



**MUSKOGEE SEVENTH-DAY
ADVENTIST
CHRISTIAN ACADEMY**

PLAY, PRAY, & LEARN

School Handbook

2021-2022

6106 West Okmulgee

Muskogee, OK 74401

918-910-5057

Muskogee Seventh-Day Adventist Christian Academy

Faculty and School Board Members

Faculty:

Audrey Fabriga	Head Teacher/Principal 918-232-8474
Svetlana Willbanks	Teacher Assistant 918-616-5015
Romel Fabriga	High School Monitor

School Board Officers:

Kathy Jones	Chair 918-816-9241
Pat Milligan	Ex-officio (Pastor Muskogee SDA) 918-728-4747
Tim Kripps	Ex-officio (Okla. Conf. Education Dept.) 405-721-6110
Audrey Fabriga	Head Teacher 918-232-8474
Ron Belicek	Treasurer 918-686-3669
Cindy Adams	Home & School Leader/Secretary 918-521-5239

Additional School Board Members:

Greg Gilliam	918-348-2019
Steve Szalay	918-685-1659
Keith Rogers	918-348-4698
Tom Sullivan	918-869-9477
Kenny Lane	918-348-2529

PURPOSE, PHILOSOPHY AND MISSION

The Muskogee SDA Christian Academy is a private, Christian day school, operated by the Seventh-Day Adventist Church. It is accredited by the National Council for Private School Accreditation. It has been established for the purpose of providing a quality elementary and secondary education in an environment that encourages respect and service to others, responsible citizenship, and reverence to God and biblical principles.

“Pray, Play & Learn” is derived from our philosophy that quality education is based on the view that each child is a special gift from God, created in His image. Each child should be valued and encouraged to develop a love and understanding of Our Creator as they grow spiritually, emotionally, physically, and academically.

Our mission is to provide a Christ-centered environment in which students are nurtured to excel academically, physically, and spiritually; showing loyalty to God and giving service to others in this world and the heavenly world to come.

ADMISSION POLICIES

NON-DISCRIMINATORY POLICY

The Muskogee Seventh-Day Adventist Christian Academy does not discriminate on the basis of race, color, national origin or disability in its admission and administration of its educational and admissions policies, scholarship and loan programs and extracurricular and other School-administered programs.

SPECIAL EDUCATION

The Muskogee Seventh-Day Adventist Christian Academy seeks to provide a quality education for each of its students. The Muskogee Seventh-Day Adventist Christian Academy may not have the resources available to accommodate or meet the needs of every prospective student. Therefore, we advise parents of prospective children with special educational needs or physical disabilities to discuss their child's requirements with the school in detail when they apply.

APPLICATION

Students must make a formal application and register prior to their first day of school. Students must take part in an interview and have appropriate completion of prior academic requirements before being accepted into the school.

All new students will be accepted on a probationary basis, and all students are subject to expulsion or disciplinary suspension for due cause. All new and returning students, together with their parent/guardian, are required to sign and abide by the **Agreement to Terms of Enrollment** at MSDACA at registration.

Parents must also meet the financial requirements as noted in this handbook.

Any student registering for First Grade must be at least six (6) years of age by September 1 of the current school year.

Any student registering for Kindergarten must be at least five (5) years of age by September 1 of the current school year.

A birth certificate is required of all first-year students and must be shown at registration.

Any student transferring from another school is required to present a copy of the most current report card and a copy of current immunization records. A “Request for Records” form must be signed at registration, allowing us to send for records from the student’s previous school.

ADMITTANCE OF STUDENTS OF OTHER FAITHS

The school is open to all persons of good moral character who may or may not be members of the Seventh-Day Adventist Church. All students shall respect the standards and ideals of the Seventh-Day Adventist Church and be willing to observe wholeheartedly all regulations of the school. **Students who do not plan to follow the principles and standards of MSDACA are kindly asked not to apply.**

HEALTH REGULATIONS

Student medical data is for the health and welfare of each student and for the student body as a whole. Every student entering school grades 1-8 is encouraged by the State Health Department to have received the following vaccinations (Please turn in the most current copy of your child’s vaccination records at registration or provide an immunization waiver):

