

Murrieta Springs Adventist Christian Academy

STUDENT HANDBOOK
2019 - 2020



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MURRIETA SPRINGS ADVENTIST CHRISTIAN ACADEMY STUDENT HANDBOOK

Murrieta Springs Adventist Christian Academy is an elementary school offering instruction to students enrolled in Kindergarten through Eighth grades. MSACA is supported by the Southeastern California Conference of Seventh-day Adventists, local churches, tuition and fundraising. MSACA is accredited with the Pacific Union Conference of Seventh-day Adventists and is evaluated regularly to determine its effectiveness in providing spiritual and educational opportunities for its students.

PHILOSOPHY

Seventh-day Adventist education is dedicated “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized.”
Education, pgs. 15, 16.

Knowledge of God, His plan for our redemption, and the kind of person men and women may become as they are restored to His likeness, is of first importance throughout the total school experience.

Students are given the opportunity to accept Jesus as their personal Savior. Each student is challenged to develop a personal sense of mission for sharing the gospel message to the entire world in preparation for the soon return of Jesus.

Seventh-day Adventist education places high regard on the infinite worth of every individual and seeks to provide a climate in which a positive self-image and identity as a child of God may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. Physical and health education that reflects the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate cultural differences and scientific advances of the age, and to develop positive attitudes toward all peoples.

ADMISSIONS INFORMATION

The Seventh-day Adventist Church in all of its church-operated schools, admits students of any race and affords them the rights and privileges that belong to the student body, and does not promote discrimination based on race in admission or education policies, applications for admissions, scholarships or loan programs and extracurricular programs.

MEDICAL REQUIREMENTS

California's Administrative Code requires that pupils entering a California school for the first time provide a written immunization record of receipt of each required vaccine dose. Parents must provide evidence of a physical exam for students entering kindergarten, 7th grade or transferring from another school and the following immunizations: polio, rubella, mumps, D.P.T. tetanus, varicella, and whooping cough.

Children entering Kindergarten or school for the first time are also required to have the Hepatitis B series as well as a TB test.

As of July 1999, the Hepatitis B series requirement is also mandatory for entrance into 7th grade. Because Hepatitis B vaccines must be spaced several months apart, *it is important to have your 5th or 6th grader visit his or her doctor now to begin the series.*

In order for these students to begin attendance, *these requirements must be completed!* This is a requirement at all schools public and private.

MEDICATION: Parents should arrange for medication to be administered at home. Students may not keep medication in their backpacks, desks or clothing (with the exception of Epi-pens for allergic reactions, inhalers for asthma, or insulin for diabetics, which may be carried *if a Self-medication Administration Consent Form is signed in entirety*). When necessary, school personnel will administer prescribed medication* only under the following conditions:

1) Appropriate documentation is on file in the office and completed to include the following information:

- Name of medication
- Dosage—amount and time to be administered
- Route of administration
- Any possible side effects
- Doctor's phone number
- Signatures of physician **and** parent/guardian

2) Medications must be brought to school **by parent or guardian—not the student.**

3) Prescription medications must be in the original container with correct pharmacy label and student's name. Over-the-counter medications must be in the original container.

4) Medication must be prescribed by an individual licensed by the State of California to prescribe medication.

ALLERGIES: Any Allergies that your child has must be recorded on an Allergy Alert Form and an updated Food Allergy Action Plan Form needs to be on file.

Only authorized school personnel or a student's parent/guardian will be permitted to give any student medication during school hours.

*Prescribed medication includes over the counter and prescription medications.

AGE/READINESS

Students entering Transitional Kindergarten (TK) must turn five (5) years old between September 2 and December 2 of the school year entered. (No exceptions can be made)

Students entering Kindergarten must be five (5) years old on or before September 1 of the school year entered. (No exceptions can be made)

Students entering First Grade must be six (6) years old on or before September 1 of the school year entered. (No exceptions can be made)

A birth certificate or other legal document verifying age must be presented upon registration. School readiness may also be considered as a factor before admission.

TESTING

Students in grades 3-8 students are given the Iowa Assessments (standardized tests) in the fall of each year. This 2019-20 school year will also introduce a new testing format called Measures for Academic Progress (MAP). These tests will include 2nd grade as well. They are administered three times per year (Fall/Winter/Spring) in order to assess progress throughout the year. Regular reports will be generated so that teachers and parents will be able to monitor the progress of each child in the areas of reading, language arts, and math. These tests are currently being aligned to the Common Core Standards and are used in both public and private schools. MAP testing is administered online and so our school will be committed to providing appropriate devices for students to take these tests. Ultimately, the formative (on-going) and summative (end result) tests will assist teachers as they adapt teaching strategies and resources to build on strengths and support areas of academic need for each student.

