



Parent-Student Handbook

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"I, Jesus, have sent my angel to give you this testimony for the churches, I am the Root and the Offspring of David, and the bright Morning Star." Revelation 22:16

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Morning Star Academy Goals

Morning Star Academy is a Classical Christian School.

As a Christian school, we strive to:

1. Assist parents in their God-given responsibility to educate their children.
"These commandments that I give you today are to be upon your hearts. Impress them on your children." Deuteronomy 6:6-7a
2. Teach all subjects as part of a unified body of truth with Christ at the center.
"And He is before all things, and in Him all things hold together." Col. 1:17
3. Encourage each student to develop his or her relationship with God the Father through Jesus Christ.
Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matt. 19:14
4. Provide a clear model of biblical Christian living through the staff and leadership team.
Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it, "Love your neighbor as yourself." Matt. 22:37-39

As a Classical Christian school, we strive to:

1. Instruct students in the necessary language and thinking skills (i.e. grammar, logic, and rhetoric) that will enable them to teach themselves.
*"The sole true end of education is simply this: to teach men how to learn for themselves; and whatever instruction fails to do this is effort spent in vain."
Dorothy Sayers*
2. Develop within each student a love of learning.
3. Provide an orderly atmosphere that is conducive to learning.
4. Utilize quality materials and methods in harmony with the truths of God's Word.

Definitions:

Grammar: Grammar consists of the fundamental facts and rules of a subject; these are the building blocks of any field of study. The goal of the grammar stage is to master the basic elements or language of a subject and develop a general framework of knowledge.

Logic: Logic emphasizes the order and relationship of the building blocks acquired in the grammar stage. The goal of the logic stage is to equip the student with the reasoning skills required to draw conclusions and support them with facts.

Rhetoric: Rhetoric, the third stage, is concerned with the clear and persuasive expression of ideas and knowledge acquired in the grammar and logic stages.

Mission and Philosophy of Education

Mission of Christian Education

The essence of Christian education is to assist the family in rearing children to be effective, successful representatives of our Lord, Jesus Christ. To achieve this end, we believe that children must develop a philosophy of life based on God's Word and on a personal relationship with Jesus Christ.

The mission of the Morning Star Academy is to provide a balanced educational experience in which academic disciplines are integrated with Christ-centered living. We strive to meet the individual needs of each student and to equip the student with the values, knowledge, interpersonal skills, and discipline needed to excel in his or her chosen endeavors. Our goal is to prepare students to be productive, capable members of society and faithful servants of our Lord and Savior, Jesus Christ.

Philosophy of Christian Education

The philosophy of Christian education at Morning Star Academy is intended as a framework to be used in addressing the issues that arise in carrying out the mission of the school. Our philosophy of Christian education is based on the following tenets:

View of God: God is the sovereign Creator, Preserver, and Controller of the universe.

View of Man: Man was created in the likeness of God. Because of Adam's sin, man has an inherently sinful nature. Man is reconciled to God only through faith in Jesus Christ.

View of the Universe: The universe was created by God. It reveals God's character and attributes. It is to be understood, appreciated, and used by man.

View of the Future: Man's existence in this world is temporary. Eternity is permanent. Man is accountable to God for this life. Faith in Jesus Christ determines man's state in eternity.

View of Truth: God is the author and source of all truth. God's Word, the Bible, is inerrant and contains His revealed truth. The Bible is relevant to all aspects of our daily life and is the foundation for the truth taught in school. Curricula selected for all subjects shall be consistent with, and emphasize, Biblical principles.

View of the Family: God has ordained the family to nurture, instruct, and discipline children. The Christian school's purpose is not to replace the home, but to reinforce and augment it within a Scripturally consistent context.

View of Student Value and Potential: Every student has value and potential because he is created by God with special God-given talents and abilities. We view every student as one sent by God to this specific school for a specific purpose. We value the uniqueness of each individual.

View of Teaching and Learning: Teaching is the providing of knowledge and instruction aimed at developing the God-given abilities of each child. Teaching is the responsibility of the parents and the school. Learning is the act of gaining knowledge and is the responsibility of the student. Success in education depends upon the fulfillment of these separate responsibilities by the parents, the school, and the student.

View of Qualified Staff: A personal commitment to Jesus Christ and to the Word of God is essential for all individuals involved in the operations of the school, including the school board, the administration, the teachers, and the supporting staff. Since modeling of the Christ-centered life is an important aspect of fostering spiritual growth, this commitment should be clearly manifest in the lives of these individuals. We seek teachers and staff who desire to help develop the students' Christian character as well as to equip them academically. The school shall employ academically qualified administrators, teachers, and staff.

