



FAMILY HANDBOOK

2026-2027

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MEMORIAL CHRISTIAN ACADEMY

Profile

4001 Trimmier Road

Killeen, Texas 76542

Phone: (254) 526-5403

Email: www.mcawarriors.org

SCHOOL CODE 443856
TEPSAC Number 014-120-001

ADMINISTRATION Director: Dr. Barbara Carpenter, Ph.D.
Assistant Director: Mrs. Florence Wright, M.Ed.
Business Manager: Dr. Todd Perrin, D.D.S.
Registrar: Mrs. Alicia Martinez
Office Manager: Mrs. Amber Masten, B.S.
Athletic Director: Mr. Jackie Shiller

BOARD OF DIRECTORS The role of the Board of Directors for Memorial Christian Academy is primarily advisory in nature. The Board oversees fiduciary, policy and governance matters. The Board also seeks to further the mission of the Academy and develop strategic plans for accomplishing this purpose. Generally, the Board does not deal with the day-to-day operations of the Academy. Those matters are appropriately delegated to the Administration. All questions of a day-to-day nature should be directed to the Administrators. The Board meets on the last Thursday of the month at 10:00 am. Meetings are open to Academy parents/guardians. Notification of attendance at the Academy Office is requested by Monday of the week of the meeting.

VISION Memorial Christian Academy students are equipped to pursue a personal walk with Christ and are prepared spiritually and intellectually for life's opportunities.

MISSION Memorial Christian Academy's mission is to maximize each student's unique God-given potential by weaving biblical truth throughout our curriculum, fostering servant leadership, expecting academic excellence, and partnering with parents.

SCHOOL INFO PreK3 through 12th grade, coeducational, college prep school established in 1969 as a ministry of Memorial Baptist Church

ACCREDITATION MCA is accredited by the Association of Christian Schools International (ACSI) and COGNIA

COMMUNITY Killeen is located in Central Texas approximately 70 miles from the state capital of Austin. It is also near Fort Hood, the largest military installation in the United States.

ENROLLMENT Student enrollment varies from year to year but is approximately 200 students. Class sizes are capped according to grade level.

CALENDAR	36 weeks; 2 semesters; four nine-week grading periods 7 period rotating schedule (Middle/High School)		
DISTINCTIVE FEATURES	Memorial Christian Academy is an ethnically and culturally diverse school community. Our families are from all over the United States and the world. We are reflective of the Killeen/Fort Hood area with close ties to the military. Many of our students have lived in foreign countries and are experienced travelers. MCA students have a servant's heart. Our students actively minister in a variety of ways serving locally, nationally, and internationally. High school students are required to earn 16 service hours per year of attendance as part of their diploma. Several MCA students have earned the Presidential Volunteer Service Award, which is granted annually.		
TEST SCORES	MCA students beginning in kindergarten take the MAP Assessment three times during the year. Students in the 9 th and 10 th grade participate in the PSAT and students in 11 th and 12 th grade take the SAT. All assessments are administered on campus making for a more positive testing experience. On average, our students score a year or more above grade level in all core content areas.		
ACADEMIC HONORS	Annually, several high school students earn nominations to the National Honor Society (NHS). High-achieving students in 5 th , 8 th , and 12 th grade qualify for, and receive the Presidential Award for Educational Excellence.		
COLLEGE ADMISSIONS	MCA graduates have earned admission to many colleges and universities to include Andrews University, Baylor University, Central Texas College, Dallas Baptist University, High Point University, Howard Payne University, Liberty University, Louisiana State University, Northern Vermont University, Southern Nazarene University, Southwest Adventist University, St. Andrews University, Texas A&M University @ Central Texas, Stephen F. Austin State University, Tarleton State University, Texas A&M University @ College Station, Texas State University, Texas Tech University, University of Alabama, University of Mary Hardin-Baylor, University of Texas @ Austin, West Texas A&M University and several more.		
DIPLOMA REQUIREMENTS	Memorial Christian Academy offers the Recognized High School Program diploma. This includes Bible – 4; English – 4; Mathematics – 4; Science – 4; Social Studies – 4; Fine Arts – 1; Physical Education – 1; Foreign Language – 2 (same language); Technology – 1; Speech - .5/Health - .5; Electives – 2. Students may earn an endorsement depending upon their areas of service and electives.		
HIGH SCHOOL GRADING SYSTEM	<i>Letter Grade</i> A B C F	<i>Numerical Average</i> 90 – 100 80 – 89 70 – 79 69 – 0	<i>Grade Point</i> 4.0 3.0 2.0 .0

DUAL ENROLLEMENT

Dual Enrollment courses at MCA are offered through McMurry University. Any student grade earned upon completion of a Dual Enrollment course is based on a 5.0 scale (101% - 110%).

***GRADE POINT
AVERAGE/NOTES***

GPA is determined by dividing the sum of all grade points earned by the total number of GPA units.

1. 8th grade classes completed for high school credit are included in the GPA.
2. Repeated courses accumulate additional GPA units. Both grades appear on the transcript and both grades are included in GPA calculations.
3. Grades for classes taken from an accredited institution prior to enrolling in MCA are included in GPA calculations. Home school classes are not included in GPA calculation nor are they reflected on the transcript.

Administrative Staff

Director-	Dr. Barbara Carpenter	bcarpenter@mcawarriors.org
Asst. Director	Mrs. Florence Wright	fwright@mcawarriors.org
Business Manager	Dr. Todd Perrin	tperrin@mcawarriors.org
Registrar	Mrs. Alicia Martinez	amartinez@mcawarriors.org
Office Manager	Mrs. Amber Masten	mcaoffice@mcawarriors.org
Athletic Director	Mr. Jackie Shiller	jshiller@mcawarriors.org or WarriorAthletics@mcawarriors.org

Board of Directors

President	Dr. Craig Molyneaux
Board Members	Dr. Lolly Garcia
	Miguel Martinez
	Christine Parillon
	Dr. Todd Perrin
	Jackie Shiller

Website: mcawarriors.org

Phone: 254-526-5403

Physical / Mailing

**Address: 4001 Trimmier
Road Killeen, Texas 76542**

Hours of Operation

Academy Office:

The Academy office is open Monday through Friday from 7:45 a.m. until 4:30 p.m. **Parents and all visitors must stop at the front office to sign in during school hours before being permitted onto campus.**

School Hours:

Regular school hours for PK3 – 5th grade are from 8:00 a.m. to 3:05 p.m. each day. Regular school hours for 6th – 12th grade are from 8:00 a.m. to 3:15 p.m. each day. Classrooms are open from 7:45 a.m. to 3:15 p.m. Students are not to be in the school buildings or gym before 7:45 or after 3:20 without approval from the appropriate teacher or the administrators. Students who arrive before 7:45 a.m. are required to be enrolled in Before Care or may wait in their vehicle with an adult until the Academy doors are opened.

The information in this handbook is designed to be a useful guide for students and parents/guardians to understand the school policies and standards of MCA. It is our desire to provide a nurturing and safe learning environment for all of our students. Please read all the information in this handbook carefully. This handbook is not a contract but a guide for the Memorial Christian Academy administration, faculty, parents, and students. Please feel free to contact our office with questions or for assistance.



MEMORIAL CHRISTIAN ACADEMY FOUNDATIONS

MCA MOTTO

Experiencing God. Educating Minds. Expecting Excellence.

MCA VISION

Memorial Christian Academy students are equipped to pursue a personal walk with Christ and are prepared spiritually and intellectually for life's opportunities.

MCA MISSION

Memorial Christian Academy's mission is to maximize each student's unique God-given potential by weaving biblical truth throughout our curriculum, fostering servant leadership, expecting academic excellence, and partnering with parents.



MCA CORE VALUES

- ❖ **Biblical truth** - We believe that the Bible is the ultimate authority for all knowledge and truth.

"All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

- ❖ **God-Given Purpose** - We believe that each student is made in the image of God with unique potential.

"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth." Psalm 139:13-15

- ❖ **Servant Leadership** - We believe in inspiring students to develop an attitude of humility in serving others.

"Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave - just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." Matthew 20:26-28

- ❖ **Partnership** - We believe in the importance of supporting families as we raise up the next generation of Christ-followers.

"Start children off on the way they should go, and even when they are old they will not turn from it." Proverbs 22:6

- ❖ **Excellence** - We believe that God calls us to strive for excellence in everything we do.

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24



MEMORIAL CHRISTIAN ACADEMY

STATEMENT OF FAITH

GOD

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit.

These three are co-equal and are one God.

Genesis 1:1, 26-27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

THE BIBLE

The Bible is God's Word to all men. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 1:13, 3:16; 2 Peter 1:20-21; Psalm 12:6, 119:105, 160; Proverbs 30:5

JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. He was born of a virgin and was fully God and fully man. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again to earth to reign as King of kings and Lord of lords.

Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30, Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13

CREATION

The Bible teaches that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, the first parents of the entire human race. God wonderfully creates each person as male or (and) female, as determined by sex at birth, and that male and female, together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Genesis 1:26-27; Psalm 139:14

HUMAN BEINGS

Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called 'sin.' This attitude separates man from God.

Genesis 1:27; Genesis 3; Psalm 8:3-6; Isaiah 53:6a, 59:1-2; Romans 3:23

SALVATION

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8-9; John 1:12, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1

HOLY SPIRIT

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

2 Corinthians 3:17; John 14:16-17, 16:7-13; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13, 5:18; Galatians 5:25

ETERNITY

Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God, through forgiveness and salvation. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence.

John 3:16; 1 John 2:25, 5:11-13; Romans 6:23; Revelation 20:15

ETERNAL SECURITY

Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10-14; 1 Peter 1:3-5

THE CHURCH

We believe that the New Testament church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. New Testament churches promote God's work by cooperating together to advance the kingdom of God. The

local church is to be governed independently of outside persons, bodies, groups, or authorities.

Matthew 16:15-19; Acts 2:41-42, 47, 14:23, 20:28; Ephesians 1:22-23

BAPTISM

We believe that all Christ's followers should be baptized in the name of the Father, the Son, and the Holy Spirit; that baptism is by immersion as a picture of the death, burial, and resurrection of Christ; and that the Lord's Supper should be observed in remembrance of Him as a testimony to His death for our sins until He comes again.