MEETING STUDENTS NEEDS

In a desire to meet the challenge of providing a quality Christian education to all students, we, the faculty of Murrieta Springs Adventist Christian Academy believe that guidelines need to be established that will help us focus our resources on the "at-risk" student.

The "at-risk" student is defined as one who is struggling academically, behaviorally, or socially. Students in 2-8th grade will take the MAP test to determine ability levels in the areas of reading, language arts, and math. Students who score "far below" or "approaching" levels on the four-tier spectrum (far below, approaching, at grade level, above grade level) may be considered as academically at-risk.

We are committed to support students at all levels and to do our best to meet their academic and social-emotional needs.

Students who are "at-risk" behaviorally will be supported and monitored as well. There will be close and constant communication between the teacher, the principal and the parents in order to support such a student towards respecting him/herself and others as

well as the behavioral expectations of our school. There may be occasions where a “Behavior Support Plan” (BSP) will need to be considered. This will include reports, emails, phone calls, and parent conferences with the teacher, the principal and in some cases, the student. This may also include a contract to assure accountability.

We anticipate that the student population at Murrieta Springs Adventist Christian Academy will be composed of students with varying academic, social, spiritual, and cultural differences.

Determinations will be made regarding promotion from kindergarten and first grade. Factors to be considered will include maturity level and academic progress. Our faculty will be in close contact with parents as the need arises.

ENTRANCE REQUIREMENTS

Assessments will be administered for all students entering Kindergarten, First Grade and new students transferring from another school within the first 30 days of school. Conditional attendance will be allowed while assessments are administered and reviewed, immunization records arrive, school board acceptance and prior school records arrive from former schools. At the end of the 30-day conditional attendance, final placement will be determined.

Each student is required to reapply for each school year. Students showing love for God, and appreciation of the family, courtesy and graciousness, respect for the rights and ideas of others and a desire for healthy living, will benefit from attendance at MSACA. Murrieta Springs Adventist Christian Academy does not have the resources in staff or equipment to provide specialized services to students with exceptional needs such as IEPs (Individualized Education Program) or some 504 plans requiring specific equipment.

Verification from the previous school account of no outstanding balance must be provided if coming from another Adventist Christian school.

REGISTRATION INFORMATION

The following items are needed to complete registration:

- Application
- Treasurer’s Record Complete with Fees and Tuition Paid
- Consent to Treatment Form
- Authorized Student Release Form
- Acceptable Use Policy

- Aftercare Contract
- Attendance Policy
- Current Immunization records
- Current tuberculosis test results, must be 1 year current - for students entering kindergarten or transferring in from another school
- Current physical, must be 1 year current - for students entering kindergarten, seventh grade or transferring in from another school

If new or transferring from another school, the following items are also required:

- Previous 2 quarters/semester report cards
- Letter of recommendation from previous teacher
- Portfolio of sample work for Reading, Math and English

FINANCIAL INFORMATION

REGISTRATION FEE:

Registration fee and the first tuition installment are due on the day of registration and **are not refundable.**

Registration Fee:

Before May 15.....	\$200.00
May 15.....	\$250.00
(2019 promotion – Register between July 15 & August 15, 2019 for a \$25.00 discount)	

Supplementary Fees:

Disaster Kit Fee	\$25.00
Yearbook Fee.....	\$25.00
Supplies Fee.....	\$140.00
Technology Fee.....	\$75.00

Volunteer Fees:

Background Check Fee	\$13.00
Driver’s Background Check Fee (for volunteer drivers only)	\$16.00

NOTE: All Fees are a mandatory requirement of enrollment and attendance at Murrieta Springs Adventist Christian Academy, unless otherwise noted.

HOMESTRETCH CHARGES: The aftercare charge is \$4.00 per any part of an hour/per child.

YEARLY TUITION INSTALLMENTS: Yearly tuition consists of 10 tuition installments for the months of August through May and is due on the 1st of each month.

Tuition is non-refundable. Upon early student termination, proration of tuition will be at the discretion of the School Board.

<u>Kindergarten:</u>	\$4950* per year or 10 installments of \$495.00
<u>1st thru 6th Grade:</u>	\$5410.00* per year or 10 installments of \$541.00
<u>7th and 8th Grade:</u>	\$5560.00* per year or 10 installments of \$556.00

*Tuition Amount Subject to Change

Family Discount:

2nd child discount.....\$150.00
(\$15.00 per 10 month installment)

3rd child and additional child discount.....\$200.00
(\$20.00 per 10 month installment)

Member Discount:

SDA Member discount (5% of **NET** tuition amount)

Non-Constituent LLU-MC discount (5% of **NET** tuition amount)

SCRIP REQUIREMENT: Each family has the choice to participate in the SCRIP Incentive Program and purchase \$1,000 of SCRIP between July 1, and April 15. SCRIP may be ordered on-line at www.shopwithscrip.com (use school code LLDBF25D11L24) or purchased in the Administration Office.

