



Student Handbook

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ABOUT MOUNTAINTOP

MISSION STATEMENT

Mountaintop Christian Education Center will provide our students with a superior K-12 education while offering curriculum and environments that will build Godly character within them and help them identify and nurture the spiritual calling on their life. We will use our resources to help raise up a generation that knows who they are in Christ and is ready to operate in their Kingdom calling.

STATEMENT OF FAITH

We Believe the Bible is the inspired Word of God, infallible in its original writings. (II Timothy 3:16, II Peter 1:21)

We believe the scriptures teach that there is one true living God who has chosen to reveal Himself as Father, Son and Holy Spirit. (Deuteronomy 6:4, Isaiah 43:10-11, II Corinthians 5:19, Ephesians 4:6)

We believe that Jesus Christ is the son of God. In the fullness of time, God sent forth His Son, made of woman, made under law, to redeem them that were under the law. (Galatians 4:4-5) In Him dwells all the fullness of the Godhead bodily. (Colossians 2:9)

We believe that no man can come to the Father except through the shed blood of Christ. (John 14:6)

We believe that man is a sinful being in need of redemption. (Genesis 1:26-31, Psalms 51:5, Ecclesiastes 7:29, John 6:44, Romans 5:12-21, I Corinthians 2:14) We believe in repentance to God, confessing ourselves as sinners, receiving forgiveness through the Lord Jesus Christ and His blood atonement for sinners, witnessed by a definite change from sin to righteousness. (Acts 17:30, Acts 11:18, Acts 2:38-39)

We believe that water baptism (immersion) is for believers and should be administered in the name of the Lord Jesus Christ according to the acts of the Apostles. (Acts 2:38, Acts 10:48, Acts 19:5) thus fulfilling Matthew 28:19.

We believe that the Holy Spirit is given to believers that ask for it, and is evidenced by the fruit and gifts of the Spirit. (Acts 2:38-39, Acts 5:31-32, Acts 10:45-46, Gal 5:22, Eph 5:8-10)

We believe the redemptive work of Christ on the cross provides healing for the human body in answer to faith and prayer. (Isaiah 53:4-5, James 5:14-15, I Peter 2:24)

We believe in the personal imminent return of our Lord Jesus Christ. (Acts 1:11, I Thessalonians 4:13-18)

We believe in the bodily resurrection of both the saved and the lost; the saved to everlasting life and the lost to everlasting damnation. (Matthew 24:31-46, Acts 24:15, Revelation 22:11)

CHURCH AFFILIATION

Mountaintop Christian Education Center is a part of the ministry of Tabernacle of Praise, but parents and students are not required to be members of the church. Students and parents are encouraged to belong to, and attend regularly, a Bible-believing church of their choice.

PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint parents and students with the mission, policies, and various procedures of Mountaintop Christian Education Center. Since it is not the purpose of the administration to make blanket rules in every area, we reserve the privilege of interpreting the rules, and changing or adding to them, if necessary, in order to maintain the mission and vision of the school. The administration, faculty, and staff will always stand ready to cooperate with and help the students and parents of the school in every way possible. The administration will be happy to explain any portion of the handbook. The school reserves the right to change the student handbook at any time it deems necessary and appropriate.

CURRICULUM

This school uses the Accelerated Christian Education curriculum which has been proven to be effective in teaching all the basic academic disciplines as well as instilling Godly character into the lives of students. The curriculum is built upon these seven key foundational concepts:

1. Integration of Biblical Principles (Scripture memory, wisdom principles)
2. Godly Character Training
3. Mastery-Based Learning
4. Built-In Reinforced System of Learning
5. Individualized Learning
6. Development of Critical Thinking Skills
7. Socialization

STATE ACCREDITATION

Accreditation by a state government agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means for causing local public-school districts to meet what the state educational agencies determined to be the minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians. Mountaintop Christian Education Center has made the decision to not seek accreditation through the state of Indiana for this reason.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in academic merits of individual students, not merely in the name of their school of graduation. They evaluate each applicant's academic aptitude through nationally standardized tests, such as the SAT or ACT. Please inquire about a partial list of colleges and universities, which have accepted students on an individual basis, who have completed their high school education using the A.C.E. curriculum.

