



Mineral Heights

Christian Academy

“Defending Truth...”

For wisdom is a defense...but the excellency of knowledge is, that wisdom giveth life to them that have it.

Ecclesiastes 7:12

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M.H.C.A. STUDENT HANDBOOK

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M.H.C.A. AT A GLANCE

Mineral Heights Christian Academy, a ministry of Mineral Heights Baptist Church, was founded in 1997 with 68 students enrolled in kindergarten through 6th grade. The congregation at MHBC had a desire to meet a need in the community. An affordable Academy to help Christian parents train and educate their children in the ways of God. Since its beginning MHCA has been in the pursuit of excellence and improvement. In 2005 the academy began an extensive athletic program including basketball and volleyball along with cheerleading and joining the Metroplex Christian Athletics Conference.

The mission of Mineral Heights Christian Academy is to provide an education through which Christian parents can fulfill their responsibility to “*Train up a child in the way he should go.*” (Proverbs 22:6). MHCA is designed to be a supporting element to the values and standard found in the Christian home and to assist parents in producing young men and women who are prepared spiritually, academically, socially, and physically to face the challenges of the future.

Mineral Heights Christian Academy is subjected to the constitution and by-laws of the church. This is not meant to be dictatorial, but to co-here church and school. MHCA exists to impact the lives of this generation of children, thus meeting the needs of Christian parents who seek to follow God’s commandment to teach their children His ways.

Statement of Faith

1. We believe in the *verbal inspiration* and *authority* of the SCRIPTURES

(II Timothy 3:16 & II Peter 1:20-21)

NOTE If the SCRIPTURES are not true, then we have no proof of the Christian faith.

2. We believe in the *virgin birth* of JESUS CHRIST (Isaiah 7:14 & Matthew 1:23)

NOTE If CHRIST was not virgin born, then HE was a sinner and not able to be our perfect substitute for salvation (II Corinthians 5:21)

3. We believe in the TRINITY: GOD THE FATHER, GOD THE SON, and GOD THE HOLY SPIRIT, thus the deity of JESUS CHRIST (Genesis 1:26 & I John 5:7)

NOTE If CHRIST is not God, then HE was a liar and not able to be our sinless sacrifice for salvation (Isaiah 53:3-9 & I John 3:5).

4. We believe that JESUS CHRIST *died* for our sins, was *buried*, and *rose again* and that salvation is “by grace” plus nothing, minus nothing, thus baptism or any other forms of good works are not part of salvation. (Ephesians 2:8 & 9).

NOTE If CHRIST did not die for sinners and rise again, then there is NO salvation (I Corinthians 15:17 & 18)

5. We believe in the *visible, personal* and *pre-millennial* Second Coming of JESUS CHRIST.

(Daniel 7:13 & 9:24 & 25 & Acts 1:10 & 11)

NOTE If CHRIST does not return, then again HE is a liar, the Bible is not true, and many other promises connected with His coming cannot be fulfilled (John 14: 1-3)

6. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex (Genesis 2:24; Genesis 19: 5-7, 13; Genesis 26: 8-9; Leviticus 18: 1-30, 20:13; Romans 1:26—29; I Corinthians 5:1, 6:9; I Thessalonians 4: 1-8; Hebrews 13:4). We believe that the only legitimate marriage is the joining of one man and one woman (Genesis 2:24; Romans 7: 2; I Corinthians 7:10; Ephesians 5: 22—23).

Our goal for each student is:

* To know the love of Jesus Christ through example and teaching, to learn the importance of showing this love to others.

*To acquire a lifestyle of Christian character, morality, respect, and responsibility.

*To participate in acquiring the very finest education attainable in a school whose expectations are constantly being increased.

*To find daily at MHCA an atmosphere of love, joy righteousness, and respect.

CODE OF CONDUCT

In an atmosphere of definite and positive Christian standards of conduct there is an excellent opportunity to develop a strong stable Christian character. Students showing incompatibility or lack of harmony with the academy's philosophy of life, philosophy of education, statement of cooperation and code of conduct will be suspended or expelled at the discretion of the Admissions Committee and may not be permitted to re-enroll in the academy.

Mineral Heights Christian Academy has established as its primary purpose, to train and educate Christian children. The Academy is not capable of serving as a "reform" school for children who have had behavioral problems in other schools. Neither are we capable of serving as a "fire escape" from the dangers encountered in so many of our nation's schools. The school must have the active support of parents in promoting the school's mission of training and educating Christian leaders. If parents are unable or unwilling to offer this support, they should not seek to enroll their child at MHCA.

To make rules to govern every type of infraction to good conduct would be impossible. Good behavior must come from the heart in love and obedience to Jesus Christ and should not merely be conformity to man-made regulations. The following items, however, are expected to be strictly observed.

1. Respect for authority of the administration, faculty and all school personnel. Disobedience and back talk will not be tolerated. Disrespect towards any teacher, or staff member will be considered just cause for disciplinary action.
2. **Proper speech. Profanity and vulgarity will not be tolerated at the academy. A student guilty of this offense is subject to expulsion.**
3. Suggestive slang is unacceptable.
4. Stealing, cheating and lying are considered serious offenses and will be dealt with severely.
5. Undue boisterous action or talk is out of order at all times.
6. Mutilation and destruction of property is considered a serious offense.
7. Students are expected to conduct themselves as ladies and gentlemen while they are inside the academy or academy function off campus. They are to be courteous to each other. Roughhousing, running in the halls, and yelling inside the academy are not allowed.
8. Proper Christian conduct with the opposite sex will be emphasized in the academy or academy function off campus. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted during the school day or at academy functions.
9. Students should not become engaged or married while they are attending MHCA.
10. Students are expected to maintain a good attitude. Insubordinate attitudes and griping will not be tolerated.
11. Behavior that hurts the individual's testimony while away from the academy will be considered serious. The testimony of the academy is an important asset to every student. It is to be guarded as one of the student's most valuable treasures. Students who, by their attitude, dress and behavior give evidence of not wanting to uphold the testimony of the school will face expulsion from the school.
12. No student of Mineral Heights Christian Academy will partake of *tobacco, alcohol, or illegal drugs*. For any student caught breaking the Law, the proper authorities will be contacted.
13. Students must notify the school immediately if they have a website of their own. Myspace pages or any other form of internet information sharing must be approved by the administration.
14. Plagiarism will not be tolerated in any form at M.H.C.A. All work presented must be a student's *own* work, and where other works are used, they must be cited.

Students showing incompatibility or lack of harmony with the forgoing statements of the Mineral Heights Christian Academy Code of Conduct may be suspended or expelled at the discretion of the admissions committee. Again, our goal is to provide a structured learning environment, free of any *distractions*, which might impede the ability of each student to reach his or her full potential.

