

Mount Moriah Christian School



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Family-friendly, Bible-based education
www.MyMoriah.org

2024-2025

Parent Student Handbook

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We are delighted that you have chosen to partner with us in the very important area of your child's education. We trust that Jesus will be honored in all that we say and do as we work with you during the coming year. Please commit to reading through this handbook. It will introduce you to our policies, procedures, and expectations.

Praying for another amazing year of growth.

The MMCS School Board & Administration.

Faculty and Administration

Mt. Moriah attempts to provide the best teachers possible for each class. Every staff member has current child abuse and criminal record clearances on file. All full - time classroom teachers have valid teaching certificates, college degrees, or appropriate licenses and work diligently to stay aligned with state certification standards for teachers. Most of our staff also has current First Aid/Life Saving certificates. All of the staff members have received certification from the Pa. Department of Education for Child Abuse Recognition and Reporting as per section 1205.6 of Public School Code 1949 as well as Fingerprinting in accordance with Act 114 and the Federal Criminal History.

Mt. Moriah Christian School Support Staff

Executive Director:

Mr. Richard Ellsworth

rellsworth@mymoriah.org

Intermediate Unit Personnel:

Speech, Psychology, Remedial Math/Reading

Mt. Moriah Baptist Church Pastor:

Pastor Darrell Edgar

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Chapel Pastors:

Pastor Darrell Edgar, Pastor Ron Hudson, Pastor Bill Kiger

Mt. Moriah Christian School Board of Directors:

Mr. Josh Ellsworth – president, Mr. Bob Robinson, Mrs. Julie Sines,

Mrs. Joyce Edgar, Mrs. Jennifer Diamond

mmcsboard@mymoriah.org

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Mt. Moriah Christian School

Mission Statement

The mission of the Mt. Moriah Church is to love and serve our Lord Jesus Christ with all our heart, soul, mind, and strength. We will share His Good News with others and provide opportunities for Christian growth; therefore, the Mt. Moriah Christian School was established to pursue this goal. Mt. Moriah Christian School promotes the physical, mental, emotional, social, and spiritual education of each child by providing a Biblically based program of academic, moral, and spiritual instruction while emphasizing high standards of excellence and challenging each child to achieve his/her individual learning potential.

Philosophy of Education

The teaching of academics is only one part of a child's education. Spiritual and moral values, proper attitudes, respect for authority and for the rights and feelings of others are also very important in the task of training children to become mature Christian leaders. Education that includes only the academics is inferior as it lacks the foundation for ongoing achievement. The foundation for moral and spiritual teaching is the Word of God, the Bible.

God has given each child to his parents, who, in turn, are entrusting the school with a very vital part of his training. We consider our share in the education of this child to be a sacred trust and will endeavor to instruct him/her as an individual. Each child is a human being endowed with God-given abilities and unique personality. We recognize that each student will respond differently to what is presented; however, ALL of them will be exhorted to produce to their fullest potential.

Admissions Policy

Mt. Moriah Christian School accepts students without regard to gender, race, color, national or ethnic origin, or religious affiliation. Because it is a Christian School, students who enroll agree to participate fully in all required religious activities such as Bible class, chapel, etc. Mt. Moriah may deny admission to students with physical or mental handicaps because the school is not physically able to accommodate disabled

students and because it does not have staff or resources to serve students with exceptional learning disabilities.

Before a student in Kindergarten through 8th grade is accepted for enrollment, the parent(s) and student must attend an interview with the principal. Records from the previous school year must be presented, and the student will be tested for academic placement. A birth certificate or other record of birth must be submitted for all new students. No student will be admitted to class without an updated immunization record. [Religious exemptions to immunizations will not be accepted by Mt. Moriah Christian School.](#)

Mt. Moriah Christian School reserves the right to accept a student on a trial basis. We may re-evaluate his/her progress at any time deemed necessary by the administrator, staff, or Board of Directors to determine if it is still in the best interest of the school and the student to continue his/her attendance. [Mt. Moriah Christian School reserves the right to dismiss any student at any time for reasons of noncooperation, the inability of the child or parent to adjust to the school, delinquent tuition payment, or any other reason deemed necessary by the administration.](#)

Curriculum

The preschool has its own Bible based thematic curriculum. The curriculum repeats every other year so children in a two-year program do not have the same activities.

Kindergarten-1st Grade follow the Abeka curriculum

2nd Grade: Abeka and guided reading

Bible, K-8th: Positive Action

Grades 2nd -5th: Scott-Foresman Social Studies

Grades 3-5th: Bob Jones University for ELA and Science

Grades 6th-8th: Bob Jones University and Abeka

Grades K-2nd Math: Abeka

Grades 3rd-8th Math: Bob Jones University

**We use supplementary materials from other resources.*

** We do not use state curriculum or testing as in the public school and do not teach common core.*

We offer a full curriculum including art, music, and physical education, as well as a weekly science lab. The curriculum chosen is Biblically based; however, issues of doctrine or individual church practices are not taught. Questions of such a nature will be referred to the parents to discuss with their children.

Students in grades 1-8 will incorporate areas of special study in Science, History and/or Reading in the completion of projects. These projects are part of the grade in these subject areas. Students may be guided by their parents through the project, but it must be their own work. Detailed explanations and rubrics will be given prior to the beginning of the project. Ample time will be given for the projects to be completed.

Students may be given benchmark testing in the fall and spring of each year to assure that our curriculum is being used effectively and matches the state required standards.

