

Murrieta Springs Adventist Christian Academy

STUDENT HANDBOOK

2024-2025



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MURRIETA SPRINGS ADVENTIST CHRISTIAN ACADEMY STUDENT HANDBOOK

Murrieta Springs Adventist Christian Academy is a Christian elementary school offering instruction to students enrolled in Kindergarten through Eighth grade. MSACA is supported by the Southeastern California Conference of Seventh-day Adventists, local churches, tuition and fundraising. MSACA is accredited with the Pacific Union Conference of Seventh-day Adventists and is evaluated regularly to determine its effectiveness in providing spiritual and educational opportunities for its students. The National Council for Private School Accreditation (NCPSA) has accredited MSACA through 2023. The 2023-24 school year is our accreditation review year.

MESSAGE TO STUDENTS AND PARENTS

This handbook is developed and revised by the administration and approved by the school board annually. The school administration reserved the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the school year and announced to students and parents has the same effect as those published in the handbook. This handbook will provide you with critical information for the school year and we invite you to read it carefully to ensure all can have a successful experience at MSACA.

MSACA students and parents acknowledge, accept, and agree to abide by the regulations and policies of Murrieta Springs Adventist Christian Academy and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences of their decisions.

PHILOSOPHY

Seventh-day Adventist education is dedicated “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized.” *Education*, pgs. 15, 16.

Knowledge of God, His plan for our redemption, and the kind of person men and women may become as they are restored to His likeness, is of first importance throughout the total school experience.

Adventist education places high regard on the infinite worth of every individual and seeks to provide a climate in which a positive self-image and identity as a child of God may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. We promote physical and health education that reflects the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate cultural differences and scientific advances of the age, and to develop positive attitudes toward all peoples.

Students are given the opportunity to accept Jesus as their personal Savior. Each student is challenged to develop a personal sense of mission for sharing the gospel message to the entire world in preparation for the soon return of Jesus.

MISSION STATEMENT

To provide an opportunity for students to accept Christ as their Lord & Savior while enjoying a safe and secure environment where all students are valued and encouraged to develop life-long skills in reading, writing and math. We wish to develop the “whole child,” and to educate them to accept service as a way of life.

OBJECTIVES

Murrieta Springs Adventist Christian Academy holds its students to a high standard of Christian Values and academics that we find essential for happiness and success. There must also be a cooperative spirit between the staff of the school and students and their families. MSACA exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator
- Value themselves and others
- Respect Diversity
- Think Critically
- Take responsibility for their actions

To partner in this cooperative endeavor the students must be acquainted with the following objectives:

SPIRITUAL OBJECTIVES

1. Help develop a Christian world view based on the understanding and appreciation of the Bible as the written word of God.
2. Provide an environment conducive to the development of Christian character.
3. Develop qualities for service in the community and church.
4. Recognize God’s grace is always present in His plan for their lives.
5. Introduce the beliefs of the Seventh-day Adventist Church and their unique contribution to the realm of Christianity.

ACADEMIC OBJECTIVES

1. Provide an educational program which challenges students to educational excellence within the parameters of their interests, needs, and abilities while following the curriculum standards as required by the Education Code which is based on the standards of the North American Division of SDAs.
2. Provide opportunities for students to demonstrate thinking skills, study skills, communication skills, and life skills necessary to succeed in continued education in high school.
3. Instill values of honesty (truth) and integrity in all academic endeavors for the purpose of creating trust and respect.
4. Encourage students to invest in the time and effort necessary to succeed to the best of their ability.

SOCIAL OBJECTIVES

1. Develop self-control and recognize self-worth.
2. Develop a sense of respect for other students and adults.
3. Develop manners and Christian social graces.
4. Develop an interest in how to serve the local community.
5. Develop an appreciation of diversity and many ethnic cultures.

ADMISSION INFORMATION

NON-DISCRIMINATION STATEMENT: Murrieta Springs Adventist Christian Academy admits student of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to made available to students at the school. MSACA doesn't discriminate based on race, color, ethnic background, country of origin or gender in administration of its educational policies, admission policies, scholarship or loan programs, and extracurricular programs.

The principal will meet with new families to discuss new students and their previous school experiences. A completed application packages must be turned in and a contract must be signed along with a payment to cover the registration fee, the comprehensive fee, and at least the first month's tuition.

Each student is required to reapply for each school year. Students showing love for God, and appreciation of the family, courtesy and graciousness, respect for the rights and ideas of others and a desire for healthy living, will benefit from attendance at MSACA. Murrieta Springs Adventist Christian Academy does not have the resources, staff, or equipment to provide specialized services to students with exceptional needs such as IEPs (Individualized Education Program) or some 504 plans requiring specific equipment. However, since we are smaller school, some accommodation may be considered for students with special needs. The school principal, and the SECC representative for special needs, can make determinations regarding whether a child with special needs may be appropriately served at the school.

UNPAID ACCOUNTS – Students having an unpaid account with MSACA, or another school can apply but are not permitted to attend any classes until clearance has been obtained.

STUDENT INFORMATION CHANGES – Parents and students are responsible to keep the school office informed of all changes concerning the student's address, phone number, transportation details, financial status, emergency information, name, and any other pertinent information.

MEDICAL REQUIREMENTS

California's Administrative Code requires that pupils entering a California school for the first time provide a written immunization record of receipt of each required vaccine dose. Parents must provide evidence of a physical exam for students entering kindergarten, 7th grade or transferring from another school and the following immunizations: polio, rubella, mumps, D.P.T. tetanus, varicella, and whooping cough.

Children entering Kindergarten or school for the first time are also required to have the Hepatitis B series as well as a TB test.

As of July 1999, the Hepatitis B series requirement is also mandatory for entrance into 7th grade. Because Hepatitis B vaccines must be spaced several months apart, *it is important to have your 5th or 6th grader visit his or her doctor now to begin the series.*

IMPORTANT – Students WILL NO BE ALLOWED TO ATTEND SCHOOL AT MSACA if these requirements are not met. We cannot make exceptions as this is a STRICT REQUIREMENT in California for all schools, public and private.

