

Parent/Student Handbook



MORNING STAR ACADEMY

1510 W. FM 898

Bonham, TX 75418

(903) 583-5974

Academy Website: www.morningstarlions.org

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Section I: History and Purpose of the School

Statement of Faith

Morning Star Academy (“Academy”) is a faith based, Christian academy. The academy is interdenominational and endorses the Statement of Faith of the *Evangelical Free Church of America*. A copy of the statement is included in the enrollment packet.

Mission Statement

Morning Star Academy exists to provide a safe, nurturing environment that allows children to grow physically, spiritually and academically by integrating biblical faith and quality education into all of our childcare and academic programs.

Vision Statement

Morning Star Academy is committed to providing quality education and childcare through the integration of biblical faith and traditional education. In order to successfully fulfill this mission, we are united by the belief that *the bible is the inerrant Word of God that gives direction to every aspect of life—2 Timothy 3:16*. Students will be educated in a biblical world view so they may fully understand how the Lord creates a context for all things in our lives.

We are committed to fostering an environment where students can grow in the knowledge that they have been *fearfully and wonderfully made with a divine purpose and blessing in mind*. Each day provides multiple opportunities for students to develop God-given talents academically, physically and artistically so that they may use these talents to glorify God in their homes and communities.

Goals

- Develop a curriculum that integrates state academic standards and Biblical studies and principles
- Recruit and retain qualified staff who are characterized by their faith
- Grow at least one grade level each year
- Obtain Accreditation from the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI) within 3 years
- Provide a variety of childcare and educational options to fit the individual needs of families
- Provide a variety of enrichment programs, such as art, music, computers and Spanish, so that students may discover and develop God-given talents
- Maintain reasonable tuition fees so more families have the opportunity to provide a Christian education to their children
- Provide scholarships to families in need
- Unify local churches with similar core values through a common goal

Non-Discrimination Policy

Morning Star 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. Morning Star Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.

Hours of Operation

Nursery—Transition School Hours: 8:30 AM—3:00 PM Monday through Friday.

Pre-Kindergarten School Hours: 8:00 AM—3:00 PM (full-time) and 8:00 AM—12:00 PM (part-time)

Kindergarten—Sixth Grade: 8:00 AM—3:30 PM Monday through Friday.

Extended Care Hours: 6:30—8:30 AM and 3:00—6:00 PM during the regular school year and from 6:30 AM—6:00 PM during school holidays and the summer.

In the event of bad weather the Academy will observe the same closings as Bonham ISD. If Bonham ISD closes or delays the opening of school, our facility will also be closed or delayed in order to ensure the safety of our families, children, and staff.

Holidays

We observe the same academic calendar as the Bonham ISD. Extended care services are available for most school holidays with the exception of:

New Year's Day	Memorial Day
Independence Day (4th Of July)	Labor Day
Thanksgiving (Wednesday—Friday)	Christmas (Monday-Friday)
2 Staff Development Days (preceding the start of summer camp)	5 Staff Development Days (preceding the start of each school year)

All school holidays and closings will be listed on the school calendar that is handed out for the school year. No reduction of fees will be made for absences or holidays.

Program Descriptions

	Program Description	Curriculum Resources
<p>Infants (6 weeks—17 months)</p> <p><i>5 day, 3 day and 2 day program options</i></p>	<p>Infants will be provided with a variety of activities to encourage growth and development.</p>	<p>Our infant, toddler and early preschool teachers use a combination of <i>Frog Street Press</i>, <i>Play to Learn Preschool</i>, <i>Pockets of Preschool</i> and <i>First Look</i> by The reThink Group. Together, these curriculum resources allow our teachers to plan meaningful experiences that prepare our littlest learners for later academic success as well as provide a strong spiritual foundation.</p>
<p>Toddlers (18 months—2.5 years)</p> <p><i>5 day, 3 day and 2 day program options</i></p>	<p>Toddlers will engage in a variety of activities to encourage language development and improve motor skills. Supervised play will be used to encourage social development. Daily routines will incorporate simple prayers and songs.</p>	
<p>Transition (2 years—3.5 years)</p> <p><i>5 day and 3 day program options</i></p>	<p>Students will engage in structured play designed to encourage social, emotional and language development as well as improve motor skills. In addition, students will be introduced to letters, numbers, shapes, colors and basic bible concepts through theme-based units.</p>	
<p>Pre-K</p> <p><i>full day and half day day program options</i></p>	<p>Students will enjoy hands on experiences that will introduce them to basic academic skills while encouraging social development and motor skills. In addition, students will participate in daily Bible stories and attend chapel once a week.</p>	
<p>Kindergarten-6th Grade</p>	<p>Students will continue a formal curriculum in math, science, social studies and biblical studies. Students will master pre-reading and math skills. In addition, students will be introduced to basic science concepts and good citizenship characteristics.. Technology will be used to enhance the learning experience as students learn basic computer skills. Students in Kindergarten will attend chapel weekly.</p>	

Special Program Descriptions

Extended Care

Students will be provided breakfast and quiet play activities in the morning before school. In the afternoon, students will be provided a snack and a time for supervised homework completion, as well as structured and free-play activities both indoors and out. Extended care services with transportation to many of the local public school districts will be available as room allows. Priority enrollment in this service will be given to siblings of students enrolled full-time at Morning Star Academy.

Summer Programs

Our unique summer enrichment programs are like no other. Students will engage in a variety of hands-on indoor and outdoor activities that will not only promote a love of learning and a memorable summer, but also instill in them a sense of awe and wonder of the world God has created. Each summer will be filled with fun projects, field trips, small group devotionals, and weekly chapels. Key Bible stories will be used to help students achieve a greater understanding of the character of Jesus and help them reflect that character in all they do to the world around them.

Section II: Staff

At Morning Star Academy, we know that each staff member influences the experience students have at our school by what they say, how they say it, and how they live. We strive to hire individuals who love the Lord, love children, and see working with children as a calling. Each potential employee undergoes a lengthy application and interview process to ensure the best fit. During the application and interview process applicants will be asked to share a personal testimony and sign both that they agree with our statement of faith and that they will follow our lifestyle agreement without exception.