STUDENT CONDUCT

STANDARDS OF CONDUCT

Students of Mountaintop Christian Education Center are expected to refrain from talking about or engaging in cheating, swearing (including slang), smoking, vaping, gambling, sexual impurity (Eph 5:3), drinking alcoholic beverages, and using narcotics on or off the school property. Students who participate in and discuss such activities are subject to suspension and dismissal. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, cheerfulness, kindness, moral behavior, acceptable language, and honesty both on and off the school property. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Students who do not abide by these guidelines are subject to suspension and expulsion.

It is suggested that parents pay close attention and monitor the amount of “screen time” a student is having, and the content of media, games, and music they allow to influence their children. These can have a negative effect, both academically and spiritually. Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with the principal or a supervisor. This is not tattling. It has been said, "...All it takes for evil to triumph is for good men to do nothing." "To him that knoweth to do good, and doeth it not, to him it is sin" (James 4:17).

GENERAL CONDUCT FOR STUDENTS

1. Mountaintop Christian Education Center has a “Hands-Off Policy.” This means that ALL students should keep their hands and persons to themselves at all times.
2. All cellphones, iPods, Smartwatches, etc. must be turned in to the lead supervisor at the beginning of the school day.
3. Gripping and complaining is not tolerated.
4. Students should only use words which are truthful, gracious, and edifying to others (Eph. 4:25-29), and glorifying to the Lord.
5. Students may not leave the school grounds during school hours without permission.
6. Marked on, defaced, or broken property is to be replaced at the offending student's expense.

7. Only approved items are allowed on student bulletin boards and offices.
8. Mountaintop Christian Education Center has a ZERO TOLERANCE BULLYING POLICY.

LEARNING CENTER RULES

1. PACEs are private property and are not to be shared among students.
2. After a PACE is complete, the student waits until the following school morning before receiving the test; he may wait until the following school day before receiving test results and a new PACE.
3. Work in PACEs is done in pencil, and pencils are not permitted at the score table.
4. All scoring is done in red pen, and red pens are not permitted at students' desks.
5. Goals are set in blue pen so that they cannot be changed without staff permission.
6. Supervisors and monitors use green pens. Green pens are not permitted at students' desks.
7. Causing distraction by making noises, throwing things, talking, etc., will not be tolerated.
8. Do not share PACEs for answers. If you cannot find an answer, ask your teacher for help. After completing a test, do not give information or answers to other students.
9. Students must raise their designated flag to ask permission to get out of their seat for any reason and to ask for permission to speak to a supervisor, monitor, or another student.
10. Students must stay turned around in their office and focused on their work.
11. Calculators are permitted in the Learning Center only at the supervisor's discretion.

UNIFORM REQUIREMENTS

All students are required to wear uniforms during school hours. Anyone who appears without uniform will be sent home to change. Uniforms should be clean and in good condition. Uniforms include either the Mountaintop C.E.C. embroidered crew cut T-shirt, polo, or sweatshirt with black or tan pants (no leggings, jeggings, yoga pants, basketball pants, or sweatpants). Girls are permitted to wear black or tan skirts as long as they come to below the knee and do not have a split above the knee. Shirts, pants, and skirts must not be torn, acid washed, or bleached. Tennis shoes are the preferred footwear.

SCHOOL CLOTHING REGULATIONS AND PERSONAL APPEARANCE

Students, administration, faculty, and staff must dress and groom themselves in a manner both professional and appropriate. Modesty is a way to glorify the Lord rather than call attention to self. At school functions which do not require uniforms, we ask students to wear clothing consistent with standards of the uniform worn in the classroom meaning that the student is modestly dressed and covering everything from just below the neck to the knees.

