



MAYFLOWER

Christian Academy



Mayflower Family Handbook

2020-2021

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I. Welcome

It is a privilege to have your child(ren) enrolled at Mayflower Christian Academy (MCA). We want to do everything possible to give your child(ren) an enriching experience in learning. This task will require your full cooperation in the education process. We trust that this handbook will help you understand more fully the goals, purposes, and procedures at MCA. Our desire is to provide your child with a quality education in a Christ-centered setting and provide your child with a solid foundation, academically and spiritually.

II. About MCA

Mayflower Christian Academy was established in 2017 as a member of the Association of Classical and Christian Schools (ACCS). Classes were first offered in the fall of 2018 as a beta test year. As a result of initial successes, the beta test was converted to the first year of operation in January 2018.

Located at Memorial Baptist Church (995 Peppers Ferry Road, Pulaski, Virginia), MCA accepts up to 30 students annually in grades K-10, with a goal of growing to a full high school curriculum by 2023. (See the section entitled “Strategic Plan.”)

For more information on curricula and the classical teaching methodology, refer to Section III: Educational Philosophy.

A. Board of Directors

Mayflower Christian Academy is guided by a board of directors consisting of 3-12 individuals from the community served by the school and whose beliefs and passions are appropriately aligned with MCA’s mission and purpose. Individuals are nominated by a current board member and approved by vote of the same body. For more information on appointment and service, please refer to the MCA Bylaws in Appendix A.

Currently, there are five (5) members of the Board of Directors. They are:

Dr. Richard Gehrz, Pulaski
Dr. Amy Hall, Pulaski
Mrs. Jane Lookabill, Draper
Mrs. Ainsley McDougal, Newbern
Mr. Javier Mattos, Pulaski (ex-officio)

Advisors to the Board of Directors include Dr. Ben Tickle and Mr. Braxton Cox.

1. Officers

Officers of the Board are Chair, Vice Chair, and Secretary/Treasurer. These officers are elected annually.

2. Terms of Appointment

Board members serve two-year terms and may be reappointed one time.

B. Mission

Mayflower Christian Academy's mission is to educate young hearts and minds to impact their communities and the world for Jesus Christ.

C. Vision

MCA's vision is simple: We see our school raising up a generation of leaders that love God and are called according to His purpose (Romans 8:28). School should not be about passing a test or even getting a diploma. Education is about preparation to make a difference in the world around us through the pursuit of one's passions and gifting. God has made each of us unique; we are fearfully and wonderfully made (Psalm 139:14). Therefore, the path of learning should be about mentoring individual students to detect and pursue God's specific will for him or her.

D. School Staff

The staff at Mayflower consists of teachers, administrators, paraprofessionals, and volunteers.

Head of School -- Javier Mattos

Teachers -- Lydia Blevins (K-2), Jodi Farmer (K-2), Ginny Kirk (3-8), and Ginny Hagee (high school)

Paraprofessional -- Zack Boyd (physical education and classroom assistance)

Volunteers -- Tina Pratt, Amy Hall, Mike Jones, Brenna Cox, Braxton Cox, Abigail Mattos

E. Strategic Plan

In September 2019, Mayflower Christian Academy Board of Directors approved a strategic plan to pursue three major goals, as follows:

Growth. Increase grade class levels from existing (K-8 for 2019-2020 school year) to include high school grades while maintaining a small student-to-teacher ratio.

2020-2021 -- add 9th grade

2021-2022 -- add 10th and 11th grade

2022-2023 -- add 12th grade

Marketing. Work toward raising awareness of MCA in the community and surrounding areas targeting the New River Valley, in order to pursue diverse funding opportunities and establish an educational foundation.

Organizational structure. Increase the board of directors up to five (5) members by summer 2020, as well as review/revise terms of appointment and leadership roles.

F. Statement of Faith

At Mayflower Christian Academy, we believe that the Bible is the inspired, inerrant, infallible, and authoritative Word of God (II Peter 1:19-21 and II Timothy 3:16).

We believe that there is only one God who is eternally existent in three persons. Those three persons are God the Father, God the Son, and God the Holy Spirit (Genesis 1:1; John 9:35, 10:30 and 14:16-26).

We believe in the deity of the Lord Jesus Christ as God the Son. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, and His personal, bodily resurrection and return in power and great glory (Matthew 1:18, John 1:4, Acts 1:11, and I Thessalonians 4:16-17).

We believe that regeneration by the Holy Spirit is essential for salvation (John 4:14 and II Thessalonians 2:13-14) and that those who are saved are ultimately raised to eternal life while those who are lost are sentenced to eternal death and separation from God (Mark 16:16 and John 5:29).

We believe in the spiritual unit and community of believers in the Lord Jesus Christ (Romans 12:16 and 15:6; II Corinthians 13:11, and Ephesians 4:3) and that the indwelling of the Holy Spirit enables Christians to live a godly life in accordance with Biblical principles (John 6:37-40 and 10:27-30; I Corinthians 1:4-8; I Peter 1:5; Romans 1:27-32; and I Corinthians 6:9-20).

G. Statement of Nondiscrimination

Mayflower Christian Academy does not discriminate on the basis of race, gender, or national and ethnic origin in the administration of its educational or admissions policies, hiring, scholarship or other programs.

III. Educational Philosophy

A. Philosophy and Methodology

Mayflower Christian Academy promotes a two-fold philosophy about learning. First, using a classical model, students are taught how to learn and how to integrate subjects into a single activity, thereby acquiring knowledge. "Classical" schools use a three-part paradigm of grammar, logic, and rhetoric. Younger students are in "grammar school," in which they are learning the building blocks of reading, writing, and vocabulary. Students in the middle school years build on grammar with the logic phase. This is the part of learning where integration becomes emphasized. Students are building on prior learning to draw connections. Finally, the higher level students progress to the rhetoric phase. In this phase, students become skilled at debating, defending, and teaching what they have learned.

Classical education is rigorous, flexible, and all-encompassing. It includes studies of people and people groups, language and the development of thought, classical literature, art and music, among the basics of reading, writing, and arithmetic.

Christian education is the additional “basic” included in the curriculum at MCA. Students learn about God, His creation, and His plan for mankind. More importantly though, they learn Scripture, love for God and each other, and learn to practice the fruits of the Spirit -- love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

The curricula utilized at Mayflower Christian Academy (My Father’s World, Demme, and Apologia) support the foregoing philosophy and methodology. These curricula have been evaluated extensively to ensure appropriateness, rigor, and accessibility. Further, the teachers and staff work diligently to ensure that each student learns at his/her own level and pace.