Iowa Tests will be given in the month of April/May for students in grades 1-8. Kindergarten has their own readiness testing and results will be shared with the parents. If a child scores poorly on this readiness test and has poor or declining grades, MMCS reserves the right to consult with the parents about the possibility of retention. It will never be our aim to fail a child, but readiness and success are not based on age but the ability and maturation of the child. Copies of the scores are included in the permanent records for each child. MMCS students in grades 1-8 have typically scored in the 95th or higher percentile nation-wide on the Iowa tests.

Grading Scale

Kindergarten students will receive a detailed progress report for each quarter's grading period.

Grades 1st-8th

A+	100%	B+	90-91%	C+	82-83%	D+	73-74%	F	0-65%
A	94-99%	B	86-89%	C	77-81%	D	68-72%		
A-	92-93%	B-	84-85%	C-	75-76%	D-	66-67%		

Extra Credit

Extra credit is offered at the discretion of each teacher and is considered a privilege.

Honor Roll Classification

4.3	Gold Ribbon
4.0	Highest Honors
3.5-3.9	High Honors
3.0-3.4	Honors

Students may be retained in their present grade if they have “F” averages in two or more core subject areas (math, language, reading, science, or history), if the teacher and administrator determine that the student is over placed or if a student has missed more than 20 days of school.

Principal medals will be given at the end of the year to students who have a 4.0 on the final grade for the year.

Records

Report cards are records of grades and attendance for the home and school. A copy will be kept in each student’s permanent file. When a child transfers to another school, a record request form should be sent to MMCS and we will forward a copy of all permanent records, attendance report and discipline reports to the requesting school. [No records can be hand delivered. Records will not be transferred to other schools until all financial obligations have been fulfilled.](#)

MMCS uses ***Gradelink Student Information System*** to record all assignments, grades, and correspondence with the parents. Parents are given an access code that allows them to check on academic progress at any time. This program gives parents a window into the assignments that are not completed prior to the end of the reporting period. Teachers and parents can communicate through this system directly.

Progress reports will be given to the parents midway through each grading period. Formal parent-teacher conferences will be scheduled at the end of the 1st and 3rd grading periods, but parents or teachers can make an appointment for a conference as necessary.

The report cards will be given to the parent(s) one day prior to the 1st and 3rd nine-week grading period. For the 2nd nine-week grading period, the report card will be sent in the Wednesday folder.

Final report cards, awards etc. will be presented at the awards ceremony on the last day of school. No final report cards will be given prior to the ceremony. **NO CHILD WILL BE KEPT FROM THE AWARDS CEREMONY OR GRADUATION** due to unpaid financial obligations, but MMCS reserves the right to withhold the report card and final paperwork until paid in full.

PARENT/TEACHER FELLOWSHIP

Parents are encouraged to take an active part in our PTF. The following will help clarify the services and function of the organization:

Purpose: This Fellowship is a strong and supportive base of parent volunteers working together supporting teachers, students, parents, administrators, staff, and school board members. Biblical principles allow us to seek His divine guidance for our children's mental, physical, spiritual, emotional, and social growth. The administration views the Parent Teacher Fellowship as an important source of support regarding the total school program.

PTF recognizes the authority of the School Board and the administration in all things pertaining to the school and its programs. Membership of this organization is free and shall consist of parents and guardians of currently enrolled students, teachers, and administrators associated with MMCS.

If you would like to serve your school as a PTF board member or volunteer worker, please inform one of the PTF officers through the school office.

THE "MATTHEW 18 PRINCIPLE"

The process of using Biblical Guidelines for "Problem Solving and Conflict Resolution."

It is God's will that we live and work together in harmony. Jesus said, "A new command I give unto you; Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35 "Love is forgiving and submitting to one to another." Ephesians 5:21 4:32

There is a godly way to solve any and all problems between people in any community, even the Christian School or Church. This is a workable and successful process, given by Jesus, Himself. It is found in Matthew 18, thus it is known as "the Matthew 18 Principle."

Matthew 18:15-17 says, "Moreover if a brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect

to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican.”

The application of this principle in a school setting:

Be sure the problem is serious enough. **It is important that the matter be taken to the person who can do something to resolve the matter**, rather than bystanders who are not responsible for taking action to solve it.

Therefore, when a serious problem arises between people in the school (and this can be any combination of people such as: parent-teacher, parent-parent, parent-administrator, teacher-administrator, student-teacher, school board member-administrator, etc.) the parties involved are to meet to seek the Lord’s solution in the matter. This is a Matthew 18 meeting. Almost all problems can be resolved at this level. **See additional guidelines below that will facilitate this process.*

The few problems which are not resolved at level one move on to the next level, which includes another person, usually the principal, who may be involved in a joint conference with the parties. Beyond this level, the matter may be taken to the school administrator and then to the school’s governing board by the school administrator.

If these procedures are followed with the right spirit, matters of this type would rarely, if ever have to go before the School Board. **In practical terms, the applications of this principle become clearer when each person realizes that they GO ONLY TO THE PEOPLE INVOLVED** when starting this procedure. Persons in school authority will not accept complaints about school personnel if the complainer has not gone to the person according to Matthew 18, nor will the complainer speak critically of the other person to people within or without the school family prior to meeting to resolve the difference. There is no by-pass of steps, or people, for issues are to be handled decently and in order—one step at a time—directly with and about the matter at hand in the application of these Biblical principles.