1st through 5th Grades

DTap/DTP	5 doses (note; 4 doses if 4 th dose given on or after 4 th birthday)
Polio	4 doses (note: 3 doses if 3 rd dose given on or after 4 th birthday)
MMR	2 doses
Hepatitis B	3 doses
Hepatitis A	2 doses
Varicella	1 dose or history of disease

6th Grade

DTap/DTP	5 doses
Polio	4 doses
MMR	2 doses

7th Grade

DTP	5 doses
Polio	4 doses
MMR	2 doses
Hepatitis B	2 or 3 doses
Hepatitis A	2 doses

8th Grade

DTP	3 doses
Polio	3 doses
MMR	2 doses
Hepatitis B	2 or 3 doses
Hepatitis A	2 doses

A history of disease in lieu of vaccination is allowed as follows:

Varicella – parental or physician’s history or laboratory evidence

Measles – physician’s statement or diagnosis of disease or laboratory evidence

Hepatitis A & Hepatitis B – laboratory evidence

Rubella & Mumps – laboratory evidence

MEDICAL EXAMS

A student physical examination is required when entering:

1. School for the first time
2. Grade 4
3. Grade 7 (should include a scoliosis check)
4. Grade 9

The MSDACA form or the form from the physician’s office is acceptable.

COMMUNICABLE/INFECTIOUS MEDICAL CONDITION

If a child has a communicable or infectious medical condition, he/she is required to stay home until the child has returned to good health. If the child has had a cold or flu virus, he/she must not return until they have been free from elevated fever for 24 hours.

HEAD LICE

Lice checks will be done as needed. We abide strictly to a no-nit policy. A student found with nits (even dead ones) in his/her hair will be sent home. The student has 48 hours in which to successfully treat the problem and return to school. All nits must be combed out. A letter from the health department may be required before returning to school. Seven to ten days after the student has returned to school, the child may be rechecked. Every attempt for discretion will be applied.

CURRICULUM OFFERED

MSDACA offers all the Oklahoma-required courses for grades Kindergarten - 8, plus Bible classes. MSDACA offers accredited upper grade courses (9th-12th) via the online program offered by Sycamore Academy (near Dallas, TX).

MSDACA utilizes textbooks and materials adopted and approved by the North American Division of SDA.

MSDACA is fully accredited by the Oklahoma Private School Accreditation Commission, a consortium of private school accrediting agencies recognized by the Oklahoma State Department of Education.

FINANCES

REGISTRATION FEE

A non-refundable registration/entrance fee of \$300 is required for enrollment at MSDACA. There is a \$50 discount for early registration before July 1. This fee covers accident insurance, testing, uniform shirts, etc.

TUITION

The tuition per student is \$700 per month for 10 months (Aug 1- May 1).

With sponsor donations, MSDACA is willing to partner with parents and subsidize the tuition for families that qualify. To enable MSDACA to subsidize your child, we are dependent upon donations through the Opportunity Scholarship Fund; therefore, an OSF Student Application shall be required for each eligible student. Your Federal Form 1040 shall be used to determine your student's eligibility.

Student families are encouraged to help MSDACA find donors to the school's financial aid program by soliciting their acquaintances and community for individuals and businesses willing to contribute to the Opportunity Scholarship Fund program (OSFKids.org) through tax credit scholarships benefiting MSDACA directly.

For more information about the Opportunity Scholarship Fund, go to the OSF website at www.osfkids.org.

FINANCIAL INFORMATION

Student accounts from the previous year must be settled before the student is permitted to enroll.

To operate MSDACA in a responsible manner, including the timely payment of its financial obligations and proper maintenance and repair of school property, delinquent student accounts shall be promptly addressed by the school board.

Should a financial problem arise during the year, the financially responsible party is asked to advise the school board chairman for consideration by the finance committee.

If a tuition payment is received after the 20th of each month, a late fee in the amount of \$25.00 will be assessed.

Grade cards, transcripts or diplomas will not be issued until the account is paid in full.

FINANCIAL AID

Assistance, at times, may be made available for worthy students. Anyone requesting such aid should complete a “financial aid form”, which will then be given to the school board chairman to be submitted to the finance committee of the school board for consideration.

