



Morningside



Academy

2010-2011
Parent/Student Handbook
Lower School

The Growing Edge of Excellence



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WELCOME

Morningside Academy is an extension of the Morningside Friends Church outreach and ministry. Our ministry is to the families of Port St. Lucie and you are cordially invited to worship with us. There is a place for people of all ages-from infant to adult.

It is our desire to provide a Christian education where Biblical principles are taught through the life and attitude of the teacher, a Bible-centered curriculum, and consistent integration of thought, word and deed.

Ours is not simply a job or profession-but a ministry. Our purpose is to bring every child in our care into a personal relationship with Jesus Christ. Through quality Christian education, a committed staff, and attention to pupil needs and potential, we can achieve great things in His name!

**Morningside Ministries
2180 SE Morningside Boulevard
Port St. Lucie, Florida 34952
(772)335-3231**

**Jesus said, "Let the little children come to me."
Mark 10:14**

Dear Parent,

The greatest resource that God entrusts to man is that of a precious child. Psalm 127, beginning in verse three, reads, “Lo, children are a heritage of the Lord...” Children, yours and mine, are our most valuable resource.

Your decision to place your child in Morningside Academy is the act of a wise steward who has been entrusted with God’s heritage. Children at Morningside Academy will receive a distinctively Christian education. This education will allow you, as a parent, to fulfill your responsibility of bringing up your children in the way they should go (Proverbs 22:6).

Each child will be given opportunity to excel spiritually, academically, emotionally, and socially. We strive to create a Godly atmosphere that will teach truths that will last a lifetime. Together as family, school, and church, we can work for the common interest of your child’s education and spiritual development.

I trust that we will all work together to preserve our great heritage. Together we can build positive children for a positive future.

Yours for the lives of young people,

Pastor Thomas Crawford

STATEMENT OF FAITH

We of the Morningside Friends Church, in harmony with our historic position, believing the Bible, the whole Bible, and nothing but the Bible to be our infallible rule of faith and of practice, and feeling our responsibility to make known the divine message of the Bible, present the following articles as a statement of those basic truths taught in the Bible which are common to our Christian faith and practice:

1. **THE BIBLE:** The Bible, consisting of the sixty-six books of the Old and New Testaments, is the Word of God, verbally inspired in all parts, and therefore wholly without error as originally given of God (II Tim.3:16; II Peter 1:21).
2. **THE ONE TRUE GOD:** There is one true God, existing eternally as three persons – The Father, the Son, and the Holy Spirit. (Luke 3:22; Matt.28:19, II Cor. 13:14).
3. **THE LORD JESUS CHRIST:** We believe in the preexistence and deity of Jesus Christ (John 1:1-3), His incarnation by virgin birth (John 1:14; Matt. 1:18-23), His sinless life (Heb. 4:15), His substitutionary death (II Cor. 5:21), His bodily resurrection (Luke 24:36-43), His ascension into heaven, His present ministry (Heb. 4:14-16), and His personal return (Acts 1:11).
4. **THE HOLY SPIRIT:** We recognize the personality (John 16:7-15) and deity (Acts 5:3-4) of the Holy Spirit and His work in each believer: He is given as an indwelling presence to every believer at the moment of regeneration (I Cor. 12:13; Rom 8:9). The Holy Spirit fills (Eph.5:18) and empowers the Christian for life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23).
5. **MAN:** Man is created in the direct image of God (Gen.1:26-28). Man subsequently fell into sin, resulting in spiritual death (Gen. 3:1-24; Rom 5:12). Man must undergo new birth for his salvation (John 3:3-5).
6. **SALVATION:** Complete and eternal salvation is achieved through God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Eph.2:8-9; Titus 3:5-7; Peter 1:18-19).

7. **THE CHURCH:** There is one true Church, the body and bride of Christ (Eph.1:22-23; 5:25-32). Composed of all true believers of the present age (I Cor.12:12-13), its members are organized into local churches for worship, for edification of believers, and for worldwide gospel witness. Each local church is autonomous but cooperating in fellowship and work (Eph. 4:11-16).

8. **CHRISTIAN LIFE:** The Christian life is characterized by righteousness, good works, and separation unto God from the evil ways of the world (Rom. 12:1 – 2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22 – 6:4), setting differences between Christians in accordance with the word of God (I Cor. 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Rom.12:17 – 21), exhibiting the fruit of the Spirit (Gal.5:22 – 23), and maintaining a life of prayer (Eph.6:18; Phil.4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:13 – 18). Morningside Church and Academy believe that drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex (I Thess. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev.18:22); and (5) pornography (Ps. 101:3a) are inconsistent with the Bible and Christian living.