HOMEWORK

The responsibility for scholastic achievement is placed on students as well as the staff. Most students should not need to take large amounts of academic work home. The goals set by the student and reviewed by the staff usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the staff, to complete the work at home. The completed homework is to be returned to school the following day. Students do receive appropriate consequences for incomplete assignments and will not be allowed privilege status if homework is not completed.

SOCIAL MEDIA

Mountaintop Christian Education Center strongly recommends that parents monitor their children's involvement with social media (time and content). Students found with material and/or comments inappropriate to the purpose and mission of the school will be subject to disciplinary action up to and including immediate ineligibility to attend Mountaintop Christian Education Center.

TELEPHONE AND CELL PHONE USE

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have staff permission. Cell phones are to be turned off and given to the supervisor before school begins each morning. Students may use a cell phone only with faculty permission. Failure to turn in a cell phone may lead to disciplinary action.

INTERNET COMPUTER ACCESS USAGE

Mountaintop Christian Education students who use the Internet at school must demonstrate responsibility in using this educational tool. Any inappropriate use of the computer network will result in the loss of the privilege to use this educational tool and possible disciplinary action as well.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the supervisor before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any school equipment they are allowed to use. Students using school property and equipment can be fined for excessive wear and abuse of loss of the property and equipment. The fine is used to pay for the damage. In some cases, when materials, such as books, are damaged beyond repair, replacement cost will be billed to the parents. If the damage or loss is intentional, the student will also be subject to discipline according to the Student Behavior Standards.

POLICIES AND PROCEDURES

ADMISSIONS AND WITHDRAW

ADMISSIONS POLICY

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs. However, we reserve the right to limit our enrollment in number so that the quality of our academic program is not impaired. Also, we reserve the right not to accept or to dismiss those students whose worldview is in direct opposition to our understanding of Biblical teaching. All students and their parents are expected to be open to the spirit and purpose of the school.

1. First-grade students will be accepted into the First-grade program contingent upon their ability to read.
2. All new students will take diagnostic tests to determine their individual academic abilities.
3. The school is not equipped to take special-needs students who cannot function in a Learning Center setting. To function in a Learning Center setting, a student must be able to work quietly, independently, and progressively using A.C.E. curriculum; communicate with the supervisor, and be able to use the restroom facilities unattended.
4. The school reserves the right to require diagnostic testing for all transferring students. Exceptions may be made for students transferring from a school which uses the A.C.E. curriculum.
5. Returning students in good standing financially and socially will be given priority over new applicants.
6. The principal will review applications and make the determination as to which students are admitted to the school.
7. Attending students who submit their application for re-enrollment by May 31 will be given priority consideration. No student has a right to re-enroll, and application for re-enrollment will be approved at the sole discretion of the school.

ADMISSIONS PROCEDURE

1. Parents / guardians fill out and turn in a student application for enrollment.
2. Parents / guardians and students are called in to interview with the principal.
 - a. Read and review Parent/Student Handbook, Standard of Conduct form, Financial Agreement, Medical Release, and Bully form.
 - b. Tour the school
3. Parents / guardians will be notified of acceptance/rejection within two weeks.
4. Parents / guardians of accepted students submit the required, signed forms, accompanied by registration fee (\$75 non-refundable).
5. School records, immunization record (or religious exemption form), and copy of Birth Certificate are submitted.

6. Parent Orientation is attended.
 - a. Review vision and core values of Mountaintop Christian Education Center.
 - b. Review rules and policies.

WITHDRAWAL POLICY

A student is permitted to be withdrawn for any reason upon request by a parent / guardian. The school has the right, for any reason, to ask the student to withdraw. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

REFUND POLICY

If a student is withdrawn or asked to withdraw, all fees and tuition for the current month and past months are non-refundable. If a family has paid tuition for future months, it will be refunded.