A form will be available to assist you in obtaining financial sponsors should you need assistance with payment of tuition. **This is the responsibility of the family.**

As tuition charges do not fully cover the actual cost involved in educating students, MSDACA is thankful for the certain member and friends of the Muskogee SDA Church who are currently demonstrating their commitment to MSDACA and its students by covering this existing financial shortfall.

Because Christian education is important, MSDACA is especially thankful for those certain members/friends that make still yet a greater sacrifice to aid those student families in financial need. MSDACA promotes the Oklahoma Scholarship Fund (OSFKids.org) program which is another potential source of financial aid.

THESE FUNDS ARE LIMITED AND ARE OPEN TO ALL FOR CONSIDERATION ON A CASE-BY-CASE BASIS.

GENERAL SCHOOL POLICIES

PARENTS

Parents and guardians are urged to cooperate with the administration of MSDACA in upholding the principles of Christian education, including time outside of regular school hours. We invite parents to carefully read all school policies, since great responsibility rests upon them in carrying out the Christian principles upon which our school operates.

To improve the teacher-parent relationship, parents are urged to attend the Home & School Association meetings and cooperate with this Association in its activities. Parents or guardians are welcome and encouraged to visit the school at least once during the school year. Please make arrangements with the teacher ahead of time.

LEAVING SCHOOL GROUNDS

Children will not be permitted to leave the school building or play area without written or spoken permission from a parent/guardian.

If your child is to be transported by other than regular transportation, the teacher must have either written permission from the parent/guardian or the parent/guardian must speak directly to the teacher.

If a family emergency arises and a parent/guardian needs to pick up their child early from school, they need to call the teacher so as to make it as minimally disruptive as possible to the other students

SCHOOL HOURS

Regular school hours are from 8:00 a.m. to 3:30 p.m. Monday through Thursday and 8:00 a.m. to 12 noon on Friday. Attendance will be taken at 8:00 a.m. School doors are locked throughout the day; however, the school doors will be unlocked at 7:45 a.m. to admit students. **Without special arrangements with the student's teacher, all students shall be picked up from the school by 3:30 p.m. Monday through Thursday and 12 noon on Friday.** Teacher supervision begins and ends at these hours. Should you have a special need in this regard, please speak with your child's teacher.

SCHOOL CLOSING (example: bad weather days)

In cases of inclement weather, please check your television for school closings. MSDACA will be closed when the Muskogee Public Schools are closed.

ATTENDANCE POLICY

Students are expected to be present on time and in uniform when school is in session. The school recognizes four excuses as acceptable for an absence:

1. An illness of the student
2. Emergency medical or dental appointment of the student
3. A death in the immediate family
4. Prearranged absence (for legitimate reasons)

Parents or guardians must notify the teacher by 8:00 a.m. if a child is ill or will not be present that day. For record purposes, students must present a written note from the parent or guardian upon returning to school, stating the reason for the absence.

A student who is absent seven days out of a nine-week period, for whatever cause, may forfeit his or her grades unless it is evident to the teacher that class work has been made up satisfactorily. Three tardies are termed as an absence and will be handled in the same way as an unexcused absence.

Students who are repeatedly absent or tardy will be referred to the principal who will report the case to the school board for consideration. It will be reported to the public school authorities as required by law.

Twenty percent (20%) absenteeism may necessitate repeating the grade.

REQUEST FOR STUDENT RECORDS

General correspondence and requests for student records should be directed to:

Muskogee Seventh-Day Adventist Christian Academy
6106 West Okmulgee Avenue
Muskogee, OK 74401

Records, report cards, or transcripts will not be sent if money is owed on the student's account.

DRESS CODE

The school board believes we are equal in God's eyes, and that a standard uniform will minimize the evidence of any financial differences between students that may exist, as well as promoting the safety of each student by the quick identification and/or location of students while off campus, as well as the speedy recognition of any intruder on campus.