Additional Guidelines for a “Matthew 18” Meeting are:

- | | |
|-----------------------------------|--|
| 1. Keep the matter confidential | 5. Be humble and submissive |
| 2. Keep the circle small | 6. Be quick to forgive |
| 3. Be sure you know all the facts | 7. Pray and work for a solution and resolution |
| 4. Be straightforward in love | 8. “Love never fails.” I Corinthians 13 |

CHAIN OF COMMUNICATION

During the course of the year questions about classroom procedures and school activities may arise. Scripture and School Policy (see Matthew 18 Principle) agree that the first person to contact with a

question or concern is the teacher or staff person involved in the classroom or activity in question, rather than talking with other parents, teachers, office personnel or principals. The Principal is available for further help once this initial step has been taken. MMCS' staff and parents will not entertain discussion of situations or circumstances that: Either directly do not involve them, or which they are not directly able to solve, correct, or handle themselves. Staff and administration will not read, respond to, or take into consideration notes or emails that are sent anonymously or under false pretenses.

Parent requests to meet with the school board (following a Matthew 18 process and a meeting with the principal) will result in being added to the next school board meeting agenda.

Contact with Teaching Staff

Teachers will not be available for conferences or meetings with parents during instruction time or in the morning prior to the start of school. Parents can call the office at any time and leave a message for the teacher or principal. Teachers will respond as soon as is reasonable during the school day. **Teachers can be reached by phone at the school between 8:15 -3:30. Teachers will not be asked to take phone calls or text messages from parents during instruction time.**

You may also contact your teacher through email or the Remind App. The principal will be available to meet with you personally during the school day upon request and availability. Please call the school office to schedule a meeting day and time. No visitors, parents, or unauthorized personnel will be permitted to enter the school hallway during school hours. Your visit will be restricted to the meeting area only.

School Conduct

At Mt. Moriah Christian School we expect students to contribute to a disciplined environment in the classroom. Parents and teachers must hold students responsible for certain principles of orderly behavior.

1. Students are **NOT** to bring to school anything that would be dangerous or harmful to themselves or to other students physically, mentally, or spiritually. This means that students will not have with them (in pockets, backpacks, tote bags, lunch boxes, purses, etc.) such things as **knives, guns, sling shots or other weapons, matches, tobacco (this includes electronic cigarettes or any vape device), alcoholic beverages, drugs or medications, or indecent literature or pictures.**
2. Students who must take medication at school must have a note from their parent and physician. Medication includes anything taken orally, such as cough drops, throat sprays, asthma inhalers, etc. Such medications in its original bottle/packaging will be administered from the office or school nurse only. All medication must be taken immediately to the school office upon arrival to the school.
3. Students are to walk at all times in the building and on the stairs. Students will speak in voices conducive to a learning environment.

4. When attending school programs and functions, courteous and respectful standards of behavior are to be observed. Students will dress as suited to the occasion and in accordance with the school dress code.
5. In keeping with the standards of respect, no student will deface or damage furniture, books, walls, lockers, or any other property belonging to the school, staff members, or other students. The building and grounds are to be kept free from trash and clutter.
6. Gum chewing is **NOT** allowed on school property. Students will eat only at lunchtime or during class snack time. They will eat only in assigned areas and will dispose of trash in appropriate containers.
7. Students will not leave the school grounds without permission or supervision.
8. Students who need to bring cell phones to school must give their phone to their homeroom teacher and it will be returned at the end of the day. Phones are to be shut off before giving them to the teacher. No calls or texts are to be made or received during school hours including the use of a smart watch (Apple or other smart watch). If you need a message to be given to your child, please call the office and a member of the administrative team will relay the information.
9. If a child is caught deliberately cheating, they will be removed quietly from the class. Deliberate cheating is classified as using a cheat sheet, copying another student's work, using a book to look up the answers, using a computer or calculator when permission has not been granted for the use of those mediums. The teacher will discuss the matter with the child. If this is not the first time the child has been removed from the classroom for cheating, the child will forfeit one letter grade on that paper for cheating. If the cheating happens on a test, the test will be graded as an F. There will be no chance to repeal the grade. The parents will be made aware of the situation and consequences. A continued pattern of cheating will be dealt with by the principal.
10. If books are damaged during the school year, students will be assessed a fee based on the amount of damage. This must be paid prior to the end of the school year.
11. Students will not hurt another person physically or emotionally at any time.

Disciplinary Code

Train up a child in the way he should go and when he is old, he will not depart from it.

Proverbs 22: 6

Our goal is to prepare students to stand firm in their faith in Jesus Christ, to be academically sound, and to be productive, responsible citizens at home, church and in our community. In order

to carry out this goal we have developed the following discipline policies for when a student chooses to misbehave.

Each classroom will have a set of posted class rules/expectations students are expected to follow, and each teacher will communicate these rules along with the appropriate consequences and rewards. Proper behavior is expected at all times during the school day and on every part of the school campus (i.e. classrooms, playground, lunchroom, etc.).

LEVEL I

I. Disciplinary Options

1. Warning
2. Withdrawal of Privileges
3. Student will call home and speak with parent with their teacher present
4. One or two days in school suspension
5. Further violations will result in utilizing progressive discipline

II. Offenses

1. Cafeteria misbehavior
2. Classroom or school disruption
3. Pushing and/or shoving
4. Academic dishonesty (cheating)
5. Repeated failure to bring textbooks, workbooks and supplies to class
6. Displays of physical affection
7. Indecent or inappropriate language
8. Use of electronic devices, including but not limited to cell phones, headphones, laser pointers, iPods, portable gaming devices, digital cameras during school hours including unauthorized video or audio taping.
9. Bringing in items such as toys (including trading cards of any kind) that has not been teacher approved
10. Possession of over the (counter) medications
11. Disorderly Conduct
12. Spitting on floor/desk
13. Repeated Dress code violation
14. Disrespect toward teachers and adults
15. Bullying other students

LEVEL II

I. Disciplinary Options

1. Withdrawal of privileges as well as a phone call with parents
2. 3 days in or out of school suspension
3. Further violations will result in utilizing progressive discipline