MEDICATION: Parents should arrange for medication to be administered at home. Students may not keep medication in their backpacks, desks, or clothing (except for Epi-pens for allergic reactions, inhalers for asthma, or insulin for diabetics, which may be carried *if a Self-medication Administration Consent Form is signed in entirety*). When necessary, school personnel will administer prescribed medication* only under the following conditions:

1) Appropriate documentation is on file in the office and completed to include the following information:

- Name of medication
- Dosage—amount and time to be administered.
- Route of administration
- Any possible side effects.
- Doctor's phone number
- Signatures of physician **and** parent/guardian

2) Medications must be brought to school **by parent or guardian—not the student.**

3) Prescription medications must be in the original container with the correct pharmacy label and student's name. Over-the-counter medications must be in the original container.

4) Medication must be prescribed by an individual licensed by the State of California to prescribe medication.

ALLERGIES: Any Allergies that your child has must be recorded on an Allergy Alert Form and an updated Food Allergy Action Plan Form needs to be on file.

Only authorized school personnel or a student's parent/guardian will be permitted to give any student medication during school hours.

*Prescribed medication includes over the counter and prescription medications.

AGE/READINESS

Students entering Transitional Kindergarten (TK) must turn five (5) years old between September 2 and December 2 of the school year entered. (No exceptions can be made)

Students entering Kindergarten must be five (5) years old on or before September 1 of the school year entered. (No exceptions can be made)

Students entering First Grade must be six (6) years old on or before September 1 of the school year entered. (No exceptions can be made)

A birth certificate or other legal document verifying age must be presented upon registration. School readiness may also be considered as a factor before admission.

TESTING - ASSESSMENT

Our conference and Union, as well as NAD (North American Division) has been promoting the integration of MAP (Measures for Academic Progress) testing. This year will include testing for 1st – 8th grade students. They are administered three times per year (Fall/Winter/Spring) to assess progress throughout the year. Regular reports will be generated so that teachers and parents will be able to monitor the progress of each child in the areas of reading, language arts, and math. These tests are currently aligned to the Common Core Standards and are used in both public and private schools. MAP testing is administered online and so our school will be committed to providing appropriate devices for students to take these tests. Ultimately, the formative (on-going) and summative (result) tests will assist teachers as they adapt teaching strategies and resources to build on strengths and support areas of academic need for each student.

In addition, our school has been moving forward with Standards-based Learning. This year, our school will have teachers trained and prepared to transition into this approach, which has already been embraced by schools throughout the United States and has been proven to be effective in promoting learning in schools. It focuses on clearly defined learning objectives or standards, allowing educators to assess and track students' progress more effectively.

REGISTRATION INFORMATION

The following items are needed to complete registration:

- Application
- Treasurer's Record Complete with Fees and Tuition Paid
- Consent to Treatment Form
- Authorized Student Release Form
- Acceptable Use Policy
- Aftercare Contract
- Attendance Policy
- Current Immunization records
- Current tuberculosis test results, must be 1 year current - for students entering kindergarten or transferring in from another school
- Current physical, must be 1 year current - for students entering kindergarten, seventh grade or transferring in from another school.

If new or transferring from another school, the following items are also required:

- Previous 2 quarters/semester report cards
- Letter of recommendation from previous teacher

FINANCIAL INFORMATION

REGISTRATION FEE:

Registration fee and the first tuition installments are due on the day of registration and **are not refundable**.

Registration Fee:

Early Registration.....\$150.00
Regular \$250.00

Comprehensive Fee: \$500.00

Covers the cost of personal computing device (Chromebook), pencils, notebooks, curriculum workbooks, software licenses, and other supplies needed for daily instruction, & technology fees.

Volunteer Fees:

Background Check Fee\$10.00
Driver's Background Check Fee (for volunteer drivers only).....\$20.00

Important: The registration fee, the comprehensive fee, and at least the first month's tuition must be paid prior to a student beginning school.

Monthly Installment Payments: Monthly tuition payments consist of 10 tuition installments for the months of August through May and are due on the 1st of each month. **Once a student begins a new month, that tuition becomes non-refundable.** In the event that there is an early student termination, proration of tuition will be at the discretion of the School Board.

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| <u>TK/Kindergarten:</u> | \$6,017* per year or 10 installments of \$602 |
| <u>1st thru 6th Grade:</u> | \$6,594* per year or 10 installments of \$660 |
| <u>7th and 8th Grade:</u> | \$6,762* per year or 10 installments of \$676 |

*Tuition Amount Subject to Change

Family Discount: Families are eligible for multiple student discounts

Member Discount: SDA Member discount (5% of NET tuition amount)

LATE CHARGES: An account will be assessed a late fee of \$25.00 if **all** outstanding balances are not paid in full and received by the 10th of each month.

DELINQUENT BALANCES - *After 30 days of delinquency, the child(ren) whose account is unpaid, will not be allowed to return to the school until payment is made to cover the balance due with cash or money order. Please contact the principal well in advance if you believe this may occur. The principal and the school treasurer from the Department of Education will reach out to parents, well in advance, to help avoid this situation from occurring.*

RETURNED ITEMS: A \$25.00 fee will be charged for all returned items from the bank. A late fee will be charged, in addition to the Returned Item fee of \$25.00, if the account is not paid in full by the 10th of the month as a result of a returned item. A returned item is to be reconciled with cash, cashier's check or money order. Only one NSF item is allowed per school year. After the second returned item, future payments will be required to be paid in cash, cashier's check or money order.

REFUNDS: If a refund is due, it will be provided after 10 working days.

FINANCIAL CLEARANCE: Verification from the previous school account of no outstanding balance must be provided for students transferring from another SECC school/academy.

BILLING DATE: Statements will be e-mailed on or near the 26th of each month. If you choose to have a hard copy printed, please come to the office to request one. Payments are due by the first of each month and will accrue a late fee by the 10th.