9. **SATAN:** Satan exists and has personality as the great adversary of God and His people (Rev. 12:1 – 10). He will ultimately face judgment (John 12:31), and his final doom (Rev. 20:10).

10. **SECOND COMING:** We believe in the personal, visible, and imminent return of Christ to remove His church from the earth (I Thess. 1:10; 4:16 – 17; Rev. 20:6).

11. **FUTURE LIFE:** We believe in the conscious existence of the dead (Phil. 1:21 – 23; Luke 16:19 – 31), the resurrection of the body (John 5:28 – 29), the judgment and condemnation of unbelievers (Rev. 20:11 – 15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15).

HISTORY

Morningside Academy opened under the direction of God and through the vision of church leaders in August 1987, offering kindergarten and first grade with an enrollment of 33 students.

In 1988, portable classrooms were added to help accommodate our 125 students. By January 1991, 250 students in grades K-8 filled 17,000 square feet of new classrooms.

The 1996-97 school year brought increased enrollment and our new campus was opened at 1631 SE Greendon Avenue to house our Upper School.

The 1997-98 school year brought yet another increase in enrollment, and the beginning of our high school. Morningside Academy graduated its first senior class in the spring of 2000. Morningside Academy looks to the future with the anticipation of continued growth while offering education with excellence.

PHILOSOPHY

Morningside Academy adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify or know God apart from being regenerated through personal acceptance of Jesus Christ as Lord and Savior by faith. The total process of education, therefore, must seek a restoration of the pupil to a position of true knowledge, righteousness and holiness in Christ by relating the whole person to God spiritually, mentally, socially, and physically. All truth is God's truth and must be integrated into every area of school life. True education has God alone at its center. Such education is primarily the parent's responsibility, and the school functions as an extension of the home to aid the parents in providing this education.

MISSION STATEMENT

Morningside Academy serves to nurture the spirit, educate the mind, and train the body to shape Christian citizen-servants for the next generations of leadership.

ACCREDITATION

Morningside Academy is fully accredited, kindergarten through grade twelve, by the Florida Association of Christian Colleges and Schools (FACCS), which is a professional accrediting association with over 200 schools participating and over fifty-three thousand students served.

TEACHER QUALIFICATIONS

All teachers hold a minimum of a bachelor's degree and are FACCS or State Certified.

ADMISSIONS

While Morningside Academy is a ministry of the Morningside Friends Church, enrollment is open to the entire community. According to USC 2000d, this school admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic programs, or other school-administered programs. Admission is granted on the basis of standardized entrance evaluation, cumulative school record, and signed enrollment contract. Morningside Academy, as a private institution, reserves the right to determine and maintain its own standards of student conduct, dress code and scholarship and to refuse admittance or to dismiss any student who refuses to conform to the guidelines set forth in this handbook or other standards as defined by the Administration.

Students who have been expelled from another school and students who have been charged with a felony will not be admitted to Morningside Academy.

Morningside Academy will not accept a student if that student has an unpaid bill at another school.

It is understood that attendance at Morningside Academy is a privilege, not a right. **All students are accepted on a trial basis.** No one is guaranteed re-enrollment each year. The decision to invite a student to re-enroll for the upcoming school year will be based upon, but not be limited to, parent/student cooperation with policies, acceptable progress academically, socially, and spiritually.

KINDERGARTEN ADMISSION POLICY

To be enrolled in Kindergarten, a child must be five years of age on or before October 1st, and score at an acceptable level on a nationally normed readiness test. The state uses at September 1st cut off date for entering Kindergarten. The September cut-off date must be enforced in certain situations. Please see administration for details.

ADMISSIONS PROCEDURE FOR K-5

Once the application and registration fee are submitted, an entrance test and a parent interview will be scheduled.

The following forms and documents must be submitted before registration is considered complete:

- Application for Admission
- Nonrefundable enrollment fee
- Enrollment/Financial Contract
- Copy of child's latest report card
- Copy of Birth Certificate
- Photo of child
- Record Release Request
- Social Security number
- Prospective Student Questionnaire (6-12)

Morningside Academy

2010-2011 Tuition and Fees

TUITION SCHEDULE	KINDERGARTEN	GRADES 1-5	GRADES 6-12
+1st Child (oldest child)	\$5,325.00	\$5,960.00	\$6,465.00
+2nd Child and each additional child	\$4,825.00	\$5,460.00	\$5,965.00
Enrollment Fee** (first child)			
Enrollment Fee** (each add. child)	\$200.00 (if paid on or before March 12th) \$250.00 (if paid after March 12th)		
Book Fee **++ due by April 30, 2010	\$125.00 (if paid on or before March 12th) \$250.00 (if paid after March 12th)		\$250.00
Volunteer Hours (15 hours per semester)			

\$50.00 credit per semester

+Tuition Includes: curriculum materials, student insurance, K-12 Spanish, K-12 Headmaster Online services, group violin lessons, supplementary teaching materials, fine arts (music, drama) and physical education.