Additional Staff Requirements:

- All elementary staff are highly qualified and hold valid teaching credentials and/or advanced degrees in either education or the subject area that they teach.
- In accordance with the regulations of the Texas Department of Family and Protective Services, each teacher in our school receives at least 24 hours of training in childcare, child development or early childhood education each year. At least 1 hour of the required training must focus on preventing child abuse.
- Most of our staff have CPR and first aid certifications. At least one staff member per group of children is certified at all times.
- A cleared criminal history check.
- The Fannin County Health Department does not require TB testing for child care workers.
- While we recommend staff receive all vaccinations recommended by the Health Department, we do not require them.

Section III: Policies and Procedures

Enrollment

All parents will be asked to complete an annual enrollment packet. The enrollment packet includes the following:

- Enrollment Agreement
- General Information Sheet
- Water Play Release
- Medical Information Form (signed and dated by the child's physician)
- Acceptable Use Policy Acknowledgement
- Release to use pictures
- Statement of Faith
- School Calendar
- Tuition and Fees

Change of Address or Telephone Numbers

Parents are responsible for keeping all contact information current. Any change of address or telephone number should be provided to the Academy front office in writing. It is very important for the Academy to have current information at all times.

Immunizations

Parents are responsible for keeping their child current on all immunizations and for providing an updated immunization record to the office each time their child receives new immunizations. In the event that a parent feels that immunizing their child goes against their religious beliefs or would be hazardous to their child's health due to a medical condition, they must provide the Academy with an *Affidavit Exemption From Immunizations Form*. This form can be obtained from the health department. The Fannin County Health Department does not require students have a TB test in order to be in care.

All children must have an annual hearing and vision screening within 30 days of their 4th birthday. Parent must submit documentation to the Academy office no later than 30 days after their 4th birthday.

You will be notified in writing of any changes to our policies and procedures throughout the school year. For additional information on Child Care Licensing guidelines or if you have any questions or concerns regarding licensing go to: http://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp or you may contact the licensing office directly at 903-279-6842 or at 1460 19th Street NW, Paris, TX 75460.

Toys from Home

We provide stimulating age-appropriate toys and games for your child. Please do not allow your child to bring toys from home, unless the teacher has specified a special item may be brought.

Naps and Rest Time

All children need time to rest or nap during the day. Our toddlers, Preschool and Pre-Kindergarten students will have a regularly scheduled naptime each day. During this time, some children may not fall asleep, but they must lie quietly and not disturb other children. Children who are not asleep after resting or sleeping for one hour will be provided an alternative, quiet activity until the nap/rest time is over for the other children. School age children will be provided with a quiet time to rest which may include reading or listening to quiet music or books being read aloud.

Meals and Snacks

We strive to provide nutritious meals and snacks so that children will develop healthy eating habits that will follow them throughout their lives.

Breakfast

Breakfast is provided for all Extended Care students and may be purchased by students in Kindergarten through 6th Grade. In order to be able to begin preparing lunch and accommodate our lunch schedule, the kitchen will stop serving breakfast at 7:55 a.m. Students arriving after this time should eat breakfast prior to arriving at school.

Lunch

Once they are eating table food, all students in our childcare and pre-kindergarten classes will be provided with lunch Monday through Thursday. We encourage you to allow your child to eat meals provided by the Academy instead of sending meals with your child, unless your child has special dietary needs that require it. Children will often try new foods at school they would not otherwise try at home.

Elementary school students have the option to purchase lunch daily, participate in our meal plan, or bring a lunch.

Our kitchen is closed during lunch on Fridays to allow time for deep cleaning, stocking, and planning. On Fridays, please help your child pack a nutritious lunch. The state requires that we monitor what children eat while in our care and offer healthy alternatives, if needed. Please use the following guidelines when packing your child's lunch. This is a great time to teach the importance of good nutrition.

Foods to Include	Foods to Avoid
100% Juice, Milk, or Water Only	Sugary drinks (Hi-C, Capri Sun, Fruit Punch, Sodas etc.)
Fresh Fruits & Veggies	Candy
Lean Meats	Peanuts or Peanut Butter
Cheese	
Bread or Crackers	

Snacks

An afternoon snack consisting of at least two food groups is served at the beginning of Extended Care each day.

Special Dietary Needs

If your child has special dietary needs, the Academy is required by the state to have a letter on file from your child's physician stating the specific restrictions.

Animals

Our curriculum is a hands-on curriculum. As such, there may be animals present at times. Teachers may choose to have a classroom pet or temporarily house an animal in the classroom so students may make observations. You will be notified in writing if and when your child may come into contact with an animal at the school.

Water Activities

Our facility has a splash pad. Students will have opportunities throughout the summer to enjoy this feature such as end of year parties and weekly splash days for those who attend our summer enrichment program. All children are required to bring a towel and sunscreen on the days they will be using the splash pad. Girls are required to wear a one-piece bathing suit and all children are required to wear water shoes to prevent slipping. If your child does not have the appropriate attire, they will not be allowed to participate.

Field Trips

Students 3 years and up may go on field trips. You will be notified in writing prior to the field trip and asked to sign a permission slip. In order to attend field trips all volunteers must submit to a background check at least two weeks prior to the scheduled date of the field trip. All children are required to ride the bus to and from field trips. Volunteers may ride the bus as space allows.

Sunscreen & Bug Repellant

At the Academy, we are firm believers that students need to experience nature. However, we are aware of how damaging UV rays from the sun can be to your child's skin and the threat of disease from insect bites. During the summer months, or when necessary, Academy staff will apply sunscreen and/or bug repellant approximately thirty minutes before going outside.

All sunscreen and bug repellant must be provided by the parent and labeled with the child's first and last name. In addition, parents must obtain and sign a permission slip allowing Academy staff to apply the sunscreen and bug repellant provided.

Illness and Medication

Your child's health is important to us. A child who becomes ill during the school day will be isolated and the parent notified to promptly pick up him/her. For the protection of all children, keep your child home if they have any of the following:

- Temperature of 100.3 or greater
- Diarrhea
- Vomiting

- Undiagnosed rash
- Discharge from the eyes or ears or profuse nasal discharge
- Symptoms of a possible communicable disease, such as but not limited to, congestion, red eyes, sore throat, headache or abdominal pain

Your child may not return to school until they are free of the above symptoms for 24 hours without the assistance of medication (i.e. Tylenol, Motrin, etc.) or has a doctor's note releasing the child to return to school.

If your child is absent from school due to a hospital stay, an infection, or contagious disease, such as mumps, measles, chicken pox, rubella, roseola, strep or pink eye, please notify the school immediately of your child's illness.

