

Majesty Christian Academy

Rt 1
Yigo, Guam 96929
Tel: Administrator: 777-0375
email: majestychristianacademy@gmail.com
website: www.majestyguam.com

Student Handbook

I. Doctrinal Statement

What We Believe – Our Statement of Doctrinal Beliefs

We believe in the absolute authority of the Holy Scriptures. We believe the original manuscripts were given by inspiration of God and were without error. We believe the God who gave His word to man has taken upon Himself the responsibility for its preservation (Psalms 12:6-7). We believe the incorruptible word of God which cannot pass away is available to the English speaking world in the Authorized (King James) Version. This Bible is our final authority in all matters.

We believe in one God eternally existent as the Father, the Word, and the Holy Ghost.

We believe God to be the creator and sustainer of all things, visible and invisible. We believe the universe and all that is therein to be held together by the word of His power.

We believe the Lord Jesus Christ to be God manifest in the flesh, virgin born, without sin, crucified, risen and coming again to receive His church, then returning to establish His kingdom.

We believe salvation is available to all men by grace through faith in the finished work of the Lord Jesus Christ, apart from human works or merit of any kind.

We believe the saved child of God is eternally secure in the Lord Jesus Christ, and is sealed, taught, and comforted by the Holy Spirit until the day of redemption.

We believe salvation makes one a member of the body of Christ and the members of this body should gather together in a local church where they may minister one to another.

We believe it is the responsibility of every believer to proclaim the saving gospel to all men by personal testimony and by giving of their means to finance the missionary efforts of the church.

We believe all men rejecting the Lord Jesus Christ will spend eternity in the conscious torment of a literal lake of fire, while those receiving the Lord Jesus Christ will spend eternity in the glorious presence of God.

We believe all saved men should be separate from the outward and inner ways of this world, being holy in mind and body. We believe, however, that righteousness does not come by keeping of laws and commandments but by an inner change of heart. We therefore place emphasis on the inner condition, trusting the outward appearance to follow accordingly.

We believe that water baptism is a public testimony made by the saved Christian and plays no part in salvation or making one a member of the church.

We believe that any attempt by the state to interfere with the working of the church or by the church to interfere with the working of the state is a violation of God's purpose for both.

We believe in the priesthood of all believers and decry any fashion of exalting one member of the body of Christ, or one gift of the Spirit above another.

We believe that the church is a body of which Jesus is the head. Thus it is not a democracy to be run by the will of its members but is to conduct its temporal as well as its spiritual business in strict accordance to the word of God.

II. ADMINISTRATION

- **Majesty Christian Academy is a ministry of Grace Bible Baptist Church.**
- **Majesty Christian Academy uses self-paced curriculum that is Christ centered. We also utilize multiple multimedia resources to enhance the students learning experience.** Our program is competency and mastery based. Each student progresses at their own rate of learning on a prescription basis. Students move to the next level when they have mastered the material at their prescribed level. Students are tested each year using nationally-standardized tests.
- **SCHOOL PERSONNEL:** Our staff consist of highly qualified professionals who are committed to providing personal and individualized attention to each student both academically, and spiritually.
- **ADMINISTRATOR: Pastor William E. Maunsell, B.R.E. from Tabernacle Baptist College.** Pastor Maunsell has over 30 yrs experience in the field of Christian education. As administrator, he is the person with principle decision-making authority, and is the liaison between the school and the parent.
- **SUPERVISORS:**
- **Learning Center I - Mr Daniel Scull, BS Computer Science, Pensacola Christian College.**
- **Learning Center II – Mrs. Hope Maunsell, Certified TESOL, ABC'S, and ACE Educator.**
- **Learning Center III – Miss Bethany Thompson, BA Music (Major), BA (Minor) Elementary Education from Pensacola Christian College.**
- **MONITORS:** Monitors are trained para-professionals who provide assistance to the supervisor. The monitor is under the supervision of the supervisor to which he/she is assigned.