VOLUNTEER HOURS: (Refer to Page 22) All families at Murrieta Springs Adventist Christian Academy are required to complete at least 20 hours of volunteer service to the school throughout the year. In its implementation, a minimum of 5 hours are required to be served per quarter. Families will be invoiced at a rate of \$10/hour for any hours not completed by the end of the quarter. If you forget to log hours after you volunteer, please do so by each quarter's end. The fee of \$50.00 will be billed quarterly for those who opt out of participation, however, it is ideal that parents are visible to their children as an important and working part of our school community.

LATE CHARGES: An account will be assessed a late fee of \$25.00 if **all** outstanding balances are not paid in full and received by the 10th of each month. (Predated checks cannot be not accepted.) *After 30 days of delinquency, the child(ren) will not be allowed to return to the school until payment is made in full, with cash or money order. Please contact the principal well in advance if you believe this may occur.*

RETURNED ITEMS: A \$25.00 fee will be charged for all returned items from the bank. A late fee will be charged, in addition to the Returned Item fee of \$25.00, if the account is not paid in full by the 10th of the month as a result of a returned item. A returned item is to be reconciled with cash, cashier's check or money order. Only one NSF item is allowed per school year. After the second returned item, future payments will be required to be paid in cash, cashier's check or money order.

REFUNDS: If a refund is appropriate, it will be provided after 10 working days.

FINANCIAL CLEARANCE: Verification from the previous school account of no outstanding balance must be provided.

BILLING DATE: Statements will be e-mailed on or near the 26th of each month. If you choose to have a hard copy printed, please come to the office to request one.

FINAL INSTALLMENT: Installment #10, due May 1st, will be considered late after the 10th of May. *If the account is not paid in full by May 10th, students will not be permitted to attend school and will not receive their final report card until paid.*

FINAL PAYMENT: Account must be paid in full before:

1. Registration for the next year
2. Diplomas and/or grades released

SCHOOL HOURS

Transitional Kindergarten and Kindergarten

MONDAY through THURSDAY

8:00 am – 12:30 pm

FRIDAY 8:00 am – 12:00 pm

1st-8th Grade

MONDAY through THURSDAY

8:00 a.m. – 3:00 p.m.

FRIDAY

8:00 a.m. – 12:00 p.m.

Minimum Day Schedule K-8th

8:00 a.m. - 12:00 p.m.

Homestretch Hours

MONDAY through THURSDAY

12:30 p.m. – 4:30 p.m.

GRADES K-8

Students must be dropped off at the school no earlier than 7:45 a.m. unless arrangements have been made for before-school care. Students in grades 1 through 8th should be picked up no later than 3:15p.m. Monday through Thursday and by 12:30 p.m. on Fridays and minimum days unless arrangements have been made for aftercare. Kindergarteners should be picked up no later than 12:45 p.m. Monday thru Friday unless arrangements have been made for aftercare.

Students are encouraged to arrive at school ten to fifteen minutes before 8:00 a.m. in order to be prepared to begin the day.

CLOSED CAMPUS

Murrieta Springs Adventist Christian Academy operates as a closed campus. The school is legally responsible for the safety and well-being during the student's school day. A student may not leave campus at any time during the school day without parental and administrative permission.

VISITORS

Parents may request to visit a classroom; however, arrangements must be made with the teacher at least 24 hours in advance with the purpose and the length of the visit clearly stated – principal's approval is required. Visitors must abide all school rules. Visitors must...

1. Check into the office.
2. Sign in.
3. Wear a visitor sticker or lanyard.
4. Sign out.

ACADEMIC AND CITIZENSHIP PROBATION

When a teacher recommends that a student be placed on academic probation, the teacher has already tried strategies to address the concerns observed and has been in reasonable contact with the student's parents or guardian. The teacher will have requested that the family participate in a Student Study Team (SST). At the SST meeting, it will be determined whether a student needs further examination by a specialist such as a school psychologist. At the SST meeting, goals and objectives may be identified that will provide direction for the family and the teacher. The follow-up report will provide recommendations for further family and/or teacher action. If the parent declines the SST, the student will be placed on academic probation.

When a teacher recommends or the administration places a student on citizenship probation the student will have had received at least three (3) or more discipline referrals. The teacher will have tried strategies to address the concerns observed. The principal may also have had conferences with the student and the parent as well.

The terms of the student's probation will be reflected in the correspondence generated from the office. The terms of probation can include:

1. A future suspension as a consequence to any further infraction.
2. A complete dismissal from attendance (student withdrawal), if the problem persists.
3. The outlining of some specific terms that must be met for attendance to continue.
4. The recommendation or mandate that the student receive counseling.
5. The recommendation or mandate of a limited school day, as outlined by administration in conjunction with the teacher and parent.
6. Other consequences as deemed necessary, given the concern being addressed.