ADMISSIONS

NON—DISCRIMINATION POLICY

MHCA admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to MHCA students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying handicap, or whose personal lifestyle is not in harmony with the stated policy of Mineral Heights Christian Academy.

Church Attendance

Students and parents are expected to belong to and attend regularly Mineral Heights Baptist Church of Greenville; or another Bible-believing, Bible-practicing church approved by the Pastor of Mineral Heights Baptist Church. If attending a church other than Mineral Heights Baptist Church, a “Pastor’s reference” from that church’s pastor must accompany the student’s application for enrollment.

Admissions Procedure

1. Parents visit school—Because you now have choices as to where your student will receive his/her education it is very important that you invest the time necessary to make your decision. We recommend that you bring with you any questions or comments that you may have during your tour of the academy. Writing your questions down while at home will make it easier for you to remember what to ask while you are here visiting.
2. Parents and student read this handbook thoroughly.
3. Pray about your decision
4. Two (2) letters of recommendations, one of which must be from the pastor of church currently attending
5. Fill out application for admissions
6. Make appointment with school office for admission interview
7. Once accepted, submit the following
 - A. Registration Fee
 - B. Copy of birth certificate
 - C. Record Release Form (to enable us to request former school records)
 - D. Handbook Policy Acceptance Page (Must be signed by parent and all students attending)
7. A medical report must be filled out by a physician and submitted to the academy office. All students must have the following immunizations: diphtheria, polio, measles, rubella. In instances where a student needs medical attention, the principal will call the parent or family doctor (in that order).
8. All above items must be turned in before the student will be considered a non-probationary student.

Enrollment Information

In addition to the previous rules for admissions , the Academy requires that at least one parent be a professing Christian and be an active member of a local church. The academy does not generally accept enrollment for, any student who is married, divorced, or has children. Children of divorced parents must have permission from both parties to attend M.H.C.A., unless sole custody has been granted by the courts to the enrolling parent.

Returning Student

Students from the previous school year will be given enrollment preference, providing they re-enroll by the last day of school. Please note that no student has a right to re-enroll, and applications for enrollment/re-enrollment will be approved at the sole discretion of the schools admission committee. All students re-enrolling must receive and read the new year handbook, fill-out a new re-enrollment packet and have their school financial obligations current.

Scholarships

The school board will review all applicants for scholarship. All scholarship money will be distributed as funds become available. Scholarship awards will be administered on an “as needed” basis. Scholarship applicants must show proof of income (income tax returns and current pay stubs). Students on scholarship must maintain academic balance and complete work required. All scholarship applicants will be reviewed yearly. Scholarship awards given to one family does not constitute availability for any other family.

Transfer Students

An out-of-state transfer student shall complete all state and local graduation requirements to be eligible for a diploma. A transfer student from out-of-state or from another Texas school district may not be graduated from the academy unless the student has been enrolled for at least one semester and has successfully completed 2 1/2 units immediately prior to graduation.

New Student Probation

All new students are admitted on a probationary basis for the first six (6) weeks. During this period the student must have all admissions paperwork completely filled out and turned into the front school office.

Withdrawal Policies

The academy shall permit a student to be withdrawn for any reason upon a reasonable notice. The notice is for the organization of the student’s file, billing, return of the school’s textbooks, etc. The academy reserves the right, for any reason, to ask the student to withdraw, with reasonable notice. Under no circumstances will credits be sent to another school until all obligations are fulfilled.

Mineral Heights Christian Academy

Fee Structure

Fee Schedules

Enrollment Fee, (due July 1)

\$80 per child, due for each new student enrolling.

\$80 per child, due for each returning student re-enrolling.

Athletic Fee,

\$50 annual athletic fee will be required for students in 5th—12th grade.

The athletics program is an asset to the student's physical education. Unless other arrangements are made, all students are required to participate in the athletic program. The \$50 athletic fee must be paid before the first scheduled game. Students will not be permitted to participate in a scheduled game until this fee is paid.

PACE Retake and Lost Fees

A \$5.00 fee will be assessed when a student must repeat a PACE or misplaces a PACE. The PACE fee will be due at the end of each week after the failed PACE notice was sent home. Any PACE fee not paid after two weeks will be charged a \$2.00 fee per week per PACE fee on top of the current failed PACE fee of \$5.00.

Tuition

	<u>Tuition</u>
1st Student	\$2,250.00 per year
2nd Student	\$1,650.00 per year
Greater than two (2) Students	\$ 850.00 per year
K-4, and K-5	\$2,650.00 per year

Fee Payment Schedules

Nonrefundable Fee

Nonrefundable fees such as enrollment and athletics must be paid for during the initial six (6) week probationary period.

Tuition

Tuition fees are intended to cover the basic operation expenses of the school. The operating budget includes staff salaries and benefits, educational materials, facility operation and maintenance, and some minimal capital expenditure for furniture and equipment.

For your convenience three (3) payment options are offered.

* The tuition fee may be paid for the entire school year in one lump sum.

* The tuition fee may be paid by the semester. (August and January)

* The tuition fee may be paid by the month over a ten (10) month period

Note: All tuition is paid through SMART tuition. Refunds on tuition will be refunded with a (30) day notice excluding the current month.

Grades 1 through 12 must pay a monthly curriculum fee of \$15 per student. This should be paid directly to the school office.

Medical & Emergency Protocol

Immunizations:

Mineral Heights Christian Academy adheres to the Texas Immunization Law. No student will be allowed to enroll in MHCA without a copy of his or her immunization record on file. Immunization requirements are:

Diphtheria-Tetanus	A minimum of three doses with at least one dose received since the child's fourth birthday and every ten years thereafter.
Polio (Oral)	A minimum of three doses with at least one dose received since the child's fourth birthday.
Rubella (Red Measles)	One dose or history of the disease after the child's first birthday. Second dose required by age 12.
Rubella	One dose required through child's 11 th birthday. History of the disease not acceptable.
Mumps	One dose anytime to age 19 years.

Exemptions:

An affidavit signed by a physician, duly registered and licensed to practice medicine in the United States, in which it is stated that, in the opinion of the physician, the immunization required, would be injurious to the health and well being of the applicant or any member of the family or household.

Provisional Enrollment:

A student may be provisionally enrolled if that student has begun the required immunizations prior to application for admission and continues to receive the necessary immunizations as rapidly as is medically feasible.

Student Medications:

All medication and prescriptions must be checked into the school office. This would include all medicines taken internally, including Aspirin, Tylenol, inhalers, etc. Student medication must be accompanied by a written request from the parent/guardian having legal control of the student requesting that the student be allowed to take the medication during the school day. Medication brought to school should be in the original container and be properly labeled. Students are not to give medicine to other students.