III. PURPOSE

- The purpose of MCA is to provide a quality education for children as an extension of the home. **The children entrusted to our care will be given the opportunity to know God, love God, and enjoy God.** A high priority will be given to having respect for those in authority, for obedience to law, and for self-discipline.

IV. ADMISSION POLICIES

- **GRADES K-5 THROUGH ONE:** Students will be tested to determine if they are adequately prepared to enter the appropriate grade. All admission requirements must be met as listed in the application section.
- **GRADES TWO THROUGH TWELVE:** A student may be admitted to these grades by promotion from within MCA or by transfer from another school, providing that all admission requirements have been met.
- **POLICY ON NON-DISCRIMINATION:** Majesty Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Majesty Christian Academy. MCA does not discriminate on the basis of race, color, national and ethnic origin.
- **APPLICATION POLICY/ ADMISSION REQUIREMENTS**
 - 1. Completion of Application.
 - 2. Application fee paid.
 - 3. Parent(s) are encouraged to be active in attendance in a church that bases its teachings on the Bible.
 - 4. Transcripts from previously-attended schools and health forms (including immunization record).
 - 5. Student Handbook must have been read by parents and child(ren).
 - 6. An interview will be scheduled with the parent(s) and child(ren).
 - 7. Diagnostic testing will be required for all new applicants.
- **WITHDRAWAL POLICY**
 - 1. A student may be withdrawn for any reason w/ written notification to the school. Such
 - notification must be given at least 7 days in advance of intended withdrawal. If a student is withdrawn after the first school day of the month, all fees must be paid for that entire month. All fees are non-refundable.
 - 2. The school has the right to ask for withdrawal of a student with written notification at least 7 days in advance of requested withdrawal. (This does not apply to those asked to withdraw for Biblical or negative behavior reasons. NO advance notice is required for these reasons of dismissal.) If the school requests withdrawal, all fees remain due for services already provided, including the month in which the withdrawal is requested. All fees are non-refundable.

V. CURRICULUM

- **MCA uses a Christ centered self paced curriculum.**

Teachers focus on individualization and mastery learning with each child advancing in the subject material at his/her own speed. The academically-gifted student does not suffer from boredom while waiting for the more challenged student, and the student needing additional assistance receives the needed help. All instruction in reading is based on the phonics method. The Bible is taught daily, and students are required to memorize Scripture portions.

VI. GRADE PLACEMENT

- Testing will be used to determine the appropriate grade level for each child. The **National Assessment of Educational Progress (N.A.E.P.)** recently found that **only 28 percent of fourth graders were reading at a proficient level** (4th grade level) and that **only 21 percent of eighth graders were proficient at math**. The test further showed that **only 14 percent of high school seniors were performing proficiently**. A child educated at MCA will become proficient at his/her grade level in all subjects as they progress to the next grade level. Remedial work will be available for those who are not performing at grade level.

VII. ACCREDITATION

- MCA is a member of the Association of Christian School's International and uses globally recognized curriculum. Alumni from our mastery based system have been accepted in Colleges and Universities all around the world.

VIII. ACADEMY HOURS

- The school day begins at 8:00 am and ends at 3:00 pm. Students may arrive at the school at 7:15 am and remain after till 3:15 pm.
- Qualified staff is available to provide tutorial services after school hours at an additional fee.
- MCA provides an After School Program from 3:15 to 5:45 pm for \$200 per month.
- Extended Care: \$12.00/day – per child, from 3:15- 5:45 pm. Thereafter, an additional charge of \$12.00 will be assessed for every 15 minutes child is not picked up.

IX. ATTENDANCE REQUIREMENTS

- The school will enforce the attendance requirements set forth by Guam.
- All students are required by law to attend 180; 4 1/2 hour days annually. Students not in school 4 1/2 hours must be recorded absent. Absences shall be recorded as "excused" or "unexcused". A note shall be furnished by the parent/guardian of the child stating the reason for the absence. If a note is not provided, the absence will be recorded as "unexcused". Illness, death in family, or any other emergency situation will be considered as excused. The Principal will be the final authority concerning how an absence will be recorded. Each student is permitted six excused absences each semester.
- **TARDY:** Students not present at 8:00 am for the beginning of opening exercises will be considered tardy. Tardiness will be recorded, and tardy time will accumulate. Students may be asked to make up tardy time after school.