Matthew 3:13-17, 26:26-30, 28:19-20, John 3:23; Romans 6:3-5; 1 Corinthians 11:23-29; Colossians 2:12

THE FAMILY

Marriage has only one meaning: the unity of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. God created and sanctioned marriage to bring together men and women, the complementary halves of humanity by joining them in "one flesh" unions. Marriage between one man and one woman for life uniquely reflects Christ's relationship with His church. Marriage serves as a foundation unit of a stable society that protects and cherishes children.

Genesis 1:26-27, 2:18-25; Ephesians 4:21-33; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4

The MCA Statement of Faith is based on [The Baptist Faith & Message 2000](https://bfm.sbc.net/bfm2000/) (<https://bfm.sbc.net/bfm2000/>) and Memorial Baptist Church's "Statement of Faith" and "What We Believe" (<https://www.membc.org/values-1>)



EXPECTED STUDENT OUTCOMES

Experiencing God

MCA graduates demonstrate spiritual understanding and growth as they:

- ❖ Recognize and respond to God's voice.
- ❖ Willingly and boldly take up their cross in obedience to Christ as Savior.
- ❖ Humbly and joyfully commit to serve the Lord and others.

Educating Minds

MCA graduates demonstrate academic excellence as they:

- ❖ Are well prepared in all academic areas for life's opportunities.
- ❖ Make connections between academic learning and biblical worldview.
- ❖ Effectively utilize organizational, time management, and problem-solving skills.
- ❖ Apply critical thinking and sound judgment in decision making.
- ❖ Demonstrate strong verbal and written communication skills.

Expecting Excellence

MCA graduates demonstrate Christ-like relationships as they:

- ❖ Recognize all people as loved, treasured, and made in the image of God.
- ❖ Exercise personal accountability in their life choices.
- ❖ Lead others to Christ by living through His example.

TEACHER / STAFF EXPECTATIONS

Our Memorial Christian Academy families can expect our teachers will:

- **Model Christ-like character and demonstrate respect through words and actions.**
“Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us.” Titus 2:7-8
- **Use Godly wisdom in their interactions with others and in their decision-making.**
“But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere.” James 3:17
- **Exercise fairness as is age and grade appropriate.**
“My brothers, show no partiality as you hold the faith in our Lord Jesus Christ, the Lord of glory.” James 2:1
- **Be well prepared daily with quality, engaging instruction, and meaningful assignments.**
“Prepare your work outside; get everything ready for yourself in the field, and after that build your house.” Proverbs 24:27
- **Communicate clear expectations for academics and conduct.**
“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness . . .” 2 Timothy 3:16
- **Create a positive, safe, caring learning environment.**
“The name of the Lord is a strong tower; the righteous man runs into it and is safe.” Proverbs 18:10
- **Consistently uphold classroom and school-wide policies and procedures.**
“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1
- **Demonstrate a love of teaching and an enthusiasm for their grade level/subject area.**
“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23

POLICIES AND GUIDELINES

GENERAL PRINCIPLES

Thank you for enrolling your child in Memorial Christian Academy. We recognize that your commitment to Christian education is also an investment in your child's future. The policies, fees, rules, and procedures contained in this MCA Family Handbook 2025-2027 reflect the terms and conditions governing student enrollment. Memorial Christian Academy is committed to providing a secure and effective educational environment. We recognize that changes in safety requirements, government regulations, or best educational practices may necessitate updates during the school year. The undersigned parents/guardians acknowledge that this Handbook is not an express or implied contract of fixed terms. MCA's Board of Directors and Administration retain the absolute right, without prior consultation, to modify, delete, or implement new policies, schedules, tuition, or fees at any time during the school year. Acceptance of an enrollment contract constitutes a binding agreement to abide by all current and future policies, provided the Academy notifies families of such changes through official written communication.

1. MCA is not a substitute for active membership in a Bible believing church. While we seek to help young people develop their faith, active membership in a church is essential to a student's success. There are many aspects of a vibrant church experience that the school is not able to offer. The school is a partner in that work, not a substitute. MCA is a Christian school in its mission, outlook, and purpose. We are best positioned to aid Christian parents in the education of their children.
2. MCA's academic program is rigorous and requires commitment from both students and parents. The program requires a moderate amount of homework. If a student has special education needs, poor study habits, or behavioral problems that impact a class, then MCA is likely not able to meet that child's educational needs. Small class size alone will not provide the solution that some children need in their education.
3. Parents must be supportive of the policies and practices that we use at MCA as a condition of enrollment or re-enrollment. If a parent or other designated family member is/are unable or uncomfortable supporting the school's philosophy, administration or staff, prayerful consideration should be given to identifying a different, more suitable, educational setting.
"Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you." Hebrews 13:17
4. Enrollment assumes a tuition commitment for the **whole** school year. As a courtesy, we offer a twelve (12) month installment plan for your convenience but there is no such thing as paying for a month of school. Further, withdrawal from MCA for reasons other than a job-related move does not relieve families of the financial obligation to the Academy. One month of tuition is required for withdrawal.
5. Occasionally, home school students participate in different aspects of the Academy. Any home school family and/or student desiring to participate in any MCA program must abide by this handbook and adhere to established guidelines as if they were enrolled students. Violations of school policies may be cause for disassociation.
6. Middle and High School students must read, sign, and agree to follow the Student Honor Code as a condition of enrollment (students provided with this document during the first week of school).
7. MCA adheres to biblical teaching regarding sexuality and gender and as referenced in The MCA Statement of Faith, The Baptist Faith & Message (2000) (<https://bfm.sbc.net/bfm2000/>) and Memorial Baptist Church, Killeen, Texas Values (<https://www.membc.org/values-1>).
8. Policies and standards described herein are subject to changes, additions or deletions deemed necessary over the course of the school year. Any such changes will be communicated via email.

FACTS STUDENT INFORMATION SYSTEM (FACTS)

Family Portal Access

All enrolled families have a login to FACTS Family Portal. MCA expects parents/guardians to regularly login to monitor family information, financial activity, school calendar, lunch menus for the week, student behavior reports, family volunteer hours, academic information and Academy announcements.

Data Security and Protection

At Memorial Christian Academy we prioritize the security and protection of your student's data as an essential part of our stewardship and commitment to trust.

FACTS is the student information service used by the Academy, a comprehensive, multi-layered approach to safeguard all students' information. FACTS employs:

- **Secure Technology:** industry-standard security measures, including encryption for all data (at rest and in transit) and proactive cybersecurity tools like firewalls and Next-Generation Antivirus (NGAV) to defend against cyber threats.
- **Rigorous Testing:** regular security checks, including penetration testing and vulnerability scanning, to find and fix potential weaknesses before they can be exploited.
- **Physical Protection:** data is housed in secure facilities with restricted access, surveillance, and environmental monitoring.
- **Accountability and Compliance:** adheres to strict data protection regulations like GDPR (General Data Protection Regulation) and maintains compliance with international security standards such as ISO 27001.
- **Data Integrity:** regular data backup and recovery mechanisms to ensure that information is always available and safe from loss.

This comprehensive strategy ensures that FACTS and MCA are responsible stewards of the sensitive information entrusted to the Academy, allowing the focus to remain on each child's education.

Emergency Contact Information

Families must ensure that the emergency contact information in FACTS is up to date. Should there be an emergency, the Academy office depends on this information to quickly alert parents/guardians to student needs or situations at MCA. Any changes to this information must be sent to the Academy office in writing by email or hand delivered. Communication with the classroom teacher is not sufficient. Notification must be sent to the Academy office.

Communication

Academy staff use the communication function provided in FACTS to send out information to families and 6th-12th grade students. The office requests that family email information is current to facilitate successful communication between families and the Academy. The Academy's staff email domain is @mcawarriors.org.

Homework, Grades, Lesson Plans,

Parents/guardians can access grades and homework through the Family Portal > Student > Grades or Homework. Teachers update the information for the upcoming week by Sunday at 6 p.m. Teachers may

upload documents into Family Portal for your viewing/use.

Behavior Reports

FACTS provides a Behavior Event tab that is used at MCA. Parents/guardians can view any Behavior Events that teachers/administrators have posted. Teachers will contact the family when an event is posted in Behavior on FACTS. This posting may or may not result in demerits. Details are included in this Handbook under Discipline.

ADMISSIONS POLICY

Policy Overview

Memorial Christian Academy seeks to enroll students whose parents want their child to receive a Christian education. While belief in Jesus Christ by either the parents or the student is not a prerequisite for attendance, non-Christians should be aware that no compromise will be made in doctrine and expectations for student behavior. Memorial Christian Academy is unashamedly Christian in its purpose and focus, both in curriculum and operation. While our philosophy is evangelistic, students whose behavior does not conform to our standards will be dismissed when deemed inappropriate and in the best interests of the Academy and student body. Students may only be enrolled by a parent or legal guardian who agrees to be responsible for their academic, behavior, and financial obligations. Enrollment in Memorial Christian Academy means that parents and students are willing to accept, support, and abide by Academy policies and procedures. Enrollment at Memorial Christian Academy is a privilege. Memorial Christian Academy reserves the right to admit or deny enrollment to students based on a student's ability to be successful and the family's support of the Academy's policies and standards. Potential applicants with a pattern of misconduct, suspensions, or expulsion on school records will be disqualified from acceptance to the Academy.

Memorial Christian Academy seeks to build a strong partnership with our families to provide a quality, Christian education. We want our students to develop spiritually, socially, physically and intellectually. Developing a Christian worldview is an integral part of the education process. There are times when a family's lifestyle is in conflict with, or in opposition to, our Statement of Faith. When that is the case, it is not in the best interest of the student nor the school to accept the student or continue the student's enrollment. This scenario includes, but is not limited to sexual orientation, same sex cohabitation or the inability to fully support the moral principles of the school. All decisions regarding such matters are always within the sole discretion of the Academy administration.

Non-discrimination Statement

Memorial Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally afforded or made available at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of education policies, admissions policies, scholarship programs, athletic or other school administered programs. MCA adheres to biblical teaching regarding sexuality and gender and as referenced in The MCA Statement of Faith, The Baptist Faith & Message (2000) (<https://bfm.sbc.net/bfm2000/>) and Memorial Baptist Church, Killeen, Texas Values (<https://www.membc.org/values-1>) .