II. Offenses

1. Continuation of misbehavior from Level 1
2. Leaving school grounds without permission
3. Stealing
4. Fighting/Inciting to fight
5. Petty vandalism
6. Harassment
7. Racial/ethnic slurs
8. Spitting on another person
9. Making false reports

LEVEL III

I. Disciplinary options

1. 4-5 days out of school suspension
2. Further violations will result in utilizing progressive discipline
3. Referral to civil authorities or police for action

II. Offenses

1. Continuation of unmodified misbehavior from Level 1 and 2
2. Maliciously setting off false alarms
3. Tampering with fire extinguisher
4. Maliciously destroying or defacing school property or buses or private property going to or from school
5. Fireworks/stink bombs/smoke bombs (possession or use of)
6. Assault on another student
7. Sexual Acts
8. Illegal use of the network; intentional deletion/manipulation or damage to files or data belonging to others; copyright violations or theft of services and/or identity will be reported to the appropriate legal authorities for possible prosecution.

LEVEL IV

I. Disciplinary Options

1. Out of school suspension until expulsion meeting has been set with student, parent, principals, and school board
2. Referral to civil authorities or police for action

II. Offenses

1. Continuation of Level I, II, and III
2. Assault on a school employee
3. Starting a fire
4. Bomb scare
5. Weapons
6. Selling or distribution of alcohol/drugs
7. Violation of PA Laws

*For purposes of school discipline, any unilateral attack on an individual or staff member will be considered an assault. Anytime blows are exchanged, the incident will be considered a fight, and both parties will be held equally responsible regardless of who started or who won the fight. In addition to school discipline, all incidents of fighting or assault will be referred to the appropriate legal authorities. These provisions shall be in effect at all times on school property, buses, or while attending any home or away school function.

*Below are the two forms that will be sent home at a **Level 1** incident. Parents will be asked to read and sign off on the form to show acknowledgement of their child's behavior.

A yellow form titled "Think About It" for students in Kindergarten-3rd grade. It includes a date field, a section for the rule broken, a "How I feel" section with five cartoon faces labeled angry, confused, embarrassed, nervous, and sad, a section for reasons, a section for future actions, and signature lines for the student, parent, and teacher.

**Kindergarten-3rd Grade
Form**

A white form titled "Disciplinary Form" for Mount Meriah Middle School, intended for 4th-8th grade students. It includes fields for student name, date of incident, location, and teacher(s) involved. It lists various offenses such as cafeteria misbehavior, classroom disruption, pushing, shoving, academic dishonesty, disorderly conduct, spitting, repeated failure to bring supplies, displays of physical affection, indecent language, use of electronic devices, bringing in items, possession of over-the-counter medications, repeated dress code violations, disrespect towards students/teachers, and bullying. It also lists disciplinary options like warning, withdrawal of privileges, and suspension. The form includes an additional comments section and signature lines for the student, teacher, and parent/guardian.

4th-8th Grade

Bus Conduct

According to Pennsylvania state law, student conduct on school buses, and discipline for misconduct, falls under the jurisdiction of the school administrator. Accordingly, the following procedure shall be in place to handle any and all cases of misconduct on the bus:

The bus driver, in keeping with the policy of a particular school district, shall present a formal written complaint of misconduct to the administrator. The administrator shall take the following action:

First complaint: conference with student(s) and bus driver, incident report(s) filled out and sent home to be signed by parents and returned. Incident report placed in student('s) permanent files(s).

Second complaint: conference with student(s), parents, and bus driver. Formal plan of action for correcting the behavior put in writing and signed by all parties. Incident report(s) will be filled out and signed by parents. Action plans and incident reports placed in students('s) permanent file(s).

Third complaint: 1–3-day suspension from bus; incident report filled out and sent home to be signed and returned.

Fourth complaint: Permanent suspension from transportation services; transporting student(s) to and from school becomes the responsibility of the parents or guardians.

**Pennsylvania School Bus Driver's Manual, Publication 117, January 2002, page B-9.*

Locker Room Procedures

Our middle school students will be given a locker at the beginning of the school year. While they must provide their own lock if desired, a combination or key **MUST** be given to the teacher. The locker is the property of the school, and the school reserves the right to check the lockers at any time. You may use magnetized items to enhance your locker. Stickers and adhesives that cannot be removed easily are never permitted and grounds for an infraction. Students are restricted from keeping prohibited items in their locker to avoid detection. This area will be monitored by school staff so that correct behavior is being exhibited in this area.

Dress Code

Although there is no formal dress code, Mt. Moriah Christian School students are expected to dress in a manner befitting Christian youth. Modesty, neatness, and practicality will be the guiding principles. Casual dress is permitted, but students are not permitted to wear torn or sloppy clothing, including “sagging” jeans and/or T-shirts with negative, outlandish, disrespectful messages or pictures. Students are not permitted to wear “do-rags” or any type of headwear in class. Girls’ shorts and skirts must be finger-length or longer. Sleeveless shirts or dresses are permitted, but “muscle shirts” or girls’ dresses or shirts with “spaghetti straps”, “Bodycon” dresses or anything similar are not allowed. The shoulders and abdomen must be fully covered. Students are permitted to wear leggings but must wear with tunic length tops to ensure $\frac{3}{4}$ of their backside is covered. Facial piercing and dangle-type earrings are not permitted for any student due to safety issues. However, stud earrings are permitted. Both boys and girls **MUST** wear socks with closed toe shoes for safety on the playground. No shoes

with wheels or flip flops will be permitted on school grounds. Students in Kindergarten through third grade are not permitted to wear shoes with heels or strappy shoes. Students in all grades MUST wear tennis shoes/sneakers for gym for safety reasons.