B. Expected Student Outcomes

This section is currently in development and is likely to include the concepts of love of learning and mastery-based advancement, among others.

IV. Admission and Finances

A. Admissions Process

Students apply to MCA through a formal process that includes a paper application and interview. (See Appendix C.) If the application review and interview results in a recommendation for admission, the student is offered admission by letter to his/her parent(s)/guardian(s).

Upon acceptance of the offer of admission, MCA will request records from the student’s previous school(s), if applicable. Parents/guardians are encouraged to contact the previous school to confirm the student’s withdrawal and request that records be sent to Mayflower Christian Academy.

B. Readmissions

Students who have attended MCA during the prior academic year may reapply for admission by notifying the school of intent to return. Admission will be offered provided that financial obligations are up-to-date. In the case of students who have been expelled from MCA, readmission applications will be granted at the discretion of the Board of Directors.

C. Tuition and Fees

Tuition for the 2020-2021 academic year has been set at \$4,200 per student. Discounts are available for families enrolling more than one student, as follows:

First child		\$4,200
Second child	5% discount	\$3,990
Third child	10% discount	\$3,780
Fourth and subsequent children	20% discount	\$3,360

Fees:

Application fee	\$150.00 (first-time enrollees only)
Enrollment fee	\$150.00 annually
Shirt fee	\$50 (5 uniform shirts)

1. Payment Plan

Mayflower Christian Academy offers flexible payment plans, up to and including a monthly installment plan for the 10 months of the academic year or the 12 calendar months of the year. A family enrolling a single student without a scholarship would pay \$420 per month from September through June, or \$350 per month on a 12-month plan.

When paying in full, tuition is due on September 1. Families exercising the monthly payment option pay on the first day of September and every succeeding month through the following June.

2. Scholarships

Scholarships in the amount of \$1,000 per year (applied evenly to monthly payment plans) are available based on funding levels each year. The application date is August 1 each year (unless otherwise published). Applicants for MCA scholarship must complete the application in Appendix D.

V. Daily Operations

This section is designed to provide an overview of a day at Mayflower Christian Academy. There are frequent changes in schedule; therefore, if you need specific timelines to plan appointments for your child (doctor, dentist, etc.), please contact your child's teacher. (See Section IX.B. for contact information.)

A. Attendance, Punctuality and Make-Up Work

Regular attendance and punctual arrivals are important to the overall flow of the school day and your child's learning experience. Students are expected to attend all school days unless they have an excused absence. Excused absences are generally issued for the child's illness and regular appointments that must occur during normal business hours. Other absences may be excused at the discretion of the Head of School.

Regardless of the reason for absence, work to be made up is left solely to the discretion of your child's teacher. Students are expected to initiate contact with the teacher to receive make-up assignments.

B. Daily Schedule

School begins each day promptly at 8:00 a.m. with assembly. Dismissal is at 3:00 p.m.

C. Drop Off and Pick Up

Parents are encouraged to drop off students by 8:00 a.m. daily. Students are considered tardy at 8:01 a.m.

Students will not be dismissed before 3:00 p.m. without prior approval. Only those individuals with documented permission may pick up a student. All students should be picked up no later than 3:15 p.m. unless other prior arrangements have been made.

D. School Closing/Information Updates

Mayflower Christian Academy uses email and text messaging to inform parents of emergency closings (inclement weather, etc.) and for providing information that needs to be disseminated quickly.

E. Medication/Illness Policy

Mayflower Christian Academy will work with families to ensure that students' health is maintained appropriately and illnesses are treated appropriately. All parents are expected to complete a health information form. The Head of School (or designee) will follow up, as needed, to develop a plan for cooperating with parents in dispensing medications during school hours. All such plans are subject to the approval by the school's insurance carrier and relevant local, state, and federal laws.

When students become sick at school, the first step will be to contact the parent. Based on that conversation, a decision will be made regarding whether the student can remain at school.

Students who experience fever are expected to remain away from school until they have been without fever for 24 hours.

F. COVID-19 Plan

For the 2020-2021 school year, Mayflower Christian Academy has adopted the following guidelines for handling social distancing and sanitization related to the COVID-19 pandemic.

- Students in grades K-2 will not be required to wear masks. They are required to maintain social distance (6 feet apart) as much as possible.
- Students in higher grades (3 and up) will not be required to wear masks while seated at their desks which are positioned to maintain appropriate social distance (6 feet apart).
- Students in higher grades (3 and up) WILL be required to wear masks where social distancing is not realistic (such as walking in a group from the gym to the classroom).
- Teachers are required to wear a face covering only while within 6 feet of others (when working with students individually or greeting). When teachers are speaking from the front of the room, for example, they do not need face covering. A face covering may be a mask that covers nose and mouth, or it may be a transparent face shield.
- Other than exterior doors and the stairwell doors, doors shall be propped open or ajar when possible to reduce the need to touch doors with hands.

- Frequently touched surfaces will be wiped down with a disinfecting agent.
- Trips to the bathroom will be monitored so that high-touch surfaces are wiped down as quickly as possible with a disinfecting agent.
- Students will be checked with a no-touch thermometer before they enter school. The person at the gym entrance will record the students' names and temperatures. If the first reading is high, up to two more scans will be performed. High readings on 2 or the

3 scans will constitute a high temperature and the student will not be admitted. In the case of high temperature, any observable symptoms will be documented for the record.

- Teachers and students are encouraged not to share items (pens, markers, books, staplers, etc.). Library books will go in “time out” after each use.
- Teachers and students are encouraged to use hand sanitizer frequently.

Should a case (or cases) be detected, MCA will respond as follows:

- If MCA is notified that a student’s family has a positive case, the student will be asked to stay home until a doctor’s note can be produced clearing the individual to return. This practice anticipates that all symptomatic family members are cleared or recovered in order to give the student clearance to return.
- If a teacher’s immediate family member (living in the same home) is diagnosed with COVID, he/she will not return to work without clearance by a medical professional.
- If a teacher is diagnosed with COVID, he/she will not return to work unless cleared to do so by a medical professional. The affected teacher’s class will not meet again for a week and the classroom will be disinfected and quarantined.
- If a student is diagnosed with COVID, he/she will not be permitted to return until they have a doctor’s clearance that indicates a negative test result. The student’s class will not meet for a week, and the classroom will be disinfected and quarantined.

