

Murrieta Springs Adventist Christian Academy

STUDENT HANDBOOK 2016-2017



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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. MSACA 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, pages 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 giving the gospel message to the entire world in preparation for the soon return of Jesus.

Seventh-day Adventist education places a high esteem on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to use fully their intellectual capacities. Physical and health education reflect 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 to all the rights, privileges and makes available to students at its schools, and makes no 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 skin 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.

MEDICATION: Whenever possible, 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 must on file in the office and completed to include the following information:

- Name of medication
- Dosage—amount and time to be given
- 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 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 must turn five (5) years old between September 2 and December 2 of the school year entered.

Students entering Kindergarten must be five (5) years old on or before September 1 of the school year entered.

Students entering First Grade must be six (6) years old on or before September 1 of the school year entered.

A birth certificate or other legal document verifying age must be presented upon registration. Age, however, is not the only criteria for enrollment in school. Readiness is carefully considered at all levels, even if the age requirements are met.

TESTING

Students applying for admission may be tested. Grades 3-8 students are given the Iowa Assessments and CoGAT in the fall of the year and the spring of the same year. Results are shared at a subsequent parent/teacher conference and/or through letter communication.

MEETING STUDENTS NEEDS

In a desire to meet the challenge of providing education to all students, we the administration and teachers 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 the student who is low achieving academically, behaviorally, or socially. Determination is made by the teacher's observation, the teacher evaluation on class assignments, and the student's performance record. The "at risk" student has needs that maximally tax the "regular" classroom teacher's skills. As we work with students, we may identify students that need to have a "resource" or "special education" experience to have their needs met.

We are looking forward to working with every student we accept, recognizing that some may have challenges, or needs that are beyond what was indicated to us in the interview, reference, selection process.

Students have been accepted that are presently "at risk" and have made an effective adjustment to the educational, social, and spiritual program at Murrieta Springs Adventist Christian Academy. We are anxious about accepting students who will have a satisfactory experience while they are at Murrieta Springs Adventist Christian Academy. We recognize that we are not equipped with faculty or staff that is trained to handle "at risk" or special needs students beyond what is usual for most students.

However, we are committed to providing a comprehensive elementary educational experience for children.

Our goal is to reach students at all levels of learning with an enrichment and remedial program known as S.T.R.I.V.E. which means Students and Teachers Reaching for Improvement Via Enrichment. This program will enhance the learning of each child by providing an additional instructor who can help to improve the quality of what the students produce.

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. Our expectations for all of our students are high. We believe that students will rise to our highest standard, if we expect no less from them. We are committed to working cooperatively with our parents to reach the highest goals.

Any student experiencing academic difficulty, particularly in the critical areas of reading and math, may be required to repeat the year if it is determined that they are unlikely to experience success in the next grade. This decision will be made with input from the teacher, parent(s), and administration by evaluating the child's academic progress, work habits, and achievement test scores. A student's maturity level will also be considered for those in kindergarten and 1st grade. To be promoted to the next grade, a student must pass all classes. Teachers and parent are expected to communicate via student communications, parent communications, and/or Jupiter Grades regarding any significant academic difficulty by as soon as a child is at risk of failing a class. Notification will be made by conference. Unless there is significant improvement, the student may be retained. Students who are weak academically, under a 2.0 G.P.A., may be required to retain a tutor and/or attend a summer school program. At the end of the summer program, the student may be tested to determine whether or not the student is to be promoted.

ENTRANCE REQUIREMENTS

Assessments will be made for all entering Kindergarten, First Grade and new students transferring from another school within the first 30 days of school. Conditional attendance may be allowed while assessments are made 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 decided.

Each student is asked to reapply for each school year and is asked to be in harmony with our goal to provide Christian education opportunities to its students. Students showing love for God, and appreciation of the family, courtesy and graciousness, respect for rights and ideas of others and a desire for healthy living will benefit from attendance at

MSACA. Murrieta Springs Adventist Christian Academy is not equipped to provide specialized services to exceptional students or to students with special education needs.

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

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 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

Supplementary Fees:

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

Field Trips Fee (Not including special events)..... \$100.00

Volunteer Fees:

Background Check Fee\$7.00

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. If you are picking up your child from aftercare after the closing time, you will be charged **\$2.00 per minute, per child**, as voted by the School Board. (Refer to Page 6)

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.

Kindergarten: \$4630* a year or 10 installments of \$463.00

1st thru 6th Grade: \$5040.00* a year or 10 installments of \$504.00

7th and 8th Grade: \$5200.00* a year or 10 installments of \$520.00

*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: (Refer to Page 23) Each family has the choice to participate in the SCRIP Incentive Program and purchase \$1,000 of SCRIP between July 1, and April 15, or the SCRIP Option Out Program and pay a \$100 fee to the school billed in \$10.00 monthly installments. 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.