The school reserves the right to make judgments regarding acceptable attire. If a student violates the dress code, several possible actions may be taken:

First Infraction: Student will be given a written notice to take home signed by the principal.

Second Infraction: Student or Administration will call home for a change of clothes before he/she may attend class.

Third Infraction: Student will be sent to the Administrator for disciplinary action. He/she will call home for a change of clothes before he/she may attend class.

Internet/Computer Usage

The school has laptops available in grades 1-8. These computers are equipped with internet capability. Students in grades 1-5 will only be permitted to use their laptops in the school setting and at their teacher's discretion. No student is permitted on the internet without DIRECT and CONSTANT supervision of the teacher and only with a specific educational purpose (NO SURFING). When a student enters the 6th grade, they will be assigned a laptop for their school needs. They will use the same laptop throughout 7th and 8th grade as well. These laptops will be purchased by the school and are to be used in class and at home for research and class assignments ONLY. If students do not follow the guidelines set by MMCS administration and the classroom teachers, they may lose the privilege of using their school laptop in class and at home. All computer work will have to be done on their own time at home. The following guidelines must be followed: □ Each student is responsible for the laptop they are assigned.

- No student is to touch another student's laptop for any reason.
- Laptops are not for personal use.

continued...

- No student is allowed to download any type of software or app.
- Laptops should be charged nightly.
- No eating or drinking while using the laptop.

Each classroom teacher may add to these guidelines for their specific classes. Students are expected to follow those as well.

If a student is careless or purposely does anything to their laptop that warrants repairs or replacement, it will be the responsibility of that student to pay for it.

Note: *The computers belong to the school and have been purchased with school funds that are separate from the book fee paid by the parent(s).*

Health

Students are very susceptible to communicable diseases, so it is important to keep immunizations up to date. The school uses a standard form for immunization records that must be filled out by the child's physician. The Department of Education requires a medical and dental exam and a tuberculosis test for the first year of school. The school nurse checks the records periodically and will advise the parents if the information is needed.

No prescription medication will be dispensed without a written note from a physician. Required medications will be administered by the office staff or the school nurse only. Teachers are not permitted to dispense medicine. Students may not medicate themselves unless in the presence of authorized staff. Parents may also come to school themselves to administer medications when special arrangements are needed.

If your child comes to school with a fever (100.4) or is visibly sick, we will send them back home. Any student being sent home with a fever above 100.4 may not return to school until they are fever free (without medication) for 24 hours. Any student sent home by the school administration or school nurse will be marked legally absent for the day.

Volunteer Policy

The school will occasionally utilize volunteers to help with special projects at the teachers' request. Unless under the direct supervision of a teacher, volunteers must complete a Volunteer Application, have appropriate clearances and background checks, and be in agreement with the school's Statement of Faith. The volunteer handbook must be signed and returned to our administrative assistant, Ashley Jo Spak. All volunteers must exemplify conduct reflective of a positive Christian example to students, parents, and the community. These forms can be obtained by Ashley Jo Spak.

Attendance Policy

Pennsylvania law requires school attendance until the age of 17. These requirements are found in Sections 1326, 1327, and 1329 of the Pennsylvania School Code. Prompt and regular attendance is essential to sustained progress in school. A student not only misses work on the day of absences, but they also miss instruction time making it harder to keep up with new material. Regular attendance is also part of training in Christian character.

"Mandatory school attendance shall begin with the school year in which the child's sixth birthday is reached prior to the first day of school of such year, or upon enrolling in a kindergarten program." Kindergarten attendance has been questioned in a state court case. The finding of the case is as follows: "although a school district is not required to provide kindergarten and parents are not required to enroll their child in kindergarten, once they elect to enroll a child, the child is subject to the Public-School Code's compulsory attendance requirements". Therefore, ALL students enrolled at Mt. Moriah will be held accountable to the Albert Gallatin and MMCS attendance policy.

In keeping with Albert Gallatin Area School District's school policy, Mt. Moriah Christian School designates "legal" absences and "illegal" absences. In order to enforce the state attendance laws, Mt. Moriah Christian School will designate an administrator to collect classroom attendance data and make appropriate referrals to the District Magistrate as well as the State Department of Education. Parents/Guardians are expected to call the school to report a student's absence when their student is not in school.

When a child is absent from school, a signed note from the parent/guardian must be sent upon his/her return explaining the reason for the absence. If a written statement is not received by the fifth (5th) day following the student's return, the absence will be classified as "illegal". A doctor's excuse will be required for an extended absence or communicable disease and again is expected within the fifth (5th) day following the student's return.

Legal absences are defined as:

- Illness as certified by a written note from a parent, not to exceed ten (10) days per school year. Verification by a physician **will be required** if absences exceed 10 days. The excuse from the doctor is due to school within 5 days. **Third party doctor excuses only please!**
- Death in the family, limited to 5 days for the death of an immediate family member, limited to 3 days for others.
- Impassable roads, as certified by the bus driver, township supervisor, or state police.
- Recognized religious holidays.
- Calamity (fire or flood)

- Medical appointments that absolutely cannot be scheduled outside the school day. Absence must be verified by a doctor's excuse upon the student's return to school.
- Illness or injury in the family when the student's absence is verified by a physician.
- Advance requests for unusual absences such as vacation will be considered on a case-by-case basis and may be denied if the student has a history of absences or tardiness. The requests must be made in writing at least two (2) weeks in advance and have a five (5) day limit. Any days beyond the five (5) day limit will be classified as "illegal" absence, which cannot be made up. Any assignments turned in after five (5) days will not be accepted. It is the responsibility of the parent and/or students to contact teachers for any missed assignments. Teachers are not required to give assignments ahead of regular class schedules in order to accommodate students who will be gone during a given period of time.