If your child requires medication while in care, the Texas Department of Family and Protective Services requires the following:

- Written permission from the parent or guardian to administer the medication.
- Medication must be in the original container with the child's name on it and the expiration date clearly visible.
- Medication must be administered as stated on the label or as amended in writing by the child's physician.
- Medications other than those that are used to prevent an acute reaction (i.e. Epi-pens, rescue inhalers, etc.) must be taken home at the end of each week.
- Medications, such as antibiotics, that are administered once or twice daily will need to be administered at home prior to drop off.

A medication chart is available to sign as you bring your child's medication. We will document the administering of medication and keep the records on file for the required three-month period. Please use one line for each medication and each dose to be given.

Fresh air and outside play is very important to the health of our children. Children will go to recess for at least 30 minutes during the school day. Those who are in extended care will have an additional 30 minutes to 1 hour of outdoor play in the afternoon. If your child does not need to run due to health concerns, please notify the teacher so that an alternate activity can be provided for your child. We do not go outside when the weather is extremely hot, cold or damp.

Releasing Children and Custody Cases

The parent who enrolls the child, who signs the forms, and signs the agreement and release, has the right to say who may or may not pick the child up. In the case of shared custody or visitation rights, we must have a copy of the court document. If legal custody stipulations apply to your child, it is require that copies of this information be provided to the Academy.

There is a place on the Admissions Information form to list all persons allowed to pick the child up. A valid driver's license is required for any one listed other than the parent who will be picking up the child. We cannot send a child home with a parent or relative whose name is not listed. If someone other than those listed on the form will be picking your child up, you will need to notify your child's teacher in writing.

Special Occasions

We enjoy celebrating birthdays and holidays throughout the year. If you wish to bring a special treat for your child's birthday, you may do so. Please coordinate with your child's teacher in advance so that time can be set aside for the celebration. Store bought treats are preferred as we have many children with allergies. No items with peanuts may be brought to school.

Birthday invitations may be passed out at school only if everyone in the class is invited. If you wish to invite only a few children, please mail or hand deliver the invitations outside of the school setting.

Holiday parties will be held for Christmas, Valentine's Day, and Easter. In addition, each class will host an end of year celebration. Parents are welcome to attend all classroom celebrations.

Discipline Policy

At the Academy, we strive to integrate social-emotional learning and discipline. We believe it is our responsibility to discipline children in a way that empowers them with life-long skills that will allow them to make healthy decisions in the future. Through praising positive behavior and addressing negative behavior in an appropriate manner, we seek to help students take responsibility for their own emotions and behaviors. Conflict resolution and problem solving are used to encourage children to think of a more positive way to handle a situation the next time it arises. Diversion, re-direction, and recovery time away from the group are additional techniques used by our teachers. Our goal is to maintain a positive environment where children are building their decision-making skills each and every day.

In the event of severe discipline problems, the school reserves the right to suspend or expel the child from the program. This will only occur if the child's behavior is continually interfering with the learning or safety of the other children in the classroom.

Parent Involvement and Volunteers

We encourage parents, grandparents, and community members to share their special talents and skills with our students. Each volunteer will need to complete a volunteer application and grant permission for the Academy to conduct a background check. In addition, parents are encouraged to become involved by dropping by for a brief visit anytime, or occasionally eating lunch with their child.

Teachers will contact parents in August prior to the start of school to get acquainted. Throughout the year, progress reports will be sent home for all children ages 2 years and up. In addition, a conference will be scheduled for the end of the year to discuss your child's progress and promotion. If additional conferences are needed, your child's teacher will contact you. You may also request a conference by calling or e-mailing your child's teacher if you have questions or concerns. All conferences must be scheduled so as not to interfere with regular school activities.

Child Abuse

Schools, child care centers, and staff members are required by law to report suspected child abuse, neglect, and sexual molestation to the Texas Department of Family and Protective Services and local police. Failure to report by a staff member or school is a Class B Misdemeanor. Aside from legal implications, the failure to make a report would mean neglect on our part to protect the children in our care.

All staff receive a minimum of 1 hour of training on recognizing and preventing child abuse. This training is conducted by a local CASA employee at the beginning of each year. During this training, employees learn of warning signs such as bruising and changes in behavior. In addition to training in recognizing, preventing, and reporting child abuse, staff participate regularly in training on positive discipline techniques, such as Love & Logic and Conscious Discipline.

Parents are encouraged to attend free training at the Children's Advocacy Center on recognizing and reporting suspected abuse. Additional information regarding recognizing, preventing and reporting child abuse is located in the center lobby. In addition, a library of positive discipline strategies is available upon request for both parents and staff.

If you are the victim of abuse or suspect child abuse, you can report it anonymously via www.TxAbuseHotline.org, by calling the child abuse hotline at 1-800-252-5400, contacting our local CASA Center at (903) 583-4339, or the Fannin County Crisis Center at (903) 583-7694.

Drop-off, Dismissal, and Signing In/Out

Children ages 3 years and under should be escorted by a parent and signed in and out of the building. From 7:30 AM —8:00 AM and 3:00 PM —3:35 PM there will be staff supervising drop-off and pick up at the front of the building for children ages 4 years and up. If you are dropping off or picking up your child outside of these time frames, please accompany your child and sign them in and out.

The driveway is for drop off and pick up only. If you are coming to school for a visit or appointment, please park in the parking lot. **Please do not park in the driveway during drop off and dismissal (7:30 AM —8:10 AM and 2:45 PM —3:35 PM).**

Extracurricular Babysitting

It is natural to develop trust in your child's teacher or caregiver. Therefore, it may seem like a normal extension of the working relationship to ask your child's caregiver to "babysit" after hours on nights or weekends. However, Morning Star Academy discourages its staff members from babysitting privately for Academy families.

Morning Star Academy assumes NO responsibility or liability for employees after their scheduled work hours. The Academy is in no way liable for any occurrences or actions taken resulting from any private babysitting arrangement between staff members and parents.

Our teachers and caregivers are professionals and deserve to be treated as such and should not be viewed as babysitters by parents. In addition, after spending a busy day with children at the Academy, all staff members and students need free time away from each other.

The Academy must ensure that all children and parents at the Academy are treated equally. Teachers/caregivers who babysit the same children they are responsible for during school hours could naturally, though unintentionally, display favoritism toward those children or parents. Such favoritism would be unfair to the rest of the children and parents.