+DUAL ENROLLMENT: Dual enrollment classes through Malone University are a regular part of Morningside Academy's academic regimen, and are required for all Juniors and Seniors. Morningside pays all university fees and credit hour costs as part of your student's tuition. Dual Enrollment textbook cost is the responsibility of the parent/student.

++ BOOK FEE: Any book fee received after April 30, 2010, will be charged a \$10.00/month late fee. (\$30.00 maximum addition)

VOLUNTEER HOURS: Complete 15 hours each semester and receive \$50.00 tuition credit at the completion of each semester. Hours will be recorded in Academy office. No credit will be issued for partial hours completed.

ONE TIME CAPITAL ASSESSMENT (New family)^ \$ 200.00

GRADUATION (8th Grade - due February 1) \$ 100.00
(12th Grade - due February 1) \$ 150.00

ATHLETICS (per sport, not including uniform—athletics will be billed at the time that the roster is posted) \$ 150.00

LAB SUPPLY FEE (Upper School Only) \$ 50.00

TECHNOLOGY / COMPUTER LAB FEE (Lower School Only) \$ 50.00

RETURNED CHECK FEE \$ 25.00

** Denotes non-refundable/non-transferable fee.

** A \$150 refund will be made for each student that is not accepted into the Academy.

^ A "New Family" is any family that did not have at least one child enrolled in Morningside Academy during the 2009—2010 school year.

MORNINGSIDE ACADEMY TUITION POLICY 2010-2011

PAYMENT PLANS:

Plan A)* Payment in Full - (pre-dated check or credit card). 100% deposited on July 1, 2010. There is a \$100.00 tuition reduction for payment in full.
Payment due on or before May 28, 2010.

Plan B)* Semester Payment - (pre-dated checks or credit card) 50% deposited on July 1, 2010, 50% deposited on December 1, 2010. There is a \$50.00 tuition reduction for using "Plan B."
Payment(s) due on or before May 28, 2010.

Plan C)* Monthly Electronic Withdrawal. Requires a \$41 fee per year payable to FACTS Management Company which will be deducted from your bank account. Tuition will be divided into 10 or 11 equal monthly payments. Payments withdrawn on the 20th of the month will begin June 20, 2010, and end March 20, 2011 for the 10 month plan or end April 20, 2011 for the 11 month plan - **or** - payments withdrawn on the 5th of the month will begin July 5, 2010, and end April 5, 2011 for the 10 month plan or end May 5, 2011 for the 11 month plan.
Completed FACTS Payment Agreement due on or before May 28, 2010, or may be completed online.

*** ALL financial obligations must be met by May 28, 2010, or your child's placement at the Academy cannot be guaranteed. Failure to submit all required forms and fees by that date will result in your child's placement on the roster being given to a waiting applicant.**

FIRST DAY OF SCHOOL: No student may start classes until the enrollment fee has been paid, a tuition plan has been chosen, and the student account is current.

TEXTBOOK POLICY: In the event a textbook is lost, the student will be expected to pay full replacement costs. Hard-covered books are the property of the school and must be covered at all times. A charge will be imposed for excessive damage to these books.

WITHDRAWALS: Parents withdrawing students must complete the withdrawal procedure through the school office. The parent is responsible to pay all tuition and fees delineated in the Enrollment/Financial Contract. No records will be transferred if there is an outstanding balance due on the student's account.

APPLICANT POOL: If a class is full, a new student may submit an application and his name will be put in an applicant pool. When an opening arises, the student will be placed in the class. The enrollment fee is due at time of application. This will be held with your application until an opening becomes available.

NEW STUDENTS: All new students are enrolled on a 6-week probational basis to ensure Morningside Academy standards are met.

WITHDRAWALS

All withdrawals must be conducted through the Academy office. After the start of each school semester, as determined by the Academic Calendar, the entire semester tuition will be due. Withdrawals must be submitted in writing on the Academy Withdrawal form (available in the office) by the parent or guardian whose signature is on the application and financial contract. The parent or guardian will be asked to meet with an administrator for an exit interview. No funds, records, transcripts, or test scores will be released until the interview has been conducted, and all financial obligations have been met.

EXTENDED DAY CARE

Extended day care is offered for students from kindergarten through sixth grade. To enroll your child in our extended day care program, fill out the Extended Day Program form in the enrollment packet and return it to the Academy office with the application fee.

A parent whose child is enrolled in the Extended Day Program may bring their child as early as 6:45 a.m. and pick him/her up no later than 5:30 p.m. After 5:30 p.m. a parent will be charged \$1.00 for every minute that our employee remains on campus with your child.