FINAL INSTALLMENT: Installment #10, due May 1st, will be considered late after the 10th of May. *If the account is not paid for in full by May 10th, students will not be permitted to attend school and will not receive their final report card until their account is paid in full.*

MSACA AFTER SCHOOL CLUB DUES: After-school clubs are Monday – Thursday and are \$12 per class (billed monthly). Classes are Mon/Wed, Tues/Thurs, or daily for homework club. The available clubs will be announced at the beginning of each school year and at the beginning of the 3rd semester. Students will be given permission slips to be signed by parent/guardian and returned to the school before they may begin.

FINANCIAL ASSISTANCE: For those in need of financial assistance, a form may be obtained from MSACA administration stating the family's financial status, the amount of assistance requested, and instructions on providing the proper documentation required. Once this information is gathered and the necessary paperwork is completed, the principal will present the request to the finance committee who will then determine whether the applicant is eligible for financial assistance, and if so, what amount is able to be granted. *"Please note that a limited amount of funds is available each school year for MSACA to use to assist those who apply."*

Regular on-site SCHOOL HOURS

Kindergarten

MONDAY through THURSDAY

8:00 a.m. – 12:30 p.m.

FRIDAY 8:00 am – 12:00 p.m.

1st-8th Grade

MONDAY through THURSDAY

8:00 a.m. – 3:00 p.m.

FRIDAY

8:00 a.m. – 12:00 p.m.

Minimum Day Schedule K-8th

8:00 a.m. - 12:00 p.m.

After-school Club Hours

M/W, T/TH or daily (homework club)

3:15 – 4:15

NOT AVAILABLE FRIDAYS

Recess
MONDAY through FRIDAY
9:45 AM – 10:10 AM

Lunch
MONDAY through THURSDAY
11:30 AM – 12:10 PM
FRIDAY
11:30 AM – 12:00 PM

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| DROP-OFF and PICK-UP |
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Students must be dropped off at the school no earlier than 7:45 a.m. unless arrangements have been made with the principal. Students in grades 1 through 8th should be picked up no later than 3:15 pm unless they are signed up for clubs (3:15 – 4:15). Kindergarten students should be picked up no later than 12:45 pm. Students in clubs should be picked up no later than 4:20.

We expect that students will arrive by 7:55 so that they may walk into the gym and be on time for the opening exercises. IT IS IMPORTANT to be timely because important announcements are made during this time. Students are late if they walk in at 8:01 am and beyond. All tardies are recorded and will be reported on report cards.

LATE PICK UP – Students who are not picked up by 3:15 pm will be sent to homework club, even if they are not signed up. Parents will be charged \$6.00 from 3:15 – 3:45. It will become a \$12.00 charge after 3:45 pm. Students who are picked up after 12:15 on Fridays will be charged \$5.00 for every 30 minutes that they are not picked up.

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| CLOSED CAMPUS |
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Murrieta Springs Adventist Christian Academy operates as a closed campus. The school is legally responsible for the safety and well-being of the student's school day. A student may not leave campus at any time during the school day without parental and administrative permission. Students will only be released to parents and adults on the release list maintained in the office. This form is part of the registration process.

VISITORS - Visitors must check in to the main office before entering the campus. Parents may request to visit a classroom; however, arrangements must be made with the teacher at least 24 hours in advance with the purpose and the length of the visit clearly stated – principal's approval is also required. Visitors must...

1. Check in at the office.
2. Sign in.
3. Wear a visitor's pass.
4. Sign out and return the visitor's pass.
5. Approval is not guaranteed and is at the discretion of the principal.

ATTENDANCE POLICY

Being prompt is essential to a student's ability to learn and study.

Murrieta Springs Adventist Christian Academy recognizes 2 kinds of absences:

1. EXCUSED-work missed may be made up
2. UNEXCUSED-work missed may not be allowed to be made up

It is important for our administrative assistant and teachers to be notified regarding the reasons or extent of a student's absence or tardy. Pre-arranged absences are required for vacations, and it is up to the discretion of the teacher regarding making up missed work. Please contact your teacher directly when your student will be out. Excuse notes signed by the parent/custodian for tardies should be turned in the day of the tardy or the tardy will not be excused.

GUIDELINES: The only valid excuse for absences from public or private schools, according to the California State Law, is student illness or a death in the immediate family. Regular attendance at all school functions is expected of every student.

1. Medical and Dental appointments are recommended to be scheduled **outside** of school hours when possible.
2. Teachers are not required to permit students to make-up work missed due to an unexcused absence.
3. Grades may be affected if a student is continually late.
4. Pre-arranged absences must have prior arrangements made with your child's teacher.

TRUANCY: A student is considered truant if he or she is in a place that is not consistent with school regulations, during school hours. Please communicate with our office if your child will be absent from school during regular hours.

TARDIES: It is extremely important that our students understand that to hold the highest standard of responsibility at school, home and in the community, timeliness is vital. This is an expectation they will have in high school, university, and place of employment.

LATE PICK UP

Students who are not picked up by 3:15 pm will be sent to homework club, even if they are not signed up. Parents will be charged \$6.00 from 3:15 – 3:45. It will become a \$12.00 charge after 3:45 pm. Students who are picked up after 12:15 on Fridays will be charged \$5.00 for every 30 minutes that they are not picked up.

STUDENT ACCIDENT INSURANCE

A secondary limited coverage student accident insurance policy is provided for each student by Christian Educators Insurance Trust. Secondary limited coverage will pay costs of accidents after other family insurance plans have contributed. Information is available from the Business Office. Students are covered . . .

1. While on school premises during school hours.
2. While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation.)
3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

Please make every effort to report all school-related accidents to the office within 2 hours. There is no coverage for any damage to or loss of personal property.

Students may be required to pay for any damage they do to school property, whether accidental or intentional.