Under no circumstances will staff members be permitted to take children home from the Academy or babysit children during Academy operating hours. Any babysitting arrangements between parents and staff members are prohibited from interfering with the daily operation of the Academy and should be made away from the Academy and on the respective parties' own time.

The Academy reserves the right to direct any staff member to terminate any babysitting arrangement that the Academy determines is not in the best interest of, or is having a negative impact on, the school, its staff members, or clients.

Safety

The safety and well-being of our students and staff are of utmost importance. During operating hours, all entries to the building are locked. You must come to the front entry. All visitors will be asked to present a valid ID or driver's License and sign in at the front desk.

Our school uses a system called Raptor. This technology gives us the ability to instantly screen all visitors and faculty to ensure that they are not on the registered sex-offenders list. The first time you enter the building, you will be asked to present your ID. Once you are in the system, we can print a photo visitors badge for you to wear while in the building. You will need to sign in and out each time you visit the school. If you are not wearing a visitor's badge, you will be escorted by one of our staff members to the reception desk to obtain one.

Any offenses involving drugs, alcohol, tobacco, fire-arms or gangs within 1,000 feet of the campus are punishable to the highest extent of the law.

Pesticide Treatments

As part of our commitment to provide your child with a safe, pest-free learning environment, we may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications on Academy property are made only by trained and licensed technicians. Should you have questions about the Academy's pest management program or wish to be notified in advance of pesticide applications, you may contact our office at 903-583-5974.

Questions and Concerns

We have an open door policy at Morning Star Academy, should you have any questions or concerns, please call, e-mail or simply drop by to visit with our administrative team. Should you need more time to address your concerns, you may want to schedule an appointment. Below is the contact information for our administrative team.

Brandy Burns
Head of School

bburns@morningstarlions.org
903-583-5974 ext. 106

Shawn Isom
Childcare Director

sisom@moringstarlions.org
903-583-5974 ext. 124

Grievances

Morning Star Academy is committed to helpful communication during the process of resolving concerns, complaints, or disputes with the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner and decisions will be made with impartiality and due care. In the event a parent, student, volunteer, or staff member has a problem that is unresolved and would like to file a formal complaint on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality, the following guidelines should be observed:

- In accordance with the Matthew 18 Principle, concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but does not extend any deadlines set forth in this policy, except by mutual written consent.
- All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed on written notice to the parent, student, volunteer, or staff member.
- The grievant may initiate the formal process described below by timely filing a written complaint.
- Even after initiating the formal complaint process, grievants are encouraged to seek informal resolution of their concerns. If a grievant's complaint is resolved, the grievant may withdraw a formal complaint at any time.
- Nothing in this policy shall be construed to create new or additional rights beyond those granted by law or Morning Star Academy, nor to require a full evidentiary hearing or "minitrial" at any level.
- Complaint forms may be filed by hand-delivery, electronic communication, including email and fax, or by U.S. mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by close of business on the deadline, as indicated by the date/time shown on the electronic

communication. Mail filings shall be timely filed if they are postmarked by U.S. mail on or before the deadline and received by the appropriate administrator or designee no more than three days after the deadline.

- Any conferences between the grievant and Morning Star Academy shall be scheduled at mutually agreeable times. If the grievant fails to appear at a scheduled conference, Morning Star Academy may proceed with the conference and issue a decision in the grievant's absence.

Level One

The grievant should seek resolution, within a reasonable time, through private, direct, informal communication with the person who caused the problem or is involved in the conflict. Such communication should be in a positive and constructive manner. After the grievant has made every available effort to resolve the conflict in an informal manner, formal action may be taken.

Level Two

If the complaint remains unresolved after Level One, the grievant shall, within ten (10) calendar days of the conference with the staff member in Level One, file a formal complaint form with the lowest level Morning Star Academy administrator with the authority to remedy the problem. If the only administrator with the authority to remedy the complaint is the Head of School, the grievant may begin at Level Three. The administrator shall investigate as necessary and make reasonable attempts to schedule a conference at a mutually agreeable time. The administrator may set reasonable time limits for the conference. The administrator shall document and record the conference and attempt to aid in the resolution of the complaint.

Following the conference, the administrator shall review and consider the complaint and inform the grievant of his or her decision, in writing, within ten (10) calendar days via hand-delivery, electronic communication, including email and fax, or by U.S. mail. In reaching a decision, the administrator may consider information provided at Level One and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Three

If the complaint remains unresolved after Level Two, the grievant shall, within ten (10) calendar days after the conference with the administrator in Level Two, file an appeal notice with the Head of School. After receiving notice, the Level One administrator shall prepare and forward a record of the Level Two complaint and conference to the Head of School. This record shall consist of:

- (1) The original complaint form and any attachments.
- (2) All other documents submitted by parent, student, volunteer, or staff member at Level Two
- (3) The written response issued at Level Two and any attachments.
- (4) All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Head of School shall make reasonable attempts to schedule a conference at a mutually agreeable time. The conference shall be limited to the issues and documents considered at Level Two. The Head of School may set reasonable time limits for the conference. The Head of School shall document and record the conference and attempt to aid in the resolution of the complaint.

Following the conference, the Head of School shall review and consider the complaint and inform the grievant of his or her decision, in writing, within thirty (30) calendar days via hand-delivery, electronic communication, including email and fax, or by U.S. mail. In reaching decision, the Head of School may consider the Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Head of School believes will help resolve the complaint. A copy of the written response will be retained in the appropriate student's or personnel member's file, as applicable.

Level Four

In the event that the complaint is not resolved at Level Three, the grievant shall, within ten (10) calendar days after the Head of Schools written decision, file an appeal notice with the Chairman of the Board. The Head of School shall provide a record to the Chairman of the Board consisting of the Level Three record. The Level Three record shall include:

- (1) The Level Two record.
- (2) The notice of appeal from Level Two to Level Three.
- (3) The written response issued at Level Three and any attachments.
- (4) All other documents relied upon by the administration in reaching the Level Three decision.

The Chairman of the Board will consider actions to date, consult with others as required, and determine if any further investigation is necessary. A final decision will be communicated, in writing, by the Chairman of the Board within thirty (30) calendar days via hand-delivery, electronic communication, including email and fax, or by U.S. mail.