Admissions Process and Requirements

The admissions process for new students generally follows this sequence:

- Tour
- Application
- Testing
- Requesting records from previous school(s)
- Student reference form
- Student/Family Interview
- Admissions Committee recommendation
- Enrollment

Records Required for Admission

Birth Certificate / Passport: Required establishing student's age.

Health Records: Current immunization records

Academic and Behavioral Records from previous schools Memorial Christian Academy will request a copy of the student's records from the school(s) that they have attended. Official records must be sent by mail or email by the previous school and may not be hand-carried to the school.

Age Requirements for Admission

Pre-Kindergarten - 3	Must be 3 years old by September 1 st
Pre-Kindergarten - 4	Must be 4 years old by September 1 st
Kindergarten - 5	Must be 5 years old by September 1 st
First Grade	Must be 6 years old by September 1 st

The policy about age is strictly enforced. Children whose birthdays fall after September 1 quite often lack the maturity that is expected of the class relative to the other students in that class. Preschool students must be completely potty-trained to attend Memorial Christian Academy.

Students must be able to exercise independent restroom use, must not be using pull ups or other diaper related items, and must be able to demonstrate an ability to control themselves to the extent that there are not frequent episodes of students soiling themselves to include naptimes. Frequent potty accidents (3 or more times per week over a 2-week period indicate a student is not fully potty trained). Continued enrollment will be reassessed.

Admissions Testing

New students applying for admission to grades K3 through 12 will be required to take an entrance test. Testing is used to determine enrollment eligibility. Students' scores should be on or above the anticipated grade level. Prior to testing, parents must provide a current report card or transcript for applying students. High school transfer students from non-accredited schools and home school students will be required to take final exams for each individual subject to receive transfer credit.

Admissions Team

Once the admissions testing is completed, the Academy administration arranges for the Admissions Team to meet to review the completed application and test results of the student. The Team is composed of MCA administrators and select teachers. The Admissions Team may request to meet with parents/guardians and/or students to further discern if a student can be successful at MCA.

Class Placement

Memorial Christian Academy will place students in the grade level that is appropriate to their age. While students may have educational needs that suggest they should be advanced or held back, concerns about social development will factor into any enrollment decision. We do not promote students ahead of grade level nor are we able to meet the academic and social needs of students who are behind their expected grade level.

When more than one class per grade is available, the placement of students is at the discretion of administration and requests for specific placements are not binding on the school.

Re-enrollment for Returning Students

Memorial Christian Academy offers priority registration for currently enrolled students that are in good standing academically, behaviorally, and financially. Returning families should complete re-enrollment in FACTS and submit the enrollment fee during the early enrollment window. Once enrollment is open for new students, seating availability is on a first-come, first-served basis. Until re-enrollment is submitted, and the contract is signed, a returning student is not guaranteed a seat in the next grade level.

Sibling Enrollment

Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the enrollment deadline and will generally be after the opening of re-enrollment and before open enrollment for new students.

Special Needs Students

Memorial Christian Academy educates children of varying academic abilities. MCA is not equipped to meet the educational needs of children with below average academic abilities, significant identified learning differences, behavioral, or emotional disturbances. Each student is evaluated on an individual basis. MCA does not accept students who require an Individual Education Plan (I.E.P.) due to the special needs and federal requirements associated with those plans.

Service Animal Policy

Memorial Christian Academy (MCA) welcomes trained service animals to ensure equal access for individuals with disabilities, provided the animal does not fundamentally alter educational programs or pose a safety threat.

▪ Definition

A **Service Animal** is any dog individually trained to perform specific tasks for an individual with a documented disability.

- **Excluded:** Animals providing only emotional support, comfort, or companionship are not considered service animals and are not permitted on campus.

▪ Required Procedures

Before bringing a service animal to campus, the handler (or parent) must submit the following to the Administration:

1. **Formal Request:** A written request for the animal's presence.
2. **Medical Documentation:** Verification of the disability and the specific tasks the animal performs.
3. **Training Verification:** Proof of professional training or a detailed description of the animal's skills.
4. **Health Records:** Up-to-date vaccinations (including rabies), local licensing, and proof that the animal is free of pests and disease.

▪ Handler Responsibilities

The handler is solely responsible for the animal's care and must ensure the following:

- **Control:** Animals must be harnessed, leashed, or tethered unless it interferes with their work, in which case they must respond to clear voice/signal commands.
- **Behavior:** Animals must be housebroken and non-disruptive (no barking or aggression).
- **Maintenance:** The handler must provide all food/water and immediately dispose of waste in designated areas.

▪ Removal and Restrictions

MCA may require the removal of a service animal if:

- The animal is out of control or not housebroken.
- The animal poses a direct threat to the health or safety of others.
- The handler fails to comply with this policy.

Restricted Areas: For safety or sterility, service animals may be prohibited from specific locations, such as science labs with hazardous chemicals or overcrowded event floors.

ATTENDANCE POLICY AND PROCEDURES

Attendance

Consistent attendance is a crucial component for success in school. Inconsistent attendance adversely affects the absent student, the teacher's lesson planning and the other students in the class. Memorial Christian Academy promotes and expects a high percentage of recorded attendance. A 92% attendance record (per semester) is required to be eligible for promotion to the next grade level or graduation (Kindergarten through 12th grade). Medical or parental notes must be provided for every absence. Up to 10 parent notes are accepted, beyond 10 parent notes, medical notes are required. If a note is not provided to the office, the absence will be considered unexcused. Parents should email teachers and the Academy Office of an impending absence.

After 10 unexcused absences, a face-to-face conference with the parent, homeroom teacher and school administrator(s) will be held. **Students accumulating more than 15 absences (excused or unexcused) during the school year may not be considered for promotion to the next grade level.** Extenuating circumstances will be considered by an Academic Review Committee convened by the Academy administrator(s).

Any student who is picked up from school before 12:30 p.m. will be counted absent. If for a doctor's appointment, the absence will be considered excused. A note from the doctor's office must be provided.

If a student is going to be absent for an extended period and is aware of the absence in advance, the parents are required to complete the Extended Absence form prior to the absence. Forms are available in the Academy Office. Approval from the school administrator(s) is necessary. Without this form and approval, teachers will not be able to provide any work until after the absence. Absences may still be considered unexcused and may prevent high school students from being exempt from second semester exams.

Students will have one day to complete work missed for each day of absence. For example, if a student is absent on the day the assignment is due, the assignment is due on the day the student returns. If an assignment is made while a student is absent, the student will have one day past the due date to complete the assignment.

Excused Absences

MCA recognizes that absences occur from time to time for various reasons. Excused absences will be granted when a student returns to school **with an Absence Excuse** signed by a parent or guardian (up to 10 absences) or licensed professional (physician, dentist, lawyer, etc.). Students who miss three (3) or more consecutive days must have an **Absence Excuse** signed by a licensed professional (physician, dentist, lawyer, etc.).

Students who are absent due to serious illness need to rest and recover. Teachers will generally not be sending homework for these students because we do not want students to be working ahead without a teacher's direction. Students who are home (for example, with a fever) but can do some schoolwork should refer to FACTS Family Portal>student>homework and do what can reasonably be accomplished. Teachers have the discretion to decide whether to send books and work home.

Unexcused Absences

Students who return to school without a signed Absence Excuse note will be given an unexcused absence.

Students will be given five (5) school days to produce a signed Absence Excuse note to change an absence

from an unexcused absence to an excused absence. In cases where a student receives ten (10) or more unexcused absences, their performance will be reviewed by an Academic Review Committee convened by the Academy administrator(s).

Perfect Attendance

Memorial Christian Academy recognizes and rewards perfect attendance each year. Any absence, excused or unexcused, shall prevent a student from receiving a perfect attendance award.

Tardy Attendance

Tardiness causes significant disruption to the classroom. Teachers and other students shall be afforded the courtesy of uninterrupted class time. School begins promptly at 8:00 am daily. Students arriving after 8:00 must check in at the Academy office. Office staff will record late arriving students as excused or unexcused tardy in the FACTS system. A student is counted tardy when not in their assigned classroom by 8:05.

Students arriving after 10:30 am must have a signed absence excuse from a parent/guardian before proceeding to class and will be expected to make up all the work that is missed prior to arrival and turn it in to the teacher at the beginning of the following day.

Secondary students are tardy if they arrive for class after the bell rings signaling the beginning of periods 2 through 7 daily.

Habitual tardiness has a negative effect on a student's academic performance. In cases where a student receives eight (8) or more recorded tardies in a year, that student will not be eligible for a perfect attendance award.

The following guidelines have been established for students with habitual tardies:

Per quarter (term)

First 3 tardies – Sign in at the office; Documented warning (checking on auto notification)

4th tardy – Sign in at the office; Documented warning; Parent conference required

If a student misses the morning warm-up due to a tardy, the warm-up cannot be completed during that class period. It must be submitted at the beginning of first period the following school day, but 40 points will be deducted.

Persistent tardies will impact a student's participation in extracurricular activities and/or future enrollment at MCA. Students receiving excessive tardies (more than 9 in a semester) will be placed on probation.

Student Drop-off & Pick-up

Arrival at School

Students may be dropped off at school between 7:45 am and 8:00 a.m. Only students who are enrolled in our Before Care Program may be dropped off prior to 7:45 a.m.

The north and south doors will be open between 7:45 and 8:00. At 8:00, the staff member on duty will close and lock the doors. After that time, students will then need to enter the building through the main entrance (south door under the covered drive through) and check in at the Academy Office to receive a tardy slip for admittance to class.

No one is allowed to enter a classroom before the teacher arrives. Students are not allowed to roam the halls prior to the start of school. Parents are expected to say goodbye at the door. **Teachers will not**

engage in academic or behavior conferences during pickup and drop off.

K3, K4 and K5, 1st grade and 2nd grade Students

Parents of students in PK3 and PK4 are to park vehicles in the area across from Area A. **K3 and K4 students are to be walked across the parking lot and should be handed off to the adult.** No vehicles should park in the covered drive areas.