SCHOOL PERFORMANCES

MSACA has approximately 4-6 performances per year, including the Christmas and Spring concerts and Education Days for the constituent churches. Attendance is required at Education Sabbaths & the Christmas Program, as outlined in the Academic Calendar, and is a major part of the student's music grade. If you have any questions about this requirement, please consult with the principal. *Class A Uniform is required for most events unless specifically noted. Parents will be informed of the proper attire for each event.* (Class A Uniform - White uniform top/black pants or skirt)

FIELD TRIPS

We believe that field trips play an extremely important part in the education process. Attendance is required of all students for advertised educational field trips, as outlined in the Academic Calendar. Advertised educational field trips are a part of the student's curriculum and grade.

Volunteer Drivers must:

2. complete a background check and be approved to volunteer as a driver
3. be over 25 years of age;
4. have a valid, unrestricted driver's license;
5. have Bodily Injury coverage of \$15,000/\$30,000 and Property Damage coverage of \$5,000
6. have current copies of both driver's license and insurance coverage (Declaration Page) on file in the office **prior** to each trip;
7. have a Transportation Information form on file in the school office;
8. adhere to all posted speed limits while on a trip;
9. may neither consume nor provide for another any alcohol or judgment-impairing drug substance, including prescription medication prior to or during the event. Smoking is never permitted on campus or in the presence of our students.
10. follow the guidelines given per field trip;
11. ensure that each child and the driver have and use a seat belt; vans may not carry more than 8 people, including the driver;
12. must not make any unplanned stops - only those designated by the teacher;
13. ensure that no child under 12 years of age sits behind an airbag.

DRESS CODE/UNIFORM POLICY

The following dress code/uniform policy has been voted and put in place by the School Board to create a consistent appearance among our students and to minimize and avoid misunderstandings.

Uniforms may be purchased through any stores and parents may purchase patches to be affixed or sewn properly on polos of the appropriate colors (black, burgundy, yellow/gold.

The following strict guidelines apply to our Dress Code/Uniform policy:

1. All clothing, including outerwear, worn to school by students must be purchased through “French Toast” or similar with our custom school patches that are available for \$5.00 each from the office.
2. Clothing should be neat and clean in appearance and free of stains, holes and fading.
3. Healthy grooming habits must be always maintained.
4. Hair must be natural in color (no exotic colors except for special events as approved by the school)
5. Hats & hoodies are not to be worn inside the classrooms or inappropriately. Caps must have the “bill” facing forward.
6. Watches (not smart watches) and pins are allowed. **Other jewelry such as earrings, necklaces, rings, face or body studs of any kind, ankle or wrist bracelets are not permitted. Make-up is not necessary or appropriate for our students. Acrylic and extended nails are not permitted.**
7. Girls’ skirts that do not have a built-in skort will require matching shorts/bike shorts of uniform color (Black) to be worn underneath.
8. Minimum length of shorts, skorts or skirts is mid-thigh with the exception of Grades 6 - 10 which will be top of the knee.
9. Shirts which allow any part of the mid-section of the body to be exposed when arms are raised to shoulder level are not allowed.
10. Logos of any kind on any clothing are not permitted unless they are the school approved logo/brand. (i.e. no alligators, polo players, fashion brand logos are not permitted.) Shoes do not have the same logo restrictions.
11. Inappropriate printing or advertisements on any apparel is not permitted.
12. Clothing is to fit properly. Pants may not sag or show underwear. Oversized or extremely tight-fitting attire is not allowed.
13. Shoes with non-skid soles should be always worn. No open-toe/open-heel shoes, sandals, slippers, Crocs, jelly shoes or shoes with heels or soles over 1” in height or thickness. Shoes must remain on feet.
14. On special school days, the administration may allow students to deviate from the specified dress policy.

NOTE: Yellow spirit shirts are required for Field Trips and optional on Fridays.

Students who do not comply with MSACA DRESS/CODE POLICY will be given a warning, but after that, lack of compliance will affect their grade and will necessitate the principal to contact parents to resolve the matter. Consequences may involve loss of play time during recess or other special activities.

CODE OF CONDUCT POLICY

MSACA is a CHARACTER COUNTS! School (see www.charactercounts.org) We believe in the importance of teaching our students about God's expectations that are embedded in the Ten Commandments. Within those commandments, we find how God intends for us to get along with our fellow man. The CHARACTER COUNTS! Framework of the 6 Pillars of Character demonstrates how we can maintain universal values at home, school, church and the community.

TRUSTWORTHINESS

Be honest in communications and actions • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country • Keep your promises

RESPECT

Treat others with respect and follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions and attitudes • Set a good example for others • Choose a positive attitude • Make healthy choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Show Empathy • Express gratitude • Forgive others and show mercy • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your home, school, community and greater world better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

It is Murrieta Springs Adventist Christian Academy's goal to help students mature into considerate, honest, responsible young people. Any time, during, or after school hours, and at any school-sponsored activity on or off campus, students of MSACA are expected to display the highest standard of conduct with strong Christian ethics and moral values. As a result, our Code of Conduct is designed to foster personal integrity and responsibility.

SCHOOL ENVIRONMENT

A good school environment is best thought of as a place for:

- Being positive
- Helping
- Turning unacceptable conduct into acceptable conduct.