Any absence not meeting the requirements stated above will be considered an "illegal" absence. When a student in grade 1-8 accumulates ten (10) legal absences or three (3) illegal absences, whichever comes first, by law official notification in the form of a letter will be mailed to the parents stating such. Any illegal absence after five (5) days will result in a referral to the Children and Youth Services as well as absences of the twenty (20) day limit.

Students may be dismissed from MMCS if absences of any kind reach a maximum of 20 days in any given school year. This includes accumulated tardies, vacations, legal and illegal absences.

Any student arriving any time after 8:45 a.m. until 9:30 a.m. will be counted tardy. More than three (3) tardies per month will make the student ineligible for monthly perfect attendance awards. Three tardies will equal one day of absence. Any student departing school between 2:45-3:10 other than a doctor's appointment, will be charged with an early departure. Three early departures will equal one day of absence.

One-half day absence shall be charged if arrival at school is after 9:30 a.m. or if the student leaves before 2:45 p.m. Students must be present for 3 hours and 10 minutes to be counted present for one-half day.

Students will have an equal number of days to make up work as their absence. If one day is missed, one day will be given for make-up work to be completed. The test will be made up at the teacher's discretion. Please contact the teacher directly for her policy regarding make up work.

Birthday Parties

If you wish to pass out birthday party invitations at school, you **MUST** include **ALL** of the students in your child's class. If it is an all-girl or all-boy party, then just make sure that **ALL** of those kids are included. If you choose to be more selective, you must mail out the invitations, and please be careful to not have your child announce the selectivity at school. Not being invited to these parties and knowing it can be a very hurtful thing for the children.

Snack/Lunch

Hot lunch is offered five days a week, but children can bring their own lunches each day. Please do not send items that need to be heated or kept in the refrigerator. We are not equipped to provide these services. Preschool and Kindergarten students will have snacks, and we encourage healthy snacks such as fruit, raw vegetables, crackers and cheese, rather than cookies and candy. Soft drinks are not permitted for lunches or snacks; juice drinks, milk, and water are better choices. Forgotten lunches (more than 2 times) that necessitate the school covering for the lunch will be charged to the parent.

All lunch orders and money must be completed through our lunch program EZ Lunch App online @ www.ezschoolapps.com. Our school code is MtMoriah. NO changes or money will be accepted in the school office.

Schedule for School

Class instruction begins promptly at 8:45 am with dismissal at 3:15 pm.

Student arrival time is between 8:30 am and 8:45 am. All drop-off students will enter through the glass doors in the back of the building. **NO students may enter prior to 8:15 a.m.** Students who need to enter the school after 8:45 must enter through the lower doors. All doors will be kept locked during the day until dismissal time for security reasons. Please ring the bell for entrance. All students entering the building after 8:45 **must** be signed in by a parent. Please do not park in the bus loading/ drop off zone for any reason.

Students who do not ride the bus will be dismissed through the glass doors at the school entrance. If someone other than the parent is picking up your child, please send a note to the classroom teacher notifying them of the change or call the school office by 2:45 pm, and make sure the alternate driver has the security ID card to show to the staff person on duty. If they do not have the security card, they must park in one of the parking lots and go to the school office where an administrator will ask for identification and check our student records to verify that the person is on the list of those authorized to pick up the student. If the person is not on that list, it will be necessary to call the parent to verify pick up.

If your child's normal busing or pick up plans change for any given day, please notify the school office before 2:45 pm on that day. ***Please do not leave a message.***

Please note: The Albert Gallatin S.D. busing company has informed MMCS that students will only be picked up and dropped off at one residence. Parents would need to make arrangements with the respective school district to change this procedure. No student is permitted to ride a bus from another district home from school.

Security Identification Cards

In order to provide more security for your child, we will be using a colored "Security I.D. Card". These cards must be signed by you and your child's teacher/principal. You must present this card each time you pick up your child after school. Your card will be presented to the parking lot staff for identification. Everyone picking up their child must have a card. If the person who picks up your child does not have a card for whatever reason, that person must park, go into the school office and present identification before the child is released.

If your child is being picked up by another parent from the school when they are picking up their own child, a note must be sent to the office by both parents.

Building Security

Security is held at the highest level at MMCS. We have active cameras in all common areas and outside areas that record all day long to ensure the safety of the children. The doors remain locked during the school day and admission to the school must be made through the school doors at the back of the building unless it is dismissal pickup. The staff have been trained to handle situations that while unpleasant, may arise during the school hours. We will take every measure to keep your child calm while we practice some of these drills. If you have questions about the security measures we have put into place, please call the school office. A security officer will be present during the school day for the entire year. Please note that these licensed officers do carry firearms.

Tuition and Fees

Recognizing that financial commitment is a great factor in enrollment, the School Board has endeavored to keep the costs as low as possible and still maintain a quality education for your child. They have compiled a schedule of fees that, to our knowledge, is lower than any private education facility in the area. Parents will be requested to sign a financial obligation form and return it to the school to show their understanding of the fees due. Students will not be eligible to start school until all book and supply fees are paid in full. Parents who have registered and paid their book and supply fees and choose to un-enroll their students from school between July 31st and the beginning of school will forfeit those fees. The books and supplies were already purchased by that time.

The financial commitment letter **MUST** be returned to school prior to the first day of school or your child will be dismissed from MMCS until it is returned. **NO** exceptions will be made to this rule.

Tuition for the school year 2023-2024 K-5th \$6500.00 6th-8th \$6800.00

All parents are required to submit their tax information for each student enrolled to our STS System so that scholarships can be awarded to families who apply.