K5 through 12th grade Students

Parents of students in K5, 1st – 5th, 9th through 12th grade may park their vehicle in the area across from Area C and Area D and may walk their student to the building or they may drop the student off to enter the building through their assigned door. The covered drive through area will be blocked off (open only during inclement weather). No vehicles should park in these areas.

End-of-Day Pick-up Procedures

Parents of students in PK3 and PK4 classes will pick their students up at their assigned door (Area A). The doors to the building will remain locked until an adult arrives to supervise exiting students. An adult will be stationed at the doors, opening it only to authorized adults from the pick-up list. The student will then be handed off from the teacher to the adult.

Siblings will be sent to the youngest child's classroom, so that parents may have only one pick up point.

3rd grade through 12th grade classes will be dismissed to the south side of building 2 (two) and may be picked up in area C. Students in K5, 1st and 2nd grade will be released from the small parking lot on the north side of building #2 (Areas B). Both Area B and C will be blocked off with cones/barriers for student safety. If there is inclement weather, parents may need to enter the building and pick their students up from their classroom. After Care students must be picked up from the main entrance (D).

Student and Rideshare Policy

To ensure student safety, Memorial Christian Academy (MCA) has established the following policy:

- Students under 14 are strictly prohibited from using commercial rideshare services (e.g., [Uber](#), [Lyft](#)) for transportation to/from the Academy or any school-sponsored activity.
- Parents/guardians must name all authorized adults in FACTS student drop-off and pick-up.
- The Academy will not release a student under 14 to an unknown third-party driver, even with parental app authorization.
- Students aged 14 and older may use rideshare services only with express written parental permission and when the service provider's terms and conditions allow the transport of a minor.
- The Academy reserves the right to verify the identity of any authorized adult picking up a student.

Signing Out

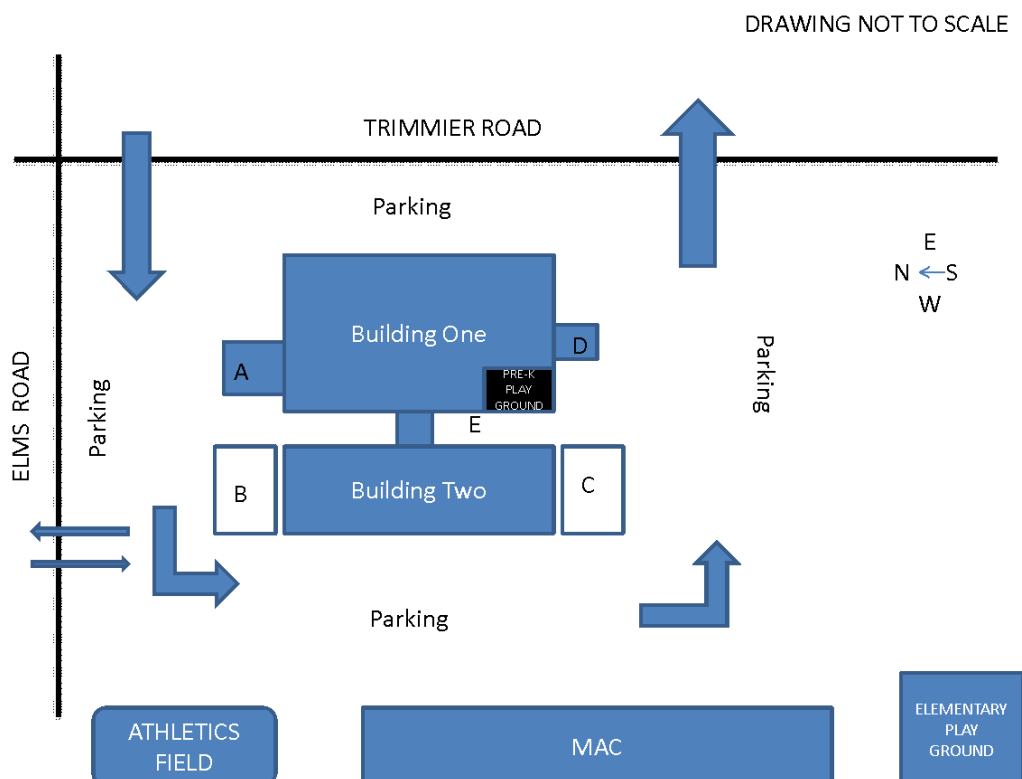
Students leaving for appointments must be signed out through the front office. Parents must enter the building to sign the student out. Students may not leave the campus without parent permission. Excessive early signing out may require a face-to-face conference with parents as this can negatively impact a student's grades.

End of Day Dismissal / Student Release Procedures

To prevent disruption and/or jeopardize student safety, guidelines have been established for End of Day and Early Student Release. If you have appointments soon after school dismissal, you will want to plan

accordingly for slight delays due to traffic and making sure that students get into their cars safely. Academy dismissal for students in K3 through 5th grade is at 3:05. Students in 5th –12th grades are dismissed at 3:15. **Students will not be released/signed-out during the last 30 minutes of the school day (K3-5th grade: 2:35 p.m.; 6th-12th grade: 2:45 p.m.).** The last half hour of the school day can be very hectic as students may still be engaged in academic instruction and/or are preparing to go home. The doors to the Academy will remain locked until dismissal time. The only door with access will be the main entrance (south door of the covered drive).

Campus driving pattern map for pick up and drop off



Students participating in sports that do not hold practice immediately after school will not be allowed in the gym to wait for practice to start. Students should go home and return or be enrolled in After Care. Coaches/P.E. teacher will monitor to make sure that this guideline is followed.

Late Pick-Up Fees

Students not picked up by parents or individuals on the authorized pick-up list in FACTS by 3:20 for K3-5th and 3:35 for 6th-12th are taken to the office. A late pick-up fee will be charged to the FACTS account in the amount of \$20 for the first 10 minutes and \$2 per minute thereafter as noted below.

<u>Elementary</u>	<u>Secondary</u>
3:20-3:30 = \$20	3:30-3:40 = \$20
3:31 = \$22	3:41 = \$22
3:32 = \$24	3:42 = \$24
3:33 = \$26	3:43 = \$26
3:34 = \$28	3:44 = \$28
3:35 = \$30	3:45 = \$30
3:36 = \$32	3:46 = \$32
3:37 = \$34	3:47 = \$34
3:38 = \$36	3:48 = \$36
3:39 = \$38	3:49 = \$38
3:40 = \$40	3:50 = \$40
+ \$2 for every minute after	

ACADEMIC POLICY AND PROCEDURES

Schedules

Student assigned classes and schedules are posted in FACTS Family Portal. All students engage in study in Bible, Math, English/Reading, Social Studies/History, and Science. High School students are occasionally enrolled in online instruction for upper-level courses; however, this is the exception, not the rule. MCA provides in-person instruction with teachers who seek to guide all students toward “Experiencing God. Educating Minds. Expecting Excellence.”

Every Wednesday, all students attend chapels designed to meet their spiritual and age-appropriate needs. MCA schedules three chapel times each Wednesday, one for elementary, one for middle school and one for high school. Students have the opportunity to lead in a variety of ways through serving in chapel. Parents are welcome to attend chapel. All visitors must check in at the front office.

Specials / Electives

Elementary: Students in PreK – 5th grade are involved in several enrichment classes led by instructors with specialty knowledge in that subject. These “specials” are scheduled on a rotation basis throughout the week.

Fine Arts – 2 x per week

Physical Education - 2 x per week

Spanish – 1 x per week

Computers (1st-5th) – 1 x per week

Library – 1 x per week

Middle School: Students in 6th – 8th grade attend enrichment classes on a rotating schedule throughout the week. All middle school students alternate between P.E., Fine Arts, and computer class .

High School: Students in 9th -12th grade are provided with elective choices depending on interest and teacher availability. Electives include but are not limited to Spanish, Speech, Dual-Credit Courses, Fine Arts, Technology, Chapel Worship Team, and P.E. teacher’s assistant.

Intervention Service

Memorial Christian Academy provides limited, temporary intervention services to help fill in academic gaps that students’ may have when enrolled at the Academy. Intervention services may include pull out periods or in-classroom assistance. Parents/Guardians are required to meet with administration and the interventionist to determine need and to agree to terms of services. A separate contract is required for intervention services.

Report Cards

MCA operates on a quarter/semester system. The first two quarters (terms) are averaged and result in the first semester grade in each course. The last two quarters (terms) are averaged and result in the second semester grade in each course.

Progress Reports

Progress reports are available to parents via FACTS Family Portal at the mid-point of each quarter.

Nine-Week Grading Periods

Report cards will be prepared for each of the four nine-week grading periods. Reporting periods are found on the school calendar. Grades and comments are prepared by teachers and reviewed by the administrator/s. Nine-week report cards are distributed to families in an envelope. This envelope should be signed and returned to the homeroom teacher. The final report card of the year is mailed to families along with information about summer reading requirements and summer activities. If a student has outstanding fees on his/her account, academic records may be withheld until the

account is current.

Grading Scale

MCA bases student GPA on a 4.0 grading scale. Numerical averages below 70% are not considered passing grades. All completed dual enrollment courses will be calculated on a 5.0 GPA scale.