Uniforms consist of a MSDACA polo shirt for the classroom and a MSDACA field T-shirt for events, both of which will be provided by MSDACA. At the cost of the parents, boys are required to wear black, navy or khaki pants, and girls are required to wear black, navy or khaki pants or skirts. Black, navy or khaki-colored, knee-length shorts are acceptable for boys and girls only during the first and fourth quarters of the school year. School tee shirts and jeans and/or jean shorts are acceptable attire on Fridays. This is the required attire for each school day unless otherwise advised by the teacher.

If a student is not in the uniform described, the parent/guardian will be required to make immediate arrangements for the appropriate attire for the child. The teacher has discretion in extenuating circumstances.

For the promotion of Christian principles as understood and taught by the Seventh-Day Adventist Church, and for the safety of our students, the school board has determined that no jewelry is to be worn at school or school-related events. This does not include any medical advisory bracelet or necklace. This also does not include hair clips or headbands for girls.

PERSONAL APPEARANCE

The school board generally believes the time and attention of the students and faculty are best served by the avoidance of objectionable fads and extremes in clothing, shoes, cosmetics, nail polish, unnatural hair colors and hair styles, all of which is subject to interpretation by the teachers, principal, and the school board.

Small classrooms and proper representation of our Sweet Savior require every student to pay close attention to personal hygiene, including daily bathing, deodorant, mouthwash, etc. Further, each student is required to begin each day with clean clothing that is in good repair.

FUNDAMENTAL STANDARDS

Respect is one of the fundamentals of our church. Students must show proper respect for God, teachers, parents and other students, and maintain Christian standards at home, in the community, including all social media, and at school. Conduct unbecoming to the standards of the school, **even while off premises**, is subject to review by the school board.

GENERAL REGULATIONS

1. Punctual and regular attendance at all school sessions is required.
2. A written excuse signed by the parent, guardian, or doctor is required on the day a student returns to class after any absence.
3. Phone calls are not to be made by students without permission. If cell phones are brought to school, they must be kept turned off and be put away until your child is picked up from school. **A student should not use his/her cell phone at school.** If you need to communicate with your child during school hours please text the teacher, principal, or call the school office.
4. Electronic devices of any kind are not to be brought to school unless requested by a teacher.
5. Possession of fireworks, firearms, knives, matches, hand cuffs, or body chains or the like, will not be allowed on school grounds.
6. Regulations adopted by teachers, approved by the school board, and publicly announced or sent home in a letter will be as binding as the policies in this Handbook.

7. Students taking prescription medications are required to give them to the teacher for safe keeping during the day. Any container should be clearly marked with the student's name and name of the medication.
8. No food or drink is permitted in the classroom without permission.
9. No gum chewing is allowed on school property during school hours.
10. No rollerblading or skateboarding is allowed on school property due to lack of insurance coverage.
11. **MSDACA will be held responsible for the students at school or school-sponsored events during school hours only.** Parents/guardians are responsible for checking the students into school.
12. MSDACA expects each student to maintain Christian standards of courtesy, kindness, morality, and honesty and to show respect for all authority. Students need to respect their classmates, including the possessions of classmates.

THE FOLLOWING ACTIONS MAY BE CAUSE FOR STUDENT DISMISSAL FROM MSDACA:

1. Defiance, insubordination, disrespect, and disobedience toward any member of the teaching staff
2. **Continued disruptive behavior.** The teacher(s) may consider calling the parent and suspending the student. The Discipline Committee of the school board may be called to consider appropriate action.
3. Disseminating atheistic ideas or undermining the ideals and policies of the school by criticism and faultfinding.
4. Using profane or indecent language, indulging in lewd conduct, or the possession of obscene literature, pictures, or articles, including those on social media.
5. Using or possessing tobacco, alcohol, or illegal narcotics (prescription or otherwise) in any form, or furnishing these items to others.
6. Gambling, betting or possessing gambling devices such as dice or playing cards.
7. Dishonesty, including theft, willful deception regarding violation of school regulations cheating on examinations, class work, or any other phase of school.
8. Sexual improprieties of any nature, including those on social media.
9. Attending dances, poolrooms, questionable motion pictures, or other questionable places of amusement. Discussion of these and questionable TV programs are not permitted on school premises.
10. Unauthorized entering or leaving school buildings or rooms by any means.
11. Destruction of school property or vandalism of any kind. Damages to school property will be charged to the parents or guardians of those responsible.
12. Using spiritualistic devices or taking any part in such practices.