EXTENDED CARE RATES

\$25.00 = Weekly Before Care (6:45-7:45)

\$16.00/day or \$70.00/weekly = After School Care (dismissal –5:30 p.m.) The full daily rate will apply regardless of the amount of time spent in aftercare.

If a child is not picked up at their regular dismissal time, they will be taken to after-school care. Parents will be charged a drop-off fee of \$16.00 plus a registration fee of \$25.00. Payment must be made in cash at time of pick-up.

Every parent needing the service of the Extended Day Program must have his/her child enrolled in the program. In order to be enrolled, you must complete the Extended Day Program Enrollment Form and submit your \$25.00 registration fee. Space is limited. Students will be accepted on a first come-first serve basis.

Payment is due the last day of the week in which child attends aftercare. If there is any balance at the end of the school year, your child's records will not be released until your full payment is submitted.

DRESS CODE

Girls

Required for chapel days:

- Plaid jumper (K-3) skirt (4-5)
- White oxford blouse
- White socks
- Black shoes

Required for regular school days:

- Plaid skirt or navy shorts
- Red or white polo shirt
- White, red or navy socks
- Black shoes

Boys

Required for chapel days:

- Navy shorts or long pants
- White oxford shirt
- Navy or black socks
- Black shoes

Required for regular school days:

- Navy shorts or long pants
- Red or white polo shirt
- White or navy socks
- Black shoes

In addition to the uniform regulations that are given to each prospective student, these principles should be followed:

Each student should strive for cleanliness, neatness, and modesty in his/her personal appearance (1Cor.6:19-20; 1Tim.2:9-10, 1Peter 3:3-4).

The current uniform policies are available in the Academy office. Please refer to these policy guidelines for uniforms, socks, shoes, and jackets. Full dress uniform is required on chapel days and some class field trips.

All children are expected to be in full uniform the first day of school and each day thereafter. Anytime a student attends class out of uniform, a warning will be sent home to be signed for the first offense. The second offense will result in the child sitting in the office until the parent can bring the proper uniform. Uniform skirts more than credit card length above the knee while standing are not permitted. **All uniform attire must bear the registered Morningside Academy logo sold exclusively at the Morningside Academy uniform store on the main campus (A-202).** Uniform violations will lead to disciplinary actions.

All articles of clothing, lunchboxes, backpacks, etc. are to be labeled with the child's name.

Hair should be neatly cut, with hair off the eyebrows, off the collar and off the ears for boys. Hair cut unproportionally in back, sides, or top is unacceptable. The administration reserves the right to determine whether or not a particular hair style is acceptable. No earrings or excessive jewelry will be permitted on boys. All necklaces must be worn inside the shirt.

Girls should avoid extremes in hair and jewelry. For safety reasons, girls must avoid hoops, long dangle earrings, and high heels. Heels may be no higher than 2 inches. Students may not wear backless shoes, sandals, flip flops or boots. Socks must be above the ankle and visible above the shoe. Belts are required and shirts must be tucked in at all times. No more than two earrings per ear for girls is permitted.

**If the temperature for the day is projected to be 50 degrees or lower, students may wear jacket other than Academy issue outdoors. Academy issue outer wear must be worn inside buildings. Girls may wear uniform issued slacks, tights or leggings the same color as socks.*

MORNINGSIDE ACADEMY 2010-2011 PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS

SCHOOL HEALTH EXAMINATION

Florida Statute s.1003.22(1) requires all students to have Student Physical Examination Form HRS-H 3040 on file. This form shows proof of a school entry examination performed within 12 months prior to enrollment in Florida schools.

IMMUNIZATION

Florida Statute s.1003.22(2) requires that every student (kindergarten through 12th grade) must provide the school with documentation of immunization. Florida Certificate of Immunization (HRS form 680) is the required form.

ALL STUDENTS ENTERING KINDERGARTEN

- 4 doses Polio Vaccine
- 5 doses DTaP - Diphtheria, Tetanus, and Acellular Pertussis Vaccine
- 2 doses MMRV - Measles, Mumps, Rubella Vaccine
- 3 doses Hepatitis B Vaccine Series
- 2 does Varicella

ALL STUDENTS ENTERING 7TH GRADE

- TDaP - Tetanus-Diphtheria-Acellular Pertusis
- Scoliosis screening

All HRS forms are available from the physician, not the school.

The immunizations listed above must be completed before the start of the school year. Students lacking proof of required immunizations or a certificate of medical/religious exemption will not be permitted to begin school. Please be certain to take care of your child's medical and immunization requirements before **August 3rd.**

Attention Students Participating In Interscholastic Sports

Each student participating in interscholastic sports must provide the school with an up to date FHSAA Sports Physical form provided by the school before the first day of practice.