Personal Emergencies:

In case of emergency, Mineral Heights Christian Academy may take whatever action is necessary for the well-being of the child by calling the physician listed on the application form, calling an ambulance, or going to the nearest hospital emergency room. Parents will be called immediately when the child has been adequately cared for. Parents or guardians of the student *agree to be responsible* for the payment of any medical, surgical, or hospital costs incurred in meeting the emergency. Mineral Heights Christian Academy requires a release form to be signed releasing MHCA from all liability for accidental injury to the child while on the church or school premises or en-route to or from authorized school activities.

Attendance Policies

Poor attendance has proved to be a definite cause of failure in school. Therefore, students should purpose to have regular and punctual attendance.

When a student is absent from school, a parent/guardian should phone the school office by 9:00 a.m. to verify the student's absence. If a call is not received, the office will contact the parent/guardian. A call should be made for each day a student is absent.

When a student who misses one class period or one day returns to school, that student should report to the school office by 8:15 a.m. in order to secure an absence permit to re-enter class. No students will be readmitted to class after an absence without the absence permit from the office.

The student should bring a written excuse from home signed by a parent/guardian. This statement should be on a full sheet of paper and should list the dates absent and the reasons for the absence. If the absence was for half a day, the note should state whether it was morning or afternoon. If the absence was for part of a day, the note should state the time.

Students who exceed the allowable number of ten (10) unexcused absences per semester in a class are subject to failing that class. Each individual case will be submitted to the administration for review. Chronic absenteeism will require a doctor's excuse. No refunds on tuition are made because of absences.

Excused Absences:

The only allowable reasons for an excused absence are illness, doctor or dentist appointments, death in the family, school-sponsored trip, and reasons with prior approval by the administration when extenuating circumstances occur. Any other absences will be unexcused. An excused absence means that the student may receive full credit for the work when it is made up.

Unexcused Absence:

Truancy or failure to bring a note from parent/guardian, a doctor, or dentist explaining absence (within two days of absence) is unexcused.

Absenteeism:

Absent entire day	= 1 Absence
Absent 4-6 hours	= 3/4 (.75) Absence
Absent 3 hours	= 1/2 (.50) Absence
Absent 30 minutes	= 1/4 (.25) Absence
Late Arrivals	= 1/5 (.20) Absence
Five (5) Late Arrivals	= 1 Absence

- Note:**
- Students leaving before 3:30 PM will be counted absent the same as above.
 - Students leaving and returning during academic hours will be considered absent if they are gone more than 30 minutes, unless on approved lunch trips.
 - Eighteen (20) absences in one school year, student may be asked to withdraw from the academy. Excessive absences will inhibit the student's progress.
 - **Remember:** Texas Driver's License Attendance Verification **requires** a minimum of 80 days attendance the semester prior to applying for a driver's license
 - Neither In-School Suspension or College Days will count against perfect attendance.

General Campus Information

Buildings and Grounds

Students should help keep the buildings and grounds clean. Trash should be put into the containers provided. Students are not to write on the marker boards, overhead projectors, or erase them without a teacher's permission.

Church and School Offices

Students are not to be in the school or church offices unless they have specific business there. Students who need to pay accounts should endeavor to do so before or after school.

Lost and Found

All articles, which also includes books and clothing that are found on campus will be taken to the lost and found located in the kitchen. Students may pick up their missing items before school starts, or after school. Parents are encouraged to check lost and found regularly. Found items will be tagged with date they are found and disposed of after 30 days of not being claimed.

Closed-Campus Policy

Any request to leave the building while school is in session must be approved by the principal. Students leaving the school property without permission will be considered truant and will be disciplined.

Receiving Messages

Only messages from the parent (s) or legal guardian will be given to a student.

Visitors

The academy welcomes visitors with a valid reason for being on campus, such as those interested in enrolling or parents wishing to visit a class. All visitors should check in at the school office and present identification, if unknown, state the purpose and intended length of their visit and should sign out when leaving campus.

Important Note:

Proper dress for those visiting our campus:

As you know, it is the policy of MHCA that our students are guided by reasonable and fair rules of dress. For students, school uniforms accomplish this goal. We believe it is unfair to have a reasonable standard of dress for students and not for friends, parents and others visiting the campus. Therefore, we request that all visitors to the school adhere to the following policy, which already applies to students:

"All shorts and skirts must touch the top of the kneecap." All visitors to the campus should keep in mind that "modesty is our policy".

This policy applies to all visitors to the campus as well as anyone accompanying students on field trips, or at any other school sponsored activity.

School Closings

In case of circumstances that would necessitate the closing of the academy, students and parents should listen to the radio stations KCBI 90.9 or KIKT 93.5, or on the school's website.

Lockers / Search and Seizure

Lockers

A locker will be assigned to each student 7th grade and up by the principal. No student may switch lockers at any time without permission from the principal. The principal will deal with any student who changes lockers without permission. Entrance into any locker than your own without permission may result in disciplinary action.

Students should keep their lockers clean and neat with the doors locked at all times. Students are not to jam their lockers in any way whatsoever. Lockers will be checked at various times to make sure that they are clean and locked properly. The school is not responsible for books or items stolen from a locker. Administration may search areas such as lockers at any time.

Prohibited Items

Prohibited items include (but are not limited to): tobacco, alcoholic beverages, narcotics, knives, guns, matches, and explosives of any kind. Administration shall (at their discretion) search lockers and all personal effects including pockets and vehicles. For any student caught breaking the Law, the proper authorities will be contacted.

Students are not allowed to bring playing cards (generally used for gambling) or electronic games to school. Games are not permitted without express permission of the principal. The principal must approve books that are not related to class work.

Electronic Devices:

Cellular phones, paging devices, radios, tape players, videotapes, compact discs, and/or any other electronic equipment are not permitted on campus. School personnel will take up any unauthorized equipment. The time of return of these items will be at the discretion of the administration.

Magazines:

In general, students should not bring magazines to school. If, however, a student is doing research that requires a magazine and the teacher or principal approves its use, the magazine would then be acceptable. Unapproved magazines will be collected by school personnel and will not be returned.