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 are 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.

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 mailed or e-mailed on or near the 26th of each month.

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.

FINAL PAYMENT: Account must be paid in full before:

1. Registration for the next year
2. Diplomas released

SCHOOL HOURS

Transitional Kindergarten and Kindergarten

MONDAY through FRIDAY

8:00 a.m. – 12:30 p.m.

1st-8th Grade

MONDAY through THURSDAY

8:00 a.m. – 3:00 p.m.

FRIDAY

8:00 a.m. – 12:30 p.m.

Minimum Day Schedule K-8th

8:00 a.m. - 12:30 p.m.

Homestretch Hours

MONDAY through THURSDAY

12:30 p.m. – 4:30 p.m.

FRIDAY

12:30 p.m. – 3:00 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-care. Students in grades 1 through 8 should be picked up no later than 3:15p.m. Monday through Thursday and by 12:45 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. so as to unpack, sharpen pencils, etc. to be prepared for the starting of school.

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 permission and administrative permission.

VISITORS

Parents are welcome to visit a classroom if arrangements have been made with a teacher in advance with the purpose and the length of the visit clearly stated. A visitor other than a parent must be of elementary school age and must have permission before the day he or she visits. 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.

DEFINITION OF 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 contacted the student's parents or guardian. The teacher will have requested that the family participate in a Student Study Team (SST). The SST is the vehicle for determining whether a student needs further examination by 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 three (3) or more discipline referrals. The teacher will have tried strategies to address the concerns observed. The administration may also have had conferences with the student and the parent.

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 future request for 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 the administration in conjunction with the teacher and parent.
6. Some other consequence 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 \$0.25/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 with your child a note explaining the reason for the absence when they return 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 sickness of the student or 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.
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. 3 detentions warrant a Principal/Parent conference. A fee will be charged for the detention.
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 DETENTIONS – GRADES 7-8

Middle and Last Friday of Each Quarter

Ten (10) excused or unexcused tardies per quarter will be allowed without any disciplinary action.

Tardies 11-20 - Result with 2 hours of Friday afternoon detention at \$10 an hour.

Tardies 21-30 – Results with 3 hours of detention at \$10 an hour.

HOMESTRETCH – AFTERCARE PROGRAM

1. Aftercare hours are Monday – Thursday from 12:30 PM to 6:30 PM and Friday from 12:30 PM to 3:00 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 **\$2.00 per minute, per child**, as voted by the School Board.
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, a snack may be purchased from the school 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 Day 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/experiential education play is an extremely important part in the education process. Attendance is required by 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.

Drivers must:

- Complete and be approve for Background check;
- 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 trip;
- may neither consume nor provide for another any alcohol or judgment-impairing drug substance 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 asked **not** 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 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 midsection 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. Stockings and/or leggings worn by girls are to be Burgundy, Black, White.
14. All socks may be Burgundy, Black, White.
15. Clothing is to fit properly. Pants may not sag or show underwear. Oversized or extremely tight fitting attire is not allowed.
16. Shoes should be worn at all times with non-skid soles. 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.
17. 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 must be made up by 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.

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

Disaster Preparedness is very important program at our school. Each student is required to purchase a pre-packaged Disaster Kit as part of our disaster preparedness program. The pre-packaged kit fee is \$25.00. The kit is owned by you but stored at the school for the duration of the student being at the school or 5 years, whichever comes first.

A. Student Retention 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 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.

1. Students will be retained by their teachers in the designated emergency location, the gymnasium, if the building is safe for use. They will be kept together and not permitted to wander away from the group. Efforts will be made to communicate with older siblings to provide reassurance to the younger sibling.
2. Teachers will take roll and give names of missing or injured children to the principal. The principal will pass the names to first aid providers, who will dispatch the appropriate help.

B. Student Release Procedure

The goal is to reunite children with parents or guardians as quickly as possible. To avoid illicit pick-up of children, a procedure must be followed.

1. The Authorized Student Release Form must indicate a person other than the parent who is authorized to pick up the child.
2. The student sign-out will take place with the Vice Principal.

MAJOR DISASTER

In the event of an earthquake or other major disaster, children will remain at school in our designated emergency location, the school gymnasium, until a parent, or an individual on the Authorized Student Release Form comes to pick up the child. Anyone who picks up a child must present identification with a picture on it and must sign the emergency forms of the child being taken. The school will store water and disaster supplies.