WELL CHILD POLICY

For the protection of the students, please adhere to the following guidelines when determining if you should bring your child to school:

A well child has:

- No fever over 100.6 degrees currently or in the past 24 hours
- No vomiting or diarrhea currently or in the past 24 hours
- No continuous green or yellow discharge from his/her nose
- No unexplained cough that has been consistent for 24 hours
- No skin infections (impetigo, ringworm or unexplained rash)
- No eye infection
- No childhood diseases such as chicken pox, measles, etc.

If a child currently has any of the above symptoms, the teacher will not accept him/her into class.

If a child has diarrhea or vomiting, or has a skin or eye infection, the parents will be called immediately to come and pick the child up. If a child develops any of the above symptoms during the school day, the teacher will notify the office, who will in turn notify the parent.

If a child is sent home with any of the above symptoms he/she must remain out of school for one full school day. A student may return earlier if they are seen by a physician and receive a written clearance to return to school.

If a child is diagnosed with head lice, he/she must be treated and cleared through a physician and the Academy office.

NO NIT Policy:

1. Child cannot return to class until nit free.
2. Must be cleared through office.
3. Administration goes to classroom to randomly check all students.
4. Check and clear all siblings.
5. Note sent home to parents (anonymous).
6. Two days of approved absence allowed.

INSURANCE

Insurance coverage for “school time” accidental injuries for your child has been purchased. Injuries that occur on school premises, during school sponsored activities are covered. The coverage provided by this policy is secondary over your primary insurance, which the student may have available to him or her through your policy. There is no deductible under this policy.

A claim form is available from your school office for claims that are submitted under this plan. It is the parent’s responsibility to complete and submit the claim after benefits have been received from your primary insurance carrier. **Claims must be submitted within 90 days of the accident.**

MEDICATION

If your child must take medication on a long-term, regular basis, please have your physician complete a Medication Authorization form and submit it to the Academy office. Forms are available at the office.

Your child’s prescription must be kept locked in the office and must be supplied in the original prescription container. Ask your pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school. **Students will not be permitted to have in their possession prescription or over the counter medication. Any other antibiotics must be administered by a parent.**

Children must be kept at home during all periods of illness. Your cooperation in this area will be greatly appreciated.

We will put Band-Aids on cuts, administer ice on a bruise or cut, or take your child’s temperature.

ATTENDANCE

In order for a student to obtain the maximum benefit, it is imperative that he/she be regular in attendance. Students should not be kept out of school unnecessarily. Students at the Lower School with absences exceeding 20 days during the school year may be required to repeat the grade.

Absences for the following reasons will be considered excused absences:

- a. Personal illness
- b. Doctor appointments
- c. Death in the family

d. Other reasons, if permission is requested at least two days prior to the absence, using a permission to be absent form which can be found on the website, picked up in the office or requested through the teacher. After a student has been absent, he/she must bring a note from his/her parents explaining the reason for the absence.

Otherwise, the absence will be considered unexcused. **If you would like to request work, please do so before 9:00 am.** After this time, we cannot guarantee the work will be available that day. Students will receive no credit for any tests or assignments missed during unexcused absences.

Tardiness is a serious problem. A tardy student interrupts the flow of the classroom and does not gain full benefit from the school day. Students who are excessively tardy-more than 5 times a quarter or 12 times per year, will be in danger of not being invited to return. For every three times a student is marked tardy (excused or unexcused) in a grading period, it will be counted as an absence. If you need to take your child out of school before the end of the school day, come to the Academy office, sign him/her out, and a school employee will send for your child. There will be no early dismissal after 2:00 p.m. on the Lower Campus.

A student who must leave before 10 a.m. will be counted absent for the school day. Students who leave after 10 a.m. but before 1:00 p.m. will be counted present one-half day. Students leaving after 1:00 p.m. will be counted present for the day. A certificate for Perfect Attendance will be presented to those who have no absences and no more than two tardies.

ARRIVAL

Students may not arrive on campus before 7:45 a.m. unless a parent is signing them in to Morning Care or they are serving on the safety patrol.

During the regular morning arrival, parents must keep their children in their cars until safety patrols and Academy staff are present at 7:45 a.m. and the arrival line begins. Please refrain from pulling off to the side as it could cause a safety hazard. Parents are asked not to walk their children to the patio area or classrooms. All students must arrive through the arrival line in the morning. Students will be directed to the patio where they may sit until 8:00 a.m. At 8:00 a.m., all students will go directly to their classrooms. A teacher must be in the classroom before a student may enter the room. All students are to be in their seats, prepared for class, by 8:15 a.m.

If parents have business in the office in the morning, we ask that they drop off the students first, then park and enter the building.

DISMISSAL

All students not enrolled in extended care will be brought to the drive-through area at the designated times listed below.

