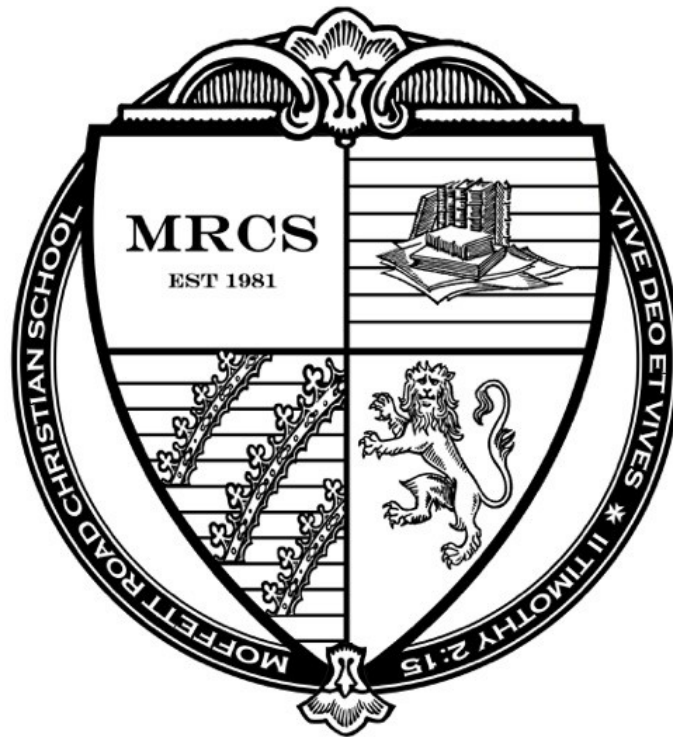


# Moffett Road Christian School



## Faculty Handbook

6159 Moffett Road, Mobile, AL 36618  
(251) 391-4663

[administrator@mobilemrscs.org](mailto:administrator@mobilemrscs.org) ~ [www.mobilemrscs.org](http://www.mobilemrscs.org)

# Moffett Road Christian School

**Moffett Road Christian School is a ministry in service and support of Christian parents who have been called of God to educate their children. MRCS is dedicated to helping parents observe the Biblical commands of Deuteronomy 6:4-9, Proverbs 22:6, and Ephesians 6:4.**

**As a ministry of Moffett Road Assembly of God, MRCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.**

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# Welcome to MRCS

Our handbook includes a listing of policies and benefits that are provided with your membership of Moffett Road Christian School. Each parent is considered a faculty member of our school. We are all responsible for the success and character of Moffett Road Christian School. It is only by the collective participation of all members that our school has been, and will continue to be, successful.

The MRCS Board serves to direct the policies and activities of the school so as to utilize school resources for the benefit all members. If you would like to participate in some area of support or leadership, please contact a Board Member for a place to serve.

Moffett Road Christian School offers several ways for members to stay informed and learn what is going on. The school website, [www.mobilemracs.org](http://www.mobilemracs.org), provides the best way to stay up-to-date on activities, field trips, events, testing opportunities, and other aspects of the school. We also utilize our school Facebook page(s), monthly email newsletters, and group text messaging as communication tools.

As you seek to instruct you children, it is our prayer that God, through your MRCS family, will greatly strengthen your faith, steadfastly confirm your abilities, and continually encourage you along your home school journey.

For our Father's glory,

MRCS Board of Directors

# Moffett Road Christian School

A Ministry of Moffett Road Assembly of God

6159 Moffett Road Mobile, AL 36618

Eric Danner, Pastor ~ (251) 649-3502

## **Board of Directors**

Lee Schansberg  
Administrator

[l.schansberg@mobilemracs.org](mailto:l.schansberg@mobilemracs.org)

Stacey Farni

[s.farni@mobilemracs.org](mailto:s.farni@mobilemracs.org)

Wendy Ramsey

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Kelly Dalgety

[k.dalgety@mobilemracs.org](mailto:k.dalgety@mobilemracs.org)

## **Cell Group Leaders**

Stacey Farni

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## **Helpful Links**

Home School Legal Defense Association (HSLDA) - [HSLDA Website](http://www.hslda.org)



# **The History of Moffett Road Christian School**

Mike and Dianne Cottrell, members of Moffett Road Assembly of God church, began an ACE school onsite in 1983. Mike acted as principal while Dianne served as a teacher. In September of 1991, Dianne began a home school church school for four families who were members at MRAG. Donna Crabtree took over as administrator in 1992 when the Cottrell family relocated. MRCS was a school for MRAG church members until some local families from a sister church expressed a desire to join MRCS. The MRAG pastor and deacons approved this transition and opened MRCS to home school families in our area.