View of Excellence: Morning Star Academy strives for excellence in every area to bring glory to God. The quality of the school board, the administration, the teachers, the staff, the curriculum, and the facilities should all reflect this goal of excellence.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

ADMISSIONS POLICIES & PROCEDURES

1. At least one of the child's parents or guardians must be a Christian who agrees with and supports in action the purposes and policies of the school.
2. We ask all parents to read and sign the school's "Statement of Faith."
3. Complete the application form and return it to Morning Star Academy along with the annual enrollment fee and all other required materials (as stated on the application form).
4. Upon receipt of the enrollment fee and the completed application, an enrollment conference will be scheduled with the family. Parents will be notified in writing with the decision regarding acceptance.
5. Previously enrolled students and their immediate families have first priority. When teachers and staff apply for admission of their first child, they will have the same priority as students enrolled in the school.
6. Morning Star Academy wants each student to have the best possible academic experience. However, if it becomes apparent that our school cannot adequately address the special educational needs of a given student, parents will be advised to seek another educational placement.
7. Admission requirements:
 - A. Students entering kindergarten are required to be 5 years old by September 15.
 - B. Students entering first grade are required to be 6 years old by September 15.
 - C. Morning Star Academy must have the following information for each student:
 - a. Birth certificate
 - b. Medical information form
 - c. Certificate of Immunization
 - d. Parental emergency medical authorization form
 - e. Travel and activity authorization

All of the above forms must be turned into the school office by August 15.

9. Students transferring to Morning Star Academy from another school must have a good record of conduct, character, attitude, and attendance. Final admissions acceptance will be subject to approval of records by Morning Star Academy.

Morning Star Academy is operated as an educational institution for the benefit of the Christian families in our community. Students are admitted without regard to race, color, or national or ethnic origin. Morning Star Academy does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its policies or programs.

It is important to understand that attendance at Morning Star Academy is a privilege and not a right; that privilege may be forfeited by any student or family who does not conform to the standards and regulations of the institution. Morning Star Academy may at any time request the withdrawal of a student who, in the opinion of Morning Star Academy, is not in harmony with the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of Morning Star Academy.

Initial admittance to Morning Star Academy does not imply automatic readmission. Morning Star Academy reserves the right to refuse admission or readmission to any prospective or returning student. Applicants who withhold pertinent information, or who falsify information, may be required to withdraw from Morning Star Academy.

Payment of Fees. Tuition is paid in 10 monthly installments due on the first of each month beginning in August. Tuition will be considered past due after the 10th of the month and a \$10 late fee will be charged. Students may not be admitted to class if payments are more than one month in arrears. Returned checks will be charged a \$10 fee.

Withdrawals and Refunds. Students withdrawing from school during the school year must pay for the full month in which they withdraw.

Students withdrawing during the school year who have paid in advance for an entire year's tuition will be given a prorated refund.

Students withdrawing must pay all tuition due and all other school debts before any official records or grades are released to the parent or another school.

Full refunds of enrollment fees will be made if students are on the waiting list and space is not available by the beginning of the school year.

Annual registration/enrollment fees are non-refundable.

ATTENDANCE POLICIES

A student enrolled at Morning Star Academy is expected to be present and on time every day that school is in session.

Attendance records noting absences and tardies will be kept by the individual classroom teachers and reported on the student's report card each quarter.

School Day: 8:30 a.m. - 3:15 p.m.

Kindergarten 8:30 - 11:30 a.m. 12:15 - 3:15 p.m.

Arrival and Dismissal. Students should not arrive prior to 8:15 and should be picked up promptly at 3:15. Only parents and car pool drivers will be allowed to pick up students unless there is written permission from the parents.

Tardiness. Students arriving late in the morning will be recorded as tardy. Tardiness will be considered unexcused unless a parental note or phone call satisfactorily justifies the tardiness. Repeated tardiness may require a parent conference.

Absence. Attendance at school provides a student with classroom experience composed of participation in class activities and direct instruction conducted by the teacher. The instructional program designed by each teacher is a progressive and sequential experience which is generally impossible to "make up." However, we recognize the authority of parents in raising their children and realize that on certain occasions parents may decide to take their child out of school.

Parents should call the school office before 9 a.m. when their children are absent. Also, please send a note explaining the reason for the absence with your child when he returns.

Parents should check in at the school office before taking a student out of school prior to regular dismissal time.

Planned absences: any absence resulting from a parent deciding to take their child out of school for reasons that are foreseeable such as family vacations, doctor or dentist visits, programs that are not school related, etc.

Unplanned absences: any unforeseeable absence such as illness, death in the immediate family, impassable roads, etc.

In the case of ***planned absences***, parents should notify the classroom teacher as far in advance as possible. The teacher will decide whether to issue homework in advance. All school work missed for planned absences will be expected to be completed in a timely manner.

In the case of ***unplanned absences***, it is the responsibility of the parents/student to keep in contact with the teacher with regard to collecting missed assignments. In the case of lengthy absences, decisions regarding make-up work will be made on a case by case basis.

Maximum absences: In the event that a student is absent from class for more than ten days during one quarter *for any reason*, the student's parents will meet with the administrator and teacher if necessary to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card.