X. LUNCH

- Hot lunches may be ordered from Michelle's and Mama Peaches.
- Microwaves and a refrigerator are available in the cafeteria for students.

XI. GRADES

- Grades are reported on a nine week schedule. Parent conferences may be scheduled at that time and at other appropriate times to keep parents informed of student's progress. Parent involvement is an expected part of the program.

XII. DISCIPLINE

- A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others. Demerits are given for minor violations of rules which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include but are not limited to lying, cheating, stealing, cursing, and other forms of serious unacceptable behavior.
- Students enrolled in the school are expected to maintain Christian standards of conduct at school as well as in the community and home. Our students represent the school in all they do

and say, and they are expected to be good examples to others. Students are expected to refrain from swearing, smoking, gambling, drinking alcoholic beverages, using narcotics, and engaging in sexual activity.

- Enrollment and attendance at MCA is a privilege and not a right. Students who do not meet the conduct requirements will be disciplined with measures which include demerits, detention, suspension, and/or expulsion--depending on the seriousness of the offense.
- The school reserves the right to search for illegal or unauthorized material. The school reserves the right to search the student's person and belongings in the event the school suspects that he/she possesses an unauthorized item. The search may be conducted without the student's

or the parents' permission. Enrollment of your child/children constitutes parental consent to such searches.

- If the Administrator deems a search necessary, the search may include but not be limited to the following: a student's automobile, backpack, purse, pockets, gym bags, desk, and locker. The school may also search a student's person while taking extreme care to protect the student's Christian modesty.
- Students are prohibited from carrying lasers, beepers, knives or weapons of any type. Cell phones must be turned in to the school office each morning. The school administration reserves the right to determine who will be eligible to bring a cell phone.
- **ANTI-VIOLENCE POLICY:** It is the goal of MCA to provide a safe environment for its students and faculty. All verbal or physical acts of violence will be taken seriously and reported to the proper authorities. All verbal threats will be taken at face value.

XIII. DISCIPLINARY METHODS

A variety of disciplinary methods shall be utilized, which provide both positive and negative incentive. Each decision shall be handled individually and prayerfully.

- **POSITIVE INCENTIVES**

A variety of incentives is used, such as praise, trophies, award ribbons, field trips, time off, etc.

- **NEGATIVE INCENTIVE**

DEMERITS: Demerits are given to correct unacceptable acts or behaviors as follows (three or more demerits in a day may result in detention).

- **ONE DEMERIT** is given for but not limited to the following:
- Turning around in office
- Making a disturbance.
- Running in Learning Center
- Violating off limits
- Out of seat without permission
- Messy office
- Leaning back or rolling around in chairs
- Passing notes
- Eating in disapproved area
- Goal card not posted

TWO DEMERITS are given for but not limited to the following:

- Goals not set
- Unauthorized goal change
- Insufficient goals
- Talking at Testing Table
- Negative attitude
- Scoring violations per page

THREE DEMERITS are given for but not limited to the following:

- Failure to return parent envelope
- PACE left at home
- Corrective action slip not returned
- Homework incomplete
- Repeated offenses after warning
- Direct disobedience
- Getting permission from another staff after refusal by a first staff member
- Any behavior that is contrary to a Christ-honoring environment
- **Subsequent offenses of the following may result in discipline or suspension:**
- **Throwing dangerous objects, Lying, Fighting, Filthy Language, Disrespect/Talking back, Defiance, Intentional Damage to property.**

XIV. MEDICAL POLICIES

Students with a communicable disease may not attend school until they have been given clearance from a medical doctor to return. No staff member will be allowed to administer any medicines, tranquilizers, or aspirin, to any student for headaches, fever, or other reason without permission from the parent.