ATTENDANCE

ATTENDANCE POLICY

This school maintains a strict attendance policy. Excessive absences will inhibit the student's progress. Failure to comply with this policy carries a stiff penalty. Any time a student is tardy or absent the parent must explain the reason for the absence or tardiness. This should be done with a phone call to the main line, (765)289-4113, or an email to abrooks.mountaintopcec@gmail.com before or at the time of the absence/tardiness. If a parent does not contact the staff before the student returns to school, the student must bring an explanation in writing upon his/her return to school. An after-the-fact phone call or email is not acceptable. If no explanation is given, all tardies and absences are considered "unexcused."

A student will be allowed a total of ten (10) absences (excused and/or unexcused) for the school year. Upon the student's tenth (10) absence from a class, the student may be at risk of academic deficiencies.

1. After four (4) unexcused absences, a letter will be sent to the student's parents, notifying them of the number of absences and reminding them of the attendance policy.
2. After six (6) unexcused absences, a letter will be sent to the student's parents, notifying them of the number of absences and reminding them of the attendance policy. Juvenile court/prosecuting attorney may be notified of possible truancy or educational neglect.
3. Upon the eighth (8) unexcused absence, the student and parent/guardian will be required to be present for an Attendance Conference with the school principal. Students and parents will sign an attendance contract.
4. Upon the tenth (10) unexcused absence, or a total of 18 excused and/or unexcused absences, the Delaware County Department of Child Services and the Prosecutor's Office will be contacted and informed of chronic absenteeism, and the student will be at risk of expulsion.

EXCUSED ABSENCES

Excused absences are defined as absences that the school regards as legitimate reasons for being out of school, as included in the school policy. These could include:

1. Illness verified by a parent/guardian
2. Illness verified by note from Physician
3. Family funeral
4. Military Connected Families (e.g. absences related to deployment and return)

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under the definition of excused including but not limited to oversleeping, failure to notify school of absence, and family vacations. Habitual Absence - Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. Students who are late (after 8:30AM) will be considered tardy to school. A half day absence will be counted for any student arriving after 9:30 AM or leaving prior to 1:45 PM. These tardies will result in school disciplinary action and will be recorded on the student's progress card. Students who regularly leave school early without proper documentation (i.e., doctor notes) are subject to the same disciplinary action as students who are tardy.

APPOINTMENTS AND VACATIONS

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. Parents are also encouraged to not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must notify the principal in writing one week prior to the scheduled vacation. It may be possible for the student to take homework to be completed during the trip; however, these absences are considered unexcused.

SCHOOL CLOSINGS

In the event of inclement weather, the closing or delay of school will be sent out in a text to all parents/guardians and students along with being posted on WLBC and 13-WTHR. We will try to anticipate snow days and send materials home with the students the day before. Snow days will be considered "home school" days, and students will be expected to complete their daily work at home if materials were successfully sent home the day before in preparation.

DISCIPLINE AND INCENTIVES

PROBATIONARY PERIOD

All new students are admitted on probation for the first six weeks. The student must at all times conduct himself in a manner becoming a lady or gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and consult the principal and supervisor for all the facts.

When a student's attitude is not in accord with school policies or principles, the student will be placed on probation and the parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child. This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "All things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men". At this school discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Students are reminded that God expects us to be disciplined in all areas of life.

1. "Children, obey your parents in all things: for this is well pleasing unto the Lord." (Colossians 3:20)
2. "Let every soul be subject unto the higher powers..." (Romans 13:1)
3. "Obey them that have the rule over you, and submit yourselves..." (Hebrews 13:17)

DISCIPLINARY PROBATION

Once a child is placed on probation, a series of progressive disciplinary actions will be determined by the principal. The disciplinary actions and duration of probation will be defined in a conference with the parents. The only procedural right that a student has is the opportunity to tell their side of the story to the principal.