MRCS quickly grew to over 40 families, and the school leadership expanded from one administrator to a board of five couples and several cell group leaders. Our administrators have each transitioned as their family graduated or moved into a new season of life. Donna Crabtree, Retta Franklin, Michele Landrum and now Lee Schansberg have faithfully served our community in this role. Lee is the current MRCS Administrator and our home school group now ministers to over 60+ area families as they home educate their children.

Without the continued support of Moffett Road Assembly of God, Moffett Road Christian School would not exist. Moffett Road's staff and membership have given sacrificially of themselves through the years to support home schooling Christian families and MRCS with their maintenance of our office and classrooms and allowing the use of their facilities for the majority of our school events. May God abundantly bless all the ministries of Moffett Road Assembly for their continuing graciousness to MRCS.

# Moffett Road Christian School Member Benefits

- **Fulfillment of Legal Requirements:** MRCS completes Church School Enrollment Forms to send to county/city school superintendents and maintains attendance records of its students.
- **Cell Groups:** The enrollment is divided into cell groups. The Cell Group Leaders help maintain the school records and provide a point of contact for each family. During months when there is not a Faculty Meeting, the cell groups meet for fellowship and support.
- **Faculty Fellowship:** In February, our families gather for a time of teacher enrichment, fellowship and refreshment.
- **Field Trips:** Our parent volunteers plan frequent opportunities for extracurricular field trips. Suggestions and input are welcome!
- **Library Access:** MRCS is continually expanding an excellent library of resources and curriculum which is available to the faculty and students. The library is open throughout the summer and once each month during the school year; it is also open by appointment. Books and resources may be checked out on an annual basis.
- **Testing:** MRCS offers standardized testing for their students in grades 3-12 at the expense of the member. IOWA, ACT, PSAT and SAT are currently offered.
- **HSLDA Discount:** MRCS offers a group discount for membership in the Home School Legal Defense Association.
- **Graduation:** MRCS hosts graduation ceremonies for its kindergarten and high school students. High school Valedictorian and Salutatorian are honored. In order to receive an MRCS diploma, a student must score at least 16 on the ACT or receive a special (Board approved) concession to receive a Certificate of Completion. Diplomas are awarded at the discretion of the board and typically require students be fully enrolled for their 11th & 12th grade years.
- **Transcripts:** Based on information provided by faculty, the school administrator will provide an official transcript for students transferring to other schools or applying to college.
- **Website:** The MRCS website is [www.mobilemracs.org](http://www.mobilemracs.org). It is updated weekly to keep the faculty and students informed about field trips, meetings, and other opportunities. Our website provides members online registration and grade reporting features.

# Terms & Conditions

## Parents agree to:

- Sign a statement of faith and declaration that they are members in good standing with a local church.
- Become members of Home School Legal Defense Association under the MRCS Group Membership plan discount (\$115/year).
- Pay a \$175 tuition fee per family plus \$10 per extra child (refundable only if family is not accepted for enrollment); and if applicable, the \$50 first-year registration fee which is non-refundable.
- Provide an organized course of study, using a curriculum of their choosing, upon approval of the Administrator.
- Maintain a record of specific days of attendance. In addition, each quarter submit to the Administrator a MRCS Progress Report Form for each student, listing grades and attendance, via our online grade reporting system (Student Dashboard).
- Fulfill the days required in the school term set by the Church School (180 days, including 5 teacher workdays).
- Attend a minimum of one MRCS meeting per quarter (4 faculty or cell group meetings annually).
- At their own expense, have their children take the IOWA (or a comparable) standardized test in their 3rd, 5th, & 8th grade year, or as directed by the Administrator. New MRCS students in grade three and above must test the first year.
- Instruct their children in the basic courses of academic study including, but not limited to: reading, spelling, writing, mathematics, English (literature, grammar, spelling/vocabulary), writing, geography, science, health, physical education, and history.
- Commit to volunteer for at least one MRCS activity per year or purchase a volunteer buy-out.



