have a background check and will receive training on structured recess. Johana Loeza will be coordinating the volunteers through the PTF.

Medical

All students entering school for the first time in PreK, K, or 1st grade and upon entering 6th grade are required to have a physical examination by a licensed physician. Kindergarten, 2nd and 6th grade students must have a dental examination by a licensed dentist. Illinois eye examination report is also required for Kindergarten.

The medical record also includes a medical history report, including documentation of illnesses and immunizations. Students who do not have adequate medical records by October 1st will be excluded from school until the necessary records are provided.

In the event that a student becomes ill or injured at school, emergency first aid will be given by the faculty until paramedical help can be obtained, or the student is taken to the hospital emergency room. For any questionable or serious injury or illness, the parent/guardian will be notified.

Minor bumps or scratches will be treated at school with cleaning, applying antiseptic, and/or bandaging. Parents will be notified of all incidents.

If a child has a contagious infection (rash, pink eye, head lice, strep throat, etc.) or a contagious disease (influenza, chicken pox, measles, mumps, etc.), the school should be notified immediately and the child kept at home until a medical doctor provides written permission for the child to return to school.

Chronic conditions, (asthma, epileptic seizures, heart, etc.) should be reported to the school so appropriate monitoring and precautionary action can be taken. Parents should be sure the school has current telephone numbers of where they can be reached during the school day in case of an emergency. In an emergency MCA will call 911. In cases of serious medical conditions where the health of a child or other children are at risk, it may be necessary to have a consultation with parents, medical advisors, and school administration to determine the safest environment for the child's education.

School personnel are not authorized to give medication or medical treatment beyond immediate first aid. Students who must take medication regularly in school must leave it in the school office. Parents must fill out a form authorizing self-medication with instructions as to amount & time for the medication. Students must come to the school office to take their medication.

Parent / Teacher Fellowship

The Parent / Teacher Fellowship is an auxiliary part of the school and serves in various capacities to support and encourage the overall ministry of MCA. All families pay the \$10 dues as part of their enrollment at MCA. Throughout the year, the PTF conducts meetings, organizes activities, and does various projects to help promote and support the school. The president of the PTF is a member of the School Board and serves as a communication link for the parents. PTF officers are elected by the membership each spring for the following school year.

The PTF ministry operates to benefit parents by helping the school raise money and secure volunteers which help keep tuition costs low. The larger the number of parents who become involved in PTF, help with its activities, and volunteer to assist the school, the more money parents will be able to save on their tuition and fees.

Pick-up and Drop-off

MCA will have staff at the Cornelia gate and also in the school parking lot beginning at 8:15 AM. Parents are encouraged to use the Cornelia gate as a “kiss and drop” site. MCA staff will ensure that students enter the building safely.

Cones will be set up for pick-up beginning at 3:00 PM. Parking will be limited in order to ensure a smooth dismissal. Once afterschool programs begin in September, dismissal will be much less crowded.

Principal Availability

You are welcome to come and meet with the principal. To schedule a meeting with Mr. Saunders, please call the administrative assistant, Mrs. Stack, the finance director Mrs. Poenar, or email either lstack@midwesternchristianacademy.org, danielap@midwesternchristianacademy.org.

Walk-in visits are also welcome, but may require a wait. Mr. Saunders is unavailable from 8:15-8:45 AM and also from 3:15-3:45 PM so that he can welcome and dismiss students.

Probation Period

Students in grades 3-10 who fall below an acceptable level of performance academically or behaviorally will be placed on probation. They will remain on

probation until an acceptable level of performance is maintained for two (2) successive quarters.

ACADEMIC PROBATION

Any student who receives more than one "F" on their report card or whose overall grade point average (GPA) falls below 1.5 for any quarter will be placed on probation. While on probation, a student must receive one to two (1 - 2) hours of tutoring each week or attend a summer school session over the summer. They must show at least a 10% improvement in their GPA each quarter. Failure to follow through with tutoring or summer school and showing at least 10% improvement in GPA will result in a child being dropped from our enrollment. To be removed from academic probation a student must have no "F's" on their report card and have a GPA of 1.5 or more for two successive quarters.

BEHAVIORAL PROBATION

Any student in grades 6-8 who receives 6 or more demerits in a semester will be placed on behavioral probation. Students in grades 6-8 on behavioral probation will be allowed to receive no more than 5 demerits the following semester without being dismissed from school. To be removed from probation, they must receive no more than 3 demerits during a semester.

Any student in grades 3-5 who reaches the 3rd cycle on the misconduct policy will be placed on behavioral probation. Students in grades 3-5 who are on behavioral probation must receive no more than 10(□) during a semester. Probation (Academic or Behavioral) carries over from year to year until the student qualifies to be removed according to the standards described above.