STUDENT WITHDRAWAL

The withdrawal process may take up to two weeks for completion. The office will provide a withdrawal form to help expedite the process.

LIBRARY BOOKS

MSACA library books are available for students to check out for up to a two week period. There will be a \$.25/day charge for books returned after the two week period. Please encourage your student to return library books on time, making the books available for other students and to avoid late charges. Students will be charged for lost library books.

ATTENDANCE POLICY

Habits of promptness are very important to a student's ability to learn and study.

Murrieta Springs Adventist Christian Academy recognizes 2 kinds of absences:

1. EXCUSED-work missed may be made up
2. UNEXCUSED-work missed may not be allowed to be made up

It is important for school officials and teachers to be notified regarding the reasons or extent of a student's absence or tardy. Pre-arranged absences are required for vacations, and it is up to the discretion of the teacher regarding making up missed work. Please send a note with your child with the reason for the absence when he/she returns to school. Excuse notes signed by the parent/custodian for tardies should be turned in the day of the tardy or the tardy will not be excused.

GUIDELINES: The only valid excuse for absences from public or private schools, according to the California State Law, is student illness or a death in the immediate family. Regular attendance at all school functions is expected of every student.

1. Medical and Dental appointments are recommended to be scheduled **outside** of school hours when possible.
2. Teachers are not required to permit students to make-up work missed due to an unexcused absence.
3. Tardies are to be accompanied with a note from the parent to the teacher or principal.
4. 3 tardies are equal to 1 unexcused absence. 1 unexcused absence in a calendar month is equal to 1 detention. Three detentions warrant a Principal/Parent conference.
5. Pre-arranged absences must have prior arrangements made with your child's teacher.

TRUANCY: A student is considered truant if he or she is in a place that is not consistent with school regulations, during school hours. The school is required by law to report to authorities when a student has been truant more than 5 days.

Students are not allowed to leave the campus during school hours without written permission from the parent or guardian.

QUARTERLY TARDIES

Five (5) excused or unexcused tardies per quarter will be allowed without any disciplinary action.

More than 5 tardies per quarter will result in a parent/teacher/principal conference that may require community service hours and/or fees.

It is extremely important that our students understand that to hold the highest standard of responsibility at school, home and in the community, timeliness is vital. This is an expectation they will have in high school, university and place of employment.

HOMESTRETCH – AFTERCARE PROGRAM

1. Aftercare hours are Monday – Thursday from 12:30 PM to 4:30 PM. If your child is not picked up by 12:45 PM for Kindergarten students, or by 3:15 PM for grades 1-9, and by 12:45 PM on Friday, he/she will be automatically signed in to aftercare.
2. The aftercare charge is \$4.00 per hour/per child. If you are picking up your child from aftercare after the closing time, you will be charged a **\$20 late pick up fee.**

3. You are required to sign out upon picking your child up and to write the exact time you arrive in the aftercare room. The clock in the aftercare room will be the clock used to accurately report the arrival time of the parent.
4. If your child is to stay for aftercare, please send a snack to school with them. If you do not send a snack, snacks will be available for purchase by the student.

STUDENT ACCIDENT INSURANCE

A secondary limited coverage student accident insurance policy is provided for each student by Christian Educators Insurance Trust. Secondary limited coverage will pay costs of accidents after other family insurance plans have contributed. Information is available from the Business Office. Students are covered . . .

1. While on school premises during school hours.
2. While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation.)
3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

Please make every effort to report all school-related accidents to the office within 2 hours. There is no coverage for any damage to or loss of personal property.

Students may be required to pay for any damage they do to school property, whether accidental or intentional.

SCHOOL TELEPHONE

The telephone is to be used for school business. We ask parents to please send their students to school with the necessary information for returning home that afternoon. No long distance calls are to be made at school by anyone other than school personnel on school business. Use of the school telephone is restricted to school business and emergency use needs. School personnel will make every attempt to promptly answer all calls on the school's answering machine.

SCHOOL PERFORMANCES

MSACA has approximately 4-6 performances per year, including the Christmas and Spring concerts and Education Days for the supporting churches. We believe that drama, music, and performances play a key role in the child's development. Therefore, attendance is required at announced performances, as outlined in the Academic

Calendar, and is a major part of the student's music grade. *Class A Uniform will be required for these events unless specifically noted.*

FIELD TRIPS

The school has approximately one field trip per month. We believe that field trips play an extremely important part in the education process. Attendance is required of all students for announced educational field trips, as outlined in the Academic Calendar. Announced educational field trips are a part of the student's grade.