For any condition or situation not specifically addressed herein, Centers for Disease Control (CDC) recommendations/guidance will apply.

G. Visitors

Parents and other family members are encouraged to visit Mayflower and participate as volunteers where appropriate. It is expected, however, that prior arrangements will be made. The school is typically kept locked and entrance to the school is not readily granted.

VI. Conduct and Discipline

A. Fruit of the Spirit

Behavior guidelines for Mayflower Christian Academy students are based on the fruits of the Spirit identified in Galatians 5:22-23: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control. Students will be guided into the appropriate conduct using these principles. The first few weeks of each school year emphasize these characteristics and students are taught about the consequences of failing to conduct themselves accordingly.

B. Behavioral Expectations

We want every student to experience the love of God through the school and its teachers. To that end, we will seek to maintain excellent communication with parents throughout any disciplinary measures that we believe are necessary. We pray for God’s will in matters of discipline and will only expel a student after other avenues have been exhausted.

1. Bullying

Harassment or bullying of a student (or students) by other students or any member of the staff is contrary to the school's commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed repeatedly and over time to negative words or actions on the part of one or more students or staff members.

2. Communication

Communication and participation are critical for student success at MCA. No one wants to feel ignored or left out. Teachers will be communicating progress and issues with parents. It is important that parents communicate by phone or email within a reasonable response time (two business days).

3. Disrespect

The school recognizes the individual rights of each child entrusted to our care. In a group situation like school, the rights and privileges of others are also to be respected. Teacher disrespect, including arguing with the teaching, will result in disciplinary action being taken immediately. Students should approach the teacher after class to request a meeting to address issues of concern.

4. Gossip

MCA has a firm "no gossip" policy. This consists of all forms of communication including, but not limited to, verbal, written, and social media. The importance of a Christian testimony is such that no member of the Mayflower family will be exempt from this policy including students, teachers, administrators, board members, parents/guardians, volunteers, and donors. Individual infractions will be addressed privately, with an expectation that the behavior will not be repeated. Multiple infractions may result in dismissal/expulsion.

5. Trust

As a school with few teachers and a small staff, trust is a very important part of how we operate. Students are expected to know where they are allowed to be during the day. Wandering off from the group or not returning promptly from the bathroom, for example, would be a violation of that trust. If a student becomes characterized by this type of behavior, disciplinary action will be taken (up to and including expulsion). We take the safety of our students very seriously and cannot successfully look after students whom we cannot trust to be where they know they should be.

6. Inappropriate Items

Students are not permitted to have any type of illegal drugs, inappropriate literature, tobacco, vaping products, alcohol, weapons, ropes, chains, matches, lighters, or other potential dangerous objects on school property. Possession of these items may result in suspension or dismissal from school. Other items may be prohibited at the discretion of the school administration.

7. Plagiarism

MCA will not accept plagiarized work. Students are required to use all sources in an ethical manner. Both intentional and technical plagiarism are prohibited. Intentional plagiarism is defined as an obvious, substantial, verbatim reproduction of information; deliberate mis-documentation and/or submission of other's work as the student's own. Technical plagiarism is defined as poor paraphrasing of another's work, improper documentation that misrepresents a source, poor integration of direct quotations and/or insufficient citation of factual information. A teacher reserves the right to deduct points from a student's assignment should evidence of technical plagiarism be present. If evidence of intentional plagiarism is present in a student's work, the teacher will meet with the student to discuss, and parents will be notified. The assignment in which plagiarism is found may result in a grade of zero. Disciplinary action may also be taken when intentional plagiarism occurs.

8. Personal Testimony

Students, teachers, staff, and board members are expected to uphold a high personal standard of Christian testimony. We are all sinners, and we need God daily. However, being a disciple of Christ requires a lifestyle that portrays that discipleship in a positive light as a reflection of a holy God.

Any student, teacher, staff or board member using verbal or written language (including that on social media) that suggests possible violent action or threats to another person or to self may result in suspension or dismissal. Protest that the individual was "only kidding," etc., will not be reason to excuse the language.

Use of coarse, vulgar, or profane language, use of tobacco, vapes, alcohol, narcotics, etc., are not permitted on or off campus.

School-sponsored activities must align with the school's mission and vision statement.

Personal contact between boys and girls is prohibited at any school functions.

Students who marry or become pregnant before graduation forfeit their standing as students at MCA.

C. Disciplinary Actions

Generally, the following escalation will be used in addressing behavioral violations.

- A casual, corrective conversation with the student or staff member
- A documented, corrective conversation with the student and conversation with a parent/guardian, or in the case of staff, with the witness of the staff member's choosing
- A documented, two-way conversation with the parent/guardian (for students) or in the case of staff, a written notice of need for improvement with specific steps and timeline for re-evaluation
- A documented warning of expulsion/termination
- Expulsion/termination

Interim action, including short-term suspension or revocation of privileges may also be utilized, where appropriate.

D. Appeals

For all cases of disciplinary action, for both students and employees, the Board of Directors serves as the appeal body. Upon notice, the board will hear the appeal at its next regular meeting in executive session or, at the discretion of the Head of School, a special meeting may be called. Called meetings require a seven-day notice.

VII. Dress Code and Appearance

MCA employs a uniform system of dress. First and foremost, we want to help the students focus their attention on the most important issues before them -- their spiritual well-being and academic progress. Regulations listed herein do not imply that those who disagree with these rules are sinful or wrong. Rather, they represent an institutional approach toward maintaining a distraction-free learning environment.

Unless otherwise instructed, students are required to wear a school uniform shirt daily. Pants (boys' and girls') should be loose-fitting in a uniform style and worn at the waist. Shorts should be loose-fitting, reaching the top of the knees, and be worn at the waist. Girls' skirts should reach the top of the knees. Colors for pants, shorts, and skirts should be navy, black or khaki. Clothes should be clean and in good condition with no rips, holes, or stains. Shoes should be appropriate to be worn all day; alternate non-marking shoes may be brought for time in the gym.

Specific articles of clothing and items of appearance are prohibited, as follows.

