

# Michiana Covenant Academy

## Student Handbook

14567 Cleveland Road, Granger, IN 46530

[www.michianacovenant.org](http://www.michianacovenant.org)

Michiana Covenant Academy is designed to serve homeschoolers by offering academic classes by qualified teachers for students in grades K-12. We offer three 10 week trimesters of classes. We are under the oversight of Michiana Covenant Presbyterian Church and have been granted the privilege of using their facilities.

### Attendance:

- Only registered, paid students will be allowed to attend classes.
- Parents may observe a class period only through prior arrangement with said teacher.
- Siblings of students or children of the teacher or their aide will not be allowed in the classroom unless they are a paid participant.
- Students will be in their designated seat and ready to begin 2 minutes before class begins. A fine will be assessed on the third late class entrance and all successive occurrences per class. A written warning will be given the first 2 times.
- Snow days will be announced on WNDU channel 16 if necessary. We are unable to make up for missed days.

### Sign in/out:

- Parent or parent assigned adult/teen will physically enter the building and sign each of their registered students in no more than 15 minutes prior to class.
- Parent must submit "Parent Authorization Form" at time of registration or to the Administrator prior to pick up date.
- They will pick up and sign out said students out no later than 15 minutes after class.

### Late Fees:

- Late fees will be assessed on the third tardy (Applicable for pick up or drop off).
- A fee of \$5.00 will be assessed the first time, \$10.00 the second and each following tardy will be increased by \$5.00.
- Fee must be paid at sign in before attending the next class.
- All Fees are paid to the Administrator.

### Absence:

- Please inform the Administrator of all absences, both planned and sudden. If children are to be absent (e.g. vacation let their teachers know in advance).
- Parents should not bring children with obvious signs of illness (fever, rash, serious cough, colored nasal discharge, vomiting, diarrhea, etc). Children may attend once symptoms have subsided for 24 hours.

- If a teacher is ill, they need to notify the Administrator who will arrange for a substitute. If a substitute is unavailable, then students will be placed in study hall.

## **Board:**

- The board will consist of the administrator, one member of the Church elders, one deacon if available and at least 2 parents as a minimum (a teacher is eligible to serve on the board).
- The board will be elected by the Church elders and will serve for renewable 2 year terms.
- The administrator will be elected by the Church elders and may serve for renewable 3 year terms.
- The Church elders can renew the term of any board member or administrator with mutual consent.
- All teachers must be approved by the Church elders and all classes must be board approved.
- The Church elders of Michiana Covenant Presbyterian Church have final authority under God for any issue irresolvable by the Administrator and the Board.
- All changes to these forms will be submitted to the Church elders.
- All meetings will have minutes which are to be submitted to the Church elders after each meeting.

## **Student Responsibilities:**

- Children are to be respectful of their teachers, peers, and the church property at all times, both verbally and physically. This includes clean up after each activity.
- Students are responsible for all assigned homework.
- Please do not run inside the building.
- Students will dress modestly, which includes but is not limited to: shirts to the shoulder, messages on clothing, length of clothing and hats removed in the building.
- Bring only those materials which are required for said class.
- Breaks between classes are for restroom use and arriving promptly for the next class.
- No gum allowed on the premises and food and drink allowed during break time in designated space only.
- A lunch time is available for students from 11:50-12:20. There are no heating or cooling options available for lunches so please pack accordingly.
- Students will be allowed outside behind the building during lunch on days when we have a volunteer adult supervisor. Otherwise, they are to remain in the building.
- Lunch time will end at 12:20 and students are to clean up after themselves and prepare for the 12:30 class.
- Students will need access to e-mail and internet for many classes. See individual teachers if there is a problem.

## **Discipline:**

- A disruptive student will be removed from the classroom and the parent will be notified.
- If needed, a parent can request a meeting with the teacher regarding the behavior. If this meeting does not produce satisfactory results, then a request may be made to meet with said teacher, administrator and one Church elder member.
- Authorization from the Administrator will be required prior to the student attending any further classes with said teacher.

## **Academic Probation**

- A teacher should notify the parents and the administrator as soon as a student is failing a class.
- A student who fails a class may be placed on academic probation by a teacher for said class for the following trimester.
- If a student is placed on academic probation, the teacher will notify the parents and the administrator.
- After failing two consecutive trimesters a student may be denied enrollment in said class for the following trimester.
- A student who plagiarizes may be placed on academic probation and may receive a failing grade on plagiarized assignment.

**Plagiarism** is defined as 1) copying directly from a text of any form without reference to the author and text. Simply replacing a few words, using a few sentences, or copying a complete paragraph without reference is considered plagiarism. 2) The use of any electronic sources without reference to the original source so as to suggest that it is the student's own work. 3) A direct facsimile of an image without acknowledgment of its source. For more clarification please see: [http://www.ndonline.ac.uk/downloads/Plagiarism\\_Policy\\_Nov\\_2005.pdf](http://www.ndonline.ac.uk/downloads/Plagiarism_Policy_Nov_2005.pdf)

## **Academy Fees:**

- A non-refundable registration fee of \$45.00 per family is due at registration and payable only once per academic school year, late registration fee is \$60.00.
- Each Course fee is \$75.00 per student per 10 week trimester after registration has closed the course fee is \$100.00 per student per class.
- Monitored Study Hall is available at no additional charge to students who have signed up for any other class.
- Material Fees may be applicable and are stated on the course description. They will not exceed \$5.00 per student per course.
- At time of registration, the registration fee (if applicable), all material fees and 50% (\$37.50) of each Course fee is due. The remaining 50% (\$37.50) is due prior to the 4<sup>th</sup> week of class.