Parents are not to park, get out of their cars, or conference with teachers at this time. If you need to stop in the office, please pick up your child first, then park and enter the building.

Regular Dismissal

Kindergarten	2:20 p.m.	North Lot
First grade	2:40 p.m.	North Lot
Second grade	2:40 p.m.	North Lot
Third grade	3:00 p.m.	North Lot
Fourth & Fifth grade	3:00 p.m.	North Lot

We urge parents to refrain from entering the parking lot until 2:15 p.m. in order to ensure safe and expedient dismissal of students.

Parents nor students are allowed to return to the classroom after the class has left for dismissal.

► There will be no early dismissal after 2:00 p.m. on the Lower Campus. If your child must leave early for any reason, you will need to sign him/her out before 2:00 p.m. or wait until regular dismissal time.

EARLY DISMISSAL

Please check the school calendar for early dismissal dates.

Early Dismissal

Kindergarten	11:20 a.m.
First and Second grades	11:40 a.m.
Third and above	noon
Upper School	11:35 a.m.

At the beginning of the year each family will be issued a pick up number (2 copies). These numbers are to be hung from your car's mirror when picking up your child. Anyone without the official pick up number will be expected to go to the office and present picture identification. No child will be put in a vehicle which does not have an official pick up authorization number hanging on the mirror.

CURRICULUM

The curriculum used at the Lower School is the A-Beka Curriculum, a proven, professional Christian curriculum. It is designed to give the student a well-rounded, solid education. There is a strong emphasis on reading, using the intensive phonics approach, and other academic subjects. The curriculum is geared to students of average or above average ability.

GRADING SCALE FOR GRADES K-5

100-93	A	Outstanding Progress
92-84	B	Above Average Progress
83-76	C	Average Progress
75-69	D	Lowest Acceptable Progress
68-0	F	Failure
	I	Incomplete

CONDUCT AND EFFORT EVALUATION

Outstanding	O
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

HONOR ROLL

The quarterly honor roll is for students in grades 1-5 who do well in their academic performance. Kindergarten students are eligible for honor roll during the second semester.

To be on the Principal's Honor Roll, a student must receive all A's in academic areas and S's or O's in behavior.

To be on the Teacher's Honor Roll, a student must receive all A's and/or B's. One (1) "C" is permitted (if counteracted by an "A"), and S's or O's in behavior. One "U" on the report card will prevent a student from being on the honor roll.

Kindergarten students are eligible for Honor Roll beginning the third quarter under the following guidelines: Teacher's Honor Roll-at least S+ or greater in phonics, math, and Bible; S or greater in reading and handwriting. Principal's Honor Roll-"O" in phonics, math, and Bible; S+ or greater in reading and handwriting. Students must have an "S" or better in conduct.

MUSIC

Grades K-5 will be given elementary instruction in music. Violin classes are provided for those interested and the instruction fee is considered part of the tuition.

PHYSICAL EDUCATION

Each student will be given instruction in Physical Education. All students in grades 3-5 are to keep a pair of white-soled or non-marking soled tennis shoes at school.

HOMEWORK POLICY

Students must purchase a Morningside Academy assignment book in which to write their assignments. Assignment notebooks are to be checked and signed by the parent each day after each assignment is complete. Assignment notebooks will be checked by the teacher. Unfinished homework will adversely affect a student's grades.

Teachers use the following time schedule as a guide when assigning homework:

Grade One	30 minutes	Grade Four	50 minutes
Grade Two	40 minutes	Grade Five	60 minutes
Grade Three	45 minutes		

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing homework. A child who does not complete work in class may have to complete classwork in addition to homework. Assignments are to be lighter for the weekends. Students failing 2 or more major subjects for the year should expect to repeat the grade. Students may also be held back due to teacher recommendation, achievement test results, administration decision, or a combination of these.

DISCIPLINE PROCEDURES

Discipline is the process of changing a student's wrong behavior into right behavior. We are never satisfied with merely stopping wrong behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they need it in order to become Christ-like.

After classroom procedures and habits are established, the following modes of discipline are used to consistently require compliance with those habits:

- Pause and look at the child with a prolonged stare.
- Have the child stand beside his/her chair.
- Write the child's name on the board.
- Remove privileges-part of recess time.
- Record warnings on a daily chart.

Each teacher will establish appropriate procedures for discipline in

their classroom based on these guidelines.

Other guidelines to be followed by all students:

-No student should leave the school grounds during the school day without express permission from the administration.

-No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or Satanism. No profane, abusive, or slang language is to be used.

DETENTION SYSTEM

The detention system requires students in grades 2-5, who violate rules to remain in a detention room after school. The advantage to this system is that parents are immediately informed of any behavioral problems. Detentions are strictly proctored so that they do not turn into fun times and lose their effectiveness as punishment.