DETENTION POLICY

At times a student may be required to serve an in-school detention time instead of receiving the privilege of going to breaks (recess). The student will be required to complete all school work while also writing a report about why they did what they did, and how they will modify their behavior to avoid receiving detention for this in the future. Please note: A detention will never be required of a student unless the staff involved has discussed the situation with the other Learning Center staff and all agree it is necessary. Some of the criteria for a detention are:

1. Repeated disobedience (This can even include talking or getting up without permission)
2. Inappropriate language
3. Disrespect for staff
4. Repeated scoring violations
5. Repeated incomplete homework
6. Willful cheating
7. Repeated irresponsibility
8. Excessive “unexcused tardiness”

These are just some examples. Children receive “demerits” or warnings for these types of infractions. If three demerits are received in one day, the student will serve in-school detention the next day. {Depending on the severity of the situation, the administration may choose a suspension instead of a detention.} Parents will always be notified when a detention has been given to their student.

DISCIPLINARY PROCEDURES FOR MAJOR OFFENSES

Different disciplinary procedures are followed for major offenses whether the offense is committed on or off the Christian school property. Major offenses include but are not limited to: cheating, scoring violations (20 or more per PACE), stealing or other criminal offenses, cursing, swearing, chronic incomplete homework, sexual relations, vandalism, disrespect for authority, chronic misbehavior, smoking, drinking alcoholic beverages, and any other offense not listed, but considered major by the principal and administration. An offense is considered chronic if the student does not respond favorably to discipline from the administration and faculty.

Disciplinary actions for major offenses may include but are not limited to:

1. Detention
2. Conference with Parents
3. Probation
4. Suspension
5. Expulsion
6. Other disciplinary actions deemed wise and prudent for the offense

NOTE: If a student has flagrant scoring violations (20 or more in a PACE), part of their punishment will be to repeat that PACE at parents' expense (\$5).

STUDENT PROPERTY AND PERMISSIBLE ITEMS

Items like books and magazines must be approved by staff upon arrival at school. Cell phones, iPods, Smartwatches, and other like items must be turned in to the staff upon arrival at school. These will be returned to the student after school dismissal.

Items not permitted include guns, matches, lighters, knives, illegal drugs, alcohol, and pornographic materials. If any of these items are found on a student during a search, the student may face possible expulsion, and law enforcement involvement for items that warrant it. Earbuds are also not permitted on school property. All other electronic devices (such as Kindle, iPads, tablets, etc.) must be approved by the principal. The school is not responsible for personal items that may be lost, stolen, or broken while on school ground or during school functions.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the school, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything found in the course of a search which is evidence of a violation of the student conduct standards contained in the student handbook, or which is evidence of a violation of the law, or which by its presence

presents an immediate danger of physical harm or illness to any person may, at the administrator's discretion, be:

1. Seized and admitted as evidence in any suspension or expulsion provided it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has no significant value, or
4. Turned over to a law enforcement officer.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated. School officials will contact law enforcement authorities when, in their discretion, there is reason to believe a student's conduct is unlawful and has caused bodily injury to another person or substantial damage to the property of another, including the school.

Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or property that is knowingly, intentionally, or recklessly caused by the child.

BULLYING POLICY

- Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
- For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent

to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance;
- or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student both attend the school and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 - Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal's office who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a supervisor who will be responsible for notifying the principal's office. This report may be made anonymously.
 - The principal's office shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place.
 - A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 - Counseling and corrective discipline will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

INCENTIVE PROGRAMS

The faculty of each Learning Center will inform students of privileges available in their classroom. Privileges are incentives designed to promote learning achievement. Part of the way that students receive these privileges, or privilege status, is by earning merits. Merits are certificates which students can earn throughout the day for showing good work ethic and character. Students that receive privilege status may even be taken on a special, half-day, field trip at the end of the week depending on the level of privilege status earned.

MEDICAL AND SAFETY

EMERGENCY MEDICAL AUTHORIZATION

All students must have an emergency medical authorization form completed, signed by a parent or guardian, and filed in the school principal's office. A student will be excluded from field trips and may be excluded from school until this requirement has been fulfilled. The Emergency Medical Authorization form will be distributed annually to parents and guardians upon school registration. In the event emergency medical treatment for a student is necessary, the school will adhere to the instructions on the authorization form.