Field Trips. Classes may periodically take trips to interesting and educational places. At the beginning of the year, parents will be asked to sign a travel and activity authorization form that grants permission for their children to participate in field trips. Parents will be notified in advance regarding the time and nature of each trip.

Chapel. Chapel will be held once per week. All students are required to attend. The chapel program will be a time to worship God through song and prayer. It may also include a speaker or a presentation. This will be a time for children to present memory work or share what God has been teaching them. Parents are welcome to attend.

School Cancellations. Morning Star Academy will close or dismiss early for inclement weather. There may be days that Morning Star Academy cancels classes when local public schools do not because of the distance traveled by many of our families.

Please listen to WDLM-FM 89.3 or WOC-AM 1420 or watch for school closing announcements on KWQC, TV 6.

ACADEMIC POLICIES

I. Homework Philosophy:

Homework assignments and special projects are left to the discretion of the teacher. Here are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Morning Star Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a punitive, as well as. practical purpose.

II. Guidelines for assigning homework:

Since homework, by its very nature, takes time at home it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. The student's time at home is to be encroached upon for only the best of purposes.

The necessity for doing homework will vary from grade to grade and even from student to student. The guidelines below should be regarded as maximum times, not as required minimum times, and then only if homework is assigned. In the event of homework normally being assigned, a weekly **Homework Assignment Sheet** should be sent home with the student. The homework assignment sheet is used in grades one through three.

GRADE	MAXIMUM APPROXIMATE TIME PER NIGHT
K	10 minutes
First - Second	20 - 40 minutes (infrequently)
Third	30-45 minutes (as needed)
Fourth - Fifth	45 minutes
Sixth-Eighth	45-90 minutes (as needed)

Report Cards. Report cards are issued at the end of each quarter. Report cards indicate the grade earned, attitudes and work habits, and the student's attendance record.

Grades used for report card purposes in kindergarten are:

E = Excellent N = Needs work
S = Satisfactory I = Incomplete (work missing)

Grades used for grade one and up are :

A+ = 98% - 100%	C+ = 77% - 79%
A = 94% - 97%	C = 74% - 76%
A- = 90% - 93%	C- = 70% - 73%
B+ = 87% - 89%	D = 65% - 69%
B = 84% - 86%	F = 1% - 64%
B- = 80% - 83%	A zero for assignments not turned in is worth less than an F

Grade Point Values.

A+, A, A- = 4	D = 1
B+, B, B- = 3	F = 0
C+, C, C- = 2	

Middle & High School Honor Roll & Grade Point Average: All subjects in which a student receives a letter grade will count toward the honor roll and the student's grade point average.

Part-time classes will be weighted in proportion to classes meeting on a daily basis.

Parent - Teacher Conferences. Regularly scheduled conferences are held at the end of the first and third quarter grading periods. Parents are urged to ask for conferences any time they believe them necessary. The teachers welcome such opportunities.

Report Card\Transcript Holding Policy. Students with any outstanding financial obligations to Morning Star Academy will not receive report cards until these accounts are cleared. No transcripts or student records will be transferred to another school until all accounts have been satisfied.

III. Promotion policy:

A. Elementary students currently in Morning Star must meet the following basic criteria for promotion to the next successive grade:

1. Pass reading, math, and English with at least a 75% average.
2. Pass all other subjects with at least a 70% average in each subject.

It is incumbent upon the teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. When considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:

Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.

First to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write neat, complete sentences. Able to add and subtract single digit numbers with at least 75% accuracy.

Second to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 75% proficiency. Able to add and subtract two-digit numbers with at least 75% accuracy.

Third to Fourth Grade: Cumulative mastery of above requirements, plus: satisfactory (75%) completion of curriculum objectives for this grade level.

Fourth to Fifth Grade: Cumulative mastery of above requirements, plus: satisfactory (75%) completion of curriculum objectives for this grade level.

Fifth to Sixth Grade: Cumulative mastery of above requirements, plus: satisfactory (75%) completion of curriculum objectives for this grade level.

Sixth to Seventh Grade: Cumulative mastery of above requirements, plus: satisfactory (75%) completion of curriculum objectives for this grade level. In addition, comprehensive mastery tests may be administered to assess the students' readiness for entering seventh grade.

Seventh to Eighth Grade and all subsequent grades: Cumulative mastery of above requirements, plus, satisfactory (75%) completion of curriculum objectives for each grade level. In addition, comprehensive mastery tests may be administered to assess the student's readiness for entering the next grade.

B. All appeals for diverging from or waiving the requirements of this policy will be submitted to the administrator. He may seek whatever counsel he deems necessary to render a proper judgment.

GRADUATION REQUIREMENTS

In order to graduate a student must have a 2.00 GPA and have accumulated 26 credits.

The 26 credits required for graduation must at a minimum include the following:

English	4	
Mathematics	4	
Rhetoric	1	
Foreign Language	3	
Bible	2.4	(Bible classes meet 3 days/week)
Art	.8	(Art and music classes meet 1 day/week)
Music/Dramatic Art	.8	
Social Studies	3	
Science	4	
Physical Education	2	
Total	25	

One credit is given for a class that meets for one academic period daily for the entire school year.