XV. ILLNESS

Parents will be notified when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification.

XVI. SERIOUS INFECTIOUS DISEASE

This school will maintain a responsible position on matters of serious illness which affects students, families, and the community. It is the policy of this school that accurate information will be maintained and provided in reference to diseases.

Persons (staff or students) who are victims of serious infectious disease will be dealt with on a case-by-case basis by the administration with consideration of the best medical, legal, and professional advice available and while keeping all parties' interests and safety in view. Staff will receive information concerning the proper methods for handling body fluids to which they might be exposed.

XVII. WEATHER POLICIES/

School closings due to inclement weather shall coincide with decisions made by the government of Guam. If Guam announces that schools will be closed due to weather conditions, then Majesty Christian Academy will also be closed.

XVIII. EMERGENCY PROCEDURES

In order to ensure the proper implementation of emergency procedures, MCA will conduct safety drills periodically.

Evacuation: The procedures for evacuation outlined below:

- Students should line up single file and quickly walk outside following the exit directions found in each classroom. Teachers will turn off lights and close classroom window and doors.
- File outside quietly. Talking is discouraged as announcements may be made.
- After students have safely exited the building, teachers will take attendance and notify either the Administrator of missing students.
- Students who are in other areas of the building should leave the building through a direct route as soon as possible and join other students on the football/soccer field.
- The administrator will give the signal to re-enter the building.

Earthquake: Since earthquakes occur without warning, it is important that students know what to do in the event one strikes. The procedures for an earthquake are outlined below:

- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until the shock stops. Try to stay away from windows, hanging, or tall objects.
- If outside, remain outside and away from all structures and power lines.
- If at school, all students should remain with their teachers until instructions come from the administrator. Everyone will remain on campus unless instructed differently by the administrator. Students on their way to or from school should call their parents to let them know they are safe.

Typhoon/ Storm: MCA will generally suspend classes when Guam is placed in Condition of Readiness-2. School is not ordinarily canceled for a storm-watch warning. However, parents are encouraged to keep students home if they feel the weather conditions are dangerous. MCA will utilize the media to inform students and parents of school cancellation due to impending storms. If an alarm notice goes out through the media, faculty and staff will also make all efforts to contact parents.

XIX. VISITOR POLICY

All visitors are required to register at the school's administrators office and are only permitted in Learning Centers with approval by administrator.

Intruder: The following are the procedures for an intruder.

- Notify staff if there is a suspected intruder on campus.
- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until signal for an all clear has been made. Try to stay away from windows.
- If outside, remain outside and find a safe place away from harm.

- If at school, students should remain with their teachers and wait for instructions from the administrator. Everyone will remain on campus unless instructed differently by the administrator.

XX. UNIFORM/DRESS CODE

Research has demonstrated that a correlation exists between a student's dress and his behavior. When a student dresses in a very casual manner, he tends to be more uninhibited in his behavior. Since the intensity of the teaching/learning transaction requires a seriousness of purpose, it is most conducive to learning when a student's dress reflects the classroom atmosphere. The purpose of a uniform is to present a standard of uniformity and modesty.

A. GIRLS:

Girls' academy uniform:

Maroon polo shirt.

Gray skirt for 5-12th grades.

K-4/K-5 girls' gray jumper--Please make sure jumper is below the knee.

Conservative shoes (tennis shoes acceptable)—No flip flops

Girls' P.E. uniform:

MCA printed T-shirt.

Black culottes.

Tennis shoes

On occasions where students are permitted to wear other clothing, loose-fitting skirts/dresses must cover the entire knee at all times, especially when they are sitting. Any slits in the skirt must also come below the knee. To show a spirit of deference, girls will not be permitted to wear pants. Blouses are not to be low-cut, form-fitting, sleeveless, or see through. Blouses must be long enough to cover the stomach area when arms are raised. These guidelines apply to all school-related activities. Violation of these guidelines may necessitate the student to return home until compliance is made.

B. BOYS:

Boys' uniform:

Maroon polo shirt.