- No jeans or leggings
- No distracting, vulgar, or inappropriate references on clothing or carried articles (purses, bookbags, etc.) or accessories (jewelry, headbands, etc.).
- No visible tattoos or piercings (other than ears for girls).
- No hats or sunglasses inside the building
- No extreme hairstyles or unnatural colors
- No untied shoelaces
- No pajamas

VIII. Academics

A. Curricula

MCA uses My Father's World as its primary curriculum for grades K-8. In addition, Demme Learning and Apologia Science is used to supplement the primary curriculum materials.

Grades 3-9 use the Institute for Excellence in Writing program. High school students utilize a variety of curricular materials, including Apologia Physical Science, World Geography, and Algebra.

Specific questions regarding curriculum should be directed to your student's teacher.

B. Assessment

Lower school -- mastery-based learning. As students master a learning concept, they move on to the next one. "Grades" (K-2, 3-8) are used for grouping, not evaluation.

High school -- based on a 10-point grading scale; credits awarded.

C. Homework

Occasionally, students will be given homework. Mostly, though, MCA provides ample time for completion of work during the school day.

D. Parent-School Relationships

MCA encourages parents to volunteer and take an active role in their students' learning. We realize that parents are a child's primary teacher. MCA strives to partner with parents to provide the best education for every child.

E. Technology

Screen time is limited at Mayflower Christian Academy so that students may explore learning through other means. In fact, in comparison to many other schools, MCA takes a much more hands-on approach. Students are encouraged to listen, touch, manipulate, etc., real-life objects and test theories rather than look up information on the internet. However, appropriate uses of the computers are encouraged. For example, students use a word processing program when preparing essays or research papers.

Perhaps the most important use of technology at MCA is for distance learning when circumstances warrant. For instance, in the spring of 2020, when COVID-19 emerged as a hindrance to in-person instruction, MCA implemented technology to allow students to videoconference daily for group instruction and one-on-one assistance from teachers. Should circumstances warrant the use of such technology, more information will be provided.

F. Standardized Testing

Students are given the Iowa Test of Basic Skills (ITBS) in the spring of each year. The ITBS is a national administered set of exams designed to assess the abilities of students. Subjects tested include language arts, reading, math, science, and social sciences. We provide practice materials, written by test experts, that cover all subject areas.

b. Observations

Teachers are observed in the course of delivery instructional content at least twice annually. The observations are conducted by a qualified member of the board or community based on a predetermined set of desirable characteristics and behaviors. (See Appendix E.)

3. Paid Time Off

a. Sick Leave

Teachers are permitted six (6) sick days per year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate to thirty (30) days, to be used for extended illness only.

b. Vacation

Two (2) personal days may be taken by full-time teachers with advance coordination and approval of the Head of School. Personal days do not accumulate from year to year.

c. Holidays

Teachers receive all standard school holidays including Thanksgiving, Christmas, and seasonal breaks.

d. Other Leave

Any other days off will be given at the discretion of the Head of School.

4. Professional Development

One professional development day may be taken annually to attend a conference or visit another school for professional growth and development. The event selected requires prior approval of the Head of School. Professional development days do not accumulate from year to year.

5. Paid Staff

Mayflower Christian Academy may employ paid staff members on an hourly basis as needed. These employees are considered “at will” and, therefore, guaranteed no benefits or continued employment. Paid staff do, however, receive the same holidays and regular school closing days as other employees.

D. Testimony

In addition to the Personal Testimony section above, teachers will be expected to set the example for all students in personal conduct. Relationships and gender identities that are contrary to the teachings of the Bible are not acceptable. Moreover, teachers are expected to model the fruits of the Spirit in the classroom and in their personal lives.

Appendix A -- Bylaws

BYLAWS
OF
Mayflower Christian Academy
(a Virginia Nonstock Corporation)

ARTICLE I
The Corporation

The Corporation shall be known as MAYFLOWER CHRISTIAN ACADEMY, and shall be referred to in these Bylaws as the "Corporation."

ARTICLE II
Purposes

The purposes of the Corporation, as set forth in the Articles of Incorporation on file in the office of the Virginia State Corporation Commission, shall be to be organized and operated exclusively for educational, charitable, and/or religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to any corresponding provision of any future federal tax law, and to engage, subject to the foregoing limitations and any further limitations set forth in the Certificate of Incorporation, in any lawful act or activity for which a corporation may be organized under the Virginia Nonstock Corporation Act.

In the event of any conflict between the purposes set forth in these Bylaws and those set forth in the Articles of Incorporation, the provisions of the Articles of Incorporation shall prevail. This provision shall not be amended without simultaneous amendment of the Certificate of Incorporation.

ARTICLE III
Offices

The Corporation's principal office and any other of its offices shall be located at such places within or without the Commonwealth of Virginia as the Board of Directors may from time to time determine. The Corporation shall maintain within the Commonwealth of Virginia a registered office at such place, which may be the principal office, as the Board of Directors may from time to time determine. The registered agent of the Corporation is attorney Ryan L. Pry, 701 West Main Street, Suite B, Radford, VA 24141.

ARTICLE IV

Members

The Corporation shall have no Members.

ARTICLE V

Directors

Section 1. Powers. The Corporation shall act by and through its Board of Directors. The Board of Directors may delegate its powers as it sees fit, subject to restrictions imposed by the Articles of Incorporation, the Bylaws, the Virginia Nonstock Corporation Act, as amended, and Section 501(c) (3) of the Internal Revenue Code of 1986, as amended (hereinafter, the “Code”) (or the corresponding provision of any future federal tax code).

Section 2. Service on Board of Directors.

2.1 Number. There shall be no less than 2, nor more than 12, voting members of the Board of Directors. There may also be additional non-voting directors.

2.2. Nomination and Election Process. Nominations for directors to replace directors whose terms expire (or to add new directors, subject to Section 2.1) may be submitted at the Annual Meeting at which the election is made, or may be circulated in advance. Nominations may be made by any director or by a nominating committee appointed by the Board of Directors. Incumbent directors are assumed to have nominated themselves to stand for reelection unless they have provided notice in writing of an intent not to serve. Directors of the Corporation shall be elected by a vote of a majority of the directors present and voting.

2.3 Terms. The initial Board of Directors shall be selected by the Incorporator to hold office until the first Annual Meeting of the Board of Directors and elected thereafter to annual terms. Directors shall hold office until their successors are elected and qualified.