Search Procedure

1. General Norms

- A) Only the principal or those expressly authorized to do so (by the principal) are authorized to institute searches and to seize prohibited objects or substances, unless there is an immediate threat to the safety or security of a person or persons or the School building.
- B) Searches can and will be conducted within the discretion and judgment of the principal.
- C) The principal and those expressly authorized by the principal are to exercise reason and judgment in determining the scope of any search. Such factors as the age and sex of the person to be searched, the nature of the suspected infraction, and the urgency of the situation are to be taken into account.
- D) A search of the person by force is to be undertaken only where it is apparent that delay will result in the risk of serious injury and/or damage to persons or facilities, or destruction of evidence necessary to sustain the filing of a criminal charge. Ordinarily, where the need for a search of the person by force is indicated, the police will be called.
- E) All personal searches will be conducted in the privacy of the principal's office or another suitable room designated by the principal, and no cross-gender personal searches will be conducted.
- F) When a search is conducted, a record of all pertinent information, including action taken, discussions held, the date, time and place of the investigation, will be documented as soon as possible. The principal shall keep a copy of this documentation on file. Access to this information will be controlled.

G) Any prohibited substance or object discovered as the result of a search shall be confiscated and dealt with in accordance with other sections of this policy and consistent with other School policies. In all cases, a record shall be kept of all seized substances or objects. If the possibility exists that seized substances or objects may be required as evidence in a criminal action, they shall be retained in a secure location until they can be handed over to the police.

H) Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on School property (i.e., lockers, offices, cubby holes, etc.), nor shall students have a reasonable expectation of privacy in any belongings they may transport onto School property in a bag or on their person (i.e., backpacks, purses, book bags, wallets, pockets, etc.).

2. Search of a Person

A) Where the need for a personal search is indicated, the individual involved may be given the opportunity to produce the substance or object, which he or she is suspected of possessing.

B) Unless circumstances dictate that it take place immediately, a personal search shall be conducted in a private location designated by the principal.

C) An adult witness shall always be present when a personal search is conducted. No cross-gender personal search will be conducted.

D) Where the need for a personal search is indicated, a principal or designate shall have the discretion to refer the matter to the police for assistance or advice.

3. Search of Property

A) Property belonging to the School, including lockers and student desks, is subject to inspection by the principal or designate in the normal course of the School's operation.

B) Property belonging to students or visitors, such as book-bags, knapsacks, lunch boxes, bicycles, motorcycles and automobiles shall be subject to search according to the general regulations. Should such a search be likely to result in damage to a student or visitor's property (e.g. where the individual refuses to comply with the request or cannot be located), the police shall be called for assistance and advice.

4. Statements

A) The principal may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the School or at an authorized off-property School function.

B) When it is evident that a situation under investigation may result in the filing of criminal charges against a person, the principal or designate shall refer the matter to the police and shall refrain from any further action or discussion of the situation until the police arrive.

5. Sanctions

A) Where a properly conducted search results in the location and seizure of substances or objects prohibited under this policy, disciplinary action against a student shall be taken in accordance with other sections of the Violence Prevention policies and other policies that may apply.

Disciplinary action against visitors shall be taken in accordance with these policies, specifically Trespass to Property and other consistent policies.

B) In all cases, consideration is to be given to referring offenders to appropriate counseling or similar intervention, even if this is not expressly mandated by the relevant policy.

Now is your chance to make a difference
Now is your chance to make a difference

Parent Teacher Fellowship

The Parent Teacher Fellowship was instilled to provide the much needed assistance to Mineral Height Christian Academy. With parents getting involved, we can help to keep our tuition cost down. It will take work, but it is an investment in your child's future. This is not a social club but yet an opportunity for those whom are serious about their children's education and the success of this Academy to have an active part.

Mission Statement

The purpose of this organization shall be in prayerful dependence upon God to:

- *Establish a fellowship between home and the academy.
- *Encourage and strengthen the parents in fulfilling their God-given responsibility in the training of their children in the Lord.
- *Provide opportunity for the parents and teachers to meet and to better understand and coordinate training of their children in the Lord, both as to the intellectual and the moral or disciplinary phases of their development.
- *Provide a channel through which the physical and financial needs of the academy can be made known and through which the members and friends can help in supplying those needs.

Get involved

Homework

The responsibility for scholastic achievement is placed on the student.

A common goal for the staff is that no student should need to take academic work home. The goals set each day by the student, and reviewed by the Supervisor, are no more than the student is capable of completing during the normal academic day. However, should the student not complete his/her goals for the day, he will usually be required, at the discretion of the Supervisor, to complete the work at home

You can do it!

Study Helps For Students

God's will for you at this period in your life is the mastery of your school subjects. Studies form the most important part of your school training. Good studying begins with the proper attitude of heart in receiving studies as from God and in doing those studies "as unto the Lord"

Here are some practical helps:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself to your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
5. Concentrate on the work and refuse to entertain irrelevant thoughts.
6. Budget your time to cover all of your subjects.
7. Skim over the whole assignment to get the main points. Then reread for details.
8. Outline, write topic sentences, make notes while watching assigned videos.
9. Study examples, maps, charts, and footnotes.
10. Use your dictionary.
11. Do your own work. Don't ask for help unless you are absolutely certain that you are unable to do the work yourself.
12. Be dissatisfied with any effort which falls short of your God-given ability.

Incentive Program

Application for Privileges:

Students who desire privilege status and believe they have fulfilled the responsibilities for a level of privilege status should assume responsibility for requesting an Application for Privileges form by the Friday preceding their desired week of privileges. They should complete the form and put it over their office. At opening exercises on Monday, staff will acknowledge the privilege status for the student.

Level "A"

Responsibilities:

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 45 minutes detention the preceding week.
3. Quote previous month Scripture.

Privileges:

1. Additional five(5) minutes per break.
2. Receive fifteen(15) minutes hall pass to resource lab daily
3. Use of privilege room for remainder of lunch

Level "C"

Responsibilities:

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 30 minutes detention the preceding week.
3. Quote previous month Scripture
4. Present monthly 5-minute oral report on an interest area or project. (The report qualifies for a 4-week period.)

Privileges:

1. Additional five(5) minutes per break.
2. May be out of seat without permission in Learning Center
3. Receive thirty(30) minutes hall pass to resource lab daily
4. Use of privilege room for remainder of lunch
5. May apply for Staff Assistant position (i.e. office aid, student monitor, or general errands)

Level "E"

Responsibilities:

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no detention the preceding week.
3. Quote previous month Scripture.
4. Submit Book report approved by Supervisor.
5. Must be engaged in some Christian Service (i.e. church choir, visitation, usher, door greeter)

Privileges:

1. Additional five(5) minutes per break
2. May be out of seat without permission in Learning Center
3. Receive hall pass to resource lab daily
4. Use of privilege room for remainder of lunch
5. May apply for Staff Assistant position (i.e. office aid, student monitor, or general errands)
6. May practice for "Convention" event outside of Learning Center.

* for middle school and high school students who acquire privilege, a "privilege room" has been established, with various forms of entertainment for those to enjoy who are on privilege and have met daily requirements.