Order and discipline may be described as the absence of distractions, frictions, and disturbances that interfere with the effective functioning of the student, the class, and the school. It is also the presence of a safe, friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

STUDENT EXPECTATION

Students will:

1. Demonstrate their personal integrity by:
 - a. Attending school daily and being on time to class.
 - b. Being always honest by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
 - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs, or other harmful substances of ANY time, whether on or off campus.
 - d. Choosing appropriate speech or language that is consistent with a Christian lifestyle.
2. Encourage beneficial relationships by:
 - a. Respecting myself and others and treating others the way I want to be treated.
 - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
 - c. Encouraging and building up rather than intimidating, threatening, or fighting with others.
 - d. Cooperating with all teachers and staff members and not being insubordinate.
 - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, the use of or sharing of pornography.
3. Help ensure that their campus is safe and clean environment by:
 - a. Respecting the environment and disposing of any garbage and recyclable materials in their proper places.
 - b. Not bringing firearms, knives, chains, weapons, matches or any type of incendiary device, or any look-like or potentially harmful instrument on campus or to any school-related activity.
 - c. Not tampering with the fire alarm system or any school equipment.
 - d. Not entering any building or room that is locked or unlocked without permission and supervision.
 - e. Not defacing, damaging, destroying, or tampering with any school or student property.
4. Positively represent their school as a serious, Christian place of learning by:
 - a. Dressing in uniform attire as outlined in the dress code and that is neat, clean, modest and unaltered.
 - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
 - c. Not dressing in a manner displaying anything which indicates affiliation with an unfavorable organization.
 - d. Avoiding inappropriate displays of affection.

Any violation of any of these guidelines will result in disciplinary action and may lead to more serious consequences by law enforcement entities. (See Discipline Policy below)

PARENT EXPECTATIONS

Murrieta Springs Adventist Christian Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parent will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
2. Demonstrate support for the school policies and guidelines delineated in this handbook.
3. Foster student cooperation with school norms and culture.
4. Not cause inappropriate disruptions on campus or at school events. This includes the parking lot, playground, or any school property, on field trips, or events at the church. If this occurs, the principal and school board may determine if the parent is allowed continued access to the school or its events.
5. Not be allowed to take pictures of other students besides their own, for posting on social media or any other purpose without the appropriate parental permission. Group photos during special events may be submitted to the school's yearbook and social media coordinators.

Under normal circumstances a child is not to be deprived of an Adventist Education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlines in the withdrawal/expulsion policy will be applied.

BULLYING

Bullying of any kind is wrong – physical, verbal, online or off, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. MSACA expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified, and law enforcement will be contacted if appropriate.

INSUBORDINATION

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes but is not limited to:

- Disrespectful behavior toward school personnel,

- Interference with a teacher's ability to conduct class.
- Failure to obey a reasonable request.
- Failure to identify themselves to school personnel when requested.
- Repeated violation of any rule, directive, policy, or disciplinary procedure

DISCIPLINE POLICY

When students enroll at Murrieta Springs Adventist Christian Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school sponsored activity, during vacations. When needed, discipline will be designed to help the student progress toward a more meaningful acceptance of Christian behavior and conduct necessary for creating a positive school environment. To provide clear rules and guidelines for student conduct MSACA has established standards of consequences that range from verbal warnings to expulsion from school. This list is a guide and not intended to be exhaustive or prescriptive.

DISCIPLINARY ACTION

Teachers begin the year teaching students the rules and regulations for their individual classes and the school. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of classroom rules and procedures designed to teach positive behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

CONSEQUENCES - If students fail to comply with the behavior expectations of the school, the following are the consequences that will be enforced:

- **Step 1** - Verbal Warning(s) – by the teacher or staff
- **Step 2** - Time out/behavior log – student spends a few minutes writing in a behavior log regarding their misbehavior. They will reflect and then write a plan/goal on what they will do to prevent that behavior from reoccurring.
- **Step 3** - If the behavior continues after step 2, the student will receive a character violation form (that goes to parents and is entered into the student file) and will be sent to the office or another classroom for detention. A follow-up communication will be made by the teacher or principal and a parent conference may be scheduled.
- **Step 4** – If a parent conference is held, there will be a formal plan developed to assure that the behavior is appropriately modified and does not continue.
- **Step 5** – If offenses continue at this level and there isn't a marked improvement in behavior, the enrollment status of the student will be discussed. If a student will not comply with that expectation, he/she may be asked to withdraw. Upon disenrollment, the tuition for the current month will not be refunded.

SUSPENSION – Discipline matters deemed severe enough to warrant action by the school's administration are serious and may begin a process that could lead to the student's dismissal. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions usually range from 1-5 days and are at the discretion of the principal. There are two levels of possible suspensions: 1) In-school detention, 2) At-home suspension.

- **In-School Detention** – students receiving an in-school detention, will not be allowed to attend their regular classroom on the assigned day(s) and may be housed in another classroom or in the office.
- **At-Home Suspension** – students receiving a school suspension will not be allowed to return to school for a period ranging from one to five days per offense, as determined by the principal.

CRIMINAL ACT - If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from school. MSACA reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

ADMINISTRATIVE AUTHORITY – If deemed necessary, the Administration can suspend a student for up to five school days in addition to assigning points. Any class assignments given to students during suspensions will be completed within the same number of days that they were suspended after they return to class.

APPEAL PROCESS - Any appeal (by a student or parent) to a disciplinary decision made by the school must follow the procedure as outlined in the Pacific Union Education Code:

1. Submit the appeal in writing to the principal and work toward a resolution that will end the appeal.
2. If no resolution is met, submit an appeal in writing to the school board or board appointed discipline committee. This is the final step, and this committee/board determines outcome. The parents and no other person(s) may be permitted to attend this meeting except with the permission of the chair of this committee.

READMISSION – Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after one full year. If a student desires to be readmitted to MSACA they shall submit a written statement to the principal, who shall recommend admission or non-admission. The statement should include:

1. Reasons the student wants to return and why the request should be considered.
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian and others who may be assisted the student.

WITHDRAWL/EXPULSION - A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the school board. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may reapply for admission after attending another school for at least one full school year and gaining a good reference from the school they attended.

TECHNOLOGY AND COMMUNICATION POLICY

GENERAL ELECTRONIC EQUIPMENT: Electronic equipment is usually expensive and easily broken. Any electronic item allowed to be brought on campus is the sole responsibility of the student who brought the item. MSACA cannot assume responsibility for items that are stolen, lost, or broken.

CELL PHONES: MSACA has a strict standard for cell phones, Apple or smart watches, and personal tablets. These items are not allowed in class or on campus during the regular school day. If parents deem it necessary for a student to have a cell phone on campus, the student must check it in with his or her teacher. The cell phone will be released to the student at the end of school. Students may use a classroom or office phone to make a phone call home if necessary and with permission from the staff or faculty.