Quarter grades will be averaged together for a final course grade. Credit will be based on the final course grade. Only full credit will be given. Partial credit will not be given for just one semester that is passed. Failing a course will necessitate retaking the full course. When a student repeats a course, the grade from the second course will replace the previous grade from the first course, even though the new grade may be lower. This may result in loss of credit. Credit will not be given twice for the same course.

Ordinarily no exceptions to a full eight-semester high school program will be allowed regardless of the total number of credits accumulated.

Adjustments to graduation requirements may be made for students who transfer into M.S.A. during their high school years. These adjustments will be made by the administration with board approval.

Homeschool students: Morning Star Academy will accept transfer students who have been homeschooled. Credit toward graduation may be given for coursework done in a homeschool setting if thorough and adequate documentation of curriculum used and work accomplished is provided to us. Proficiency tests may be used to determine whether or not credit will be given. Pass will be indicated on the transcript for credit given for homeschool coursework. No credit for homeschool work done after a student is attending M.S.A. will be given.

Students not meeting the requirements for graduation will be allowed to go through the graduation ceremony but will receive a certificate of attendance instead of a diploma.

Grade Point Average and Class Rank: At the end of each quarter, cumulative grade point averages (GPA) are calculated by converting letter grades using the following numeric scale:

A = 4
B = 3
C = 2
D = 1
F = 0

Each quarter, the high school student with the highest cumulative GPA in the class is assigned rank 1, the second highest is assigned rank 2, and so on. In case of a tie in cumulative GPA, percentage scores serve as tie-breakers. If percentage scores would also be equal, students will officially be ranked the same. This means there could be two valedictorians or salutatorians in a given year.

LEARNING DISABILITIES POLICY

Definitions: Severe Learning disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Learning disability: Any condition in a potential student or student which does not require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Guidelines:

1. Children with a severe learning disability will not be admitted to Morning Star Academy due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other students in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

LATIN AT MORNING STAR ACADEMY

Why study Latin? *"Do you know that more than half of the words in the English dictionary are derived from Latin and that you are speaking more or less Latin every day? In the realms of literature, and especially in poetry, words of Latin derivation are very abundant. Also in the learned professions, as in law, medicine, and engineering, a knowledge of Latin is necessary for the successful interpretation of technical and scientific terms. We have seen that our civilization rests upon that of Greece and Rome, and that we must look to the past if we would understand the present. It is obvious, too, that the knowledge of Latin not only leads to a more exact and effective use of our own language, but that it is of vital importance and of great practical value to any one preparing for a literary or professional career. To this it may be added that the study of Latin throws a flood of light upon the structure of language in general and lays an excellent foundation for all grammatical study. Finally, it has been abundantly proved that there is no more effective means of strengthening the mind than by the earnest pursuit of this branch of learning."* Benjamin L. Dodge, Latin for Beginners, copyright 1909

Latin instruction was considered an integral part of good academic training for hundreds of years. As late as the 1940's, it was regularly taught in American high schools. However, its instruction has been neglected and forgotten by a couple of generations in the name of "modern" or "progressive" education. Morning Star Academy teaches Latin for the following reasons*:

1. The study of Latin reveals a good deal about English and refines the student's powers of expression in his native language.
2. Classical language study enables the student to appreciate literature.
3. The study of Latin gives the student an understanding of the infancy of our civilization. Not only is our language rich in Greek and Latin words, but our culture exhibits a Greco-Roman influence throughout.
4. The study of Latin trains the student in the essentials of the scientific method - observation, comparison, and generalization. Latin grammar requires a great deal of *precision*, and the student learn to be precise. The results carry over into other subject areas as well.
5. And lastly, the study of Latin provides a great foundation from which to study other modern languages. The student will have a head start on French, Spanish, Italian, German, and Russian.

*Summarized from Recovering the Lost Tools of Learning by Douglas Wilson

The **elementary Latin program** consists of the following basic objectives:

Third Grade (first year): Vocabulary acquisition, declensions, chants of endings

Fourth Grade (second year): More vocabulary, beginning grammar work, basic verbs, simple sentences

Fifth Grade (third year): More sentences, vocabulary, basic translation work, phrases, grammar

Sixth Grade (fourth year): Translation work, grammar, writing of sentences, stories, classical background

SCHOOL CONDUCT POLICIES

It is the philosophy of Morning Star Academy that students should grow not only academically but also in the realization that becoming educated for adult life means developing acceptable patterns of conduct, dress, and grooming.

Conduct Code. Morning Star Academy's rules of conduct rest on the following biblical principles:

1. Respect and obey those in authority. Romans 13:1-2
2. Honor others above yourself. Philippians 2:1-8
3. Practice self-control. Proverbs 25:28
4. Do all things in a decent and orderly manner. I Corinthians 14:40
5. Guard what comes out of your mouth. Proverbs 21:23

Uniform Code. The purpose of Morning Star Academy's uniform code is to select a school uniform which presents a neat and coordinated appearance without being too restrictive with regard to cost or source.