Volunteer Drivers must:

- complete a background check and be approved to volunteer as a driver
- be over 25 years of age;
- have a valid, unrestricted driver's license;
- have Bodily Injury coverage of \$15,000/\$30,000 and Property Damage coverage of \$5,000
- have current copies of both driver's license and insurance coverage (Declaration Page) on file in the office **prior** to each trip;
- have a Transportation Information form on file in the school office;
- adhere to all posted speed limits while on a trip;
- may neither consume nor provide for another any alcohol or judgment-impairing drug substance, including prescription medication prior to or during the event;
- must be **un**accompanied by any other children other than the students designated for the field trip;
- follow the guidelines given per field trip;
- drivers are **not** permitted to smoke in the presence of students while on the trip;
- ensure that each child and the driver have and use a seat belt; vans may not carry more than 8 people, including the driver;
- must not make any unplanned stops - only those designated by the teacher;
- ensure that no child under 12 years of age sits behind an airbag.

DRESS CODE/UNIFORM POLICY

The following dress code/uniform policy has been voted and put in place by the School Board in order to create a consistent appearance among our students and to minimize and avoid misunderstandings.

Uniforms are required to be purchased from the following store or school site to meet the uniform style guidelines of MSACA:

French Toast
Frenchtoast.com

The following strict guidelines apply to our Dress Code/Uniform policy:

1. All clothing, including outerwear, worn to school by students must be purchased through MSACA's single source provider- "French Toast"
2. Clothing should be neat and clean in appearance and free of stains, holes and fading.
3. Healthy grooming habits must be maintained at all times.
4. Hair, makeup, and fingernail polish should be natural and inconspicuous.
5. No visible body tattoos of any kind.
6. Hats are not to be worn inside the classrooms or inappropriately.
7. Watches and pins are the only jewelry allowed. Jewelry such as earrings, necklaces, rings, face or body studs of any kind, ankle or wrist bracelets are not permitted.
8. Girls' skirts that do not have a built-in skort will require matching shorts/bike shorts of uniform color (Black) to be worn underneath.
9. Minimum length of shorts, skorts or skirts is mid-thigh with the exception of Grades 6 - 10 which will be top of the knee.
10. Shirts which allow any part of the mid-section of the body to be exposed when arms are raised to shoulder level are not considered appropriate.

11. Logos of any kind on any clothing are not permitted unless they are the school approved logo/brand. (i.e. no alligators, polo players, fashion brand logos are not permitted.) Shoes do not have the same logo restrictions.
12. Inappropriate printing or advertisements on any apparel are not permitted.
13. Clothing is to fit properly. Pants may not sag or show underwear. Oversized or extremely tight fitting attire is not allowed.
14. Shoes with non-skid soles should be worn at all times. No open-toe/open-heel shoes, sandals, slippers, jelly shoes or shoes with heels or soles over 1" in height or thickness. Shoes must remain on feet.
15. On special school days the Administration may allow students to deviate from the specified dress policy.

NOTE:

PE Uniforms required for Grades 6 through 8.

Spirit Shirts required for Field Trips and optional on Fridays.

Students who do not comply with MSACA DRESS/CODE POLICY will be:

1. Given a Warning with a Note Home – First Offense
2. Given Office Detention until there is Uniform Compliance – Second Offense
3. Referred to Discipline Protocol, Item #5 – Third Offense

FUNDRAISING

Tuition and fees provide only a portion of the total cost required to educate a student at Murrieta Springs Adventist Christian Academy. As is the case with most private schools and colleges, this revenue shortfall depends on gifts and contributions. Murrieta Springs Adventist Christian Academy conducts an Annual 5K, Fall Festival, and various other activities and events to achieve the school's revenue requirements. In addition, proceeds from the SCRIP Program go to support the school's programs and individual school tuition.

SELLING OR TRADING ITEMS

Because of the personal value placed upon items like trading cards, pens, etc., students are not permitted to be involved in the selling or trading of any item on campus during school hours.

FOOD DISTRIBUTION POLICY

Any food brought on campus for distribution to other students must be prepackaged, sealed, and accompanied with labeling to include a list of ingredients. All food items must be approved by an administrator before being served to students.

Parents with students having special dietary needs or food allergies need to provide non-perishable food items that can be stored and used for special occasions at school. The lunch area has a designated area that is considered a nut-free zone.

DISASTER PREPAREDNESS PLAN

A. Student Retention/Release Procedure

For the safety and security of staff and students, the school grounds will be closed following a major emergency, or disaster. **Students will be kept at school until only a parent, or authorized individual listed on the Authorized Student Release Form, can assume custody.** Should a student not be picked up they will be maintained on campus.

The goal is to reunite children with parents or guardians as quickly as possible.

1. The Authorized Student Release Form must indicate a person other than the parent who is authorized to pick up the child. Children WILL NOT be released to anyone who is not on the release form, so please be sure to keep it updated.

CHARACTER COUNTS!