Academic Communication

Congratulations Slips

Every time a student receives a star for a completed PACE, he/she is given a Congratulations Slip. It is the student's responsibility to bring the slip home to the parents. At the parent's request a copy of the star chart will be given for each student. Parents may want to mark the star chart or place stickers on the chart to represent the stars. Parents have an excellent opportunity to encourage and compliment the student by effectively using this system.

Progress Report (Report Card)

The academy's grading system is designed to give parents an accurate indication of the student's progress. Progress Reports are sent home to the parents at the end of the quarter. A routine parent conference may be scheduled with those parents whose child/children did not make Honor Roll the previous quarter.



Student Uniforms

Uniforms:

It is the intent of Mineral Heights Christian Academy to provide a high quality education for all its students. To accomplish this goal our intent is to provide an atmosphere, which offers encouragement for academic achievement. We believe that such an atmosphere exists when children are guided by reasonable and fair rules of dress.

It is for this reason that we require school uniforms to be worn by students of all ages. We will attempt to keep the price of the uniforms as affordable as possible for all. Currently all MHCA student body uniforms are to be purchased at “The Lair” located in the Crossroads Mall shopping center. Because we have previously chosen the best uniform to accomplish the standards in which we are representing at MHCA, the staff and owner ship of said store are prepared in advance to assist you in any uniforms for your student. Note: All uniforms for MHCA will need to be purchased through this uniform company to maintain uniformity throughout the student body. Clothes must be clean and pressed to maintain a professional appearance.

* As our bodies are the temple of God, we require each student to follow a regular hygiene program. Showering, deodorant, and dental brushing are important for our health, and respect for those around us.

Boys:

Dress Uniform

Shirt - White oxford with school logo.- all buttons must be buttoned. (shirt tucked in so that the belt shows) Note: If undershirt is worn it must be a plain white T-shirt.

Trousers - Khaki or Black. (Must be worn at the waist).

Socks - should be colored

Shoes - Black or Brown (solid color) casual or non-high-tops athletic

Tie - (To be worn on Chapel days) Solid black. Note: must be pulled up

Belt - Black or Brown with conservative buckle

Optional items - Sleeveless sweater vest, long sleeved V-neck sweater and/or long sleeved cardigan sweater, **black** purchased from the uniform supplier

Physical Education (PE) Uniform:

Shirt - Solid gray without any advertisement. May wear spirit shirt purchase from front office

Shorts - Black, loose fitting and knee length

Shoes - athletic with non-marking sole. (Note Basketball players should consider high-tops for additional ankle support.

- Boys must have standard, conservative, tapered haircut. Off the collar and ears, and side-burns no longer than the top of the ear opening. No “Bowl Cuts”. Hair is to be kept at the natural color.
- Boys must be clean-shaven; no stubble or mustaches, hair must be combed.
- Pants should not be torn
- Pants should touch top of shoes.
- No pins, badges, bracelets, necklaces, earrings, or other body piercing.
- No inside out clothing

Girls:**Dress Uniform**

Shirt - Maroon Polo with school logo.- Only the top button may be open.

Trousers - Khaki or Black. (Must be worn at the waist).

Skirt / Skort - Khaki or Black. (Must be worn at the waist) (To be worn on Chapel days)

Shoes - Black or Brown (solid color) casual or non-high-tops athletic. All shoes must have a closed heel and toe.

Optional items - Sleeveless sweater vest, long sleeved V-neck sweater and/or long sleeved cardigan sweater, **black** purchased from the uniform supplier

Physical Education (PE) Uniform:

Shirt - Solid gray without any advertisement. May wear spirit shirt purchase from front office

Shorts - Black, loose fitting and knee length

Shoes - athletic with non-marking sole. (Note Basketball players should consider high-tops for additional ankle support.

Formal Banquet Dress Guidelines

Ladies

1. No strapless dresses unless worn with a jacket for the entire evening. (no drapes, shawls, or sashes)
2. Straps must be no less than 2 inches in width or worn with a jacket for the entire evening. (no drapes, shawls, or sashes.)
3. Dresses must come below the knees when standing including all slits.
4. All dresses must have a back in them.
5. No see through Material will be allowed. (sides, back, ect...)
6. No vee or plunging neck lines.

Gentlemen

1. No Jeans
2. No T-shirts
3. No Tennis shoes
4. No shorts
5. Suit or Tuxedo preferred, but if you don not have these then slacks, shirt, coat and tie must be worn.

Automobile Guidelines

The operation of a motor vehicle on or near the campus is a privilege and will be under the supervision of the administration. A student must have a valid Texas driver's license. Failure to operate a motor vehicle in a safe and orderly manner, on or near the school campus, will cause the student(s) involved to be subject to disciplinary action. It may result in loss of the privilege of future vehicle operation on or near the school campus while school is in session. The speed limit on the campus is five miles per hour.

Vehicles should be locked at all times. Since students are not allowed to go back and forth to their vehicles during school hours, they should be careful to take their lunches and all books with them when they leave their cars in the morning.

Students are not to loiter in the parking lot before 7:30 a.m. nor after 3:30 p.m. except on sports days, which would be no later than 5:00 p.m. Couples are not to sit in parked cars in the parking lot. Eating lunch or visiting with friends in vehicles will not be permitted.

Parents are required to issue written permission to the school before a student drives the vehicle onto church/school property. **A copy of the Driver license, insurance, and license plate number must be in students' file in the school office and a parking permit (can be purchased in front office for \$5.00) must be on the vehicle.**

When other students are riding in a student-driven vehicle, MHCA assumes no responsibility for any accidents or other matters involving the student-driven vehicle. Parents should know with whom their children are riding at all times--including transportation to and from school, school activities and athletic events. Students are not to leave in other students' vehicles without written permission on file in school office. Students are not allowed to drive their vehicles around on the campus during school hours.

Traffic Flow and parking:

All traffic both delivering students in the morning and picking up students in the afternoon should **ENTER** from Robin Road (north side of the church) and **EXIT** on Finch Street (eastside of the church).

Students are to park in designated area. Student's will be required to purchase a parking pass for \$5, and will be assigned a parking space.



Lunch Room Guidelines

It is the intention of Mineral Heights Christian Academy to have the most positive effect on today's youth as possible; this not only means in the class room but also in setting a proper example in relation to a healthy life style. Students may bring their lunches or purchase hot lunches from the school for the cost of \$2.25. Items can also be purchased from the vending machines at school. Items such as soft drinks, chips, crackers, candy, and ice cream may be purchased on a limited basis. If a student doesn't have a lunch, ten minutes into the lunch period, the student will be given a hot lunch and the cost of the lunch will be charged to his/her monthly bill.