Final authority with regard to attire will rest with the administrator. However, enforcing the uniform code is not the sole responsibility of the school. A student dresses at home; therefore, parental guidance and support of the uniform code is essential. Students who come to school inappropriately dressed must make arrangements to correct their attire before going to their classroom.

Please refer to the current uniform code insert.

Hair: Hair should be clean, neatly combed, and should not hang in one's eyes. Extreme hairstyles are not allowed. Examples of extreme hairstyles include: highly spiked, tails, mullets, mohawks, dreadlocks, punk, multi-colored hair, partially shaved heads, designs cut into the hair, or ponytails on boys. Boys' hair should be off the collar, and not below the earlobes. Boys must be clean shaven with sideburns not to extend below the earlobes. All students' hair should remain one of the natural colors.

Jewelry: Body, nose, tongue, and eyebrow piercings are not acceptable. Only girls may wear earrings (maximum of 2 per ear).

Discipline Policy. Discipline is critical for learning and for following the Lord. Self-discipline is the goal and the ideal. The policy of Morning Star Academy is to help all students learn from their mistakes and develop self-control and integrity. Love and forgiveness will be an integral part of the discipline of a student.

"He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32

1. Responsibility for discipline:

Each student has the right to be treated with respect and the responsibility to treat others likewise. Students should be informed of the conduct expected of them.

Each teacher has the right and the responsibility to make and enforce classroom rules in accordance with Biblical principles and administrative directives. (Ecclesiastes 8:11)

Each family bears the ultimate right and responsibility to train their children. Morning Star is responsible to communicate with parents when discipline situations arise. (Proverbs 29:17)

2. Actions REQUIRING intervention by the administrator include:

Disrespect shown to any staff member. The staff member will be the judge of whether or not a given situation shows disrespect.

Dishonesty in any school related situation; including, but not limited to, lying, cheating, and stealing.

Rebellion, e.g. flagrant disobedience of instructions.

Fighting, e.g. striking in anger with the desire to harm another human being.

Vulgar, profane, or obscene language, including the use of the Lord's name in vain.

3. Repetitive problems: The goal of discipline is self-control and positive change. If, however, a student has repeated discipline problems, the following steps will be taken:

The first two times a student is sent to the administrator for discipline reasons the administrator will notify the parents by phone or letter and encourage them to help resolve the issues.

The third such office visit will be followed by a face to face meeting between the administrator and parents. The consequences of continued difficulty will be noted.

Should a fourth visit to the office be needed, the student will receive a two day suspension from school. The school board will be notified.

A fifth office visit in a semester will result in the dismissal (expulsion) of the student. We realize this is a grave thing and a real failure for all involved. While an expelled student may re-apply the next school year, such applications will be reviewed very carefully. A true change would have to be demonstrated before re-admittance would be allowed.

4. Extreme cases:

Should a student commit an act with such serious consequences that the administrator deems it necessary, the office visit process may be bypassed and suspension or expulsion imposed immediately.

The administrator will notify the school board prior to expulsion.

The student and parents will have the right to participate in a hearing concerning expulsion.

5. Corrective measures that may be used include:

Deprivation of classroom privileges such as recess.
Extra work that may lead to a change in the unwanted behavior.

For students in sixth grade and older, after-school or Saturday detention may be used as deemed necessary by a teacher or administrator. A Saturday detention will incur a fee. **Please see detention guidelines on the following page.**

Other special means deemed appropriate by the parents, teacher, and administrator.

Note: **Corporal punishment** is not part of our discipline policy as a school, though it may be appropriate within the family setting. When needed, physical restraint, as opposed to punishment, may be used to prevent harm to people or property. Students and their families will be responsible for making restitution for any property damage caused by the student.

MORNING STAR ACADEMY DETENTION POLICY GUIDELINES

Within the scope of our school conduct policy, after-school and Saturday detentions are two of the corrective measures that the school board has designated for students who are in sixth grade or older. These are the general detention guidelines:

1. Secondary teachers and the headmaster will determine the actions that will count toward a student earning a detention. After-school detentions may be given for repetitive problems such as: tardiness, talking in class, uniform violations, turning homework in late, being unprepared for class, etc.
2. After-school detention will be held Monday through Friday until 4 p.m. Secondary teachers will rotate supervisory duty of detention.
3. Students are expected to serve detention as soon as possible i.e. if given a detention slip on a Monday, detention will be served on the next day. If given a detention slip on a Friday, detention will be served the following Monday.
4. Parents are expected to sign and return the detention slip the next school day so that teachers and administrative staff know that parents are aware that their child needs to stay after school for detention.
5. Saturday detentions may be used at the headmaster's discretion in extreme cases or when after-school detentions do not result in a positive change in behavior or attitude. Students serving Saturday detentions will be assessed a fee to pay for the detention monitor.