MSACA is a CHARACTER COUNTS! School (see www.charactercounts.org) We believe in the importance of teaching our students about God's expectations that are embedded in the Ten Commandments. Within those commandments, we find how God intends for us to get along with our fellow man. The CHARACTER COUNTS! Framework of the 6 Pillars of Character demonstrate how we can maintain universal values at home, school, church and the community.

TRUSTWORTHINESS

Be honest in communications and actions • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country • Keep your promises

RESPECT

Treat others with respect and follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions and attitudes • Set a good example for others • Choose a positive attitude • Make healthy choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Show Empathy • Express gratitude • Forgive others and show mercy • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your home, school, community and greater world better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

CONDUCT PHILOSOPHY

We believe that--

All students have the God-given right to be able to learn and be taught by caring, capable and responsible Christian teachers. We also believe that students deserve to learn in a safe, bully-free environment.

- In consideration of the Six Pillars of Character and our Christian duty, we will expect students to:
 1. Be on time and prepared to work.
 2. Show courtesy and respect for everyone.
 3. Not disrupt the learning process.
 4. Reflect the Christian principles and ideals taught and held by this school.
 5. Keep the MSACA Dress Code/Policy

CONSEQUENCES

If students fail to comply with the behavior expectations of the school, the following are the consequences that will be enforced (note- please see the next section for serious behavior consequences):

- **Step 1** - Verbal Warning(s) – by the teacher or staff
- **Step 2** - Time out/behavior log – student spends a few minutes writing in a behavior log regarding their misbehavior. They will reflect and then write a plan/goal on what they will do to prevent that behavior from reoccurring.
- **Step 3** - If the behavior continues after step 2, the student will receive a character violation form (that goes to parents and is entered into the student file) and will be sent to the office or another classroom for detention. A follow-up communication will be made by the teacher or principal and a parent conference may be scheduled.
- **Step 4** – If a parent conference is held, there will be a formal plan developed to assure that the behavior is appropriately modified and does not continue.
- **Step 5** – If, offenses continue at this level and there isn't a marked improvement in behavior, the enrollment status of the student will be discussed. As a Christian school, our duty is to maintain a positive learning environment of respect and kindness. If a student will not comply with that expectation, he/she may be disenrolled at the discretion of the principal. Upon disenrollment, the tuition for the current month will not be refunded.

SCHOOL-WIDE RULES

1. Keep hands, feet, and objects to yourself
2. Immediately follow the directions of your teacher, principal, or adult staff
3. Be kind and courteous to fellow students, teachers, staff and parents
4. Use kind words and refrain from profanity or name-calling
5. Walk in the hallways and classroom
6. Follow all safety rules when on the equipment, on the playground, in the classroom or in the gym.
7. Respect and care for your school and school property by not littering and by cleaning up after yourself
8. Be willing to help others in need

SERIOUS AND RESTRICTED BEHAVIOR

The following are serious restrictions that may result in In-school Suspension or Suspension from school (consequence to be determined by the principal). These infractions are serious and will by-pass the normal behavior consequence protocol.

- Threatening another student, teacher or staff with injury or violence
- Bringing a weapon to school. (This includes guns, knives, explosives, or even look-alike weapons, etc.)
- Using or attempting to use school or personal technology to access inappropriate content or to communicate inappropriately with other students or individuals.
- Hitting or fighting with another student or hitting a teacher or staff member
- Improper physical conduct between students such as physical display of affection or other inappropriate touching
- Blatant disregard for the authority of the principal, teacher or staff
- Intentional destruction of school property including graffiti on walls, in text books, desks, or other school property.
- Theft/stealing from other students, staff, or the school
- Use of profane language; indulging in suggestive or lewd conduct; possessing and displaying obscene literature or pictures.

SEXUAL HARASSMENT

Murrieta Springs Adventist Christian Academy is committed to provide a safe environment for all students. Sexual harassment will not be tolerated at our school.

Sexual harassment is defined as welcomed or unwelcomed sexual advances or requests and other conduct of a sexual nature. This includes spoken, written, or physical. It also includes having and/or sharing offensive pictures, graffiti, jokes and gestures.

REPORTING PROCEDURES: Students who have experienced sexual harassment should report the incident to school authorities immediately. If the harassment is between students, the students should report the incident to the classroom teacher or principal. If the harassment originates from an adult, the student should report directly to the principal. Such incidents will be addressed swiftly and completely by the principal or designee. All dealings with such matters will be confidential.

SUSPENSIONS

There are two levels of possible suspensions: 1) In-school suspension, 2) School suspension.

In-School Suspension – students receiving an in-school suspension (formally a detention), will not be allowed to attend their regular classroom on the assigned day(s) and may be housed in another classroom or in the office.

School Suspension – students receiving a school suspension will not be allowed to return to school for a period of time ranging from one to five days per offense, as determined by the principal.