MEDICATION ADMINISTRATION

If at all possible, try to avoid sending medication to school. However, students with specific health care needs should submit those needs in writing to the school principal's office. The school does not provide Tylenol/ibuprofen or other over-the-counter medication. If your child needs such medication, it must be brought to school in the original container (not baggies or envelopes) with a signed permission slip by the parent that contains directions on how the medication should be dispensed. No medication will be sent home with the student. It will be the parent's responsibility to pick up the medication at school. Prescription medication must be brought to school by the parent in the original container with the original pharmacy label bearing the student's name. No medication will be sent home with the student. It will be the parent's responsibility to pick up the medication at school.

IMMUNIZATIONS

Each student should have the immunizations required by Indiana law or have a religious exemption waiver on file.

STUDENT INSURANCE

Mountaintop Christian Education Center does not carry medical or accident insurance on students.

EMERGENCY PREPAREDNESS DRILLS

Mountaintop Christian Education Center has put into place a security system and crisis management guidelines to create safe and secure learning environments for our students. Student safety is our primary responsibility. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she should notify any staff person immediately. Fire, tornado, and active shooter drills will be staged quarterly.

In the case of fire or tornado drills, directions are posted in each room and tell which way to go when the warning sounds. Students should listen carefully to the supervisor for additional instructions and not talk during the alarm. Students should walk out of the building as quickly as possible, but not run. Students should move at least 50 feet away from the building, line up outside of the building, and return quietly when the "all clear" signal is given. Tornado and active shooter drills require orderliness and cooperation while instructions are given by the supervisors or principal. Due to the serious nature of these drills, students who are in any way disruptive or non-compliant will be subject to strict disciplinary action.

TRANSPORTATION AND VISITATION

PICK UP AND DROP OFF PROCEDURES

All vehicles are to be driven with care and caution while in the school parking lot. Check in every direction before putting a vehicle into motion. Students can be dropped off starting at 7:45AM on school days, and must be picked up promptly when school lets out at 3PM. Students will be picked up and dropped off one by one as their ride pulls up under the Family Life Center overhang.

For pick up and drop off, vehicles should enter the North parking lot entrance, loop around, and line up to pick up or drop off their student under the Family Life Center overhang facing East, then exit the South parking lot exit. Unless a student is driving themselves to and from school, no student should ever be picked up or dropped off from the parking lot area.

Students will only be released, at pick-up time or if leaving early from school, to parents or guardians that have already established legal authority to school administration unless written permission is given ahead of time to the school principal. In these cases, the person picking the child up must prove their identity by presenting some form of official picture identification such as a drivers' license. In case of a last-minute emergency pick-up, the established parent / guardian must contact the school principal by phone at 765-289-4113 and give instruction on who will be picking the child up.

PARKING LOT

Cars and bikes should be locked. All students must stay out of and off all vehicles except their own from arrival time until departure.

VISITORS

Visitors must receive permission from the Administration before entering the school. School doors will be locked at all times. The school secretary will not permit admittance of guests that have not been prior-authorized without getting permission from the principal.

PARENT COMMUNICATION

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or the lack thereof. Progress Reports are given to students to present to their parents following each nine-week period. The Progress Report is to be signed by the parent and returned to the school promptly.

HIGH SCHOOL SENIOR CONFERENCES

Each candidate for graduation along with his or her parents will need to participate in a special conference with the principal early in the 2nd semester. The purpose of this conference is to confirm that all graduation requirements have been or will be met, and that the student has completed all recommended steps toward application for college.

SCHOOL TEXTS

Each parent and student can sign up for school-related texts. Announcements, noteworthy accomplishments, changes, school cancellations, etc. will be sent to keep parents informed of upcoming events.

COMMUNICATION FOLDERS

Communication from faculty to parents will be sent home in a special home communications folder. A folder is prepared for each family. The oldest student in each family is responsible for taking it home and seeing that the parents read the contents and then sign the attached roster. Parents may send checks, notes, etc., in the returned folder. The student returns the folder the next school morning.