<i>Letter Grade</i>	<i>Numerical Average</i>	<i>Grade Point</i>
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
F	69 – 0	.0

Academic Honors Policy

Academic Achievement Awards

Students in K5 through 12th grade are eligible to participate in the Academic Awards Program. This program is designed to provide recognition for students who excel academically. The following awards shall be awarded for academic excellence:

- Presidential Award for Educational Excellence – Given to students at the completion of 5th, 8th, and 12th grades who met the established academic criteria: 90% or better during the required semesters and at least a total of 85% on teacher responses to the MCA character checklist.
- A Honor Roll – Given to students who earned an average of 90% or above in all core subjects for each semester (Reading, Language/Writing/Composition, Math, Science, Social Studies, and Bible) with no grade below 70.
- A/B Honor Roll – Given to students who earned an average of 80% or above in all subjects with least one of those core subject grades being a 90% or above for each semester. (Core subjects include Reading, Language/Writing/Composition, Math, Science, Social Studies, and Bible)
- Perfect Attendance – Given to students who were at school every day; an excused absence is an absence that will disqualify a student from receiving the perfect attendance award. An absence due to an extracurricular activity in which an entire team is participating is not considered an absence. Excessive tardies (8) will exclude students from earning perfect attendance.
- Special Awards – Given to students who excel in special activities such as academic competitions (Spelling, Art, Math Olympics/league), subject area awards, Warrior Award, Timothy Award (Christ-like character), Triple Crown Reading Award, and other special awards as determined by the school.
- New student clause – Students must be here for a full semester to be considered for semester awards.
- Valedictorian or Salutatorian qualifications - Valedictorian or Salutatorian candidates must have been enrolled full-time during their 11th and 12th grade years and have earned a GPA of 4.0 or higher. A student who qualifies academically will be ineligible should there be behavior and/or attendance issues. Behaviors that would disqualify a student are three write ups in FACTS or a single behavior write up in the victimization or illegal activity categories. Attendance issues that

disqualify a student from this honor are defined in this handbook under Attendance Policies and Procedures.

Award Assemblies

Students are recognized and awarded for their academic achievements, spiritual development, and/or citizenship each semester during scheduled awards ceremonies held for students and family members. K3 and K4 students are only recognized for perfect attendance.

An assembly will be held at the end of each semester as noted in the published Academy Calendar (certificates at the end of 1st semester; medals at the end of the school year).

K5 Kindergarten Ceremony

- Kindergarten students must have completed all the course requirements for promotion.
- The student must have completed the school year as an enrolled student.
- Parents will be responsible for paying any graduation fees in order for their child to participate in the promotion ceremony.
- Parents must be in good standing with the business office in regard to financial obligations concerning tuition, and lunch account.
- In order to participate in the kindergarten promotion ceremony a student must be able to successfully complete practices and demonstrate the ability to follow all directions from the teacher and staff.

Dual Enrollment (HS only)

Memorial Christian Academy in conjunction with McMurry University offers academically high achieving high school students' dual enrollment opportunities. Students must have an overall GPA of at least 3.7, a recommendation from the content area teacher and earn the required score on the TSI to participate in dual enrollment classes. All completed dual enrollment courses will be calculated on a 5.0 GPA scale. Students may contact the school administrator(s) or counselor for more information.

Service Hours – “Branch Out” Community Service Program

As part of Memorial Christian Academy's mission, to make disciples and be servant leaders, we believe an important part of this mission is to serve others. All secondary students (6th – 12th grade) are required to earn a minimum of four (4) hours per quarter. More specific guidance on this matter is provided through the “Branch Out” program. Appendix D provides further information and the Branch Out Service Form.

Exemption from Exams (High School seniors only)

High School seniors who earn passing grades in all classes will be exempt from taking second semester final exams. A final exam will be required for a senior who does not have a passing grade in a course during the second semester. All other high school students will take final exams at the end of the first and second semesters.

High School Graduation

Memorial Christian Academy recognizes the following academic accomplishments with formal graduation ceremonies. These ceremonies will be held on predetermined dates established by the school and published in the school calendar.

High School Graduation

- Students must have completed all the course requirements and earned the appropriate credits required for promotion. The administrator(s)/counselor will inform students regularly concerning credit requirements for graduation.

- To participate in graduation activities students must be enrolled in at least 3 classes at MCA.
- All required community service hours must be completed.
- The student must have completed the school year as an enrolled student.
- Parents will be responsible for paying any graduation fees in order for their child to participate in the graduation ceremony.
- Parents must be in good standing with the business office in regard to financial obligations concerning tuition and lunch accounts.
- Students who conduct themselves in a way that is inappropriate or inconsistent with Academy expectations will not be allowed to participate in graduation ceremonies.
- Any student with 3 or more disciplinary reports (FACTS reports to include dress code violations), excessive absences (more than 17 without appropriate documentation), excessive tardies (more than 8), or excessive early releases (more than 8) during the senior year will not be permitted to participate in any of the graduation activities to include Clap Out or commencement.

Homework Policy

Homework should serve one of three functions:

- ✓ Practice activities that use skills previously taught.
- ✓ Preparation activities guiding the student toward future content.
- ✓ Extension activities that transfer skills or concepts to demonstrate skill mastery.

Elementary Department – K5 – 5th grade

1. Students will receive timely and meaningful feedback on homework assignments.
2. Teachers will ensure that homework is checked.
3. Homework will be recorded in FACTS/Google Classroom, keeping parents aware of classroom expectations.
4. Teachers have the discretion to administer unannounced pop quizzes, assessing concepts covered in class instruction and homework. These quizzes will be counted as a summative grade.
5. All assignments will be given with a reasonable timeframe within which to complete the assignment.

If a student turns in work after the day it is due the following will occur:

- a. A 40-point deduction will be taken for any assignment that is late (An assignment is late when the teacher calls for the assignment.)
 - b. Work is due at the beginning of the class. If work is turned in later that same day, it will still receive a 40-point deduction for that day. Students have 3 days to submit late work. Late work will be graded as follows:
 - 1 day late – 60%
 - 2 days late – 50%
 - 3 days late – 40%
 - 4 or more days late – 0%
 - c. Students who miss school due to excused absences will be allowed time to complete the assignment without penalty. This time will not exceed the time allotted to the rest of the class. Example: If the class was given one week to complete the assignment and the student was absent three days that week, they will be given three additional days to turn in the assignment. Teachers reserve the right to excuse students from homework when making up work would not be practical due to the nature of the assignment or considering the total amount of work the student will have to make up.
 - d. Corrections are required on any failing assignment/assessment without an increase in grade. All things are expected to be done with excellence the first time.
 - e. Homework will not be done during class instructional time.
6. Usually, homework will not be assigned on long weekends, holidays, or over Christmas or spring

breaks. However, if students have had time during the school week to work on an assignment (documented in the teacher's lesson plans), completing these assignments over a long weekend may occur.

7. At the elementary level, students in K-2nd grade should have approximately 30 minutes of homework and students in 3rd – 5th grade should have approximately 45 minutes of homework. Extended projects may not apply to this time frame.
8. At the elementary level, students should read nightly and practice math facts for automaticity (K5 = addition/subtraction 0-10; 1st grade = addition/subtraction 0-20; 2nd grade = addition/subtraction 0-20 in the first semester and multiplication/division 0-5 in the second semester; 3rd grade = addition/subtraction 0-20 in the first 9 weeks and multiplication/division 0-10 for the remainder of the school year; 4th grade and 5th grade = addition/subtraction facts and multiplication/division facts 0-12)

Secondary Department – 6th – 12th grade

1. All classroom or homework assignments taken for grades will be reflected in FACTS/Google Classroom or be a direct result of not completing classroom assignments. Teachers will reflect homework assignments in FACTS/Google Classroom but may assign work not completed in class as homework without posting it in FACTS/Google Classroom (this should be the exception, not the general practice).
2. All assignments should be given with a reasonable timeframe within which to complete the assignment. Although a teacher may exercise some discretion, if a student turns in work once the due date for the assignment passes, the following will occur:
 - a. A 40-point deduction will be taken for any assignment that is late (An assignment is late when the teacher calls for the assignment.)
 - b. Work is due at the beginning of the class. If work is turned in later that same day, it will still receive the 40-point deduction for that day. Students have 3 days to submit late work. After that time, teachers are not required to accept the work. Late work will be graded as follows:
 - 1 day late – 60%
 - 2 days late – 50%
 - 3 days late – 40%
 - 4 or more days late – 0%
 - c. It is expected that the assignment will be turned in no later than the next school day. This is especially critical in Math. Because of the spiral nature of the Math curriculum, missing even one homework assignment could prove to be detrimental to a student's understanding of future concepts.
 - d. Work is due at the time of the class. If work is turned in later that same day, it will receive a 40-point deduction.
 - e. Students who miss school due to an excused absence will be allotted time to complete homework assignments without penalty depending on the length and nature of the absence. After that time has passed, the above procedures will take effect.
3. While teachers may have students make test corrections to ensure students understand the content, no changes to grades will be made.
4. Teachers have the discretion to administer unannounced pop quizzes, assessing concepts covered in class instruction and homework. These quizzes will be counted as a summative grade.
5. During instruction all students must be engaged and focused, not working on the previous day's homework or completing work for another class.
6. Middle School homework policy is to schedule approximately 30-45 minutes of homework per class nightly. In total, on average, homework should not exceed 75 minutes.
7. High School homework policy is to schedule approximately 45-60 minutes of homework per class nightly. In total, on average, homework should not exceed 75 minutes.
8. The 45/75 minutes of assigned homework is based on an estimation of what an average student can

be expected to complete. While this is our goal, there may be exceptions to that time frame given the class and the difficulty of the assignment in question.

9. Homework usually will not be assigned on long weekends, holidays or over Christmas and spring breaks. However, if students have not completed an assignment during the time provided in class to work on an assignment (documented in the teacher's lesson plans), completing these assignments over a long weekend may occur.

Re-test Policy (High School Only)

Students who fail a test may, at the discretion of the teacher and with the concurrence of the school administrator(s), be provided with an opportunity to retake a test to improve the test grade. Students may take one retest per semester per class. If a student re-tests, the new grade posted in FACTS will be an average of the failing grade and the retest grade. Parents must indicate that they are aware of the retest and make every effort to ensure their child is ready for the re-test. Teachers may or may not have the time to reteach or assist students in preparation for a re-test. The student is ultimately responsible for preparing for any retest that may occur.

Records Request

Requests for records (report cards, transcripts, immunization, standardized test reports, etc.) must be submitted in writing on the required form. Copies of records are available 48 hours after the initial request is made. There is no charge for records when requested by a school. All other transcript requests will cost \$5.00 per request. Four (4) copies of official/unofficial transcripts will be provided to graduating seniors during the senior year at no cost. Any additional transcript requests will be \$5 per request. Copies of other records (i.e. logs, sign-in/sign-out, visitors' list, etc.) will be \$1 (one dollar) per page.

Promotion and Retention Policy

Students must meet the following criteria to earn promotion to the next grade level:

Kindergarten - 5th grade: Students must maintain a 70% or above yearly average in each of the following subjects: Math, Reading, Language Arts, and Bible. Students who fail any of these specified subjects will not be promoted to the next grade. The overall yearly average of all subjects must be at least 70% or above to be considered for promotion to the next grade.