2.4 Resignation. A director may resign at any time upon delivery of written notice to the Board of Directors, the President, or the Secretary. Any such resignation shall be irrevocable upon delivery of such notice.

2.5 Removal. A director may be removed as a director at any time with or without cause by the affirmative vote of two-thirds (2/3) of directors then in office at any meeting provided that notice has been given that a purpose of the meeting is to consider such removal by the directors.

Section 3. Meetings.

3.1 Location. Meetings of the Board of Directors may be held within or without the Commonwealth of Virginia as set forth in any notice of meeting.

3.2 Annual and Regular Meetings. Regular meetings of the Board of Directors shall be held during the year at such times and places as the Board may determine, and one of such meetings shall be designated by the Board as the Annual Meeting. Reasonable notice of the date, time, and place of each such meeting shall be given to each director, provided that written notice shall be given to each director at least five (5) days before the Annual Meeting.

3.3 Special Meetings. Special meetings of the Board of Directors may be called by the President or by a majority of the directors then serving. Notice of the date, time, place, and purpose of each Special Meeting shall be given to each director at least two (2) days prior to such meeting.

3.4 Notice and Waiver of Notice. Unless otherwise specified in the Bylaws or required by law, notice may be given by any reasonable means. Notice of any meeting of the Board of Directors may be waived by any or all of the persons entitled to notice. A director may waive notice by filing a written waiver filed with the Secretary before, at, or after such meeting. A director is also deemed to have waived notice of a meeting that the director attends or in which the director participates, unless the director at the beginning of the meeting, or promptly upon arrival, objects to the holding of the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

Section 4. Transaction of Business.

4.1 Quorum. Unless otherwise required by law or by these Bylaws, the quorum necessary for the transaction of business shall consist of a majority of the directors in office who are entitled to vote. A director may participate in a meeting of the Board by means of a conference telephone or other means of communication enabling all participating directors to hear one another simultaneously and such participation shall constitute presence in person.

4.2 Voting. Unless otherwise provided in the Certificate of Incorporation, these Bylaws, or by law, the affirmative vote of a majority of the directors entitled to vote and present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors. Non-voting directors shall not be counted in determining a majority or any other fraction of the Board of Directors.

4.3 Action Without a Meeting. The Board of Directors may act without a meeting by the unanimous written consent of all directors. Unanimous written consents shall be filed in the minute book of the Corporation.

Section 5. Compensation. All decisions concerning compensation to directors shall be governed also by the Conflicts of Interest policy, adopted separately by the Board of Directors.

5.1 Fixing Compensation. No director shall receive compensation for services rendered to the Corporation in such capacity, but directors shall be entitled to reimbursement for reasonable and necessary expenses actually incurred in connection with the performance of their duties in the manner and to the extent that the Board shall determine.

5.2 Compensation for Non-Director Services. Upon approval of the Board of Directors, directors may also be compensated for services provided to the Corporation in a capacity other than as director.

5.3 Amount of Compensation. The Corporation shall provide no reimbursement for expenses or compensation other than those reasonable and necessary in furthering the Corporation's purposes.

ARTICLE VI Committees

Section 1. Authority. The Corporation may act through Committees of the Board of Directors, subject to the Section of this Article entitled "Limitations on Powers." Committees may be standing or ad hoc committees. Each committee shall have such powers and authorities as may be provided in these Bylaws, in the resolution creating such committee, or in resolutions of the Board of Directors adopted from time to time.

Section 2. Appointment. Committees shall be created and Committee members appointed by the Board of Directors, and vacancies on Committees shall be filled by the Board of Directors. Each Committee with power to act for the Board shall be comprised exclusively of directors.

Section 3. Limitations on Powers. Notwithstanding any provision of this Article or these Bylaws to the contrary, no Committee shall have any power to:

- (a) Fill vacancies on the Board of Directors or any of its Committees;
- (b) Amend the Certificate of Incorporation;
- (c) Adopt, amend, or repeal the Bylaws;
- (d) Approve a plan of merger, approve a sale, lease, exchange or other disposition of all, or substantially all, of the Corporation's property, other than in the usual and regular course of business; or
- (e) Approve a proposal to dissolve the Corporation.

Section 4. Meetings, Notices, and Quorum. All Committees other than advisory committees shall have the same requirements for Meetings and the Transaction of Business as those set forth in the articles of these Bylaws entitled "Directors" and "Conflicts of Interest" with respect to the conduct of business by the Board of Directors, except that Committees shall not be required to hold annual meetings.

Section 5. Advisory Committees. The Board of Directors or the President may appoint one or more persons as advisory committees that shall have no power to exercise any power of the Board of Directors, and the provisions of the preceding Sections of this Article need not apply to such advisory committees.

ARTICLE VII Officers and Agents

Section 1. Titles, Election, and Duties. The Directors shall appoint, to serve for such terms as the Board may specify upon appointment, a President, a Vice-President, a Treasurer, and a Secretary. The directors may, in addition to the foregoing, at the annual or any other Board of Directors' meeting, appoint any other officers the appointment of which they deem expedient or necessary. The officers need not be residents of Virginia. The duties of the officers shall be such as are imposed by these Bylaws and from time to time prescribed by the directors. All officers shall serve in such capacity at the pleasure of the Board of Directors without prejudice to any other contractual relationship they may have with the Corporation.

Section 2. President. The President shall be a member of the Board of Directors. The President shall preside at each meeting of the directors and shall have such powers and duties as usually pertain to the office of President and as may be assigned by the Board of Directors. If no other Chief Executive Officer is elected, the President shall assume the duties of Chief Executive Officer.

Section 3. Vice-President. The Vice-President shall be a member of the Board of Directors and shall have such powers and perform such duties as may be assigned by the Board of Directors or the President. In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President.

Section 4. Treasurer. The Treasurer shall be a member of the Board of Directors. The Treasurer shall supervise the receipt and custody of the Corporation's funds; cause to be kept correct and complete books and records of account, including full and accurate accounts of receipts and disbursements in books belonging to the Corporation; assume responsibility for all of the Corporation's funds and securities; prepare, distribute and retain or cause to be prepared, distributed and retained all reports, records and returns required by law regarding the Corporation's financial status; and have such other powers and perform such other duties as may be assigned by the Board of Directors or the President.