The applicable fee schedule for 2023-2024 to be paid by parents is as follows:

Preschool Registration Fee: \$125.00

Tuition: \$132.50/monthly for 10 months for the **2-day program (Tues./Thurs.)**
\$152.50/monthly for 10 months for the **3-day program (M/W/F)**

Supply Fee: \$100.00

K-5th Grade Registration Fee: \$125.00

Tuition: \$283.50/monthly for 10 months

Book Fee: \$185.00-\$450.00

Supply/Activity: \$125.00-\$150.00

Book Fees: Vary in grades 1 -5 depending on the number of disposable workbooks needed for the year. Reading books, Math and Social Studies books will be used from year to year to keep the cost of the books to a minimum.

Grades 6-8 Registration Fee: \$125.00

Tuition 6-8: \$315.00/monthly for 10 months

Book Fees: \$340-\$370

Supply/Activity: \$150.00

New students to MMCS may be assessed a one-time reading book fee depending on the grade entering. Book fees are to be paid by June 30th to receive a discounted amount. Fees paid after that time will be assessed as the full amount. Book fees are non-refundable after July 31st. Books purchased become the property of the student.

Students in K-5th will be assessed a one-time \$100.00 supply fee to cover all supplies needed for the year. Sixth – 8th grade students will be assessed a one-time fee of \$125 supply fee to cover all supplies needed. Parents will be responsible for providing the child’s lunch box and backpack (clear backpacks are not needed at MMCS).

Students in Preschool – 8th grade will be assessed a one-time \$25.00 activity fee that covers expenses not covered by the PTF but are assessed to the parents at various times during the year.

Mt. Moriah has a tuition help fund set up to help families needing assistance with tuition during the school year. Applications are available during the summer and eligibility requires application through the STS System. These must be returned to the school by August 1st. Monies are awarded based on income eligibility, need and money available to disperse.

In cases where two or more children from one family are enrolled, a \$10.00 monthly reduction will be given for the second child, \$20.00 for the third child, etc. This discount only applies to students enrolled in 1st-8th grade. This discount is not available for Kindergarten students.

If tuition is paid in full before the first day of school a 5% discount will be given. The 5% does not apply to registration, book or supply fees.

Tuition is due on the first day of each month from August 1 to May 1. Because the first day of the month is not always a school day, a grace period of 10 days is given. A late fee of \$25.00 will be charged for tuition paid after the 15th of the month.

A charge of \$25.00 will apply for any returned checks due to non-sufficient funds.

NO post-dated checks will be accepted. Credit card payments may only be made online. Cash and Check payments will still be accepted when making payments in person with the school office.

If a child is removed from enrollment during the month, the tuition will be prorated per day (amount depending upon grade) plus a \$50.00 fee for administrative costs. All purchased books are the property of the student and will be returned to them. Registration fees are non-refundable.

If a student leaves MMCS for any reason, including moving on from 8th grade, records will not be transferred until full payment is received and has cleared the bank.

The last year-end payment must be received and cleared before report cards etc. will be released to the student. During the final week of school only cash, credit card or money orders will be accepted.

The Pennsylvania Department of Education State Legislation through Act 195/90/35 loans books to our students at no charge to the school. We have received most of our History books and some Abeka books through this funding in the past. **Please complete the Attachment C form and return it to the school so that your child can use these books at no charge to you.** These forms must be on file at the school for proof that we are using the books and materials for our students.

Parents will be responsible for replacing reading or other books that are damaged while in their student's possession. Many of our books are purchased with the money mentioned above or are used year to year at no cost to the parent.

School Closings and Delays

We follow the Albert Gallatin Area School District schedule as often as possible due to busing. In case of inclement weather, there are many ways of finding out whether we will be having any kind of delay or closure. The following list are places you can listen to or watch for any delays or closures.

- T.V. Channels 2 (KDKA), 4 (WTAE) and 11 (WPXI) and their websites.
- Call the following school information line: 724-583-0322, extension #0012.
- The Mt. Moriah Christian School Facebook page
- Our school Remind: To sign up for school reminders and delay/cancellation notifications, please text 81010 with the message @mmcsr.

If there is a one-hour delay, preschool students will still arrive at 9:00 am. Students in grades K-8 will arrive by 10:00 am. For a two-hour delay, preschool will arrive at 10:00 am and students in grades K-8 will arrive by 11:00 am.

If school is dismissed early, we will make every effort to notify you by phone before the children board the bus. Please be sure to keep us up to date with your current phone number(s), including your cell phone number(s). If a weather issue develops during the school day, we will make every effort to notify the above stations for the early dismissal time. If you desire to transport your child rather than use the bus system, please call the school. Your child will not be marked absent for leaving early during this type of weather issue.

Mt. Moriah will be giving all students in Grades k-5th “snow day packets.” These will be used during the school year for all snow related cancellations. Teachers will be online via Zoom (code and password will be given by the teacher) for a minimum of 4 hours of instruction. Class will start at 10:00am-12:00pm and resume 1:00-3:00pm. This will allow us to keep to our schedule for the year. Attendance is mandatory as a normal school day.

Attachment A

Created February 2016

Mount Moriah Christian School Bullying Policy

At Mount Moriah we strive to create a safe, civil, and supportive environment that is necessary for students to learn and achieve high academic standards, and therefore prohibits acts of harassment, bullying, or intimidation. We expect our students to show respect and model Christian behavior for their younger peers to follow. Each student must sign a No Bullying Contract at the beginning of the year which will thoroughly explain the consequences for bullying.