The discipline of students is a complex and challenging proposition with many variables. **Therefore, the school principal reserves the right to suspend a student if it is determined that the student's behavior was flagrant, and the influence of the student is detrimental, dangerous or destructive to the continual operation of the program.** Any school suspensions may lead to the consideration of disenrollment. The principal will present any such cases to the school board for a determination.

GOVERNMENT POLICY

By registering at Murrieta Springs Adventist Christian Academy, the student and his parents or guardians agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year; both on and off the campus.

VOLUNTEER HOURS

Involved parents are essential to good education. Volunteering is an opportunity for parents to become involved in their student's educational experience. It is also a way for parents to help keep tuition costs down. Therefore, all families at Murrieta Springs Adventist Christian Academy are recommended to complete at least 20 hours of volunteer service to the school throughout the year. We understand that it is impossible for all families to give hours in the classroom, however, there are numerous opportunities for

service in both classroom and school-wide activities; speak with the teachers, check at the front office, and watch the newsletter and web site for suggestions. Our Home and School Association is a good place to find details if you are looking for information about volunteering at Murrieta Springs Adventist Christian Academy. Contact our Home & School President or our Principal for more information.

Option A: A minimum of 5 hours are recommended to be served per quarter.

Option B: The fee of \$100.00 will be billed quarterly for those who opt out of participation. Families will be invoiced at a rate of \$20/hour for any hours not completed by the end of each quarter. If you forget to log hours after you volunteer, please do so as soon as possible before the end of the quarter.

Parents are responsible for logging their volunteer hours at the Front Office in the Volunteer Hours Log Book. Volunteer hours may not be “gifted” to other families.

Visit **Volunteer Opportunities** at www.msaca.info and in the MSACA Memo to read about current volunteer opportunities at Murrieta Springs Adventist Christian Academy.

Classroom Volunteer Guidelines:

We appreciate your volunteer time in the classroom. To make your time more effective, please observe the following guidelines:

1. Please notify the teacher if you cannot attend on a previously determined day.
2. As a classroom volunteer, you may assist the teacher, while they are present, but please remember that you are expected to maintain confidentiality with student information and may not share reports of other students to parents or the community. Failure to comply with this expectation may result in the loss of classroom volunteer opportunities.
3. Younger, non-school children/siblings are not allowed to accompany a parent that is volunteering in the classroom. Please make provisions for childcare.

SCRIP PROGRAM

SCRIP gift certificates are a national fundraiser used by many schools and churches. SCRIP is available for gas stations, hotels, grocery stores, over 50 retail stores, and 30 restaurants. When you purchase SCRIP, you receive gift certificates to use at the stores at no added cost to you. This is an optional program. Please see our school secretary if you have any questions regarding SCRIP.

Murrieta Springs Adventist Christian Academy

Acceptable Use Policy

Murrieta Springs Adventist Christian Academy (*MSACA*) is pleased to offer access to computer networks and services including Email and Internet access, provided students honor the *MSACA* Acceptable Use Policy (*AUP*). We ask that you read each of the conditions below and that students and parents/guardians sign to indicate a commitment to keeping the letter and spirit of the policy.

Responsibilities

1. All use of school media devices must be in support of education, research, and consistent with the missions of *MSACA*. *MSACA* reserves the right to prioritize use and access to the system.
2. Any use of the network must be in conformity with state and federal laws, network provider policies and licenses, and *MSACA* policies. Use of the network for commercial solicitation is prohibited. Use of the network for charitable purposes must be approved in advance by *MSACA* Administration.
3. No use of the network shall serve to disrupt the operation of the network by others; system components including hardware or software shall not be destroyed, modified or abused in anyway.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited and will result in serious consequences.
6. The user agrees:
 - a. Not to interfere with the function of the computer network. This includes computers, internet access or any disruption in other services;
 - b. Not to attempt unauthorized access to systems, networks, data, resources, or programs;
 - c. To respect the usage guidelines and *AUP* of all networks;
 - d. To follow all generally accepted rules on network etiquette.
7. The user agrees to respect:
 - a. All intellectual property right of the owners and licensors of all systems and information accessed through Internet and local networks;
 - b. All laws of the United States (Federal and State);
 - c. Copyright laws; the unauthorized installation, use, storage or distribution of copyrighted software and/or materials on the school network is prohibited;
 - d. The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the Internet and local networks and the confidentiality of any information regarding the accounts of other users.
8. The user agrees not to use the Internet and local networks for:
 - a. The acquisition, creation and distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous, nor for any activity which may be considered unethical, immoral, or illegal;
 - b. Any activity for the purpose to obtain private commercial gain (This would be appropriate at home).
9. Unless *MSACA* authorization has been given, the user will not subscribe to mailing lists, bulletin boards, newsgroups, chat groups, on-line computer games, or any other commercial Internet or local network services.
11. The user will not correspond through the Internet with unknown persons.
12. The user acknowledges that information which is obtained through accessing and system on the Internet and local networks may not be accurate.