Students are not to chew gum, eat candy or drink beverages in the hallways or the classrooms. All food and beverages are to be consumed only in the lunchroom and designated areas.

All students must go to the lunchroom during their designated lunchtime. No student is allowed to stay behind in the classroom. When students leave the lunchroom, they need to clean off their tables and ensure that all trash is placed in the proper receptacles.



Learning Center Rules

General:

1. A student is not permitted to communicate or be out of his/her office without permission. He/she should not turn sideways, around in office, or tip chair back.
2. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
3. The Christian flag should be raised for Supervisor guidance in academic difficulties. The American flag is to be raised for Monitor assistance in non-academic activities (check out reference book, scoring, etc.) Personal questions should be asked on break time.
4. Students may not approach staff in the Learning Center without permission, except in extreme emergency.
5. There is to be no eating in the Learning Center.
6. Students are not to roam the Learning Center. Go directly to the area for which you have requested permission and then return directly to your office.
7. Merits are private property and are not to be shared, traded, borrowed, or loaned.
8. Students must do a minimum of 20 pages of PACE work a day. If the student has 6 subjects he/she must do 24 pages. **Exception:** Class rules may vary, and is up to the teacher's discretion.
9. School supplies are not to be shared, traded, borrowed, or loaned.
10. Students are not allowed to leave the classroom unless issued a pass by the supervisor, or to attend a regularly scheduled class or break, also with the supervisor's permission.

Student Offices:

1. Offices are assigned and changed only by the Supervisor; and the offices must be cared for by the student.
2. Anything to be placed in the office **must be approved by the Supervisor**. Only one decoration at a time should be used and it should be of a Biblical, patriotic, or home theme.
3. Students are not to lean or sit on the office or divider, including during opening exercises.
4. The Goal Chart is to be kept up to date. Use blue ballpoint pen for setting goals. Cross goals off with one straight line using a ruler. Goals should be crossed off diagonally, top left to bottom right corner. Keep the Goal Card as neat as possible. Any changes should be made by the Supervisor. Goals should not be crossed off until rescoring is complete.
5. No marks are to be made on the Progress Chart.
6. Students may not sleep in their offices
7. Other students' offices are off limits.
8. Students are not to keep materials under their offices. **Exception:** Girls may keep their purses under their offices.
9. Students are to have all required materials in their offices. Students are not to ask for pencils, Kleenex, etc.

MHCA School Supplies

KINDERGARTEN: 4, 5

2 boxes of crayons (24 pack)
 Small plastic School box
 Elmer's® glue
 Blunt end scissors (Fiskars)
 One large box of Kleenex®
 One package colored construction paper
 #2 pencils, at least 5
 Complete change of clothes and a large zip lock bag
 all labeled with child's name.
 Large towel for nap time
 Plastic nap mat

FIRST GRADE and SECOND GRADE

KJV Bible
 Regular crayons (24 or 48) - (1st Grade - 2
 boxes)
 Elmer's® glue
 Pointed scissors
 Plastic School box
 One pkg. colored pencils
 Water color paint box
 Wide-lines notebook paper (white only)
 #2 Pencils, at least 5
 One package colored construction paper
 One large box of Kleenex®
 Four pocket folders
 One ruler, 2 pink erasers

THIRD GRADE and FOURTH GRADE:

KJV Bible
 Webster's® New World Dictionary
 Regular crayons (24 or 48)
 Elmer's® glue
 Pointed scissors
 Plastic School box
 Wide-lined notebook paper (white only) and notebook
 #2 pencils
 Colored pencils
 Blue/black pens
 One package colored construction paper
 12 inch ruler
 One large box of Kleenex®
 Homework assignment notebook (e.g. steno pad)

FIFTH GRADE and SIXTH GRADE:

KJV Bible
 Regular crayons (24 or 48)
 Webster's® New World Dictionary
 Pointed scissors
 Elmer's® glue / gel
 Large rubber eraser
 Plastic school box
 Wide-lined notebook paper (white only) and notebook
 #2 pencils
 Blue/black pens
 Colored pencils
 Compass & protractor
 Ruler (12 in. with metric)
 One packages of colored construction paper
 One large box of Kleenex®
 Homework assignment notebook (e.g. steno pad)
 Water color paint box

JR HIGH & HIGH SCHOOL

KJV Bible
 Webster's® New World Dictionary
 Scientific calculator
 Colored Pencils
 One large box of Kleenex®
 Elmer's® glue/gel
 Sketch pad (Art)
 Black and blue pens
 #2 pencils
 Pointed Scissors
 College-rule notebook paper (white only) and 3 ring
 notebook with dividers
 Homework assignment notebook (e.g. steno
 pad)
 Thesaurus
 Graph paper
 Compass and protractor

PACE Work

1. All work in PACEs should be done in pencil unless otherwise instructed.
2. PACEs and PACE review notes are private property and are not to be shared or discussed with another student. Sharing PACEs with another student may result in starting the PACE over
3. Work in English, Word Building, Social Studies, and Science must be done in cursive writing beginning with PACE 1037. Work must be shown in Math and Science PACEs. If the work is done on scratch paper; it must be stapled to the PACE. Word Building Checkups need initials to verify that words have been written. These words should be stapled to the checkup page.
4. Projects are to be done in the Resource Lab or at home: Third Edition PACEs with “at home” projects need to be completed by the student and parent. The student should take the PACE home for parent signature before taking the Self Test. The student who will bring the project to school to display for the staff and students will receive 300 merits (exceptional, outstanding projects will receive 500 merits).
5. Vocabulary sections in the following courses; (Math 1049 - 1096, World History, American History, Music, New Testament Survey, Old Testament Survey, Life of Christ, Typing, New Testament Church History, and Business Math) must be signed by the parent, indicating that the student knows the definition or concept of each word. This must be completed before the Self Test can be taken. All vocabulary words should be read aloud to staff if those words are a part of that day’s goal.
6. Scripture reading/writing assignments must be initialed by staff in green indicating the assignment has been completed. All “chapter” readings are to be initialed upon completion of the reading. Courses with required map or vocabulary assignments also require staff initials upon completion.
7. Students in courses that have a video **are required to watch** the video as they work through the PACE. **Notes must be taken and daily checked by staff.**
8. In reading subjects beginning with PACE 1049, the answers missed on activities, Checkups, and Self Tests must be researched and underlined in the text. The page number of the text must be placed next to the corrected answer. In case of separate Reading Text Pack, underlining is not needed, only page number is recorded.
9. Calculators may be used by the students for Geometry, Algebra II, Chemistry, Physical Science, and Physics **only**.
10. Students are not allowed a “Review” day before the Self Test or PACE Test. The supervisor may allow extra study time based upon the student’s request. When the student reaches the Self Test, the supervisor may require proof of notes or study material before accepting the PACE for testing.
11. Two “Review” days are allowed in Literature, at the end of the Study Guide, for the report. The first day is to complete the entire rough draft, and the second day is for doing the final copy. The oral report should be given at the earliest convenient time.
12. Self Test and PACE Test are never to be taken outside the supervision of a staff member of the academy. Score keys, tests, test keys, and personal records are not to be removed from the academy files for any reason.
13. PACEs must be turned in to the staff before Learning Center dismissal. PACEs left over a student’s office are not considered as turned in for testing.
14. After a PACE is completed, the student waits until the next morning before receiving the PACE Test. He/she will wait an additional night before receiving the results and a new PACE.
15. Goals should be set with this procedure in mind.