13. Participation in hazing, initiations, strikes, acts of insurrection, or an activity that inures or disgraces a fellow student, teacher, or the school.
14. Excessive unexcused tardiness and/or absenteeism.
- 15. Bullying in any form. MSDACA has a zero-tolerance policy for bullying.**

PLAYGROUND POLICY

1. Students are to play in school playground only, unless otherwise instructed by the teacher.
2. Never throw rocks, dirt clods or sticks.
3. Use each piece of equipment in the way in which it was intended to be used...this is for the safety of our children.
4. No fighting or rough playing. "Play" wrestling is not considered appropriate on school grounds.

OTHER POLICIES

1. Students are not to climb onto the roof for any reason, and shall not climb trees without permission from the teacher.
2. Students must obtain permission from the teacher before bringing pets to school.
3. Items brought to school by students are subject to confiscation should any item interfere with academics or safety.
4. Students are responsible to replace school property that they damage.

VISITORS

Visitors are welcome and are encouraged to come to the school. Visits by parents and students from other schools should be cleared in advance with the teacher of the room to be visited to avoid disrupting the program and a possible conflict of activities.

QUESTIONS AND COUNSEL

The faculty and school board members are ready to help parents with questions connected with the school, such as registration, financial arrangements, and conduct of the children, etc.

LUNCHES

Because of our volunteers, MSDACA has been able to provide a free, healthy vegetarian hot lunch to every student and teacher. If you choose to send a lunch with your child, make sure that it is a nourishing lunch that does not include soda, caffeinated products, or excessive amounts of sweets and/or candy.

Out of consideration for others, please encourage your child to eat his/her own lunch. A microwave is provided for heating food, but time does not allow for students to use the microwave for cooking.

SCHOOL HANDBOOK AND INTERPRETATION OF POLICY

This handbook may be revised at any time by the majority vote of the school board. Further, the school board reserves the right to make clear any interpretation of the policy, written or implied.

HOME AND SCHOOL ASSOCIATION

The Home and School Association needs the time and talents of all parents and friends of MSDACA!! Join the fun and activities.

Home and School Association is the equivalent to the public school PTA organization. It is made up of parents, relatives and/or friends, and members of the church of the students in the school. There is a core group of people who plan and organize the year's activities. The nominating committee of the church elects the Home and School leader. Participation is essential to the success of the different functions sponsored by the Home and School Association throughout the year.

PARENT-TEACHER CONFERENCES

The teacher(s) will schedule a parent-teacher conference to discuss the progress and/or challenges of a student at least twice during the school year (more if the need arises).

SCHOOL MISUNDERSTANDINGS

A suitable time and place can be chosen for the patron and teacher to discuss any school misunderstanding or difficulty. No problem is to be discussed in the presence of students unless the **teacher** feels it is advisable.

Parents are not permitted to take school time for discussion of problems. Should a parent wish to discuss a school problem or misunderstanding with the teacher, he/she must first make an appointment for after-school hours with the teacher involved.

If this does not solve the problem, the parents should schedule an appointment with the principal, if appropriate, or the school board chairman.

In the event the parent's concern continues, the chairman will call a meeting with the teacher involved, the principal, if appropriate, the chairman, the local conference superintendent (or

their designee), and the parent(s) to discuss the concern in an attempt to achieve a resolution satisfactory to all.

If a satisfactory resolution does not seem possible within this group, it will be discussed at the next school board meeting, with the local conference superintendent present.

MSDACA SCHOOL EVENTS LIST

A school calendar will be distributed each year with specific dates. Dates for events not scheduled, such as parent-teacher conferences will be timely announced. Occasionally, changes will be necessary and the teacher will timely inform the parent/guardian of such.

HOW WILL YOU HAVE A SUCCESSFUL YEAR?

Whatever problem or difficulty you face, there is one Person to whom you may always go. That person is Jesus. His greatest wish is for you to be a truly happy Christian. Share your experiences with Him! and

HAVE A GREAT YEAR!!!!