6th - 8th Grade: Students must maintain a 70% or above yearly average in each of the following subjects: Math, Language Arts, Science, Social Studies and Bible. Students who fail in any of these specified subjects will not be promoted to the next grade. Credit recovery may be offered at the expense of the parent. Any student taking a credit recovery course will be on Academic Probation during the first nine weeks of the next school year.

High School: Must maintain a 70% average in each core subject (Math, English, Science, Social Studies, and Bible) and any required electives. Each semester stands alone, and each subject stands alone. Students who fail core courses will most likely be unable to graduate on schedule and may not be re-enrolled for future years. Any student taking a credit recovery course will be on Academic Probation during the first nine weeks of the next school year.

Academic Probation

While the primary focus for students at MCA is to experience a dynamic relationship with God, the Academy also expects students to excel in academics. Restricting students from participating in other MCA activities due to a failing grade as reflected in a progress report allows the student to focus on their academic coursework in time to make necessary corrections. Students who are failing any course during a 9-week term and/or semester with an average below 70% will be placed on probation and may be excluded from participating in extracurricular activities, including athletics, student activities, or other

Academy activities, until the next scheduled progress report or report card demonstrates a passing grade in that subject. Events that are part of a class, such as field trips, play, or musical production do not count as extracurricular activities. The student may be reassigned another role or part or removed from a part completely if that student needs to focus more on academic achievement. Failure to satisfy the condition of the Academic Probation may jeopardize reenrollment.

Academic Appeal Process

If a student and/or parent feel that a grade is unfair or incorrectly assessed, and after conferencing with the teacher, the parent/student may appeal by notifying the Administrator(s) and the teacher via email or in writing. The following procedures will be used:

1. The appeal must be made within 2 weeks of the grade being entered in FACTS and prior to the end of the 9-week grading period.
2. The assignment will be graded by another teacher in the same academic discipline or similar grade level using the same rubric.
3. The results will be provided to the Administrator(s) who will review both grades and decide which grade is to be entered into FACTS.
4. The student and/or parent will be notified as to the results.

FINANCIAL TERMS AND CONDITIONS AGREEMENT

Tuition and Fees

Financial obligations are categorized by fees or tuition. Fees are typically non-recurring charges for specified items or activities. Tuition charges cover a term, or period of time, for private education and care. The Academy's installment programs are not month-to-month charges. Installment programs simply provide families with a method of extending their financial obligation and help manage the family budget for their student's private education and care. The school collects tuition installments by electronic funds transfer (EFT) via a professional, highly rated, and secure funds management company (FACTS). All families, regardless of payment plan and services (BC/AC, tuition, etc.), must create an account in FACTS. If not enrolled in FACTS (annual fee), grades, lesson plans, etc. will not be accessible.

If the Academy is closed due to infectious disease or other similar factors, continuation of instruction will be based on circumstances. The School Board will review the terms and conditions of tuition and make appropriate adjustments as they deem appropriate.

Tuition Payment Plans

(Contact the Academy Business Office for questions (tperrin@mcawarriors.org or smontoya@mcawarriors.org)

- a. Single Installment Plan. A full program's tuition paid in one lump sum before July 15th. If full tuition is not paid by this date, the full tuition discount will not be applied, and the account will be transferred to a monthly payment plan.
- b. Bi-annual Plan. A full program's tuition is paid for in two equal installments. The first payment is due July 15th, and the second payment is due by December 15th. If payments are not made by the assigned date, discounts will not apply.
- c. Installment Plan. This is a full school year's tuition divided into twelve separate installments. Payments are due on the first day of the month, June through May. Unresolved balances with FACTS must be resolved prior to re-enrolling for the following school year.
- d. Only one discount is available per family. The discount providing the greatest amount will be used.
- e. Modified 3 Month Payment Plan. TEFA Funded Families Only

Program Fees

- a. FEES are due upon final admissions approval to the Academy at which time class enrollment will be confirmed.
- b. All FEES are non-refundable and non-transferable.

Prepayment and Credits on Account

Families may make prepayment (advanced payments) on their installment plans or accounts. Prepayments may be applied to any future charge incurred on the account. Unapplied prepayments are refundable subject to adherence to proper student clearing procedures (not applicable to account credits). Credits or discounts are non-cash transactions on family accounts. They are typically adjustments or journal entries that reduce an account balance. Credits or discounts are separate and distinct from prepayments. Credits or discounts may be applied to account balances but are not refundable or convertible to cash reimbursement.

Late Payment Penalty Fees

- Installment draft requests returned to FACTS for non-sufficient funds are subject to a late fee assessed by FACTS (\$30) and Memorial Christian Academy (one-time fee per event). The school is not responsible for NSF or other fees incurred by families who do not have funds available when FACTS

drafts from your account.

- Families must maintain FACTS accounts. The school does not process monthly payments at the office except for past due amounts for which FACTS has attempted one draft in one month. These past due amounts **MUST** be paid at the school office (cashier's check or money order) to continue enrollment.
- Monthly tuition is delinquent after the first day of the month. Any student whose account is not received by the 10th of the month will not be allowed to attend school. The parent will be notified regarding the delinquent account and is expected to settle the account. The student may not return to school until payment is current.

Delinquent Accounts

- Accounts overdue for longer than 15 days may result in administrative withdrawal. Financial responsibility for tuition remains in effect. Student records and transcripts are not released nor transferred until accounts are paid in full.
- Any program or service in which the fee is not current (educational or athletic) will not have access to grades, lesson plans, communication, etc.
- Lunch accounts must be kept up to date and should maintain a positive balance. Once there is a \$0 balance, a parent will be called and asked to bring lunch. If the parent is unable to do so, the student will receive an alternate lunch (snack/granola bar and milk) that will be charged at the A lunch rate. When a snack account reaches \$0, the student will not be allowed to make further purchases until the account is replenished.

Discounts

Discounts MAY NOT be combined and do not apply to FEES (except dual enrollment). Discounts are applicable to TUITION only. The school offers the following discounts:

1. Single (Lump-Sum) Payment Tuition Discount. Families may make one single payment for a program's full cost, prior to July 15, and receive a standard tuition discount (\$200) per student at the time of payment.
2. Bi-Annual Payment Tuition Discount. Families may make bi-annual payment for a program's full cost, the first half due prior to July 15 and the second payment due prior to December 15 will receive a standard tuition discount of \$50 at the time of each payment for a total discount of \$100.
3. Multiple (3+) Student Tuition Discount. Families with three or more children enrolled are eligible for a 25% discount off the third child, 50% off the fourth and subsequent children from the same immediate family.
4. Dual-Enrollment Discount. The dual-credit tuition assistance discount will reduce the enrollment fee by \$100.00 per course, up to two courses per year maximum. Families are responsible for the remaining cost of dual credit courses.
5. Family Referral Discount. Families who refer a family that ultimately enrolls with MCA will receive a \$100 discount per new enrolling student; the referring family's name must be on the family information sheet, this is not retroactive and only applies for the first year that family is enrolled.
6. Students receiving outside scholarships will not be eligible for any discounts.
7. **The senior year discount for students attending MCA from kindergarten through 12th grade will no longer be in effect. The qualifying students in the class of 2026-2027 will be the last class to receive this discount.**

Adjustments

No daily rate calculations will be made. Parents may enroll or withdraw at any time, which is most advantageous for them, but attendance on any day of a particular month requires tuition. No refunds for a particular installment payment in any given month will be given if the student attends during that month.

Yearly Tax Statements

FACTS Tuition Management generates yearly tax statements for those who utilize the installment plan. FACTS phone number is 1-866-412-4637. MCA's tax identification number is 11-3699984.

MCA will only provide tax statements for deductible tuition (K 3/4; Before Care and After Care for students 12 years and younger).

Student Withdrawals

As a courtesy, MCA requests a written notice of withdrawal to be submitted to the Business Office 30 days in advance. Financial responsibility remains in effect for students withdrawn with or without required notice. Attendance on any day of the month requires tuition. No refund for the month of withdrawal will be given. Any withdrawal for reasons other than verifiable job or business relocation requires one month of tuition. Refunds MAY (but it is not guaranteed) be available for the months a student was not enrolled in school. Parents shall be notified of pending administrative withdrawals. The following applies to all withdrawn students, **regardless of reason**:

1. Monthly Installment Plan Accounts: No refunds are authorized for any month in which the student attended a class. The current installment remains due and payable for any month in which a student attended a class regardless of the number of days' class attended. Only unapplied prepayments may be refunded in accordance with policy.
2. Lump-Sum (Single) Installment Accounts: Entitled to a partial tuition refund. This refund amount is calculated by the Business Office and is equal to the number of months for which prepayments have not been applied to scheduled charges or installments. Refunds are based on Installment Schedules, not monthly or daily rates.
3. Students withdrawn prior to the first day of school may be refunded prepaid tuition, but this is not a guarantee. **Application & Enrollment Fees are non-refundable.**
4. Refunds require at least 15 days to process and shall be mailed to the address on the student's account or may be picked up by a parent in the Academy office.
5. Requests for mailing refunds must be submitted in writing. Refunds may be picked up at the office if requested in writing.

BEFORE CARE AND AFTER CARE

Purpose

The MCA Before Care and After Care Program provides a safe place for students should families need additional childcare beyond school hours, due to work or other obligations. Students in After Care eat an afternoon snack (brought from home), work on homework, play outside (weather permitting), and have inside game times.

MCA is committed to helping all children in our care develop to their maximum potential in their spiritual, intellectual, emotional, and physical growth. MCA staff encourage and build children's self-esteem by providing age-appropriate experiences based on mutual respect and trust. As a Christian school, all MCA programs are built on the foundation of biblical principles and exemplify these standards in words, actions, and responsibility to others.

Enrollment in Before Care and After Care is not intended to be a short-term "pay as you go" or drop-in service. Multiple enrollments and withdrawals in a single year are not allowed. Please consider carefully whether you need Before and/or After Care for your child.