This does not apply to students with Individualized Education Plans (IEPs).

Prohibited Items

Any items considered illegal, dangerous, or distracting in the school setting will be confiscated and held until parents and/or police are notified. Students will be subject to disciplinary action appropriate to the circumstances which may include suspension, dismissal, and/or arrest. Items may include, but are not limited to, any kind of weapon; sharp objects; knives; any kind of explosive or firearm; illegal drugs; indecent, obscene, or immoral print matter; materials inconsistent with our Christian values; spray chemicals; vulgar, offensive or pornographic materials; and distracting electronic devices, etc.

Students are urged not to bring expensive or valuable personal items to school. The school does not take responsibility for personal items students bring to school.

Promotion Policy

Requirements for promotion and graduation at Midwestern Christian Academy (Grades 3-8):

1. Students must achieve an overall grade point average of 1.5 or better on a 4-point scale for all subjects. (A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0)
2. Student must have a composite score of 40 percentile or better on the current year's standardized achievement test (or 0.8 below grade level expectancy).
3. Student must not have an "F" (failure grade) in any subjects for a final grade on their report card.
4. Student must score an average of 70% or better on all end of the year Comprehensive Review Tests.
5. Students must receive a favorable recommendation to be promoted by the homeroom teacher.

MCA students in grades 3-8 must achieve 3 of these 5 objectives to be considered eligible for promotion to the next grade level. However, it is mandatory that requirement #3 of these objectives be completed.

Students who receive an "F" as a final grade on any subject will be required to complete at least 20 hours of Summer School or tutoring for all subjects.

Registration Fees

Registration and enrollment fees at MCA secure the student's spot in the class in which they are enrolled. It is always possible that a class will fill and that room may not be available, so enrollment is done on a first come, first served basis, based on when the registration and enrollment fee was paid. Registration fees cover expenses not included in the tuition cost, including any replacement or new permanent, hard-cover textbooks purchased by the school, supplies such as paper, printing, and various classroom needs.

Registration is also a security deposit on the promise a family has made to enroll their student. Since staffing and employment decisions are made based on need, and we need an accurate count prior to the beginning of the school year, the school incurs unnecessary costs when families enroll, but decide at the last minute to back out. The registration helps us to recover some, but not all, of that cost.

Applications for financial aid are only considered after a family has applied and been accepted for enrollment, and has paid their registration fee.

Student Insurance

MCA provides a supplemental accident medical insurance policy for all students. This policy has limited coverage in case of accidents and is intended to supplement, not replace, a family's regular medical insurance. Coverage includes direct transit to and from school and all school-sponsored activities on or off the grounds, including sports practice and games. Parents should contact the office for claim forms or information when needed.

School Lunch

Students have the option of bringing a lunch from home or purchasing a school lunch. School lunch may be purchased daily for \$3.00. The account of each parent will be billed on a monthly basis.

School lunches consist of a variety of nutritious hot meals and is printed in the *School Bell* each month. Students who bring a lunch from home must not bring carbonated beverages or items in glass containers. Parents are urged to provide nutritious and healthy lunches. Parents may not bring fast food lunches to students during their lunch time.

Parents who wish to celebrate a child's birthday are urged to provide a nutritious healthy snack rather than sugar treat. Birthday treats may be served in the lunchroom after the regular lunch. Birthday treats need to be pre-arranged with the office staff 7 days in advance. Once notified, the classroom teachers can assist with this, so long as advance notice is provided. Parents whose child has a food allergy should be sure the school office and the classroom teacher are notified in advance.

We are nut-free school. Students may not bring any peanuts or nut products to school.

Student Testing

A standardized achievement test will be given each spring to all students in grades Senior Kindergarten through 8th Grade. However, students who are in Senior Kindergarten through 3rd Grade, will also participate in the standardized test in the fall. Our standardized test will be Terra Nova 3. For tests administered in the fall, results will be given to parents before Christmas Break. For tests administered in the spring, results are shared with parents along with the final

report card. Although we are not a test-driven school, we recognize the importance of monitoring student growth. An award ceremony on the last day of school will allow MCA to recognize students who not only demonstrated high levels of achievement, but also those students who demonstrated high levels of improvement of the course of the year.

Student Uniform Policy

MCA has a uniform policy approved by our school board. Parents can purchase MCA uniforms from the school for gym. Our uniform policy is for all student in Grades 1 and above.

MCA UNIFORM GUIDELINES

All MCA students are to dress for school according to the following guidelines. All uniform items are to be clean, neat, and modest in appearance. Any items that become torn, stained, frayed, faded, worn, too small, etc. are to be replaced.