GRIEVANCE PROCEDURE

There may be times when a parent believes a staff member is not discharging his or her duties correctly. Parents wishing to discuss the actions or decisions of a staff member should follow the procedure outlined by Jesus as recorded in Matthew 18:15-17. The following principles can be gleaned from this passage:

1. The complaint should first be communicated personally and privately to the party who is believed to have committed the offense.
2. If the first step fails to produce a resolution, the parent should then take one or two others to serve as mediators and witnesses in a second attempt to be reconciled to the party believed to have committed the offense.
3. Only after these first two steps have been followed should an appeal be made to a higher authority.

Failure to follow this Biblical procedure is almost certain to result in further complications that extend beyond the original problem, perhaps making a peaceful and just resolution impossible. Failure to comply with this procedure may result in disciplinary action.

GENERAL POLICIES

School Office. During the school year, the school office hours are 8 a.m. to 3:30 p.m., Monday through Friday. When coming to the school, visitors should come to the office first. Visitors should not go into classrooms unless permission has been obtained from the office.

Lunches, books, and other items may be left in the office to be delivered to students.

Except in emergency situations, neither students nor teachers will be called out of their classes to receive telephone calls. The secretary will relay messages.

Transportation. Morning Star Academy is not responsible for transporting students to and from school. Car pools can be arranged by parents. The office will assist you in finding those students who live in your area.

Illness at School. A sick child cannot remain at school. Parents are expected to make immediate arrangements to pick up their child when the need arises. Under no circumstances should parents send children to school when they have a fever or contagious disease or have not sufficiently recovered from an illness.

Medicine. All medications must be clearly labeled with the student's name and must be accompanied by written instructions from the parents or physician. Only staff members will administer medications at school. All medications sent from home, including cough drops, must be kept in the office. Parental permission is required before any medication is administered, whether prescription or over-the-counter.

Recess. Recess is a part of our daily school schedule and is designed to provide fresh air and an outlet for physical energy. It is beneficial to the students' work habits and health. Only if there has been a prolonged illness or a chronic respiratory condition will a child be permitted to stay inside for recess. Please dress your child appropriately for playing outside. Under severe weather conditions, all children will be kept inside.

Visitors. Parents are encouraged to visit our school. Please contact your child's teacher in advance to arrange a convenient time to visit the classroom.

Lost and Found. Morning Star Academy will keep a lost and found box. Please put your child's name on all personal items such as lunch boxes, gloves, hats, boots, and coats. This will greatly reduce the number of items in our lost and found.

Cell Phones. Students must leave all cell phones with their homeroom teacher. Students are not allowed to have cell phones with them or in their lockers during the school day.

MORNING STAR ACADEMY ELEMENTARY AWARDS

Morning Star Academy maintains a system of formal honors and awards for several reasons:

1. The recognition of good work is endorsed in the scriptures, from the writings of Solomon in Proverbs, to those of Paul. Therefore, we seek to publicly recognize those students whose accomplishments are particularly noteworthy.
2. We hope to motivate our students by demonstrating to them that good work is not overlooked or taken for granted but rather it is noticed and commended.
3. We want to glorify God by drawing attention to the high quality of work being done by our students.

ACCOMPLISHMENTS AND CORRESPONDING AWARDS

(Other awards/honors may be given when appropriate)

<u>Accomplishments</u>	<u>Honor/Award</u>
1. Grade point average of 3.9 on any <u>quarter</u> report card	Placement on the High Honor Roll and recognition in school newsletter
2. Grade point average of 3.75 on any <u>quarter</u> report card.	Placement on the Honor Roll and recognition in school newsletter
3. A minimum of 3.9 grade point average for <u>all</u> four quarters.	High Honor Roll Certificate and ribbon received at year-end Awards Assembly
4. A minimum of 3.75 grade point average for <u>all</u> four quarters.	Honor Roll Certificate and ribbon received at year-end Awards Assembly
5. One student chosen per class by classmates as the kindest and most loyal friend.	“Jonathan Award” certificate and ribbon received at year-end Awards Assembly
6. Bible verse memorization	Certificate received at year-end Awards Assembly
7. Field Day awards	Ribbons received at year-end Awards Assembly

LIBRARY MATERIALS SELECTION POLICY

Date: August 8, 2001

Objective: To ensure that the Morning Star Academy library supports the goals and programs of the school

Scope: this policy applies to all materials contained in the M.S.A. library

Definitions:

materials – both printed and audio/visual materials

Guidelines:

1. Guiding principles:
 - a. The Morning Star library is intended for the students, teachers, and parents, not the general public. The collection, therefore, will be adapted primarily to the needs of the school and to the research recreational needs of the students.
 - b. Not all books selected for the library will be Christian. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials may be included. It is important for parents to be actively involved in helping their children evaluate what they read and to further censor when necessary.
 - c. It is our desire to teach a Christian worldview through our library materials. This can be done by example as well as by contrast.
2. Selection of materials:
 - a. There should be no routine or excessive use of profanity.
 - b. Materials should not glorify or promote the practice of the occult i.e. fortune telling, card or palm reading, witchcraft, astrology, seances, etc.
 - c. Materials that blatantly or graphically describe immoral acts or thoughts are unacceptable.
 - d. Materials that offer insight and understanding into other religions contrary to Christian truth are acceptable as long as they do not promote following other religions.
 - e. Materials should not promote violent acts as an acceptable way of resolving conflict.
 - f. Materials should not promote the use of drugs or alcohol.
 - g. Illustrations or pictures should not be sexually provocative.
 - h. Some library materials may present the theory of evolution. However, the school will teach biblical creation, and evolution will be taught only as a flawed theory.