Scoring Station

1. Score Keys are to be handled carefully.
2. Mark a red "X" beside each wrong answer. (This indicates to the Supervisor that you may need help.)
3. If working on a PACE which has a score strip, put a red "X" in the first box of the score strip.
4. Use only the red pen supplied at the score table (red pens are never kept at office).
5. Score key answers are for scoring work only.
6. Correct the wrong answers in pencil at office.
7. If working on a PACE which has a score strip, put and "X" in pencil in the second box of the strip.
8. Rescore - circle each red "X" in the third box of the score strip in the PACE.
9. When scoring is completed, put a red "X" in the third box of the score strip in the PACE.
10. Replace pen in holder.
11. Replace score key in proper place.

*** A percentage grade is required on Checkups (with "My Score"), and Self Test beginning with PACE 1049. Staff initial required to verify score.**



Discipline Program

The paramount rule is “Do Right!” Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention after academic hours and will be served during elective classes the following day. Students serve detentions by sitting in either their office or resource lab and must complete a non-PACE work assignment (i.e. Copying dictionary, encyclopedia)

Detentions are earned as follows:

- 3 demerits = 20 minutes detention
- 4 demerits = 30 minutes detention
- 5 demerits = 45 minutes detention
- 6 demerits = 60 minutes detention

Demerits earned after 2:00 PM are recorded **for the next day.**

When a student earns a detention, a “Detention Slip” is sent home with the student. It is to be signed by the parent and returned the following morning. **If the “Detention Slip” is not signed and returned it is an automatic 2 demerits the next day.** If a student “forgets” to serve his/her detention, the detention will be doubled for the next day. (This extra time may begin at the Supervisors discretion). The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the administration, who in turn will conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents will be asked to withdraw the child from Mineral Heights Christian Academy.

Most common infractions include but are not limited to:

1 Demerit

- parent envelope or note sent home not signed and/or returned
- No note for absence
- Out of seat without permission
- Changed goal without permission
- Goal or goals not set
- Messy goal card
- Goals not ready for goal check
- Disturbance; at lunch or breaks, in Learning Center (office, score station, testing table, etc.), in rest room, hallways and/or stairs
- Not ready for homework stamp
- Sleeve button (s) not buttoned
- Second button not buttoned on dress uniform
- Vocabulary not said before Self Test
- Sitting on table
- Throwing objects
- Sleeping in office
- Littering
- Eating without permission
- Not working on prescribed work
- Failure to follow written or oral instruction
- Running in building (includes Learning Centers)

1 Demerit Cont.

- Using office equipment without permission
- 6 inch rule violation
- Scoring violations (1 - 6 demerits)
- Repeat offenses continue to increase demerits

2 Demerits

- Working a Checkup or Self Test without Supervisor's initials
- In unsupervised or off limits area without permission
- Defacing school property, school materials, or other student's property
- Gripping
- Speaking unkindly to others
- Name calling
- Talking at scoring tables
- Turning around at office
- Unauthorized communication in Learning Center
- Tardy without note from parent
- Detention slip or Failure Notice not returned or signed
- Walking up to staff without permission

3 Demerits

- Inappropriate language - staff discretion
- Using telephone without permission
- Speeding in parking lot
- PACEs not here for goal check. Staff to call to have parent bring PACEs to school.
- Giving another student PACE answers.
- Incomplete homework (This includes Math work, Word Building words, Projects, Vocabulary, Study Sheets, and all related assignments to homework pages)
- Cheating (3-6 demerits)
- Looking back in the PACE during Checkup or Self Test

4 Demerits

- Direct disobedience to staff member
- "Back talking" to a staff member
- Any act or gesture of disrespect to a staff member
- Out of uniform without a not (including PE - Student remains in dress uniform and becomes a spectator.) If part of the dress uniform cannot be worn, the rest of the dress uniform should still be worn.

Note: Grooming (i.e. hair being properly maintained as indicated) is considered a part of the uniform.

- Working the Self Test without stapling the PACE closed.
- Doing a Self Test at home
- Lying

5 Demerits

- Fighting or provoking another to fight
- Lying to staff

6 Demerits

- Gum chewing
- Bad language (2nd offense - 1 day suspension) (staff discretion)
- Stealing
- Note writing, passing, and/or receiving
- More than 1 day's goals not scored, corrected, and/or rescored
- Cheating on test (6 demerits - suspension)

Note: All repeated offenses are worthy of double demerits. All rules apply to all school functions.

Student Convention

Student Convention is an annual event in which regional A.C.E. schools such as MHCA compete in events related to talents, skills, and academics. The primary goal of Student Convention is to challenge each student to be their best, experience new challenges, and to give the student opportunities to develop leadership skills. Your student will grow and benefit from participation in the Student Convention process. Preparation and competition will develop skills and attitudes that will prepare them for life. Students will be given the opportunity to “try out” for areas of competition, and qualifiers will be excused from school during the regional event.

Athletics

It is a privilege to participate in the athletic program of Mineral Heights Christian Academy. Involvement will be dependent upon several important areas of the young person’s life. In order to qualify they must daily display a Christ-like spirit and attitude. Athletic ability is definitely secondary. Attendance to practices and games will be required, (unless unavoidable), and students must “try out” to make any of our athletic teams. Academic requirements must also be met to be allowed to participate in sports.

We are concerned with the proper physical, moral, and intellectual development of our students. Athletics provide an opportunity to develop character qualities such as the following:

1. initiative
2. Self-discipline
3. Spiritual fellowship
4. Respect for rules and property
5. Cooperation and responsibility
6. Perseverance
7. Confidence
8. Leadership
9. Loyalty
10. Humility in victory and defeat

It is also the goal of our athletic program to instill in our students a spirit of excellence. In a day of mediocrity and apathy, we will do our best to inspire and expect from our young men and women that whatsoever they do, “do it heartily, as to the Lord.” (Col. 3:23)

Speech / Drama

The Speech and Drama program not only deals with the practical aspects of communication, but with the message being communicated. Our philosophy is that every Christian has the potential to be an effective communicator, and every speaker can improve his/her speaking abilities by consciously putting forth diligent effort. The Speech and Drama department of Mineral Heights Christian Academy has a pursuit in excellence in the communicative arts. The students are taught the value of hard work and diligence. While the classes are fun, they are also demanding and challenging. Rehearsal, production, and performance are all part of the MHCA Speech and Drama package.