Fees

Before Care 6:30 a.m. – 7:45 a.m.	After Care 3:00 p.m. – 6:00 p.m.
\$1500/Year or \$150/Month	\$2500/Year or \$250/Month

Late Pick-Up Procedures

In the event students are not picked up by 3:20 for K3-5th, 3:30 for 6th-9th, and 6:00 for After Care, a late pick-up fee will be assessed. **Each late pick up will incur a \$20 charge/first 10 minutes, \$2 charge/per minute thereafter.**

Aftercare

6:01-6:11 = \$20

6:12 = \$22

6:13 = \$24

6:14 = \$26

6:15 = \$28

6:16 = \$30

6:17 = \$32

6:18 = \$34

6:19 = \$36

6:20 = \$38

6:21 = \$40

† \$2 for every minute after

After exhausting emergency contacts and pick up list in FACTS, students not picked up by 6:30 pm will be referred to Child Protective Services or local authorities. The school shall attempt to contact others on the pickup list. If no adult can be reached, the school shall presume parents and/or emergency contacts are unable to pick up the student or are involved in an emergency that prevents them from picking up their students. Assessed fees are posted to the family account and are payable at the office within 24 hours.

EXTRA-CURRICULAR ACTIVITIES

Memorial Christian Academy not only offers excellent academic opportunities but also strives to minister to the “whole child” by providing enriching activities after school. These activities usually require an additional fee to cover the cost of materials, facilities, and personnel. Students and families that participate in these extra-curricular activities should be aware that student participants and families are expected to comply with and support the values, policies, and procedures outlined in the MCA Family Handbook.

As a prerequisite for student participation in all Academy-sponsored activities, including athletics and off-campus field trips, Memorial Christian Academy requires parents/guardians to acknowledge and accept the inherent risks of injury or illness associated with these activities. By signing the required waivers, parents/guardians expressly agree to release, waive, and discharge the Academy and its agents from all liability, claims, or causes of action, including those arising from the Academy's own negligence. Additionally, parents/guardians agree to indemnify and hold the Academy harmless from all claims resulting from the student's actions. In the event of a medical emergency, Academy staff are authorized to seek necessary treatment for the student, with the understanding that the parent/guardian is solely responsible for all associated medical expenses.

Athletics

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. . . “Philippians 1:27

Mission: The mission of the MCA Warrior Athletic Department is to develop a team of athletes, coaches and parents dedicated to honoring God through the development of Christian character through athletic endeavors.

Program Goals:

The MCA Warrior Athletic Department strives to provide an athletic program that:

- Is consistent with the MCA philosophy of Christian education.
- Will promote physical well-being and Christian attitudes in leadership and sportsmanship for both the participants and spectators.
- Is responsive to the expressed needs, interests and abilities of students and consistent with available facilities, equipment and staff.
- Will satisfy both the competitive needs as well as the recreational needs of students.
- Equal opportunity for all students in the athletic program.
- Is an integral part of the educational program.
- Recruits qualified staff to coach and supervise the athletic program.

MCA students enjoy athletic league competition at the elementary, middle school, and high school levels. Any student is welcome to participate in any of the following team sports: volleyball, flag football, cross country, track & field, cheerleading, dance/drill team, basketball, bowling, archery, or soccer.

The MCA Athletic Director manages the Warrior Athletic Department and works directly under the supervision of the Academy Director.

All students participating in athletics must have a sports physical prior to practicing or playing on any school athletics team. Contact the Athletics Director for more information on sports physicals. Students participating in TAPPS/ACAA High School athletics must have a biennial physical that is documented on a

TAPPS/ACAA specific physical form.

Gender/Sexuality Policy: The biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level will determine eligibility for athletic teams at Memorial Christian Academy. Student restrooms, locker rooms, showers and any other assigned changing areas that are designated for one biological sex will only be used by members of that biological sex as determined at birth. *(See “we believe” statements in the Statement of Faith section and Non-discrimination statement in the Admissions section in this Handbook.)*

The current MCA Athletic Handbook includes details regarding the MCA athletic program and is available upon request in the Academy office.

Beyond the Bell

Beyond the Bell offers a variety of 4 -6 weeks classes for students after school. A list of classes available is distributed to families via paper and email. Families are provided with class description, number of sessions, cost, and day and time the class will meet. Class offerings vary based on instructor availability. Some classes offered are coding, fashion design, sewing, painting, cooking, Math Olympics and Spelling Bee preparation. Class sizes are limited, and seats are filled on a first-come, first-served basis.

Clubs

National Honor Society (NHS)

MCA's chapter of NHS exists for the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, and developing character in high school students. The Academy's chapter of NHS is eligible for sophomores, juniors, or seniors. Membership is an honor based on outstanding scholarship, character, leadership, and service. Eligibility is determined by the student's cumulative grade point average, which must meet or exceed our chapter's standard for scholarship currently set at 3.7 out of 4.0. Eligible students are invited to complete a Candidate Form and submit it along with 3 recommendations to be considered by the Faculty Council for induction in NHS.

Rehearsals

During seasons of rehearsing for programs or drama/musical productions, students may be asked to stay after school. Parents are provided with rehearsal times and dates ahead of time and these are usually scheduled to begin immediately after school.

Supervision of Students at MCA Events

Elementary students must be supervised by their parents or by another responsible adult at all MCA sponsored special and/or athletic events. Adequate supervision (adult/18 years old or older; an older school-age sibling does not qualify as adequate supervision) must be provided throughout the event. MCA does not have adequate staff to provide this supervision or to monitor all areas on campus during events. Parents are responsible for their child regarding any unacceptable behavior during any after school extra-curricular program.

Un-Sponsored Social Functions

Memorial Christian Academy will not be held responsible for any social function that is not officially approved or sponsored by the Academy. All official Academy sponsored functions are posted on the MCA calendar and may be viewed on the MCA website.

UNIFORM DRESS CODE

Modesty, neatness, and cleanliness are valued at MCA. The student dress code promotes the mindset that school is an important place with high expectations and projects a positive image to the community preparing students to enter the business world. Uniform dress helps to eliminate the pressure of “dress competition” and the influence of changing styles and fads. Parents/guardians are expected to support the uniform dress code and students are expected to adhere to the guidelines whether in the classroom or participating in school activities. Students who are not compliant with the Academy’s dress code will not be allowed to enter the classroom until the dress code issue is corrected. Any work missed due to inappropriate dress will be counted as an unexcused absence and a late work deduction will be applied. Dress code violations will result in demerits as noted on the Discipline Chart.

Regular Uniform Dress

**Pants, skirts, dresses must be chino cloth/twill fabric, like a Dockers style garment.*

To preserve the finish on the gym and building floors, ONLY TENNIS SHOES ARE ALLOWED (no light up or Heelys,) including non-uniform days

Male Students	Female Students
Shirt (long or short-sleeved): Navy, white, burgundy/maroon, black or gray solid color polo-style with collar and buttons Pants: Dockers style Full length or shorts (knee length) Khaki, navy or black in a solid color Outerwear: (it is strongly recommended that all outerwear be labeled with student name or initials) Sweaters in solid navy Zip up hoodies are allowed but must be solid navy with or without logos. The only exceptions are navy athletic zip up or pullover hoodies. Heavy jackets for outside use only and must be removed when inside Socks: Socks should match and be one of the approved school colors Shoes: Athletic or tennis shoes Rain boots may be worn on rainy days, but tennis shoes are required for PE participation	Shirt/Top (long or short-sleeved): Navy, white, burgundy/maroon, black, gray or pastel pink (see sample) solid color polo-style with collar and buttons Pants: Dockers style Full length or shorts (knee length) Khaki, navy or black in a solid color Dress/Skirts/Skorts/Jumpers/Capris: Polo-style dress in solid color khaki, navy or pastel pink Jumpers in solid color khaki or navy Outerwear: (it is strongly recommended that all outerwear be labeled with student name or initials) Sweaters in solid navy Zip up hoodies are allowed but must be solid navy with or without logos. The only exceptions are navy athletic zip up or pullover hoodies. Heavy jackets for outside use only and must be removed when inside Socks/Tights: Socks should match and be one of the approved school colors Shoes: Athletic or tennis shoes Rain boots may be worn on rainy days, but tennis shoes are required for PE participation Hair bows/Ribbons/Headbands: Solid approved colors (navy blue, black, gray, white, maroon/burgundy) No patterns or bandanas or sweatbands Pastel pink color sample 

Additional Dress Guidelines

Gym Clothes (Middle/High School only)

- Students are required to wear black shorts and navy t-shirts purchased in the Academy office.

Shirts / Tops

- Polo style shirts are acceptable uniform wear.

Dresses / Jumpers / Skirts / Skorts

- Modesty is the guiding principle in length and fit
- Skirts/jumpers/polo dresses/ skorts may not be tight fitting and must be knee-length (no more than two (2) inches above the knee).
- Polo (school color) must be worn with jumper
- Slits are not allowed.

Pants / Trousers / Capris / Jeans

- Female students may wear jeggings that resemble traditional jeans in color and pocket style and that are appropriately sized (should fit more loosely than typical jeggings or leggings; skintight is NOT appropriate; must be able to pinch the fabric with ease) and of an acceptable color may be worn. These should not be tight nor should skin, or underclothing be shown when students bend or raise their hand.
- Jeans may be worn on Fridays with the school spirit shirt. Jeans must be plain in design. No designs, patches or hand-written messages are allowed. Jeans may not be cut or contain any holes. This includes jeans that have purposeful tears, rips, or holes with a second layer of fabric intended to cover skin or flesh. This also applies to "Dress Your Way Day" jeans. Yoga pants and leggings (worn as pants) are not appropriate.
- Trousers must be worn at the natural waistline. No bagging, sagging or dragging. Underwear must always be covered. Students will not wear athletic shorts under slacks/jeans.
- If jeans or trousers are loose, then a belt must be worn.
- Shorts must be chino cloth/ twill fabric cotton/cotton & synthetic blends such as Dockers style and must be Khaki, Navy, or Black in color. Shorts must be no more than two (2) inches above the knee in length.
- Capris length must extend to the calf.
- Cargo pants and cargo shorts may be worn to school.
- Athletic pants or sweatpants that look like pants/slacks are not permitted.