3. Review of materials

- a. The library committee will not necessarily read in full all donated or purchased library materials before placing them in circulation.
- b. If a complaint is brought against any library material, it must be read in full by a member of the library committee and reviewed by the committee. The library committee will then present its finding to the administrator, who will determine whether to keep the material in circulation.
- c. The following form will be used for complaints:

Date: _____

Parent's Name: _____

Title of library material: _____

Describe what aspect of the library materials you find objectionable and why.
Please be specific and reference pages, if possible.

MORNING STAR ACADEMY LITERATURE SELECTION GUIDELINES FOR MIDDLE/HIGH SCHOOL COURSES

ADOPTED: 11/04

PREFACE

In our middle school and high school curriculum, both Christian and secular materials are used in various courses. The use of Christian materials is obvious and expected in a Christian school. The question that needs to be addressed is, *Why do we use secular materials?* The following rationale has been developed to answer that question.

1. There are several passages in Scripture that demonstrate that the author was familiar with secular writings. This knowledge was used in the defense and explanation of the Gospel. (See Acts 17:28, Acts 26:14, Titus 1:12, and I Corinthians 9:16) Throughout history, we see godly men who have been familiar with secular literature and have used it to further the Gospel. This list includes Calvin, Dabney, C.S. Lewis, and Francis Schaeffer.
2. We believe that for Christians to communicate clearly with non-Christians they must understand their secular worldview. Using secular literature in a controlled setting in the classroom can help students identify the points of difference between Christianity and other worldviews and prepare them to defend biblical truth.
3. We believe that all truth comes from God, including truth found in secular material. Christians should champion all truth and use it to God's glory (Col. 2:3,8)

GENERAL GUIDELINES

The selection of reading materials for use in secondary courses is primarily the responsibility of the secondary teachers and administrator. Deciding which literature books to use requires wise judgment. In selecting materials to meet the adopted curriculum objectives for each course, teachers and administrators must decide if the value of the material outweighs any objectionable material present in the book.

The following points will be considered by teachers/administrators as they choose reading materials for use in their classes.

1. **What worldview does the selection communicate?** Literature with a non-Christian worldview will be analyzed and compared to Scripture. Teachers must actively guide the students through the reading and analysis of secular materials. We believe that this is helpful in preparing the students to handle non-biblical ideas in the future. Specific questions to be asked include:
 - Is there a god, and what is he like?**
 - What is the nature and origin of the universe?**
 - What is the nature and origin of man?**

What happens to man after death?
Where does knowledge come from?
What is the basis of ethics and morality?
What is the meaning of human history?

2. **Is the material appropriate to the age/maturity level of the students?** Materials should be appropriate to the age and maturity level of the students. Special care must be taken with any literature that refers to violent or sexual acts because while we want to equip our students to deal with the world we do not want to cause any of them to stumble or fall into temptation.
3. **Is there any offensive language?** We recognize that the Bible condemns irreverent, coarse, vulgar and obscene language and also language that takes the Lord's name in vain. If the book contains offensive language, teachers must weigh the overall merit of the book against the amount and frequency of any objectionable words.

PARENTAL OBJECTIONS

We recognize the authority of parents to decide what is and is not appropriate for their own children. Teachers are prepared to work with parents who object to the use of certain materials. Whenever possible, substitute materials will be provided to the student. The student will not suffer any reduction in grade as a result.

If a parent's objection is on a larger scale, for instance, if the parent believes the school should eliminate the use of a specific title, then the parent should follow the grievance procedure as outlined in the Parent-Student handbook. The Board may mediate the problem itself or assign the problem to the administrator and secondary teachers.

LITERATURE SELECTION LISTS

When at all possible, teachers should prepare and distribute lists of literature books to be used in their classes to parents at the beginning of the school year. This will give parents the opportunity to read the literature selections before their children read them.

MORNING STAR ACADEMY

UNIFORM CODE FOR KINDERGARTEN – FIFTH GRADE

(This does not apply to preschool.)

PANTS/BOTTOMS – *dark navy blue, from any store or catalog, small visible brand names or logos, a twill like fabric, not knit, corduroys are allowed.*

Students may choose from:

uniform type dress pants or capris (no cargo pants/capris . . . no drawstrings at the hem, please)

uniform type shorts (no cargo shorts)

uniform type skorts or skirts

uniform type pleated jumpers (traditional style – no contrasting zippers, buttons, or trim-
has a pleated skirt)

Shorts, skirts, and jumpers should reach at least half-way between the top of the leg and the
knee when standing.