Students who fail to submit their cell phone to their teacher and are later found using their device during school hours without permission, will lose their privilege to bring a cell to school until the next semester. Students who continue to bring their cell phones to campus after that will be suspended from school for 2 days and will lose their privilege to bring their cell for the remainder of the school year. They will also be required to write a paper on the dangers of social media and not following school rules.

Any student who willfully uses their cells on campus to take pictures of others and post them on social media is in danger of being expelled from MSACA. This is a serious matter that will not be tolerated. We must prioritize the safety and security of our students. It is at the discretion of the principal and the board if a student is disenrolled. A parent conference will be held, and the matter will be reported to the school board.

E-MAIL AND SOCIAL MEDIA – All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers and smart-phones must demonstrate a positive and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action as outlined in the Discipline Policy. Every student should be reminded that they are expected to live in harmony with Christian moral principles both on or off campus.

STUDENT INTERNET ACCESS – Students will access the Internet only with direct knowledge of the teacher and when an adult is present in the room. Each student and their parents **must sign** an Acceptable Use Agreement in order to be granted permission to use the MSACA internet connection. The parent or teacher retains the right to withdraw their approval at any time.

Appropriate/Inappropriate Uses – The following uses of the MSACA internet connection are considered unacceptable:

- A student should not post personal contact information of themselves or others on the Internet. Personal contact information includes address, telephone, school address, work address, etc.
- A student should not agree to meet with an online acquaintance without parents' approval
- Students are also required to promptly disclose to the teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- A student shall not attempt to gain unauthorized access to the MSACA internet account or to any other computer system. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
- A student shall not attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are all illegal.
- Under no conditions shall students provide their password to another person.
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem.

- Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Students shall not knowingly or recklessly post defamatory information about any person or organization.
- Students shall not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Students shall not post private information about another person.
- Students shall not plagiarize works that they find on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc. and presenting them as one's own.
- Students shall not use the MSACA internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If a student mistakenly accesses inappropriate information, they should immediately tell the teacher or another school employee. This will protect the student against a claim that they have intentionally violated this policy. Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. The school fully expects that students follow their parents' instructions in this matter.

PRIVACY – Students should expect only limited privacy in the contents of their personal files on the school's computers. Routine maintenance and monitoring of school computers may lead to the discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of the student e-mail files or other computer files.

SIGNATURES OF COMPLIANCE TO THIS ACCEPTABLE USE POLICY – Your signature signifying that you understand and accept Murrieta Springs Adventist Christian Academy's Acceptable Use Policy is required on the appropriate form before Internet access can be granted. It also means that you will abide by the standards of use as set forth in this policy.

ACADEMICS & ASSESSMENT

TESTING – ASSESSMENT - Our conference and Union, as well as NAD (North American Division) has been promoting the integration of MAP (Measures for Academic Progress) testing. This year will include testing for 1st – 8th grade students. They are administered three times per year (Fall/Winter/Spring) to assess progress throughout the year. Regular reports will be generated so that teachers and parents will be able to monitor the progress of each child in the areas of reading, language arts, and math. These tests are currently aligned to the Common Core Standards and are used in both public and private schools. MAP testing is administered online and so our school will be committed to providing appropriate devices for students to take these tests. Ultimately, the formative (on-going) and summative (result) tests will assist teachers as they adapt teaching strategies and resources to build on strengths and support areas of academic need for each student.

In addition, our school has been moving forward with Standards-based Learning. This year, our school will have teachers trained and prepared to transition into this approach, which has already been embraced by schools throughout the United States and has been proven to be effective in promoting learning in schools. It focuses on clearly defined learning objectives or standards, allowing educators to assess and track students' progress more effectively.

MEETING STUDENT'S NEEDS - In a desire to meet the challenge of providing a quality Christian education to all students, we, the faculty of Murrieta Springs Adventist Christian Academy believe that guidelines need to be established that will help us focus our resources on the "at-risk" student.

The "at-risk" student is defined as one who is struggling academically, behaviorally, or socially. Students in grades 1-8 will take the MAP test to determine proficiency levels in the areas of reading, language arts, and math. These levels include:

1. Advanced/Proficient
2. Proficient/Meets Standards
3. Basic/Approaching Standards
4. Below Basic/Needs Improvement.

Students who score "below basic" or "approaching" levels on the four-tier spectrum may be considered at-risk. The faculty regularly meets in Professional Learning Community meetings to discuss interventions for these students. Those interventions may include follow-up conferences with parents and the student. An SST (Student Success Team) meeting may be called which includes teachers, administration, and parents.

ACADEMIC PROBATION - A student may be placed on academic probation if he/she fails 2 or more areas of the curriculum. At reporting periods, if a student receives 2 or more F's, a parent/teacher/administrator conference will be held, and the student will be placed on academic probation. If marked improvement is not observed immediately, a student may be disenrolled. This is not the preferred outcome; however, students must demonstrate a sense of responsibility and show an authentic effort to improve. The teacher and principal will have the authority to decide.

GENERAL INFORMATION A - Z

DISASTER PREPAREDNESS PLAN: Student Retention/Release Procedure

For the safety and security of staff and students, the school grounds will be closed following a major emergency, or disaster. **Students will be kept at school until only a parent, or authorized individual listed on the Authorized Student Release Form, can assume custody.**

Our goal is to reunite children with parents or guardians as quickly as possible. The Authorized Student Release Form must indicate a person other than the parent who is authorized to pick up the child. Children **WILL NOT** be released to anyone who is not on the release form, so please be sure to keep it updated.