GENERAL INFORMATION

SCHOOL CALENDAR

The school calendar is located on our website, www.mountaintopmuncie.com. We also have an “Events” page on the website that highlights special events for parents and students throughout the school year.

SCHOOL HOURS

School hours are 8:30AM through 3:00PM, Monday – Friday. Students may be dropped off no earlier than 7:45AM, and must be picked up no later than 3:15PM. If students repeatedly remain later than 3:15PM, parents will receive a warning that a fee of \$1 per minute for every minute that the parent is late picking the student up will be assessed the next time the student is picked up late.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent’s written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and emergency medical forms on file at the school. Attendance and behavior rules apply to all field trips. Field trips are considered privileges. Alternate academic activities may be given to any students that are not able to conduct themselves in an appropriate manner. Administration may choose not to allow a student to attend a field trip due to behavior. Chaperone ratios are to be determined by administration. In some cases, the field trip site requests a limited number of adults. If possible, a time for gift shop purchases could be provided.

SCHOOL PICTURES

School pictures are taken once each school year. Picture packages are available for a fee. Students must wear their uniform. Parents will be notified ahead of time of picture day and picture package choices.

LUNCH

Students should bring their own lunches. Microwaves are available to students. Parents should supply utensils or disposable tableware to students. Lunch boxes will need to include a "cold pack" for items that need to be kept cold.

PHYSICAL EDUCATION

It is our policy that no student is excused from the required physical education course without a doctor's written excuse. Each child (Grades 6-12) should be in complete P.E. uniform each P.E. period. This uniform includes a plain T-shirt (no writing or graphics), shorts to the knee (basketball shorts are recommended), and tennis shoes. Clothes should be taken home on P.E. days and cleaned.

GRADUATION

Caps, gowns, and invitations must be purchased by the parent or guardian. The school will provide the order forms for caps and gowns, collect the appropriate fees, and order the items to insure uniformity.

SCHOOL SUPPLIES

General supplies for all students:

1. Bible (KJV is recommended because that is what will match up with the references in their PACEs)
2. Pencils
3. Standard notebook paper
4. Blue ink ballpoint pen (no other colors allowed)
5. Colored Pencils
6. Markers
7. Scissors (blunt tip)
8. Glue sticks
9. Tissues
10. Pencil box to hold supplies
11. Standard calculator (ages 12 and above)
12. Scientific calculator (ages 14 and above)
13. 3" x 5" file box and cards for research notes (ages 14 and above)

ACADEMIC INFORMATION**GRADING SCALE**

GPA (100-scale)	GPA (4.0-scale)	Letter Grade
97-100	4.0	A+
93-96	4.0	A
90-92	3.7	A-
87-89	3.3	B+
83-86	3.0	B
80-82	2.7	B-
77-79	2.3	C+
73-76	2.0	C
70-72	1.7	C-
67-69	1.3	D+
63-66	1.0	D
60-62	1.0	D-
59 or below	0.0	F

GRADUATION REQUIRMENTS

A prescribed course of study and level of graduation diploma will be determined through a conference among the principal, parent/guardian, and student. The student must reach all requirements of that prescribed course of study in order to graduate from Mountaintop Christian Education Center. If Mountaintop Christian Education Center ceases to exist, student records will be given to the Administration of Tabernacle of Praise to permanently maintain.

SAMPLE COURSES OF STUDY LEADING TO A DIPLOMA

A prescribed course of study will be determined through a conference among the principal, parents/guardian, and student. Transfer students (unless transferring from A.C.E. homeschooling) must complete at least 60 PACEs, including one Bible course, at Mountaintop Christian Education Center before receiving a diploma. Mountaintop Christian Education Center follows the Pathways to Graduation set up by the state of Indiana, and encourages students and parents to choose a course of study that exceeds the requirements for the Indiana Core 40. The completion of Core 40 is a graduation requirement for Indiana. Indiana's Core 40 provides the academic foundation all students need to succeed in college and the workforce. At Mountaintop Christian Education Center, to graduate with less than our General Diploma, which is equivalent to the Core 40, the following formal opt-out process must be completed:

1. The student, the student's parent or guardian, and the principal must meet to discuss the student's progress.
2. The student's academic projection is reviewed yearly.
3. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the Vocational Course of Study.
4. If the decision is made to opt-out of the General Course of Study / Core 40, the student is required to complete the course and credit requirements for a Vocational Diploma.