CONDUCT GUIDELINES

We believe that--

1. All students have the right to learn.
2. All teachers have the right to teach.
3. The Christian finds existence more meaningful and rewarding when certain practices harmful spiritually, physically, socially, or mentally are not engaged in.

Therefore, all students will--

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.

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 – Third Offense

Students should:

1. Keep their hands to themselves.
2. Be honest in all they do.
3. Show respect for all teachers and their assistants.
4. Keep language pure.
5. Not distribute or chew gum on school campus at any time.
6. Take good care of school property avoiding any damage to anything belonging to the school or to things belonging to fellow students.
7. Always walk--not run--on the sidewalks.
8. Follow proper safety rules when playing on playground equipment.
9. Not bring caffeinated drinks to school or drink them on campus.
10. Not possess or use tobacco, alcohol, or any other dangerous drugs.
11. Not possess firearms, knives or any other potentially lethal or harmful items.
12. Not possess electronic games, smart watches, tablets, computers/laptops, toys, radio, mp3 or CD players on campus. Any items found in the students possession will be held in the office until picked up by a parent.
13. Keep cell phones in the off position while on campus during the school day. They are to only be used in case of emergency unless approved by teacher. Any items found in the student's possession will be held in the office until picked up by a parent.

14. Cooperate with the yard supervisor's directions, while under their care.

Specific examples of practices which are harmful would include, but not be limited to, the following:

1. Use of profane language; indulging in suggestive or lewd conduct; possessing and displaying obscene literature or pictures.
2. Gambling, betting, or possessing gambling devices.
3. Advocating atheistic ideas or undermining the religious ideals of the school.
4. Acts of dishonesty, deception, or stealing; protecting violators of school rules.
5. Improper conduct involving persons of the opposite sex; excessive displaying of affection by couples in public.
6. Any activity that may be injurious to life or property.
7. Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff, or by persistent violation of any school regulation.

Because enrollment in this school is a matter of mutual satisfaction, not an inherent right, cooperation and adherence to the school standards are required. A student whose conduct or progress is unsatisfactory, or whose spirit is manifestly out of harmony with the standards of the school, or whose influence is found to be detrimental, may be dismissed at any time, although there may have been no violation of any specific regulation.

WEAPONS

Any object (or look-alike) that could be considered a weapon will not be allowed on the campus. This would include knives, guns, sticks, clubs, or other devices that possibly might be used as a weapon.

FIGHTING

Fighting is not acceptable behavior on campus. Verbal confrontations (name calling, etc.) are also inappropriate, as they usually lead to unacceptable physical acts or to hurt feelings. Therefore, please be careful what you say!

STUDENT SEXUAL HARASSMENT

Murrieta Springs Adventist Christian Academy is committed to provide a safe environment for all students. Sexual harassment incidents will be taken very seriously.

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

The target of the harassment and perpetrator do not have to agree about what is happening; sexual harassment is subjective: Touching or manipulating body parts,

being forced to kiss someone or coerced to do something sexual, making suggestive or sexual gestures, looks, comments, “mooning”, “barking”, or other noises, spreading sexual rumors or making sexual propositions, pulling one or another’s clothes off, attempted rape, and rape.

REPORTING PROCEDURES: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the students should report the incident to the classroom teacher or principal. If the harassments come from an adult, the student should report directly to the principal.

DISCIPLINE PROTOCOL

RATIONALE:

- To facilitate consistent mutual consequences for specific inappropriate behaviors.
- To guard the reputation of the school faculty and administration.

Item 1: Use of profane language, indulging in suggestive or lewd conduct, possessing and displaying obscene literature or pictures.

Item 2: Acts of dishonesty, deception, or stealing; protecting violators of school rules.

Item 3: Improper conduct involving persons of the opposite sex. Excessive displaying of affection of couples in public.

Item 4: Any activity that may be injurious to property.

Item 5: Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff, or by persistent violation of any school regulation.

Item 6: Gambling, betting, or possessing gambling devices.

1st Offense -- A Discipline Referral is issued. The student is counseled.

2nd Offense -- A second referral is issued requesting teacher/parent follow-up. (i.e. - phone, conference).

3rd Offense -- A third referral is issued. Student is sent to administration. A letter from the principal is sent to the family requesting a conference. The student may be suspended for a minimum of one day.

Item 7: Fighting:

1st Offense -- A Discipline Referral is issued. The student(s) may be suspended for a minimum of one day.

2nd Offense -- A Discipline Referral is issued. Student(s) may be suspended for a minimum of three days and a referral made for anger management counseling.

3rd Offense -- A Discipline Referral is issued. The student is recommended to withdraw from school.