Section IV: Emergency Plan

It is the primary responsibility of all staff members to assist in moving children to designated safe areas or alternate shelters in the event of an emergency. The purpose of this plan is to ensure both staff and children are informed of how to respond in the event of fire, severe weather, medical emergencies, an intruder, or any other form of emergency.

In an effort to ensure the validity of this plan, the Board of Directors and school administration conduct an annual review of all procedures. In addition, the plan and any changes to the plan are shared with first responders, including the Bonham Police and Fire Departments for input and suggestions.

All staff members are informed of our emergency preparedness plan during orientation.

General Procedures

Emergency Phone Numbers

School Phone Number: 903-583-5974

Bonham Police: 903-583-2741

Bonham Fire: 903-583-3731

Poison Control: 800-222-1222

Childcare Licensing Office: 214-583-4253

Communication

In the event of an emergency, administration will contact the childcare licensing office, parents, and emergency responders using facility land lines and staff cell phones.

Essential Documentation

Each teacher has an emergency evacuation bag located in his or her classroom next to the entrance. This bag contains a copy of the emergency preparedness plan, all emergency contact and medical authorizations for the children in their class simple first aid supplies, a flashlight, green and blue cards to be used for indicating if help is needed, and activities for passing time with children while waiting out the emergency. In addition, office staff has access to electronic emergency contact information and medical authorizations for all enrolled students.

Drills

To ensure that staff and children are aware of emergency preparedness procedures, regular drills will be conducted. Documentation of these drills are located in the school office and will be conducted as follows:

Fire: Monthly

Severe Weather: Quarterly

Lockdown: Quarterly

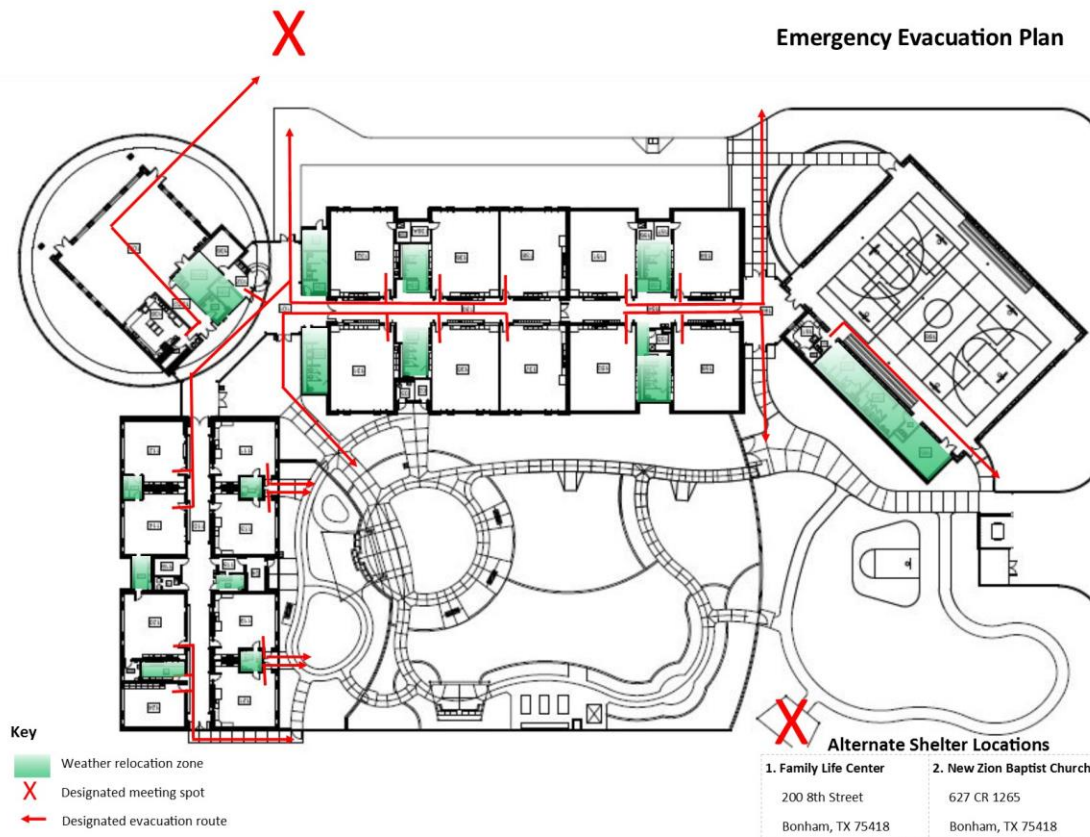
Fire Evacuation Procedures

Students are to remain quiet and listen for their teacher or caregiver’s instructions. If in the classroom, teachers should take their emergency evacuation bag and proceed to the nearest exit as designated on the emergency evacuation diagram located near the entrance to the classroom. Each infant room is equipped with two evacuation cribs for use in exiting the building. Any staff members who are near the infant and toddler rooms and are not responsible for other children when the alarm sounds should assist in moving these children to safety.

Individuals exiting the north side of the building should stop on the north side of the fire lane. Those exiting the south side of the building should cross the parking lot and stop in the grass to the south of the parking lot. Students should face away from the building and remain silent. Teachers should use green and blue cards to indicate if all students are accounted for (Green = all students present, Blue = student(s) missing) so that missing students can be located. Office staff will take walkie-talkies so that communication can occur between the north and south sides of the building.

Severe Weather Relocation Procedures

In the event of a severe weather warning, students will be relocated to areas of the building that are designed to withstand the greatest levels of wind strength. Each room has a map located next to the door indicating the nearest safe location. Teachers should proceed to these areas with their children in a safe and orderly fashion while remaining calm and reassuring children. Staff and children are to remain in these areas until administration announces “All Clear”.



Medical Emergency

In the event of a medical emergency, Academy staff will assess the situation, call 911, and administer first aid and CPR, as appropriate. Parents will be notified as soon as possible of the situation.

For the privacy of the injured party, an announcement will be made instructing teachers to keep students in their classrooms. Until instructed otherwise, teachers should allow students to leave the room only if escorted by an adult.