(Girls must wear navy blue knit or bike shorts under skirts and jumpers.)

SHIRTS/TOPS – *short or long sleeved, with a collar, dress or polo – from any store or
catalog - small visible brand names/logos are allowed*

white, navy blue, light yellow (standard shade is “maize” from Lands’ End)

denim shirts, light blue chambray, oxford blue dress shirts, or turtlenecks

navy, white, or light yellow (standard shade is “maize” from Lands’ End) sweaters – pullovers,
cardigans, or vests

SOCKS – socks that complement the student’s uniform should be worn

SHOES – dress or tennis shoes, no flip-flops or sandals

SWEATSHIRTS – plain navy crew neck only, with or without M.S.A. mustang logo or M.S.A. rising
sun logo. Uniform collared shirt must be worn under sweatshirt.

T-SHIRTS – Plain navy or white crew neck, short or long-sleeved, not to be worn alone, to be worn
tucked in under uniform shirts or sports jerseys. No visible writing, through shirt or otherwise.

LANDS END UNIFORM ITEMS: The standard color for yellow sweaters and light yellow polo
shirts and turtlenecks is Lands’ End’s “maize” from the Lands’ End *Uniform* Catalog. **Please note:
Lands’ End sells other shades of yellow shirts in their catalogs; for our purposes the yellow
shirts/sweaters/turtlenecks must be maize from the uniform catalog.** Students may wear light
yellow sweaters/polos/turtlenecks from other sources if they appear identical to the Land’s End
“maize” color.

Lands’ End girls’ plaid uniform jumper or uniform skirt (Hunter/Classic Navy Plaid only)

Morning Star’s logo number is: 9843757K (This is the rising sun with cross logo).

Lands’ End will contribute 3% back to the school to be used for books. Morning Star’s preferred
number is: 9000-3049-5

MORNING STAR ACADEMY UNIFORM CODE ADDENDUM

Dates: Approved: 3/12/02
 Revised: 12/2006

Scope: This policy applies to students in grades 6 – 12.

Guidelines: In addition to the uniform dress options available for students in kindergarten through fifth grade, students in grades 6 – 12 may wear the following:

1. Khaki colored uniform pants, shorts, capris, skorts, and pleated skirts. A-line skirts are allowed without a pleat but must be knee-length when standing.
2. Navy short or long-sleeved polo shirts, dress shirts, or turtlenecks.

The style and fabric restrictions listed in the K-5th uniform code still apply.

3. **P.E. Uniforms:** Students in grades 6-12 must wear P.E. uniforms during physical education class and tennis shoes. Beginning with the 2007-2008 school year, M.S.A. will purchase shorts and shirts to be worn for P.E. and families must purchase them from the school.

Students may also want to have sweat pants or windpants. These must be black, navy, or gray. No yoga pants or form-fitting sweats/windpants.

MORNING STAR ACADEMY

UNIFORM CODE GUIDELINES

FOR STUDENTS 6TH GRADE AND OLDER

Purpose: To provide clear and explicit guidelines regarding the M.S.A. uniform code. These guidelines are not intended to add to or subtract from the existing uniform code, but to help parents and students understand how teachers and administrators will interpret and apply the uniform code.

BOYS:

1. All shirts (except school sweatshirts) must be tucked in.
2. Pants/shorts must be worn at the natural waistline.
3. NO cargo pants or cargo shorts.

GIRLS:

1. Shirts must be tucked in, unless designed to be worn on the outside (staff discretion). If worn on the outside, must be long enough to cover mid-riff when arms are fully extended above head. (No bare mid-riffs.)
2. Pants/shorts/skirts/skort/capris must be worn at the natural waistline. No low-rise clothing.
3. All skirts/jumpers must be pleated.
4. NO cargo pants, cargo shorts, or cargo capris.
5. Capris must conform to color, fabric, and style requirements as uniform pants/shorts. No drawstrings at the hem, please.
6. Shirts must be modest – not sheer, clingy, or tight.
7. Skirts/shorts/skort/jumper length must be modest – must reach at least halfway between the top of the leg and the knee.

ALL STUDENTS:

1. Collared shirts must be worn under school sweatshirts.
2. No outerwear (jackets/coats) may be worn in the classrooms.
3. No hooded or zip-front sweatshirts. No hooded sweaters.
4. Shoes must fasten around the heel – no clogs, sandals, flip-flops, or any open-backed shoes.
5. No hats, caps, bandannas, headscarves or other head coverings in classrooms.
6. Belt/sash must be worn if clothing has belt loops. Belt/sash must fit and be worn through the belt loops.
7. Uniforms must be neat and fit properly– no holes or tears
8. Uniforms must be clean – recently washed and unstained.

Revised: 12/2006

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