Parents are informed at least one day ahead of the assigned detention period. Parents should sign the detention form and return it to the teacher on the following day. Detention will be from 3:00-3:45 on the designated Thursday. Parents must sign their child out of the detention room at 3:45.

Administration will take other disciplinary action with students who continually go to detention hall as follows:

Level I-4 detentions per semester=suspension (1 day)

Level II-6 detentions per semester=suspension (2 days)

Level III-8 detentions per semester=expulsion

At the upper grades of the Lower School an infraction chart will be kept with each infraction written down. After three infractions, a note will be sent home to inform the parent/guardian that the student needs to make adjustments in behavior and/or study habits. Four infractions in one day, or twelve infractions in one week will result in a detention, and five infractions in one day result in a visit to the office.

Many minor infractions in the school may not, in themselves, warrant a detention period. However, an accumulation of these small offenses should be reason enough for a student to spend a period in detention.

SUSPENSION

Morningside Academy has a policy of suspension for certain major offenses, including, but not limited to:

1. Abusive language/profanity.
2. Fighting/disruptive behavior.
3. Lying. When lying is apparent, it will be treated as a matter of

serious concern. Students who engage in lying will be referred for an administrative conference and may be recommended for counseling.

4. Theft/stealing/cheating will be considered serious offenses against the individual and against the Academy.

5. Disrespect: Students are expected to submit to the authority of the teachers and administration. Students who talk back to teachers or who show outward disrespect by other means (facial expression, tone of voice, body language) will be subject to the suspension process.

6. Throwing of inappropriate objects (stones, food, etc.)

7. Vandalism is treated as a serious violation and will be dealt with in a very serious manner. Students involved in vandalism will be required to pay for any damages to the facilities or equipment. Disciplinary action will also be taken in the form of suspension.

Property Damage:

If a student is involved in any type of activity that results in property damage and such damage is the result of the student's negligence or intentional conduct, the student's parents or guardian will be responsible for all costs associated with such damage, including but not limited to any expenses, costs or attorney's fees incurred by Morningside Academy arising out of such property damage including all costs, expenses and attorney's fees incurred in appellate proceedings.

Suspensions will be given for one or two days. A child who is suspended will be given a zero for any work or tests missed. Suspension is a severe disciplinary measure and will be reserved for severe discipline problems.

- 1st offense: Written report in student's file
 Referred for administrative conference
 Notification of parents
 Detention (grades 3 and up)
- 2nd offense: Written report in student's file
 Administrative conference with child and parent
 Detention (grades 3 and up)
- 3rd offense: Written report in student's file
 Administrative conference with parent and child
 Suspension –One day
- 4th offense: Written report in student's file
 Administrative conference with parent and child
 Suspension-Two days
- 5th offense: Expulsion

EXPULSION

Expulsion may occur as a result of sexual immorality, possession of narcotics, possession or use of alcohol or tobacco products or any other reason deemed necessary by the administration. The staff readmissions committee shall consult with the administration on permanent expulsions for disciplinary reasons.

When a student's actions result in his/her expulsion, he/she will be expelled for the remainder of the school year and the expulsion will be entered on the student's permanent record.

1. Possession or use of alcoholic beverages: expulsion and referral to legal authorities.
2. Possession or illegal use or sale of drugs: expulsion and referral to legal authorities.
3. Possession or use of tobacco products: expulsion.
4. Possession of a weapon: expulsion and referral to legal authorities.

COMMUNICATION

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate good communication with parents at all times.

All graded work, lunch order forms and letters from the teacher and principal will be sent home in a packet on Wednesdays so that you can keep current on your child's progress. Wednesday letters, calendars and menus may also be viewed on our web site: www.morningsideacademy.com

Please feel free to consult with the Academy office whenever you have a question that concerns your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and each teacher welcomes a conference with any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

PARENT TEACHER MEETINGS/CONFERENCES

Because communication with our parents is very important to the Academy, we will hold one Parent Teacher Meeting (PTM) each semester to discuss pertinent information. More details regarding these meetings will be provided throughout the school year. Conferences with a teacher are also available throughout the school year, with an appointment.

GRIEVANCE PROCEDURE

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem—be sure you have ALL the FACTS.
2. Pray for all who are involved.
3. Ascertain that you have a right attitude about the problem.
4. Seek to resolve the problem with the teacher, if applicable, first.
5. If there is no resolution, take it up with the Academy administration.