Lock Down Procedures

In the event that administration feels that any person who has entered the building is a threat, an announcement will be made for teachers to “lock down” their classrooms. Teachers should quickly sweep the hallway near their classroom for any children and lock their doors. Students should sit against the wall silently. Lights should be turned off and windows covered. If all students are accounted for, teachers should slide a green card under the door. If any students are missing or need medical attention, a blue card should be slid under the door indicating help is needed. Teachers should not open the door to anyone unless an “all clear” announcement is made by administration. Emergency responders will have a key to enter the room.

Alternate Shelter

In the event that students and staff must move to an alternate location, the relocation site will be either the First United Methodist (“FUMC”) Family Life Center or New Zion Baptist Church. Children will be loaded into Academy buses first for transportation. Employees may be asked to use their personal vehicles to transport remaining children. Infants and toddlers under the age of two will be transported in personal vehicles. Students will be checked out of our care using KidCheck or a manual sign-out list.

Option 1: Family Life Center

Pastor: Dana Coker
Church Secretary: Patty Felmet

Address: 200 8th Street, Bonham, TX 75418
Office Phone: 903-583-3314
Parsonage Phone: 903-583-5035
Secretary’s Cell Phone: 903-449-0074

Directions from the Academy to FUMC Family Life Center

1. Start out going east on FM 898.
2. Take the 1st right onto TX-121.
3. Turn left onto W. 10th St.
4. Turn right onto Willow St.
5. Take the 2nd right onto W 8th St.
6. The Family Life Center is on the right across from the First United Methodist Church.

Option 2: New Zion Baptist Church

Pastor: Rodney Sprayberry
Church Secretary: Mary Ayers

Address: 627 CR 1265, Bonham, TX 75418
Office Phone: (903) 961-2027
Pastor's Cell Phone: (903) 718-1574
Secretary's Cell Phone:

Directions from the Academy to New Zion Baptist Church:

1. Start out going west on FM 898.
2. Take a right on CR 1265 (*just past Diamond C Ranch*)
3. New Zion Baptist Church is on the left.

Hint: If you make it to HWY 82, you have gone a little too far.

Transportation Emergency

In the event of a transportation emergency, drivers are to move the bus off the road as far away from traffic as possible. Children should never be left unattended and strangers should never be allowed to assist in vehicle maintenance or first aid for children.

If there are injuries as a result of an accident, 911 should be called immediately. Staff should insure that children are safe and calm and apply proper first aid, if needed. Staff should have the emergency binder with medical releases and emergency contact information ready and available for paramedics and first responders.

Staff should notify the Academy director as soon as possible of the nature of the emergency. If vehicle maintenance is needed, all children must be relocated to a safe waiting place. No maintenance may be done while children are loaded on the bus.

Section V: Tuition, Fees and Discounts

Tuition

Tuition and fees are included in your annual enrollment packet. Parents will be required to sign a financial agreement upon enrollment, regarding tuition payment. All tuition payments are managed by FACTS Tuition Management. Families are required to set up an account with FACTS at the time of initial enrollment. More information about FACTS will be provided in your enrollment packet.

We have several different payment options available to meet the needs of families, which are outlined in the tuition agreement. If your child begins attending the academy after the start of the school year, arrangements will be made to pro-rate the missed time.

The Academy requires two weeks advance written notice if your child will be dropping from the infant and toddler program, transition program, or extended care program, otherwise you will be charged for the full month. This notice must be submitted to the school director at the Academy. In order for the Academy to continue meeting our operating expenses, we must be assured, in advance, of required annual income from tuition. Students enrolled in our Pre-Kindergarten and Elementary Programs, per the Enrollment Agreement, are *enrolled for the entire school year*.

Additional Fees

\$25 Application Fee	One-time fee due at time of initial application
\$20 to \$46 FACTS Tuition Management	This is an annual fee per family
\$50 Supply Fee (Transition and up)	Annual fee due by August 1 st
\$30 Late Fee	Assessed on all late payment plans and incidental billings
\$2 per minute late starting 5 minutes after the end of your child’s program	You will be asked to sign and acknowledge the time you picked your child up and will be billed for the late fee.

Tuition Discounts

Tuition discounts apply to tuition only.

Family discount of 5% off lesser tuition when 2 siblings are enrolled; 10% off least tuition when three or more are enrolled.

25% Pastor (applies to first child only)

10% Local ISD employee

10% First Responders & Active Military

Tuition paid in full prior to August 1st will receive an additional 2% discount

Tuition discounts do NOT apply to families with students enrolled in the Academy's homeschool program.

Past Due Accounts

It is very important to keep current with your child's tuition and fees. Tuition and fees are to be paid as agreed in the Enrollment Agreement, Childcare Service Agreement, or other activity fee document in strict compliance with the deadlines stated therein. If an account is delinquent by six days, the account is considered past due. Payment reminders will be sent home with students each week once an account becomes past due.

In the event that an account becomes 30 days past due, the family will be dismissed from the program unless prior arrangements for revising the payment schedule have been made. Further, grades, testing results, transcripts, report cards, etc., of the student shall not be released to the PARENT or any other party, including other schools and/or colleges, for any past due account, until such time as the tuition, fees and activity accounts are current or paid in full. This includes any account for which the remainder of tuition and fees for the current school year are required to be paid in full by the terms of the Agreement.

Families with past due balances will not be permitted to reenroll until their balance is brought current.

Section VI: Infants, Toddlers and Transition

Philosophy

At the Academy, we believe that a child's first relationships with adults play a vital role in their growth and development. For this reason, we go to great lengths to carefully choose staff members who are characterized by their warmth and nurturing skills. Our caregivers are not only sensitive to the physical needs of your baby, but also recognize the need for your baby to thrive in a stimulating environment.

Diapers

Please be sure to maintain a regular supply of diapers, wipes, and creams (as necessary) in your child's basket. Please label all with your child's name. You must provide diaper rash creams if you wish for caregivers to use them. You may choose to send them as needed or leave one in their basket to be used throughout the year at the discretion of the caregiver.

If a child runs out of diapers, we will furnish diapers at the rate of \$1.00 per diaper. This charge will be added to your account.

Pacifiers

When your child is promoted into the transition class, we ask that pacifiers be left at home, not only for sanitary reasons, but many educators believe pacifiers are a hindrance to language development.

Feeding and Schedules

Since infants each have a unique rhythm, parents will need to submit feeding instructions until your child is ready for table food. Feeding instructions must be reviewed and updated once a month with caregivers. Once your child begins eating snacks and lunch provided by the school, this schedule will no longer be necessary.