Girls Uniforms:

(Navy/Red Plaid Pattern)

Grades 1 - 2 only

SKORT (two or 3 tab skort/scooter)

Grades 3 - 5 only

V-NECK JUMPER

Grades 6 - 8 only

SKIRT

*PANTS: - (optional for winter) Flat-Front, no pockets on pants legs

Boys Uniforms:

Grades 1st – 8th

▶ PANTS - navy blue or black

***no jeans or cargo pants**

Red Polo Shirt with MCA logo, (short or long sleeve)

Grades 1st – 8th boys and girls

***Gym Uniform**

Grades 3rd – 8th

▶ SHIRT - Red with MCA logo (short or long sleeve)

▶ SHORT – Red with MC logo

Girl's uniform may be purchased through;

1. FRENCH TOAST UNIFORM (www.frenchtoast.com), 1-800-3736247. MCA code: QS45JPT
2. SCHOOL BELLES (www.schoolbells.com), 773-631-0450 MCA code: S1851
7254 W. Foster Ave. Harlem-Foster Shopping Center

Other Uniform items with MCA logo that may be worn to school.

- Crew Neck Sweaters Shirt
- Polar Fleece
- Jackets
- Pull Over Hoodie
- Knit Caps
- Zip Up Hoodie

***UNIFORMS WITH THE MCA LOGO ARE PURCHASED THROUGH THE SCHOOL OFFICE.**

While the Bible does not prescribe specific styles of dress, it does, we believe, give reasons and principles for proper dress:

Modesty – I Tim. 2:9; Attractiveness – I Peter 3:3-4; Cleanliness – Heb. 10:2; Respect for others – James 2:1-4; Reverence for God – Rom. 12:1-2; I Cor. 6:19-20; Col. 3:17

The purposes of the MCA dress code are:

- 1 – to provide a pleasant and positive learning atmosphere free from distractions of appearance
- 2 – to preserve the modesty and comfort of students
- 3 – to protect the health and safety of students as they participate in the school activities.

To help us achieve these purposes, MCA has established guidelines which include, but are not limited to, the following:

Students are expected to practice proper health habits and hygiene on a regular basis. Faces and hands should be washed, nails and hair kept clean and teeth brushed daily. Clothing is to be clean and worn properly. Outdoor clothing is not allowed in classrooms.

Students' hair should be a natural and free of artificial coloring, dyeing, streaking, highlighting, etc. Boys' hair should be modestly style and neatly trimmed, so it does not extend below the eyebrows, over the ears, or below the collar of the uniform shirt. Shaving or sculpturing of hair, other than simple tapering or trimming, is not allowed. Hair creams, sprays, or mousse must be moderately used to avoid any distraction and/or unnecessary attention and must not be brought to or applied at school. Girls' hair is to be conservatively

styled, neatly cut and combed or braided in a moderate style. Hair sprays and other hair care or aerosol spray products must not be brought to school. Facial cosmetics must be applied modestly so as not to attract attention by appearing unnatural or excessive.

Jewelry, if worn, must be limited in quantity, modest in fashion, and appropriately worn. No jewelry should be oversized or have sharp, rough, or jagged edges. Jewelry should not be likely to cause injury such as cutting, pinching, choking, scratching, puncturing, etc. No jewelry may be worn if it is immodest, immoral, offensive or distracting. Girls may wear modest earrings, but they must be limited to one per ear and not more than 1 inch in diameter or length. No other body piercing or body decorating is allowed.

Tattoos must be covered by clothing at all times and are highly discouraged.

Necklaces are not recommended, but if worn, must not hang more than 4 inches (10cm) beyond the neck.

Finger nails are to be kept trim. No artificial nails.

Head coverings (hats, caps, scarves, or athletic headbands, etc.) are not to be worn inside the school building.

Proper fitting, comfortable shoes are to be worn at all times. Soles of shoes must be flexible, non-marking, and no more than 1 inch thick. Heels must not be more than an inch and a half high or extend beyond the width of the shoe. Fashion boots, cowboy boots, military/work boots or similar styled boots are not allowed. Snow boots are allowed for outside in the winter. Flip-flops, clogs, or similar shoes that could fall off or slip off easily are not allowed. Shoe straps, laces and/or buckles must be fastened not hanging loose. Shoes with wheels or other dangerous or distracting devices are not allowed.

Girl's skirts and boy's pants are to be worn with the waist above the hips. The hem of girl's skirts/jumpers should not be above the top of the knee. Boys' shirts and girls' blouses must be tucked into the waist.

Our dress code is not intended to reflect the latest styles of fashions of the culture around us. When changing styles and fashions make it necessary, the

school board/administration reserves the right to alter or amend our dress code accordingly.

The dress code applies to the regular school schedule and to all required school activities and program unless otherwise stated. Students are expected to be in uniform from the time they arrive until the time they leave the school, not just during class times.