**Parents understand:**

- Applications may be denied, or enrollment terminated, if faculty members or students fail to exhibit Biblical moral standards.
- Any overt misconduct may result in dismissal from the church school.
- Any missed deadlines or failure to comply with the above requirements will result in a letter of delinquency. If the situation is not remedied in 30 days from that letter, enrollment will be terminated and a 'letter of withdrawal' will be sent to local school board officials.

***Moffett Road Christian School, a ministry of Moffett Road Assembly of God, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.***

***Moffett Road Christian School, its Administrator and Board, Moffett Road Assembly of God Church, its Pastor and Board are in no way financially responsible for legal action that may be taken against the family or for any physical conditions or accidents that may occur during any school activities.***

# Field Trip Policy

**As we represent home education to the public, it is important that we portray a responsible, moral, and positive group. Some important guidelines to remember are:**

- **Students and parents will be Christ-honoring in their speech, dress, and mannerisms at all MRCS sponsored events. If necessary, guidance will be given by the adults in charge.**
- **You must have a reservation to attend a field trip**
- **Field Trip Payments are made online via PayPal unless otherwise specified. Cash CANNOT be accepted. Please do NOT mail payments to the church office.**
- **Reservations must be completed online by the deadline date.**
- **MRCS Field Trips are for the immediate family only. Please do not plan to bring non-MRCS friends to the Field Trips.**
- **Refunds may be issued if you cancel prior to the reservation deadline.**
- **Refunds cannot be made for a cancellation after the deadline.**
- **Please DO NOT bring people with you that do have a reservation.**

Make reservations for specific field trips by the deadline given, and if cancellation is necessary, call the Field Trip Coordinator as soon as possible. Except in actual emergencies, calls on the day of the event are not acceptable.

Respect the facility's guidelines as to the age of children. Be on time for scheduled events. In most cases, that means arriving 10 to 15 minutes early to allow time to gather as a group before the tour or activity begins. Allow extra time for traffic, getting lost, or finding a parking space. Enter the facility as one group.

Students should stay with parent or designated adult -- no running ahead. Parents, please watch your children! Arrange with another adult to watch your child for a minute if you must attend to the needs of another child. Be positive, pleasant and, whenever possible, private in administering any disciplinary actions. Parents will accompany their own children unless arrangements have previously been made for another parent to take responsibility for the children. Be courteous, obedient and responsive to the speakers and/or tour guides. Many times, these people are volunteers. Respect the facility's rules regarding eating and drinking, handling objects or equipment, petting or feeding animals, and staying in authorized areas. **No smoking or littering.**

# Testing Policy

MRCS requires that students in the 3rd, 5th, or 8th grades, or new students in grades 3 or above, take the IOWA (or a comparable) achievement test during the spring of the current school year. Parents may choose, at their own discretion, to test annually, but are not required. Parents are responsible for the costs of the test and seeing that a copy of test result is sent to the Administrator or to a Board Member.

Approved tests for high school students include the PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test), SAT (College Board), or ACT (American College Test). Either the SAT or ACT will meet our high school graduation requirements. Valedictorian and Salutatorian honors will be awarded to graduating students according to their ACT or comparable SAT scores.

MRCS, as a benefit for members, offers test administrators, a testing location, and a date for the Iowa Achievement Tests. Parents must be certain that order forms and fees are received prior to the annual ordering deadline.

Parents may choose to test with a private, approved test administrator, or with another approved group, provided testing guidelines for grade levels and approved tests are followed. Testing administered by a student's parent beyond the group testing arrangements approved by BJU or Abeka may not meet the school requirements in the 3rd, 5th, or 8th grades, or for the first year required testing for new members.

Any deviation from the above guidelines must be pre-approved by the school administrator in advance of testing dates.

## Contact Information Changes

All contact information should be kept current. Address and telephone number changes should be made via the School Dashboard, on our website, by updating the member's profile. Email changes should be sent to the administrator.