Section 5. Secretary. The Secretary shall be a member of the Board of Directors. The Secretary shall send notice of all meetings of the Board of Directors; shall keep the minutes of all such meetings, shall have charge of the Corporation's seal; shall authenticate the Corporation's records; shall perform, in general, all the duties incident to the office; and have such other powers and perform such other duties as may be assigned by the Board of Directors or the President.

Section 6. Agents and Attorneys. The Board of Directors may appoint such other agents and attorneys, with such powers and to perform such acts and duties on behalf of the Corporation, as the Board of Directors may determine.

ARTICLE VIII

Finance

Section 1. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July in each year.

ARTICLE IX

Amendments

These Bylaws may be altered, amended or repealed at any meeting of the Board of Directors called for such purpose or purposes by the affirmative vote of a majority of the Board of Directors; provided, however, that to the extent that any provision of these Bylaws is inconsistent with the Articles of Incorporation, the provisions of the Articles of Incorporation shall prevail.

ARTICLE X

Indemnification

The Corporation shall indemnify, and advance expenses to, its directors, officers, employees, and agents to the maximum extent permitted by the Virginia Nonstock Corporation Act, as amended. The Corporation may procure insurance providing greater indemnification to such persons as well as to volunteers, and may share the premium cost with any director, officer, employee or agent on such basis as may be agreed upon. Notwithstanding the foregoing, if at any time the Corporation is a private foundation, the Corporation shall not indemnify such individuals, procure such insurance or share such premium cost to the extent so doing would constitute an act of self-dealing as defined in Section 4941(d) of the Code.

ARTICLE XI
Honorary Designations

The Board of Directors may designate certain persons, institutions, organizations, societies or corporations as sponsors, benefactors, contributors, honorary directors, advisors or friends of the Corporation or such other title as the Board of Directors shall deem appropriate. Such persons, institutions, organizations, societies or corporations shall serve in an honorary capacity, shall have no membership rights in or fiduciary duties to the Corporation, and may attend meetings of the Board of Directors at the invitation of the Board of Directors.

Appendix B -- Employment Contract (sample)

Mayflower Christian Academy

Teacher Contract

Believing that God has led in this decision, the Head of School of Mayflower Christian Academy (MCA) has appointed XXXXXXXXXXXX teacher for the 2020-2021 school year. This contract begins August 1, 2020 and ends June 15, 2021, depending on satisfactory performance of assigned duties and continued funding. In so doing, we rejoice that God has brought you to us as a "fellow-laborer" in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of an exemplary program at Mayflower Christian Academy.

Gross salary for this period of employment will be \$XX,XXX.XX paid in 12 installments of \$X,XXX.XX on the last day of each month, beginning on the 31st of August. Salary is subject to monthly deductions where applicable for withholding taxes required by the United States Treasury Department.

CONDITIONS OF EMPLOYMENT

- 1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Statement of Faith and am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in this Christian school is God's direction for my life for this school year.
- 2) I agree to manifest by daily example, the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 1 Thess. 5:18, 22-23, and James 3:17-18).
- 3) I agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).
- 4) I affirm that I have read and will abide by the policies set forth in the Mayflower Family Handbook. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the Board of Directors without prior notice during this contract year.
- 5) I agree that my assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Head of School. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- 6) I agree to try at all times to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters.

7) I agree that any previous agreements, whether written or oral, are fully merged into this agreement, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

8) I agree to attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should the teacher have unresolved issues with the employer after utilizing the Matthew 18 principle, I and the employer agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation:

MEDIATION AND BINDING ARBITRATION AGREEMENT. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20.

Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically based mediation.

9) Fringe Benefits – I understand that the school is not liable to reimburse any teacher for any benefit not used in the fringe benefit package. Teachers may not choose to receive cash in lieu of any benefit. The teacher understands that the following benefits are available to teachers.

A. Sick days. Teachers shall be permitted six sick days per year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate to thirty days, to be used for extended illness only.

B. Personal and Professional days. Two personal days may be taken by full-time teachers with advance coordination and approval of the Head of School. One professional day may also be taken to attend a conference or visit another school for professional growth and development. The teacher agrees that the event selected for the professional day must have prior approval of the Head of School. These days do not accumulate from year to year.

C. Holidays. The teacher will receive all standard school holidays including Thanksgiving, Christmas, and spring vacations.

D. Departures from policy. Variations to the leave policies described above are subject to negotiation and available coverage for the class period(s) that would be missed.

E. Unemployment. Standard Virginia unemployment benefits are available to all full-time employees.

F. No other specific benefits are provided (i.e., health insurance, retirement contributions, etc.).

10) I agree to give the Head of School 30 days prior written notice of intended resignation unless a different termination date is mutually agreed upon. I understand that payment shall be made of that

proportionate part of the salary which the number of days of actual duty bears to the number of days covered by the contract for teachers that resign or are terminated. I agree that all fringe benefits will end on the last day of employment.

11) I agree that if there are deficiencies in my job or personal performance, the Head of School may extend to me a Performance Improvement Plan (PIP) to help facilitate needed changes in my performance, based on the evaluation and observation process outlined in the Mayflower Christian Academy Family Handbook. I agree that the Head of School may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure. I further agree that the Head of School may modify or revoke the plan at its sole discretion, and that failure to complete such a plan before the end of this one-year contract does not obligate the school in any way to extend another contract for a new year.

12) Mayflower Christian Academy has been classified as a 501(c)(3) nonprofit organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), I understand that unemployment benefits are not available. Furthermore, I understand that should enrollment/funding be insufficient for continued employment, Mayflower Christian Academy may revoke this contract.

13) I agree that if any provision of this agreement is declared invalid, illegal, or unenforceable, its invalidity, or unenforceability, shall not affect any other provision of this agreement.

I acknowledge that I have read, understand, and will abide by the terms and conditions of this contract, and I agree that it represents the total agreement between the parties.

Teacher

Date

We extend our warmest welcome to you. We pledge our prayer support and help as you minister to our students.

Head of School

Date

MAYFLOWER
Christian Academy

Application for Enrollment

We are so glad you are interested in joining us for the upcoming school year.

Instructions: Complete this application for each student applying to Mayflower Christian Academy (MCA). If you have any questions, please contact us at admissions@mayflowerswa.org.