Violations of the dress code are considered a disciplinary matter and students will be subject to disciplinary procedures and consequences. Consequences may include, but are not limited to verbal warning, loss of privileges, notification of parents, exclusions from activities, suspensions, or dismissal from school. On special days or for special events, the school staff/administration may announce alternate dress guidelines which must be closely followed.

In all matters of dress, the school staff and administration reserve the right to make judgments on an individual basis as needed. Their judgments are to be respected and followed.

Visitors

Visitors are welcome in our building. Visitors must report to the office to sign in and receive a visitor's pass. Visitors may only go to the classroom if they have a scheduled appointment with the classroom teacher.

Asbestos Building Materials

The renovation of the school building during the summer of 2018 included the removal of most of the building materials which may have contained asbestos. These materials were removed according to requirements. The school has personnel assigned to monitoring the limited areas where there may still be some asbestos, but these areas are secured according to the requirements, and pose no danger to students. Any alteration or removal of the material will be monitored, and will follow government code requirements to ensure that there is no danger to the students.

Fire, Disaster, and Lockdown Drill

Once a month during the school year, the Chicago Fire Department conducts a fire drill to familiarize students with the procedures to follow in order to protect themselves and evacuate the building safely in case of emergency. Signs and

information are posted in each room of the school to give directions to the closest exit. All students and school personnel are expected to exit the building promptly and orderly when the fire alarm rings.

A disaster drill is held each year in early spring to familiarize students with precautions to take in the event of severe weather or other impending dangerous situations. When the school warning signal is given, all students and staff are expected to follow the signs/directions posted in each room and remains in the assigned areas until given an all-clear signal. Fire drill and disaster drill procedures are posted in each school room.

A lockdown drill is conducted annually in order to prepare for unexpected dangerous situations to our students, staff, and school. Although this may alarm the children, this is necessary to teach students on how to react to an emergency situation such as this.

All three drills are required by the Illinois State Board of Education in order for us to be fully recognized as an educational institution.

Non-Discrimination Statement

We believe that:

- All are created in the image of God (Genesis 1:26);
- All have sinned and fall short of the glory of God (Romans 3:23);
- All are loved unconditionally by God (John 3:16);
- All are invited to receive salvations through Christ (2 Peter 3:9); and that
- God is no respecter of persons (Ephesians 6:9).

As such, Midwestern Christian Academy provides equal opportunity in access to all educational programs for all who desire a Christian education, regardless of race, gender, or ethnic or national origin.

Family Educational Rights and Privacy Act

As a nonpublic school, MCA is not bound by the rights of the Family Educational Rights and Privacy Act.

Disclaimer

Policies and procedures described in this handbook reflect the current status and do not constitute an irrevocable commitment. MCA reserves the right to adjust and add or

delete policies as circumstances changes. Such changes will be published and distributed to all families as addendums to the handbook.

MCA operates under the principles and precepts of scripture, and considers the Bible, as the inerrant and infallible written word of God, to be the final authority over all matters of the Christian Faith. There is Biblical teaching found in the gospel of Matthew, 18:15-20 that is our guide for resolving disputes which arise between members of the school community, including between the school and its authorities, and parents. Individuals who follow the school's written grievance policy can expect that the school will be committed to these Biblical instructions regarding the settling of disputes.

In addition to the Matthew passage, the school also acknowledges the authority of I Corinthians 6:11 in giving instruction not to go before the secular courts to settle disputes. MCA declares that in all matters regarding legal principles, it is to be considered as a religious-based institution appealing to its first amendment guarantees of religious liberty in all matters.

When parents enroll their children at MCA, and sign the enrollment form and the handbook agreement, they are waiving their right to file a lawsuit against the school or any of its employees or agents, including Midwest Bible Church, for any reason. Parents are acknowledging a commitment to follow Biblical principles in resolving any and all disagreements and disputes with the school.

Signature Page

We have read the Statement of Faith and understand that Midwestern Christian Academy (MCA) will be teaching Christian principles and values from the Bible.

We have read the Grievance Policy and will follow its outlined steps.

We have read the Tuition Rates and agree to pay our tuition as outlined in the one of the payment plans.

We understand that any Credit/Debit card transactions made at the school will be charged a 3% processing fee

In accordance with scripture, including Matthew 18 and I Corinthians 6, we will settle any dispute with the school in a Christlike, scripturally prescribed manner, and we waive any and all rights which we may claim to file a lawsuit in the secular courts against the school.

We have read the Parent/Student Handbook in its entirety and have asked any clarifying questions.

We agree that while we are at MCA or MCA functions, we will conduct ourselves with respect, dignity, and self-control.

We understand that failure to agree or abide to the above statements may disqualify our family from attending MCA.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date