If you are a nursing mother, you are welcome to nurse your baby throughout the day as your schedule allows. Each of our nurseries are equipped with many of the comforts of home including gliders, Boppy Pillows, and nursing covers.

Safe Sleep

Infants under the age of 12 months must sleep in a crib, free from any obstructions. No blankets, pillows or stuffed animals may be in their crib while sleeping. Infants who cannot independently roll over will be placed on their backs when sleeping as research indicates this is the safest position. Sleep positioners, wedges and other modifications to the crib are prohibited.

Daily Routines

Daily routines include playtime, reading, singing, trips outside, and lots of cuddles and hugs. Toddlers and two year olds will be introduced to more organized small group activities such as art and dramatic play to encourage cooperation and imagination.

Clothing Requirements

Young children should be dressed and ready to participate in the many experiences provided during the day. Comfortable, washable, play clothes are the most suitable. All children need to wear tennis shoes, tie shoes or Velcro shoes every day. Please, no boots or sandals as these may limit students' participation in outdoor and active play activities. A change of clothing is to be kept in your child's bag at all times in case of an accident or spill. Please mark all clothing, especially coats, sweaters, and hats with your child's name.

Toilet Training

Our staff will work with your child when you feel it is time to start toilet training. Toilet training is a primary focus in the transition program. However, children who are ready may begin training in the toddler classroom. We ask that you continue to send diapers until your child is 80% trained. After that, sending your child in training pants is acceptable. You may want to consider sending two changes of clothes while your child is toilet training.

Promotion

We strive to provide continuity of care for infants aged 6 weeks to around 18 months. Each baby is assigned to a caregiver or team of caregivers depending on the length of time they are in care allowing babies to form a strong bond with their caregiver. This arrangement enables babies and toddlers to feel more confident and secure in their environment. Promotion to the toddler and transition classrooms is based on development rather than age. Readiness for promotion will be indicated by your child's physical development, daily rhythms, and feeding habits. Babies who are walking, weaned from a bottle, eating table food and taking one nap a day will be considered ready for the toddler program.

Aggressive Behavior

At Morning Star Academy, we recognize that aggressive behavior such as biting, hitting or kicking are, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are hurt by another child in our program, and we recognize how upsetting it is for parents. While we feel that aggressive behavior is never the right thing for toddlers to do, we know that they bite and hit for a variety of reasons including teething, limited language skills, and attention seeking. Our teachers are trained to deter aggressive behaviors and teach positive social interactions using a variety of strategies and techniques including, but not limited to:

- Providing lots of language such as "biting hurts, we use our teeth for food" or "hands are not for hitting, we use our hands to _____."
- Providing teething toys and crunchy snacks for infants and toddlers who need something to chew on.
- Engaging students in hands-on lessons that promote healthy social behaviors such as Baby Doll Circle Time.
- Shadowing aggressive students so that he/she is always within arm's reach of the teacher or aid.
- Removing the aggressive child from the situation and focusing on the victim. This may include placing the child in the classroom safe-place, another classroom, or the office for a brief period.

When we experience ongoing aggressive behavior in a toddler or transition room, we develop a plan of action with strategies, techniques, and timelines to work on the problem. Removing the child from the program is a last resort.

Section VII: Pre-K and Elementary School

Philosophy

An early foundation in academic, social, and emotional skills is fundamental to a child's later life success. At the Academy, we believe in educating the whole child—mind, body, and spirit. Days at the Academy are filled with opportunities for children to grow, learn, and gain a deeper understanding of the one who created them. We know that children learn best when learning opportunities are challenging and inspire children to think and do. Our Pre-K and Elementary programs encourage children to ask questions, take risks, and explore their own unique talents. Faith and learning are seamlessly integrated as teachers strive to plant the seeds of spiritual formation.

Standards of Appearance

One of the ideas we strive for as a Christian school is to promote Biblical standards of behavior and to reflect a positive image to those around us as representatives of Christ. Recognizing that the manner in which we dress often reflects our attitude as well as the way that others perceive us, the school has adopted certain guidelines regarding appropriate dress for students. The basis we have used to establish these guidelines are Biblical principles of modesty and self-discipline, which are reflected by neatness and cleanliness.

Please recognize that the guidelines below are not exhaustive, nor do they address all possible combinations of dress.

The administration reserves the right to determine the acceptability of fashion trends and has the final judgment regarding what is modest and appropriate dress at school or at school functions.

In order to maintain a consistent appearance among our students based upon the above principles, the school has selected certain acceptable types of clothing. The clothing may be purchased through French Toast, Lands' End, JCPenney, Wal-Mart, Old Navy, Children's Place, Gymboree, or Target unless noted otherwise.

1. Shirts—Short and long sleeve shirts must be navy, white, or light blue collared shirts. Shirts should be solid in color with the MSA logo on the left hand side. If a long-sleeve undershirt is worn it must be solid navy, white, or light blue as well.
2. Pants—Pants and shorts for all students and skirts, skorts, and capris for girls are to be khaki or navy. In addition, girls may wear blue gold plaid skirts from "French Toast." All pants and shorts with belt loops must be worn with a solid black or solid brown belt (Pre-K through 2nd grade students are not required to wear a belt).
3. Shoes—Shoes should be solid black, dark brown, navy, gray, or white. No open-toed shoes, boots, sandals, clogs, mules, flip-flops, light up, glitter, or shoes of any color not previously mentioned above.

4. Socks—If socks are worn, only solid white, black, brown or navy socks may be worn. Girls may also wear solid navy or solid white tights or leggings to the ankle with their skirts.
5. Outerwear—Sweaters and jackets worn indoors must be a solid navy, or white with NO insignia of any kind unless the insignia is the official MSA logo. Any MSA apparel item may be worn including jackets, sweaters, sweatshirts, and hoodies. Sweatshirts are not permitted on Chapel days.
6. Spirit Wear-- Students are permitted to wear denim capris, denim jeans, or denim shorts that comply with MSA uniform guidelines with MSA t-shirts or MSA apparel.
7. Chapel Days—All students are required to wear the formal Chapel uniform on Chapel days.