Honors Course of Study

The Honors program includes the standard college preparatory courses, plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

Subjects Required:	Credits:
English/Language Arts	8
Math	8
Science	8
Social Studies	8
Bible	6
Etymology	2
Computer Science	2
Music	1
Foreign Language	4
Speech	1
Physical Education	2
Health	1
Practical Ministry Training	4
Electives	_____

Minimum total 62

The Honors student must complete 62 credits and attain a 94% average. He/she should demonstrate the ability to communicate effectively in written and oral presentations.

College Preparatory Course of Study

This program is designed especially for students wishing to pursue a college education. Students are encouraged to pursue this course of study or the Honors Course of Study unless time or academic challenge prohibits them from doing so.

Subjects Required:	Credits:
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English/Language Arts	8
Math	6
Science	6
Social Studies	8
Bible	4
Etymology	2
Computer Science	2
Music	1
Foreign Language	2
Speech	1
Physical Education	2
Health	1
Practical Ministry Training	2
Electives	

Minimum total 50

General Course of Study

This program is for students that are unable to meet the requirements for the College Preparatory Course of study due to academic or time constraints. This course of study is equivalent to the Indiana Core 40 diploma and also meets A.C.E. School of Tomorrow requirements for a General Diploma.

Subjects Required:	Credits:
English/Language Arts	8
Math	6
Science	4
Social Studies	6
Etymology	2
Bible	4
Computer Science	2
Speech	1
Physical Education	2
Health	1
Practical Ministry Training	1
Electives	_____
	Minimum total 40

Vocational Course of Study

This program is for students who through learning disabilities or lack of opportunity are unable to finish requirements for the other programs. These students will be assigned PACE work on an individual basis. If students fail to complete through PACE 1096 in all subjects, they will receive a "Certificate of Attendance" rather than a "Vocational Diploma."

<u>Subjects Required:</u>	<u>Credits:</u>
Basic English/Language Arts	8
Basic Math	8
Science	8
Social Studies	8
Word Building	(As many as possible based on diagnosis)
Bible	4
Practical Ministry Training	2
Electives	_____
	Minimum total 40

FINANCIAL INFORMATION

TUITION AND FEES

Tuition below is based on a 10-month payment plan (August-May). A \$200 discount will be given for tuition paid up front, in full, if paid by August 1st. All tuition and fees are nonrefundable. Monthly tuition is to be paid no later than the 1st of each month. A \$35 late fee will automatically be assessed if payment is not received by the due date. If payment becomes 30 days delinquent, the student will be automatically suspended from school. The student will only be reinstated after the account has been brought back into good standing. If the account becomes 30 days delinquent for a second time during that same school year, Mountaintop Christian Education Center reserves the right to expel the student from school.

Tuition and fees for the current school year are as follows:

REGISTRATION FEE | A one-time fee due at registration.

Each student | \$75.00

TUITION

1st child from a family | \$375.00 per month

2nd child from a family | \$345.00 per month

3rd child from a family | \$315.00 per month

Each additional child | \$175.00 per month

TUITION (Tithe paying members of T.O.P.)

1st child from a family | \$325.00 per month

2nd child from a family | \$295.00 per month

3rd child from a family | \$265.00 per month

Each additional child | \$150.00 per month

IOWA ASSESSMENT FEE | An annual fee applied when administered.

Each student | \$25

REPEAT PACE | Fee assessed if a student fails a test and has to repeat that PACE. Paid in cash at time of issue, due immediately.

Per PACE | \$5.00

NOTE: All outstanding bills must be paid before a student may re-enroll.