13. The user understands the use of the Internet and local networks at **MSACA** is a privilege, not a right and inappropriate use may result in suspension or cancellation of those privileges.
14. The user understands that any violation of **MSACA's AUP** could result in loss of access, personal payment of any fees incurred, suspension, or disenrollment from the school. It could also result in prosecution by civil authorities.

User Expectations

Nothing shall be viewed or accessed over the Internet and associated technologies that degrades or demeans Christian values and standards.

As outlined below, users must abide by the following policies while using any or all computers and/or smart devices on the MSACA network system and its campus. The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Theft of school computers or software
5. Damaging computers, computer systems, and computer networks
6. Violating copyright laws
7. Using another's password
8. Intentionally wasting limited resources
9. Employing the network for commercial or personal purposes
10. Accepting updates or downloads unless given permission by **MSACA** Administration
11. Saving personal files on school hardware (each student must have a USB storage device.)
12. Social networking is prohibited, including but not limited to Facebook, Twitter, Instagram and Pinterest unless given permission by **MSACA** Administration.

Cell Phones and Smart Devices

The use of cell phones will be permitted before and after school or during lunch period with permission. Cell phone usage will be permitted during class time only at the teacher's discretion. Cell phone ringers must be set on silent mode. Any abuse or neglect of the Acceptable Use Policy may be subject to disciplinary action. The use of cell phones by students is a privilege and may be denied at any time.

1. This policy is extended to the possession and use of all portable electronic equipment (iPods, iPads, Tablets, etc.).
 - a. Users are extended the privilege of possessing and responsibly using portable electronic equipment on school grounds or at any school-related activity.
 - b. Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher.
 - c. All devices should be on silent mode at all times.
 - d. Collection and/or distribution of material that is considered obscene, libelous, or harassing is prohibited not only by school policy but by state and federal law. This includes but is not limited to pictures, videos, texts, posts, and emails.
 - e. The use of any portable electronic device capable of taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is prohibited at all times. These locations include but are not limited to locker rooms and rest rooms.
 - f. Violations will result in the loss of access as well as other disciplinary or legal actions.

Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an

open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

2. Users should not seek information on, obtain copies of, or modify files or other data and passwords belonging to other users.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords

Personal Security

1. Personal information such as addresses and telephone number should remain confidential when communicating on the network. Users should never reveal such information unless mandated by **MSACA** Administration and Faculty.
2. Users should never make appointments to meet people in person that they have contacted on the network without school permission.
3. Users should notify the **MSACA** Administration or Faculty whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

General Use

1. Diligent effort must be made to conserve network resources. For example, users should frequently delete Email and unused files.
2. No user should send or forward chain letters. It will be procedure for **MSACA** to revoke network access when this policy is violated.
3. No user should have access to the network without having a signed Acceptable Use Policy Agreement (**AUPA**) on file with the **MSACA** Administration.
4. Users under the age of 18 must have the approval and signature of a parent or guardian on the **AUPA**

MSACA Acceptable Use Policy (Adapted from Loma Linda Academy CAUP, Ramah SDA Junior Academy AUP and Marshall County High School SBDM Policy) Revised 3/13

SAMPLE FORM – PLEASE USE OFFICE FORM

Murrieta Springs Adventist Christian Academy

*Acceptable Use Policy Agreement
2019-2020*

Please complete and return the agreement below to MSACA Administration in order for your student to receive access to media/Internet and school devices. Use of any computers or network services on the *MSACA* campus will be prohibited until the form is received.

As a user of the MSACA computer network, I have read and understand the terms and conditions of this agreement. I have accepted the terms.

Printed name of user _____

User Role (circle one) Student Staff Faculty Administration

Email Address _____

User Signature _____ *Date* _____

As the parent or legal guardian of the user signing above, I grant permission for this user to access computer services including school devices, network, Email, and Internet access. I understand that individuals and families may be held liable for any inappropriate use. I understand that some materials on the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use, setting and conveying standards for the user to follow when selecting, sharing or exploring information and media. I understand that computers, smart devices, and associated technologies can be confiscated at any time. I understand that a parent conference and disciplinary action will be called if there is a violation of these terms.

Printed name of Parent/Guardian _____

Address _____

City _____ *State* _____ *Zip* _____

Home Phone _____ *Work Phone* _____

Email Address _____

Parent/Guardian Signature _____

MEDIA RELEASE FORM – Please see our school secretary for a media release form which allows our school to publish videos, pictures and events on our social media outlets such as Facebook, Youtube, yearbooks, brochures, emails, etc.

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MSACA Mission Statement

To educate and nurture the children of our congregations, as well as to offer the benefits of a Seventh-day Adventist education to children in our community