FIELD TRIP GUIDELINES – We believe that field trips play an extremely important part in the education process. Attendance is required of all students for advertised educational field trips, as

outlined in the Academic Calendar. Advertised educational field trips are a part of the student's curriculum and grade. We are thankful for parents' willingness to volunteer their time to drive and/or chaperone on a school field trip. The following items are important for parents to remember as they assume this responsibility:

1. The responsibility of being a chaperone demands the **full attention** of each parent. **No siblings or relatives of any age are allowed to accompany the group.**
2. As a courtesy, all chaperones are expected to give full attention to any instructor and/or activity on a field trip.
3. You oversee your student group and should know where each child is at all times during the field trip.
4. If students are misbehaving, remind them of the appropriate behavior and then let their teacher know as soon as possible.
5. Students/Chaperones are not allowed to switch groups or members of their group, without the teacher's permission. If there are specific requests/needs regarding field trip groups, they need to be arranged with the teacher prior to the day of the field trip. **Not all requests will be granted.**
6. Keep to the schedule outlined by the teacher. **Be on time** for each activity.
7. Chaperones are expected to follow the same lunch instructions as the students.
8. If bus transportation is used, all chaperones must travel **with the whole group and not drive their own vehicle**, unless asked by the teacher/principal for a specific purpose.
9. A completed volunteer driver form with driver's license and insurance information is required of all drivers one week before the day of the field trip.
10. As a rule, if traveling in vehicles other than the bus, the cars/vans should try to caravan and stay together.
11. State-mandated clearance for all volunteers/chaperones is required 1 week prior to the field trip.
12. The field trip is approved for traveling to and from the specific destination. No additional stops (i.e. McDonald's, Taco Bell, Starbucks, etc.) should be made.
13. If you are lost, having car trouble, delayed by traffic, etc., please contact the school or the teacher by phone.
14. The teacher will give you directions/map for travel, as well as the names and permission slips of the students assigned to your group. Please return the permission slips when you return to school.

Please remember you are an example to the children. If you have any further questions about your responsibilities as a driver and/or chaperone, please speak to your child's teacher. We want to do everything possible to provide a safe, educational, and fun experience for you and the students.

Volunteer drivers must:

- complete a background check and be approved to volunteer as a driver.
- be over 25 years of age.
- have a valid, unrestricted driver's license.
- have Bodily Injury coverage of \$15,000/\$30,000 and Property Damage coverage of \$5,000.
- have current copies of both driver's license and insurance coverage.
- (Declaration Page) on file in the office prior to each trip.
- have a Transportation Information form on file in the school office.
- adhere to all posted speed limits while on a trip.

- may neither consume nor provide for another any alcohol or judgment- impairing
- drug substance, including prescription medication prior to or during the event.
- Smoking is never permitted on campus or in the presence of our students.
- follow the guidelines given per field trip.
- Ensure that each child and the driver have and use a seat belt; vans may not carry
- more than 8 people, including the driver.
- must not make any unplanned stops - only those designated by the teacher.
- ensure that no child under 12 years of age sits behind an airbag.

FOOD DISTRIBUTION POLICY - Food items may not be brought to the school for distribution unless prior arrangement & approval is made for a specific event. This includes cupcakes, candy, pizza, etc. for birthdays. Birthday treats may include non-food items and may only be distributed at the close of the day. If a parent would like to provide pizza for the school

or classroom for a party, we ask that the pizza be cheese or veggie only (no meat products).

Parents with students having special dietary needs or food allergies need to provide non-perishable food items that can be stored and used for special occasions at school. The lunch area has a designated area that is considered a nut-free zone.

FUNDRAISING - Tuition and fees provide only a portion of the total cost required to educate a student at Murrieta Springs Adventist Christian Academy. As is the case with most private schools and colleges, this revenue shortfall depends on gifts and contributions. Murrieta Springs Adventist Christian Academy conducts an Apex Fun Run, Fall Festival, Spring Tea and various other activities and events to achieve the school's revenue requirements. We are thankful to the many families and community members who generously support our school with donations.

SELLING OR TRADING ITEMS - Because of the personal value placed upon items like toys, trading cards, pens, etc., students are not permitted to be involved in the selling or trading of any item on campus during school hours. Students may not bring toys without permission from their parents and the teacher/principal. If teachers permit students to bring a toy or toys to school for sharing, swap meets or auctions, parents will be informed.

STUDENT ACCIDENT INSURANCE - A secondary limited coverage student accident insurance policy is provided for each student by Christian Educators Insurance Trust. Secondary limited coverage will pay costs of accidents after other family insurance plans have contributed. Information is available from the Business Office. Students are covered:

1. While on school premises during school hours.
2. While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation.)
3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

Please make every effort to report all school-related accidents to the office within 2 hours. There is no coverage for any damage to or loss of personal property.

Students may be required to pay for any damage they do to school property, whether accidental or intentional.

VOLUNTEERS IN THE CLASSROOM – We appreciate those who volunteer time in the classroom. To make your time more effective, please observe the following guidelines:

1. *Please set up volunteer time with the classroom teacher.* Please notify the teacher if you cannot attend a previously planned activity.
2. As a classroom volunteer, you may assist the teacher while they are present, but please remember that you are expected to maintain confidentiality with student information and may not share reports of other students to parents or the community. Failure to comply with this expectation may result in the loss of classroom volunteer opportunities. *(For clarification, this includes taking photographs of children other than your own unless you have been invited/designated to serve as a school/classroom photographer and have received direct permission from the principal).*
3. Younger, non-school children/siblings are not allowed to accompany a parent that is volunteering in the classroom. Please make provisions for childcare.
4. *Classroom volunteer time does not include recess/lunch time w/students outside of designated “parent time” on Fridays.*

Murrieta Springs Adventist Christian Academy

Acceptable Use Policy

Murrieta Springs Adventist Christian Academy (**MSACA**) is pleased to offer access to computer networks and services including Email and Internet access, provided students honor the **MSACA** Acceptable Use Policy (**AUP**). We ask that you read each of the conditions below and that students and parents/guardians sign to indicate a commitment to keeping the letter and spirit of the policy.