Gray pants.

Conservative shoes (tennis shoes acceptable)—No flip flops

Boys' P.E. uniform:

MCA printed T-shirt.

Black shorts

Tennis shoes

Earrings are not permitted. Bracelets and necklaces deemed inappropriate by the administrator are not permitted. Hair is to be worn off the collar and off the ears. On occasions where students are permitted to wear other clothing, pants and jeans must be kept conservative (no baggy pants falling below the waist).

C. ALL STUDENTS:

Students coming to school out of uniform will be disciplined depending on the number of times out of uniform and the severity of non-uniformity. Detentions may be given for noncompliance with the uniform/dress code. Students may not wear uniform items that are severely torn or stained. No logos or advertising is allowed on jackets other than an approved by administrator. Students are allowed to wear layering shirts under their uniform shirt. On occasions where students are permitted to wear other clothing, we ask that all students wear conservative shirts that do not have screen print or inappropriate designs.

XXI. STUDENT DRIVERS

Cars should be locked while parked at school. All students must stay out of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to school. Student drivers may only drive members of their immediate family unless an arrangement has been made in writing through the school office. No one will be permitted to ride with another student or parent without the written permission of a parent given directly to the administrator.

XXII. HOMEWORK

Homework will be given as needed. Students are required to have their homework notice signed by a parent/guardian and returned by the student the following school day.

XXIII. "HANDS OFF" POLICY

Students are to keep hands off other students. No "horsing around."
Young men and young ladies are not to be touching each other (even in jest).

XXIV. WORK POLICY

To ensure that everyone receives maximum spiritual, academic, and social benefit from school activities, no student is permitted to leave campus before the normal end of the school day. Students who are employed should arrange with their employer to begin work no earlier than 3:30 pm. It must be remembered that if a student earns a detention, serving that detention takes priority over after-school jobs. If a student fails to meet academic obligations, parents may be asked to consider fewer work hours for the student. Work does not take priority over any specially scheduled event of the school that is required for all students.

XXV. GRADUATION REQUIREMENTS

Each student of high school age will be prescribed an Academic Projection Towards Graduation. The Projection will be upgraded on a regular basis.
A diploma will be awarded upon the completion of all required work according to the Academic Projection.

XXVI. COMMUNICATION

- A.** When information is sent home for parent's notification, the oldest student of the family will carry home a "communication envelope". The information is to be read and the envelope signed by parents. The student **returns the envelope the next school day**. MCA respects the privacy of their students and their family and will not disseminate educational or directory information unless authorized to do so.

XXVII. FINANCIAL POLICIES

- A.** All accounts are due on the 1st of each month and will be assessed a late fee of \$25 if not paid by the 10th day of the month. All fees are non-refundable.
- B.** MCA reserves the right to forgive the indebtedness of any account or make exceptions in regard to any financial policy. An exception to a policy for one family will not be considered to be an exception to the policy for anyone else.
- C.** Accounts must be cleared before records will be released or forwarded to another school. No Diplomas or awards will be given to students at graduation or the award's ceremony, if bills are not paid in full.
- D.** If bills are not paid by the 15th of the month, the student may be asked to withdraw.
- E.** Returned checks will be charged a \$25.00 fee.
- F. All Fees are non-refundable.**

XXVIII. GENERAL INFORMATION

Birthdays Parties: Parents who wish to host a class party must inform the teacher and the administrator.

School Visitor Applications: Parents and students may request special visitors to spend the day at MCA. **All requests must be approved at least 24 hours in advance by the administration.**

Visitors to MCA are subject to MCA rules and regulations.

Telephones: The school phones are for official use.

Lost and Found: Lost and found items are kept in the Administrators office. Found items may be given to any staff member. If something is lost, the student may check during break, lunch, or after school for the item. Valuables brought to school are the sole responsibility of its bearer

XXIX. ADOPTION

This handbook has been approved by the Administrator. The Administrator reserves the right to amend, change, and interpret the content of the handbook at any time.