Student Data

1. Student's name _____
(First) (MI) (Last)
2. What grade will the student be entering? _____
3. Student's gender Male Female (circle one)
4. Student's date of birth _____

Student's Educational Background

5. **Most recent** school attended* _____
Location* (city/town/county and state) _____
Type of school* (circle one)
Public Private Home Other _____
Year(s) attended* _____
6. **Prior** school attended* _____
Location* (city/town/county and state) _____
Type of school* (circle one)
Public Private Home Other _____
Year(s) attended* _____

7. Please attach a copy of your child's most recent grade report. (This is required of all students entering first grade or higher.) If you have been home schooling for the past year, please list subjects studied and curriculum used and the average hours per week devoted to each subject.

Academics and Behavior

Please rate your child's typical academic performance in the following subject areas. If your child has not taken a subject, please indicate that in the text box. Note: Language Arts includes reading, spelling, composition, handwriting and grammar.

8. Math Proficiency* (circle one) Exceptional Good Fair Poor

Any specific strengths or problem areas?*

9. Language Arts Proficiency* (circle one) Exceptional Good Fair Poor

Any specific strengths or problem areas?*

10. History/Social Studies Proficiency* (circle one) Exceptional Good Fair Poor

Any specific strengths or problem areas?*

11. Science Proficiency* (circle one) Exception Good Fair Poor

Any specific strengths or problem areas?*

12. Standardized test scores: If you have them, please attach or list your child's most recent standardized test scores.

Language Arts: _____ Math: _____

Name of Test: _____

13. Has the student skipped or repeated any grades?* Yes No (Circle one)

If yes, please explain: _____

14. Does the student have any special needs, allergies, medical conditions, sensory challenges or learning differences? Yes No (Circle one)

If yes, please explain. (This information is not used for admission decisions.)

15. Has the student required any behavioral or disciplinary intervention in his/her previous learning environments? Yes No (Circle one)

If yes, please explain. _____

16. Please indicate your observations of the student's behavior in the following areas. (Check one box per row.)

	Excels	Average	Struggles
Shows respect for parents			
Shows respect for other adults			
Shows respect for student peers			
Able to focus on quiet learning tasks			
Works independently on known tasks			
Follows teachers instructions			
Maintains self-control in group activities			
Follows school rules			

17. Please provide any additional information you would feel MCA should have in properly caring for and educating the student.

Family Information

18. Student lives with (Circle one of the following options)

Both parents Father Mother Grandparent(s)

Guardian(s) Other _____

Mailing address: _____

Parent/guardian name: _____

Email: _____ Phone: _____

Parent/guardian name: _____

Email: _____ Phone: _____

(Please provide contact information for each parent or guardian in the household.)

19. How did you hear about Mayflower Christian Academy?

20. Please provide a brief history of parent(s)/guardian(s) education and training.

Father/guardian: _____

Occupation: _____

Mother/guardian: _____

Occupation: _____

21. What are the three most important things you desire in a school?

22. Please explain your reasons for applying for admission to MCA.

23. What do you hope to see built into your child's life through his/her academic education?

24. In a few words, explain how the Christian faith affects how you live your life.

Father/guardian: _____

Mother/guardian: _____

25. Give a brief summary of your family's philosophy of discipline.

26. If your family part of a local church?* Yes No (Circle one)

27. If so, if your family active in the church? No A little Somewhat Very (Circle one)

28. Since MCA partners closely with parents/guardians, we depend on the support of our families, and we ask that parents agree with the following statements. If you are unable to agree with the statement, please add an explanation on the back of this page.

Circle one option for each statement.

To the extent possible, absences will be kept to a minimum	Agree	Disagree
It is important for the parent(s)/guardian(s) to train children to come to class prepared with all necessary materials and assignments.	Agree	Disagree
Every effort will be made to arrive on time for each class day, since late arrivals disrupt the class and disadvantage the student because he/she misses instructional time.	Agree	Disagree
Parent(s)/guardian(s) will set aside an adequate amount of time for their child to complete assignments and will be available to assist the child as needed.	Agree	Disagree
Parent(s)/guardian(s) accept the responsibility for partnering with their child's on-campus teachers, administrators, and School staff.	Agree	Disagree
Parent(s)/guardian(s) understand that MCA receives most of its financial support from tuition and fees and agree to pay these on time.	Agree	Disagree
Parent(s)/guardian(s) will refrain from gossip about the School, its employees, or policies. Such behavior is Destructive to the school and is not reflective of the culture we seek to build.	Agree	Disagree
Parents/guardians agree to discuss differences in philosophy or expectations with the classroom teacher in a positive and professional manner.	Agree	Disagree

School Reference

Please provide contact information for someone who would be willing and able to provide an academic reference for your student. MCA will contact this person to request a brief reference.

Name: _____ Title: _____

Email address: _____ Phone: _____

School name: _____

Tuition and Fees

Application fee (due at submission)	\$150
Enrollment fee (due July 1)	\$150
Shirt fee	\$ 50
Tuition	\$4,400*

* Discounts, scholarships, and payment plans are available. If interested, please see Section IV.C. of the Family Handbook or contact the Head of School:

Javier Mattos

javier@mayflowerswva.org

(540) 750-6347

Parental Agreement

Please read our Statement of Faith. Parent(s)/guardian(s) are not required to be professing Christians; however, we expect them to support this system of belief as an inseparable part of a quality education.

At Mayflower Christian Academy, we believe that the Bible is the inspired, inerrant, infallible, and authoritative Word of God (II Peter 1:19-21 and II Timothy 3:16).

We believe that there is only one God who is eternally existent in three persons. Those three persons are God the Father, God the Son, and God the Holy Spirit (Genesis 1:1; John 9:35, 10:30 and 14:16-26).

We believe in the deity of the Lord Jesus Christ as God the Son. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, and His personal, bodily resurrection and return in power and great glory (Matthew 1:18, John 1:4, Acts 1:11, and I Thessalonians 4:16-17).

We believe that regeneration by the Holy Spirit is essential for salvation (John 4:14 and II Thessalonians 2:13-14) and that those who are saved are ultimately raised to eternal life while those who are lost are sentenced to eternal death and separation from God (Mark 16-16 and John 5:29).

We believe in the spiritual unit and community of believers in the Lord Jesus Christ (Romans 12:16 and 15:6; II Corinthians 13:11, and Ephesians 4:3) and that the indwelling of the Holy Spirit enables Christians to live a godly life in accordance with Biblical principles (John 6:37-40 and 10:27-30; I Corinthians 1:4-8; I Peter 1:5; Romans 1:27-32; and I Corinthians 6:9-20).