Music / Choir

Music

Music will be offered as a part of our core curriculum. Credits will be earned in music for those students in high school. Participation in music is required.

Home Economics / Maintenance

This two semester course focuses on basic food preparation, nutrition, basic meal planning, consumer education, table service, and manners. General guidelines on etiquette will help the students feel more comfortable in social situations and help them to know how to treat other people the way that God would have them so they may live their lives pleasing to Him.

We will also teach general home maintenance and repair, giving students a basic knowledge of simple projects that can be done to keep a home working properly, and to be responsible with the things God entrusts us with.

Yearbook/School Paper

Each year we try to capture memorable occasions and publish a yearbook for students to purchase. Students who are academically balanced and up to date with their required work, may join the yearbook staff, or contribute to a school paper. Participation must be approved by the principal, and parents of the student. High school students may earn one-half credit for participating.

Physical Education

Every student attending M.H.C.A. must participate in physical education. Allowances will be made for valid medical reasons. Physical education is separate from our athletic program, although they may involve similar activities. Athletics takes place after school hours and is voluntary, while P.E. is mandatory for all students during school.

Computer

We live in a computer age, and while most students already have a working knowledge of computers, we will be offering training in computer skills that will equip students for ministry or the workplace by teaching PowerPoint, Excel, and Microsoft Word, among other aspects. Participation in computer course is required for all students in middle school and high school.

Fundraising

To keep our tuition reasonable, we rely on funds from outside sources at times. One of those sources is our fundraising program. For our school to continue to offer the types of programs that make this school successful, we need to supplement tuition from time to time. We expect each parent, and each student to participate fully in our fundraisers. The more successful we are each time, the fewer fundraisers we will need to run. Families who do not wish to participate in the fundraisers may instead donate the amount that each student is expected to raise.

Graduation Policies

A minimum of twenty-two credits is required for graduation. In addition to required courses, the students will be required to complete such courses as keyboarding and computer applications.

We encourage our high school students to excel in all areas in life, so we have established two higher courses of study that they may strive to achieve. For our college-bound students, we offer a “college-preparatory” course of study, and an “honors” course of study. They require 25 and 27 credits, respectively. For more information on these courses, please schedule an interview with the principal.

If, for some reason, a student lacks only one credit to meet graduation requirements and plans to complete the requirement within 90 days after graduation, the student will be allowed to march in the graduation exercises. The student, however, will receive no diploma until requirements have been completed. The fact that the student is a summer school home course graduate will be noted on the commencement program.

At the end of each semester, the admissions committee will evaluate students' grades to determine any need for remedial work. Any high school student receiving a failing grade for the semester in any subject will be required to repeat the grade. MHCA does not have summer school, but the parent “at their expense” may give a summer school home course for their child with the approval of the admissions committee. The administration would be happy, in assisting you, in finding an appropriate course for the child. If the student has taken a home course, he/she will be given a test “at the beginning of the next school year” to see if the student has learned the subject that he/she has failed, before he/she is given credit for the subject.

P.J.C./ Dual Credit Program

MHCA has an agreement with Paris Junior College that allows our high school seniors the opportunity to earn college credits while still in high school. Students who academically on schedule to graduate or ahead of schedule may want to consider earning college credits during their senior year. This is a wonderful opportunity for students who plan on attending college, to get an early start on some prerequisite courses. For more information on this excellent program, please contact the school office.

Elementary / Intermediate

Daily Schedule

	<u>Day/ Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	8:20 AM	Arrival	Arrival	Arrival	Arrival	Arrival
	8:30 - 8:45	Opening	Opening	Chapel	Opening	Opening
	8:45 - 9:20	PACE work	PACE work	Chapel	PACE work	PACE work
	9:20 - 9:25	Break	Break	Break	Break	Break
	9:25 - 10:10	PACE work	PACE work	PACE work	PACE work	PACE work
	10:10 - 10:20	Break	Break	Break	Break	Break
	10:20 - 10:50	PACE work	PACE work	PACE work	PACE work	PACE work
	10:50 - 10:55	Break	Break	Break	Break	Break
	10:55 - 11:30	Library	Library	Library	Library	Library
	11:30 -12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15 - 12:20	Break	Break	Break	Break	Break
1st -3rd	12:20 - 1:00	PE	Recess A	PE	Recess A	PE
4th - 6th	12:20 - 1:00	PE	PACE work	PE	PACE work	PE
1st -3rd	1:05 -1:45	PACE work	PACE work	PACE work	PACE work	PACE work
4th - 6th	1:05 -1:45	PACE work	Recess B	PACE work	Recess B	PACE work
	1:45 - 2:15	Arts / Crafts	Arts / Crafts	Arts / Crafts	Arts / Crafts	Arts / Crafts
	2:15 - 2:20	Break	Break	Break	Break	Break
	2:20 - 2:45	PACE work	PACE work	PACE work	PACE work	PACE work
	2:45 - 3:15	Music	PACE work	Music	PACE work	Music
	3:15 - 3:30	Finish up	Finish up	Finish up	Finish up	Finish up

Middle / High School

Daily Schedule

<u>Day/ Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:20 AM	Arrival	Arrival	Arrival	Arrival	Arrival
8:30 - 8:45	Opening	Opening	Opening	Opening	Opening
8:45 - 9:45	PACE work	PACE work	Chapel	PACE work	PACE work
9:45 - 10:00	Break	Break	PACE work	Break	Break
10:00 - 11:00	PACE work	PACE work	PACE work	PACE work	PACE work
11:00 - 11:15	Break	Break	Break	Break	Break
11:15 - 12:15	PACE work	PACE work	PACE work	PACE work	PACE work
12:15 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00- 1:30	PACE work	PACE work	PACE work	PACE work	PACE work
1:30- 1:45	Break	Break	Break	Break	Break
1:45 - 2:30	Home Ec/ Maintenance	Study Hall/ Convention	Music (H.S.) Comp. (M.S.)	Study Hall/ Convention	Speech/ Drama
2:30 - 2:45	Break	Break	Break	Break	Break
2:45- 3:30	Life Class	P. E.	Comp. (H.S.) Music (M.S.)	P.E.	Yearbook/ School Paper
3:30- 6:00		Athletics		Athletics	
(as needed)					