LUNCH

Students at the lower school will have the opportunity to purchase lunch four days a week from local vendors. The cost of most special lunches is \$5.00. These lunches are served Tuesday through Fridays. These lunches must be ordered weekly. Lunch orders will be sent home in the Wednesday packets. Monies must be turned in on the following Monday by 8:30. **No late orders will be accepted, nor will any change be provided.** Please keep lunch money separate from all other payments. When not purchasing a school lunch, students are required to bring their lunch from home. Parents are encouraged to vary the foods to prevent boredom, but keep sweets to a minimum. Do not send carbonated drinks, fast foods or foods that must be heated. Endeavor to provide a well-balanced meal. Straws and eating utensils must be sent with your child if needed.

EMERGENCY SCHOOL CLOSING

Normally if St. Lucie County schools close because of inclement weather, Morningside Academy will also close. However, parents should listen to local radio stations for information. We will attempt to keep parents updated on school openings or closings on our telephone message system. Please listen to local radio and television for emergency information.

In the event of a nuclear disaster at the nuclear power plant all students, faculty and staff will be evacuated via St. Lucie County school bus to the St. Lucie County Fairgrounds, 15601 W. Midway Rd., Fort Pierce. Local radio and television stations will announce when parents may pick up their children. The following are stations which will broadcast the information:

AM RADIO

WJNX-1330	WSTU-1450*
WIRA-1400	WPSL-1590

FM RADIO

WQCS-88.9	*	WKGR-98.7	
WZZR-92.7		WAVW-101.7	*Emergency
WGYL-93.5		WHLG-102.3	Broadcast
WOVV-95.5		WQOL-103.7	System
WOSN-97.1		WFLM-104.7	station

TELEVISION

WPTV-CH 5	WFLX-CH 29
WPEC-CH 12	WTVX-CH 34
WPBF-CH 25	WAR-CH 16*

CHAPEL

Chapel, held every Thursday morning, is a very special time in our week. Students should follow these chapel rules:

- Dress uniform required
- No talking
- Sit up straight, hands in lap, feet down
- Demonstrate reverence for God; heads bowed during prayer, singing appropriately, eyes on the speaker, etc.

Parents are always welcome to attend our chapel services. We ask parents to sit in the bleachers.

Younger siblings may attend chapel with parents, but they must also follow chapel rules. Students will be required to sit with their classes during chapel time.

PARTY INVITATIONS

Birthday/Party invitations may not be dispersed to select students. If invitations are sent in, they must include the entire class, every girl or every boy in the class.

PLEDGES

The following pledges are said at the beginning of each school day.

American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and salvation for all who believe.

Bible Pledge

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Words in my heart that I might not sin against God.

FIELD TRIPS

We will attempt to hold field trip costs to a minimum. Permission must be obtained for any student to participate in a field trip. Permission slips should be sent home, along with a memo detailing the specifics of the trip, at least seven to ten days prior to the scheduled trip. No child may participate in a field trip unless the permission slip has been signed by a parent and returned to the teacher.

Transportation of all students to and from the field trip site must be on a school owned or chartered vehicle, unless permission is given by administration. No child will be permitted to be signed out from field trips by a parent other than their own. Drivers of these vehicles will be agents of the school or school employees and have the appropriate licensure. –eg. CDL for us or van over fifteen passengers. If a child is signed out from a field trip, to ride home with their parent, the child will not be covered under the school insurance.

Field trips are **not** optional for the students-they are part of their learning experience. Any child who does not have a signed permission slip will be given specific assignments by the teacher and placed in another classroom while the rest of the class is off campus.

All students are to wear dress uniforms on all field trips unless otherwise specified by the teacher. **Please remember that siblings will not be permitted on field trips due to liability reasons.**

Morningside Academy Field Trip Guidelines

Field trips can be an effective way to enhance the educational experience at Morningside Academy. For this reason, each class is permitted two off-campus field trips per year. Field trips are teacher initiated, administration approved and must follow specific guidelines:

1. All students must have written permission from a parent or guardian to attend the field trip. If a student does not have permission to go, that student will remain on campus in another classroom with work assigned by the teacher for that day.
2. Students who do not go on the field trip and who are not present at school, will have an unexcused absence for that day.
3. Students who arrive at school out of uniform or teacher – directed dress code, will remain on campus for the day.
4. If parent chaperones are needed for the field trip, these parents

- must follow the school vehicle to the field trip site or meet the group there at the predetermined place and time.
5. No siblings are permitted on any school sponsored field trips. If a parent who has offered to chaperone finds that they have been unable to find child care for their younger child, that parent should notify the teacher as soon as possible so an alternate chaperone can be found.
 6. Teachers will go over specific guidelines for behavior, meeting places and times, etc. with parent chaperones. It is expected that these guidelines will be strictly adhered to, so that the safety of all of the students is assured.
 7. Students are under the authority of the teacher and parents are expected to respect that authority should any question of discipline arise.
 8. Teachers will assign a follow-up activity related to the content of the field trip program.

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