Item 8: Use of alcoholic beverages, or tobacco in any form, possessing or furnishing them to others.

1st Offense -- A Discipline Referral is issued. The student will be suspended for a minimum of two days.

2nd Offense -- A Discipline Referral is issued. The student will be suspended for a minimum of two days. The student must show proof of attendance at a minimum of one A.A. meeting, or some other recognized rehabilitation program.

3rd Offense -- A Discipline Referral is issued. The student is suspended for a minimum of two days. A letter from administration is issued to request the student to withdraw from school. An Executive Committee is requested to review the facts of the situation.

Item 9: Use of a narcotic in any form, possessing, or furnishing them to others requires the involvement of the police.

Item 10: Advocating atheistic ideas or undermining the religious ideals of the school.

Item 11: Students using verbal, social and physical bullying (including but not limited to teasing, name-calling, taunting, threatening, leaving someone out intentionally, telling other children not to be friends with someone, spreading rumors, embarrassing someone in public, hitting, kicking, pinching, spitting, tripping and pushing) will result in disciplinary action.

Item 12: Student's on-line presence should reflect MSACA standards of behavior/code of ethics as related in our student handbook.

Reporting Procedures: Follow instructions to report provided on the www.msaca.info website.

1st Offense -- A Discipline Referral is issued. The student is sent to administration. A letter of concern is issued that requests a conference. The Executive Committee is notified of the concern. The student may be suspended.

2nd Offense -- A Discipline Referral is issued. The student is suspended for a minimum of two days. The Executive Committee is notified of the request to have the student withdrawn from school.

It is realized that the discipline of students is a complex challenging proposition with many variables. **Therefore, we reserve the right to suspend these guidelines if it is determined that the student's behavior is flagrant and the influence of the student is detrimental or destructive to the continual operation of the program.** Under such circumstance the student will be suspended, a request for withdrawal made and the School Board notified and apprised of the situation. The parents would be told they may appeal to the School Board for redress.

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 \$50.00 will be billed quarterly for those who opt out of participation. Families will be invoiced at a rate of \$10/hour for any hours not completed by the end of each quarter. If you forget to log hours after you volunteer, please do so by each quarter's end.

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. If you are expected to volunteer, but cannot be present, please try to arrange a substitute. If you cannot find someone to fill your position, please notify your student's teacher or the Front Office in advance.
2. Information or observations about individual students are to be kept confidential. If you feel there is a problem, please notify the teacher.
3. Please make arrangements for your pre-school students. Younger students should not be brought to school during classroom volunteer time.

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

Scrip Billing and Tuition Incentive Program

Scrip 2% Tuition Incentive Program: Families choosing to purchase Scrip will receive a 2% tuition credit after the \$1000 min requirement has been met for the year. (Cards with <2% rebates will render tuition credit equal to rebate.) The credits will be reviewed twice a year; in December, and in April. If in April the yearly minimum requirement hasn't been met you will be billed the \$100.

Scrip Option Out Program: Families choosing to opt out of the Scrip program will be billed a Scrip Option Out charge of \$10 per month, over the course of ten monthly billing statements which equal \$100 for the school year.

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 student and parent/guardian sign to indicate a commitment to keeping the letter and spirit of the policy. The *MSACA* Administration reserves the right to change, modify, add or remove portions of this *AUP* at any time.

Responsibilities

1. All use of the system 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** polices. 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 of 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.
6. Use of the system to access, store of distribute obscene or pornographic material is prohibited.
7. 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.
8. 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.
9. 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).
10. Unless **MSACA** authorization has the 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, and possible prosecution.

User Expectations

Nothing shall be viewed or heard 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, during lunch period. Cell phone usage will be permitted during class time at the teacher's discretion. Cell phone ringers must be set to the 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

Murrieta Springs Adventist Christian Academy

Acceptable Use Policy Agreement 2012-2013

Please complete and return the agreement below to MSACA Administration. 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 network, Email, and Internet access. I understand that individuals and families may be held liable for any inappropriate behavior. I understand that some materials of 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 I may be asked to pick up my child if this policy is violated.

Printed name of Parent/Guardian _____
Address _____
City _____ *State* _____ *Zip* _____
Home Phone _____ *Work Phone* _____
Email Address _____
Parent/Guardian Signature _____

As a student, staff, faculty or administrator of Murrieta Springs Adventist Christian Academy, I grant permission to Murrieta Springs Adventist Christian Academy to use my photo or school filmed activity on the MSACA website, Alumni and Development publications, or any marketing materials.

Signature _____
Parent/Guardian Signature _____

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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 community children and their families.