Boys

Pre-K: Navy polo with logo and khaki pants

K-6th Grade: White polo shirt with logo and navy pants or shirts

Girls

Pre-K: Navy polo dress with logo

K-6th Grade: White polo shirt with logo and blue gold plaid two tab skooter (French Toast)

8. Sunglasses, hats, caps, visors and bandanas on the head are not to be worn indoors.

9. Girls:

- Make-up must be very modest and only for grades 5 & 6.
- “Fad” hairstyles are not acceptable.
- Nail polish must be modest.
- Earrings must be modest and blend in with the school uniform. Students should refrain from any additional visible piercings.
- Skirt, skort, and short length shall be no shorter than 4 inches above the floor when kneeling, and modesty shorts are to be worn underneath skirts at all times.
- Shirts/blouses are to be tucked in at all times, and slacks and shorts with belt loops are to be worn with a solid black or solid brown belt.
- Students should refrain from having any visible tattoos (this includes temporary tattoos).

10. Boys:

- Hair must be kept trimmed and no longer than the top of the collar in back.
- “Fad” hairstyles are not acceptable.
- Earrings are not permitted. Students should refrain from any additional visible piercings.
- 3rd- 6th grade shirts are to be tucked in at all times, and slacks and shorts with belt loops are to be worn with a solid black or solid brown belt.

- Students should refrain from having any visible tattoos (including temporary tattoos).

Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Make-up work will be given when your child returns to school. Your child will be given one day for each day missed to complete assignments. Because of the hands-on nature of our curriculum no make-up work will be sent home prior to planned absence.

Attendance for Credit or Final Grade (Kindergarten–Grade 6)

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences, for the reasons listed below as Excused, will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

Official Attendance-Taking Time (Kindergarten–Grade 6)

Official attendance is taken every day at 10:00 AM, which is during the second instructional hour. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence:

Documentation after an Absence (Kindergarten–Grade 6)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Office staff will document in its attendance records for the student whether the absence is considered by the Academy to be excused or unexcused.

Doctor’s Note after an Absence for Illness (Kindergarten–Grade 6)

Upon returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused.

Should the student develop a questionable pattern of absences, the Head of School may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused.

Excused Absences

All absences are unexcused until a note signed by the parent/guardian is brought to school or an email is sent directly to office@morningstarlions.org. If the note is not brought within one week, the absence will remain unexcused. The district accepts the following reasons for excusing students from school:

1. Illness of the student with a parent or doctor’s note should be brought within five days of the absence or will be counted as unexcused
2. Medical or Dental appointments. Sickness or death in the family.
3. Educational reasons approved by the School Board.
4. Observance of a religious holy day including travel. Clergy documentation is required.
5. Any extenuating circumstances excused by the Head of School.

Absences that do not fall within these guidelines may be marked unexcused. Checking students out of school early to attend dance classes, extracurricular lessons, club sport practices, etc. will count against perfect attendance.

Dental and medical appointments should be made after school hours, if at all possible. The Academy’s students are urged to reserve vacation trips for the designated holidays. An absence for a vacation will be considered unexcused.

Academy administration will accept written excuses from parents not to exceed a total of five days within the school year. One note equals one day, but you do not need to send separate notes for each day of a consecutive absence. For example, a four-day illness without a medical note will be considered as four parent excused absences, but only one note needs to be sent in. After the five accepted written excuses, students will begin accumulating “excessive absences” and a parent note will no longer be accepted for consideration as an excused absence. Absences that do not fall within these guidelines will be marked unexcused. A student is not automatically excused just because a parent writes a note for an absence.

Promotion

It is our belief that a strong foundation in basic academic and social skills is necessary for later school success. For this reason, promotion will be based on the child’s attendance, academic performance, and social emotional development.

Records Requests

Morning Start Academy is committed to ensuring the privacy of our students. As such requests for student records are limited to receiving schools and parents.

Requests for education records should be directed to the Admissions Department. If your child needs records sent to another school, the school requesting records should fax or mail a request to the attention of the Admissions Department. The office will make a copy of the student’s records and send it directly to the receiving school. The Academy will not forward records for students who withdraw with an outstanding balance.

Parents may request records for their child(ren) by contacting the Admissions Department. A cost of ten cents (\$0.10) per page will be assessed prior to pick up or delivery of the records. If a Parent would like any records mailed, the cost for postage will also be assessed prior to mailing. Office staff will contact the Parent with the total cost for the records, Parents may pay over the phone or in person via FACTS.

Please note records will only be released to receiving schools, parents/legal guardians, and as required by law. Nothing in this provision shall be interpreted to obligate Morning Star Academy to respond to any other requests for records.

Schedules

Your child’s teacher will provide you with a daily schedule during orientation. You may also find this schedule on your child’s class page on our website and posted by the classroom door.

Bullying

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- (1) Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- (2) Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- (3) Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- (4) Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying is prohibited by the Academy and includes, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, administrator or another Academy employee as soon as possible to obtain assistance and intervention. A report may be made orally or in writing. The Head of School or designee should reduce any oral reports to written form. The administration will promptly investigate any allegations of bullying or other related misconduct. The Academy will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with an Academy investigation regarding bullying shall be subject to appropriate disciplinary action.

If the results of an investigation indicate that bullying has occurred, the Academy will promptly notify the parents of the victim and of the student who engaged in bullying. The administration will take appropriate disciplinary and corrective action reasonably calculated to address the behavior. Correction actions may include, but are not limited to, a training program for the individuals involved in the report, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the Academy's policy against bullying. The administration may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying will not be subject to disciplinary action.

Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to expel a student found to have engaged in bullying.

Section VIII: Extended Care & After School Care

Philosophy

Our extended care program is designed to meet the unique needs of families who are in need of childcare that extends beyond the regular school day and calendar. Our focus is on providing children with a positive environment where they can extend their learning, relax, play, socialize, and grow in their relationship with others and the Lord. Our extended care staff members are chosen to serve as Christian role models for each of the children in our care.

Schedules

Before school, children are provided with quiet play activities that may include reading, puzzles, coloring, and listening to music. After school, children are provided with time to play outside, quiet playtime, reading time and time to complete homework.

Each summer program will have a unique theme. Activities will include opportunities for academic enrichment, character development, worship time, splash days, special activities and field trips. A schedule of daily and special activities will be provided at the beginning of each summer.

Transportation

Transportation will be provided to Morning Star Academy for students attending Bonham ISD,. If your child will not be picked up from school on their regularly scheduled day, please notify the staff at the Academy front office by 2:00 PM.

Email: office@morningstarlions.org

Phone: 903-583-5974

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