Harassment or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe environment.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including cyber bullying*) that may be reasonably perceived as being motivated either by any actual or perceived characteristic. Students should all be treated with courtesy and equality regardless of age, gender, race, disability, intelligence, athletic ability or popularity. Bullying consists of, but is not limited to name-calling, violence, theft, rumors, exclusion, threats, intimidation, put-downs and pranks. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. Behaviors off school property, including designated bus stops or through electronic media, may be subject to this policy to the extent that such behavior disrupts the learning environment of the school.

Bullying is conduct that meets one or more of the following criteria:

- Is an act directed at one or more students that is intended to harm or embarrass
- Is repeated over time
- Involves an imbalance of physical, emotional, or social power

Harassment is conduct that meets one or more of the following criteria:

- Is an act directed at one or more students that is received as harmful or embarrassing
- Substantially interferes with educational opportunities, benefits, or programs
- Substantially affects the ability of a student to participate in or benefit from programs or activities by placing the student in reasonable fear of physical harm or emotional distress.
- Is based on a student’s actual or perceived distinguishing characteristic
- Is repeated over time, is severe, persistent, and pervasive
- Causes mental duress, or psychological trauma to the victim

Mount Moriah also recognizes intimidation as a possible form or expression of harassment or bullying. *Cyberbullying is defined as the use of information and communication technologies (e-mail, text or picture messages, defamatory web sites, social networking, etc.) to support deliberate, hostile behavior intended to frighten or harm others.

Anti-Bullying Contract

Sign and return to school by Sept. 29, 2023

This contract serves to prove a student's knowledge about the definition of and consequences for bullying, and to inform parents of school policy regarding aggressive and inappropriate behavior among students.

By signing this contract, I, _____, understand that

- Bullying can be physical, verbal, or emotional.
- Bullying consists of, but is not limited to name-calling, violence, theft, rumors, exclusion, threats, intimidation, putdowns and pranks.
- Students should all be treated with courtesy and equality regardless of age, gender, race, disability, intelligence, athletic ability or popularity.

Student pledges to uphold the following rules:

- To abide by the school's policy concerning bullying and harassment.
- To report incidents of bullying to a trusted teacher or staff member.
- To stand up for victims of bullying.
- To encourage others to treat all students with respect and courtesy.
- To help make the school a place where everyone feels safe, heard, and respected.

Student understands that any incidents of bullying will result in the following consequences:

1 report of bullying:

Students will be written up. The student, teacher, and principal will be required to sign the form, and it will be sent home for parents to sign. The signed form will be kept in the student's file.

2 reports of bullying:

Parents/guardians will be scheduled for a meeting with the student, teacher, and principal. Student will receive 1 day in school suspension. During the in-school suspension, the student will have to complete all class work from that day as well as a research report on the effects of bullying.

3 reports of bullying:

Parents/guardians will be scheduled for a meeting with the student, teacher, principal, and a school board member. Students will receive 1 day out of school suspension which will go on their permanent record.

More than 3 reports of bullying: Student will be expelled.

_____ Student signature and date

Attachment B

Mt. Moriah Christian School Rules and Procedures

1. Respect will be shown to all adults in authority. When spoken to, the student will respond appropriately.
2. When an adult raises their hand at MMCS, students will immediately stop talking and look at the adult for further instruction.
3. Toys (including trading cards) are prohibited at MMCS. They are to be left at home. If they are brought to school, they will be taken and given to the student to take home at the end of the day.
4. Electronic devices from home are not permitted to be used at MMCS, unless assigned by the teacher. Phones can be brought but must be placed on the teacher's desk until the end of school. They are NOT to be used prior to or after school unless authorized by the principals. Students are forbidden to take pictures or videos at MMCS or on the bus.
5. Pop and other soft drinks are not permitted at lunch.
6. Nothing is to be taken from the book bag on the bus. That includes food, pencils, toys, electronics, etc. Homework is NOT bus work.
7. No backpacks will be carried during the school day from class to class. Book bags should be closed in the classroom at dismissal and not opened again until you are home.
8. Children waiting for pickup/ bus dismissal must be quiet and respectful during this time so that they can hear their name called.
9. If you choose at any time during the day to be disrespectful or not follow these established rules that have been clearly stated in detail in the student handbook, you will have a consequence. The severity and frequency of the offense will determine the length and place of correction.
10. Socks and shoes will be worn on the playground for safety reasons.

Attachment C

Dear Parent/Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in preschool through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

It is required, however, that a parent/guardian of each child attending the nonpublic or private school individually request a loan of textbooks, instructional materials and equipment. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Very truly yours,

Renee DuBois, Elementary Principal

Joy Kiger, Middle School Principal

Erika Shiflett, ECE Director

Return to school as a hard copy

CERTIFICATE OF INDIVIDUAL REQUEST

FOR LOAN OF TEXTBOOKS,

INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child(ren) attending

Mt. Moriah Christian School.

Name of Child(ren) _____

Date: _____ (Signed) _____

(Parent or Guardian)

This program is available only to Pennsylvania residents.

Sign and Return to MMCS by Sept. 23, 2024

My student (s) _____ and I have read, understood, and discussed the all the policies and rules in this Handbook (including each attachment). We agree to support them and follow them as a condition of my student(s) attendance at Mt. Moriah Christian School.

Parent(s) Signature(s)	Date
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Parent(s) Signature(s)	Date
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Return to school by September 23, 2024

This will be kept in the student's file for the year.

MMCS Daily Affirmations

I will honor and respect the God given value of others.

1 Peter 2:17

I will be faithful and true to God in all situations.

Proverbs 12:17

I will celebrate God's goodness in all circumstances.

Ephesians 5:20

I will be like Jesus and put the needs of others before my own.

Romans 12:10 or 1 Peter 3:8

I will take responsibility for my actions and consider Godly responses.

Galatians 6:5