Non-Discrimination Policy

Mayflower Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions practices, or any school-administered programs.

Refund Policy

During the application process, fees will be 100% refundable if the student is not offered admission. If the student is offered admission, but the family decides not to attend for the semester/year, then the application fee is non-refundable. Tuition is non-refundable.

Parent/Guardian Certification

I/we understand and agree to support MCA's Statement of Faith. Yes No

I/we understand the non-discrimination policy. Yes No

I/we understand the refund policy. Yes No

Comments: (optional)

Print father's/guardian's name

Signature Date

Print mother's/guardian's name

Signature Date

Appendix D -- Scholarship Application

Application for Scholarship for Mayflower Christian Academy

(Please return to Jane Lookabill at 2632 Pinewood Drive, Draper, VA 24324 by August 17.)

Date _____

Student's full Name _____

Students Birthday _____ Age ___ Grade entering ___

School last attended _____

Mother's Name _____

Mother' Address _____

Father's Name _____

Father' Address _____

Why do want your child to attend MCA?

What are your financial circumstances that cause you to apply for this Scholarship? _____

I _____, do affirm that this information is true to the best of my knowledge.

Signature _____

Appendix E -- Teacher Evaluation Forms

Mayflower Christian Academy Teacher Evaluation 2020-2021

Please use this template to identify your goals for the current academic year. These goals, along with two classroom observations, will comprise the basis for an evaluation of your teaching performance. The evaluation period begins on August 1 and concludes on April 1 of each year.

Category	Description of Goal (be specific)	Measurement of Progress/Achievement
Classroom		
Professional Development		
Spiritual		

These goals have been reviewed in conference with the Administrator/Head of School and deemed appropriate for evaluation purposes.

Teacher Signature _____

Date _____

Administrator Signature _____

Date _____

Classroom Performance Template

(to be completed by observer)

Instructor evaluated _____ Date _____

Course/Classroom _____ # of students present _____

Evaluator(s) _____

Scale: 3=Excellent; 2=Satisfactory; 1=Needs improvement

(N/A is used for measures that are not applicable or not observable on this date)

	Greets students as they enter the classroom
	Defines objectives for the class presentation
	Effectively organizes learning materials to match objectives
	Uses relevant instructional methods
	Uses class time effectively
	Demonstrates enthusiasm for subject matter
	Communicates expectations clearly and effectively for student level
	Checks for student comprehension appropriately
	Explains important concepts clearly
	Connects subject matter to Bible truth appropriately
	Responds to student questions and comments
	Employs good classroom management techniques
	Maintains clean and safe learning environment
	Provides positive reinforcement to students
	Allows/encourages student exchange regarding application of spiritual concepts
	Enforce consequences for poor behavior
	Models Christian principles and conduct
	Accommodates different learning styles appropriately
	Accommodates special learning needs, when present and applicable
	Assigns appropriate homework or follow-up activity to classroom presentation

_____ Overall rating

Comments:

Specific suggestions for improvement:

Appendix F -- Health Information Form

Mayflower Christian Academy Health Information Form

Dear Parent or Guardian:

In order to provide the best educational experience, school personnel must understand your child's health needs. Please complete this form and return it within the first week of school. All medical information is kept confidential. It is only shared with personnel who are responsible for your child's care at school. Your child will not be allowed to participate in field trips or other extracurricular activities until the school has this signed and completed form on file.

Student's Name: _____

Birth date: _____

Parent/Guardian _____ Home #: _____

Work #: _____ Cell #: _____

Emergency Contact(s) _____ Phone: _____

Doctor Name: _____

My child has the following allergies:

Foods: _____
Epi Pen needed Yes No

Bees/Insect: _____
Epi Pen needed Yes No

Latex: _____
Epi Pen needed Yes No

Please check any of the following that apply to your child's health.

**Asthma Inhaler Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		Hearing Problems/deafness Hearing Aid needed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attention Deficit/Hyperactivity Disorder (ADD/ADHD)		Hypoglycemia (low blood sugar) Blood sugar monitoring needed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Anemia/Bleeding Problems		Lead Poisoning	
Autism		Kidney Disease/transplant	
Behavioral Problems		Mental Health Concerns	
Bladder/ Problems and/or wetting accidents		**Seizures	
Bone/ Joint Disorders/Muscle Problems		Scoliosis	
Bowel problems and/or accidents		Sickle Cell Disease	

Cancer		Skin Problems/Disease	
Cerebral Palsy		Speech Problems	
Cardiac/Heart Problems/Hypertension		Spina Bifida/Spinal injury	
Cystic Fibrosis		Stomach/Intestinal Problem	
Dental Problems/Cavities		Sleep apnea	
Depression		Seasonal Allergies	
Developmental Delays/Problems		Thyroid Disease	
*Diabetes		Weight Problems	
Dizziness/Fainting Spells		Vision Problems/blindness Glasses/Contacts needed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Eating Disorders/problems		Medication Allergies: (please list)	
Emotional Problems			
Frequent headaches/Migraines		Other Health Problems (please list)	
Frequent Nosebleeds			
Head injury/concussions			

* Please talk with school administrator about completing a health care plan and medication authorization form.

Please discuss any health problems and/or special medical procedures you have checked (some health problems may require Medication Administration at school and/or a written health care plan.

Medications taken by your child may cause side effects, allergic reactions, changes in personality and other problems. Please list all prescription, over-the-counter, and herbal medications your child is taking at Home or at School (medications at school require written authorization from parent and doctor).

List of medications	Dosage	Time(s) Taken	Taken at Home	Taken at School

Does your child have: Private Insurance
 Medicaid
 FAMIS
 Has no insurance

Does your child have Dental Insurance Yes No

FAMIS is a state and federally funded health insurance program designed to cover children who do not qualify for Children’s Medicaid and who do not have private health insurance. Medical, hospitalization, prescription, vision and dental services are provided by FAMIS. If you have questions or would like to sign up for FAMIS you can call toll free 1-855-242-8282, or visit www.coverva.org for more information or to apply online. You may also apply at your local Department of Social Services.

Signature of Parent/Guardian completing Health Information Form:

Parent/Guardian: _____ Date: _____

****If your child’s health condition should change, please notify the school ASAP and before returning your child to school.**