Responsibilities

1. All use of school media devices must be in support of education, research, and consistent with the missions of MSACA. MSACA reserves the right to prioritize use and access to the system.
2. Any use of the network must be in conformity with state and federal laws, network provider policies and licenses, and MSACA policies. Use of the network for commercial solicitation is prohibited. Use of the network for charitable purposes must be approved in advance by MSACA Administration.
3. No use of the network shall serve to disrupt the operation of the network by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited and will result in serious consequences.
6. The user agrees:
 - a. Not to interfere with the function of the computer network. This includes computers, internet access or any disruption in other services.
 - b. Not to attempt unauthorized access to systems, networks, data, resources, or programs.
 - c. To respect the usage guidelines and AUP of all networks.
 - d. To follow all generally accepted rules on network etiquette.
7. The user agrees to respect:
 - a. All intellectual property rights of the owners and licensors of all systems and information accessed through the Internet and local networks.
 - b. All laws of the United States (Federal and State).
 - c. Copyright laws: the unauthorized installation, use, storage or distribution of copyrighted software and/or materials on the school network is prohibited.
 - d. The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the Internet and local networks and the confidentiality of any information regarding the accounts of other users.
8. The user agrees not to use the Internet and local networks for:
 - a. The acquisition, creation and distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous, nor for any activity which may be considered unethical, immoral, or illegal.
 - b. Any activity for the purpose of obtaining private commercial gain (This would be appropriate at home).
9. Unless MSACA authorization has been given, the user will not subscribe to mailing lists, bulletin boards, newsgroups, chat groups, on-line computer games, or any other commercial Internet or local network services.
11. The user will not correspond through the Internet with unknown people.
12. The user acknowledges that information which is obtained through accessing and system on the Internet and local networks may not be accurate.

13. The user understands the use of the Internet and local networks at MSACA is a privilege, not a right and inappropriate use may result in suspension or cancellation of those privileges.
14. The user understands that any violation of MSACA's AUP could result in loss of access, personal payment of any fees incurred, suspension, or disenrollment from the school. It could also result in prosecution by civil authorities.

User Expectations

Nothing shall be viewed or accessed over the Internet and associated technologies that degrades or demeans Christian values and standards.

As outlined below, users must abide by the following policies while using any or all computers and/or smart devices on the MSACA network system and its campus. The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Theft of school computers or software
5. Damaging computers, computer systems, and computer networks
6. Violating copyright laws
7. Using another's password.
8. Intentionally wasting limited resources
9. Employing the network for commercial or personal purposes
10. Accepting updates or downloads unless given permission by MSACA Administration
11. Saving personal files on school hardware (each student must have a USB storage device.)
12. Social networking is prohibited, including but not limited to Facebook, Twitter, Instagram and Pinterest unless given permission by MSACA Administration.

Cell Phones and Smart Devices

The use of cell phones will be permitted before and after school or during lunch period with permission. Cell phone usage will be permitted during class time only at the teacher's discretion. Cell phone ringers must be set to silent mode. Any abuse or neglect of the Acceptable Use Policy may be subject to disciplinary action. The use of cell phones by students is a privilege and may be denied at any time.

1. This policy is extended to the possession and use of all portable electronic equipment (iPods, iPads, Tablets, etc.).
 - a. Users are extended the privilege of possessing and responsibly using portable electronic equipment on school grounds or at any school-related activity.
 - b. Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher.
 - c. All devices should be always on silent mode.
 - d. Collection and/or distribution of material that is considered obscene, libelous, or harassing is prohibited not only by school policy but by state and federal law. This includes but is not limited to pictures, videos, texts, posts, and emails.
 - e. The use of any portable electronic device capable of taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is always prohibited. These locations include but are not limited to locker rooms and rest rooms.
 - f. Violations will result in the loss of access as well as other disciplinary or legal actions.

Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users should not seek information on, obtain copies of, or modify files or other data and passwords belonging to other users.
3. Communications may not be encrypted to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords

Personal Security

1. Personal information such as addresses, and telephone numbers should remain confidential when communicating on the network. Users should never reveal such information unless mandated by MSACA Administration and Faculty.
2. Users should never make appointments to meet people in person that they have contacted on the network without school permission.
3. Users should notify the MSACA Administration or Faculty whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

General Use

1. Diligent effort must be made to conserve network resources. For example, users should frequently delete Email and unused files.
2. No user should send or forward chain letters. It will be procedure for MSACA to revoke network access when this policy is violated.
3. No user should have access to the network without having a signed Acceptable Use Policy Agreement (AUPA) on file with the MSACA Administration.
4. Users under the age of 18 must have the approval and signature of a parent or guardian on the AUPA

MSACA

Mission Statement

To educate and nurture the children of our congregations, as well as to offer the benefits of a Seventh-day Adventist education to children in our community.

Murrieta Springs Adventist Christian Academy
Acceptable Use Policy Agreement
2024-2025

Please complete and return the agreement below to MSACA Administration in order for your student to receive access to media/Internet and school devices. Use of any computers or network services on the **MSACA** campus will be prohibited until the form is received.

As a user of the MSACA computer network, I have read and understand the terms and conditions of this agreement. I have accepted the terms.

Printed name of user _____

User Role (circle one) Student Staff Faculty Administration

Email Address _____

User Signature _____ **Date** _____

As the parent or legal guardian of the user signing above, I grant permission for this user to access computer services including school devices, network, Email, and Internet access. I understand that individuals and families may be held liable for any inappropriate use. I understand that some materials on the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use, setting and conveying standards for the user to follow when selecting, sharing or exploring information and media. I understand that computers, smart devices, and associated technologies can be confiscated at any time. I understand that a parent conference and disciplinary action will be called if there is a violation of these terms.

Printed name of Parent/Guardian _____

Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Work Phone** _____

Email Address _____

Parent/Guardian Signature _____

MEDIA RELEASE FORM – Please see our school secretary for a media release form which allows our school to publish videos, pictures and events on our social media outlets such as Facebook, YouTube, yearbooks, brochures, emails, etc.