Shoes and Socks

- Gym shoes/tennis shoes are the only approved footwear for students. Open toe shoes are not permitted.
- Socks and tights must match each other and must complement the student's attire with colors that match or closely conform to the approved school colors (solids in navy, black, white, gray or maroon/burgundy, pink for girls). Neon colors, multi-colored patterns, or other socks, tights or leggings that are inconsistent with established MCA dress code standards are not authorized. Fashion socks and leggings or tights with patterns do not comply with the dress code and are not approved to wear.

Outerwear: Coats, Jackets, Sweaters, Hoodies (Navy only)

- Only navy fleece-type zippered jackets with hoods purchased through the school or a solid navy-blue fleece-type zippered hoodie are allowable jackets that may be worn once inside the building. Hoods may not be worn in the building.
- The only allowable form of pullover hoodie is an MCA **navy** hoodie purchased at an event associated with MCA, such as basketball or bowling championships. Any other colored or non-MCA pullover sweatshirts or sweaters are not approved for indoor uniform wear.
- Coats and jackets may be worn to school and during cold weather. Trench coats may not be worn into the building at any time.

Hair

- Hair must be clean and neatly groomed (combed or brushed) at all times.
- Hair or bangs should not cover the eyes.
- Hair may not be colored in any shade that is not a natural human shade (red, brown, black, blonde).
- No words, pictures, designs or symbols may be cut into the hair.
- Styles may not be faddish. **Note: Mohawks, faux hawks and spikes are not acceptable.**
- Males must always be cleanly shaven. Facial hair must always be groomed and uniform in length.
- For young men, hair length should not extend beyond the collar. If hair is longer, it should be pulled up off the neck/collar at all times or cut.

Cosmetics, Jewelry, and Accessories

- Approved jewelry is limited to watches, rings, bracelets and necklaces.
- Exposed body piercings (other than simple earrings) are unacceptable. Boys will not wear earrings.
- Young men are not permitted to wear earrings at school or school related events. If students have their ears pierced during the school year, no accommodation will be allowed for the healing process.
- MCA is not responsible for lost or stolen jewelry.
- Facial make-up must not be a distraction. Female students may wear modest cosmetics that are not faddish/" gothic" or reflective of mainstream culture (no heavy eyebrows, false eye lashes, noticeable contouring, thick eyeliner, excessively long nails, and so forth). Any excessive make-up or make-up that draws undue attention to the student is not appropriate and does not honor God.
- Neck scarves worn as an accessory should be solid, no pattern, and in an approved school color (navy blue, black, maroon/burgundy, white, gray, or pink).
- Other accessories such as large/oversized earrings, chokers, chains, gothic style jewelry/accessories are prohibited.

Prohibited Items (Headwear, Tattoos, Body Markings)

- Hats/caps/beanies/sweatband (head and wrist) inside the building (exceptions: field trips and sporting events at the gym)
- Sunglasses (exceptions: field trips and sporting events)
- Bandanas, "do rags", bonnets, picks or combs in hair
- Tattoos (real or fake) are not allowed.
- Students may not write, draw, or paint on their face, arms, or legs. **(Exception: school approved spirit decals sold by the spirit squad may be worn on game days only)**

Non-Uniform Dress Days

Friday Spirit Day

On Fridays only, students may choose to wear jeans and an MCA spirit shirt (purchased in the Academy Office) on Fridays. Jeans must be plain with no designs, patches or handwritten messages. Jeans may not be cut or contain any holes/rips. This includes jeans that have purposeful tears, rips, or holes with a second layer of fabric intended to cover skin. MCA Spirit shirts from previous years may be worn. Special MCA event shirts (tournaments, 5k runs, theater, etc.) may be worn. Navy MCA/event hoodies may be worn. Students who do not choose to participate in Friday Spirit Day must be in regular uniform dress.

Dress Your Way Day

Dress Your Way Day is a fund raiser for our PTVO. There is a minimal cost involved. Students are not required to participate, but if they do not participate, they must wear their regular uniform. All clothing choices should conform to the general principles of the normal dress code.

- Dress Your Way Day is an opportunity for students to occasionally dress in regular, non-uniform clothes. This is a time for students to share a bit of their personality. Good judgment should always be used when selecting clothing for “Dress Your Way Day”. What we wear should always be honoring to God.
- Clothing such as sleepwear, clothing that is too tight/too short, low cut, bare shoulders, showing of the midriff, etc. are not permitted.

School Spirit Dress Days

There are designated times during the school year when students are encouraged to show school spirit by wearing themed clothing. Examples of these days are Christmas Spirit Days, athletic game days, fund-raising support days. Families are advised of these School Spirit Dress Days via email, Remind, Warrior Weekly, school calendar, and in Family Portal announcements.

Students who do not comply with the dress code will be sent to the office until a change of clothing is provided. All discrepancies, conflicts, and decisions will be referred to the administrator(s) and are final.

Special Events Dress Code

General Guidelines

All attire must be comfortable, dignified, and present a polished, neat appearance.

- **Fit and Tailoring:** Garments should be comfortably fitted, but not excessively tight or overly baggy. Avoid fabrics/cuts that cling excessively.
- **Fabric/Opacity:** Fabrics must be opaque (not sheer) and non-revealing.
- **Undergarments:** Proper undergarments must be worn and should not be visible.

Specific Requirements: Dresses and Skirts (For young ladies)

- **Neckline:** Must be modest and not low-cut.
- **Straps:** Dresses cannot be strapless. Shoulder straps must be at least 2 inches wide over the entire shoulder area.
- **Sleeves:** Sleeveless dresses are permitted if the armhole is not cut excessively low.
- **Length and Hemline:** The hemline must be no more than 2 inches above the knee while standing. Any slit must not extend above the 2-inch-above-the-knee limit.
- **Back/Midriff Coverage:**
 - **Back:** The back cannot extend below the bottom of the normal bra line approximately the level of the armpit.
 - **Midriff/Torso:** Must be fully covered at all times. Two-piece outfits must overlap sufficiently so no skin is visible between the top and bottom pieces, even when reaching or sitting.

Specific Requirements: Formalwear (For young men)

Outerwear: Suit jacket, sport coat, or blazer

Shirts: Collared dress shirt (preferred) or pressed polo shirt (if semi-formal)

Pants: Dress slacks

DISCIPLINE

MCA Students are expected to behave in a Christ-like manner and practice safety any time they are on campus or within campus structures, or on an MCA activity off campus. All students, while on campus or at a school activity, regardless of time or location, are subject to the school's disciplinary authority and are expected to adhere to its rules, regulations and policy. Consequences, including legal and financial, may be imposed on the families of students who are found in violation. Severe violations are grounds for expulsion and/or administrative withdrawal. Discipline is managed through visuals, reports, rewards, demerits, parent-teacher conferences, and similar age-appropriate measures. Teachers will use a combination of rewards for positive reinforcement and consequences for inappropriate behavior to manage their classrooms. ** *The school does not allow corporal punishment to be administered.*

Home and School Cooperation

Teachers provide parents/guardians with a classroom discipline plan during the first two weeks of the school year. However, the Academy cannot effectively solve all behavior problems, therefore, the home must contribute and assist the school in solving certain student behavior difficulties. With certain behavior events, the Academy does not take direct action but will expect the family to handle the behavior problem. A FACTS Behavior Event report is the equivalent of an Office Referral or Discipline Referral.

PreK3 through 2nd Grade

K-3 through second grade students will use the color system (green, yellow, and red) to identify inappropriate behavior. Students will be given a warning before the first color is changed. During a given school day, when a child has been placed on red and the student continues to be disruptive, the student may be referred to the office for further action and/or may be suspended from school for the day.

Any time a student receives a red, a FACTS Behavior Event report will be written.

If a student earns 3 yellows in one week that will equal 1 red, and a FACTS Behavior Event report will be written.

3 minor reports = 1 FACTS Behavior reports

3 FACTS reports – Face to face parent teacher conference

6 FACTS reports – Face to face parent, teacher, administrator(s) conference

9 FACTS reports – Face to face parent, teacher, administrator(s) conference – individual behavior plan developed

12 FACTS plan and student placed on probation.

Child Biting

Students in the Pre-K program (K3-K5) who bite other students or staff shall be suspended from attending classes for a school day. If there are subsequent biting incidents the student may be withdrawn from the Academy.

Students in the 1st grade and up who exhibit biting behavior shall be immediately suspended at the administration's discretion for a minimum of 24 hours but not to exceed 2 class days. Subsequent biting incidents for students in grades 1 and up will be withdrawn from the Academy.

3rd Grade through 5th Grade

Third through fifth grade teachers will develop a classroom discipline management plan consistent with our school's philosophy and expectations. Teachers will use the Behavior Events Chart (below) to determine if/when FACTS report is to be written. A similar system as described for PK3 - 2nd grade will be used.

Parents will receive a copy of each teacher's classroom management plan. After reviewing the plan, the parent and student should sign and return the last page to ensure all parties understand behavioral expectations.

Middle and High School

When a student commits an infraction, the fellowship between students or teachers is broken. Teachers will attempt to follow a cycle that results in the restoration of relationships.

The restorative cycle, the true goal of discipline includes:

Recognition—Student acknowledges their behavior.

Repentance—Student experiences a change of mind that results in a change of action.

Remorse – Student understands and accepts the need consequence.

Restitution—Student repairs, restores, or attempts to compensate for actions.

Restoration—Students are welcomed back to the class, activity, relationship, or other situation.

To provide a positive learning environment for all students in middle and high school, students are expected to follow certain classroom rules and procedures. Each student is required to sign and obey the school's honor code.

Each teacher is given the responsibility of enforcing classroom rules and school policies. Administrative staff will be available to assist as needed. Our aim is to treat all students with dignity and fairness. Factors that are considered when administering disciplinary consequences include the seriousness of the offense, the student's age, the frequency of misconduct, and the student's attitude.

Public Display of Affection

In our desire to provide a positive learning environment for all students that is both safe and spiritually wholesome, MCA does not allow public display of affection (PDA) among students during school or school-sponsored activities.

Public display of affection is defined as physical contact between students including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. Spontaneous displays of support, encouragement, and/or consolation are permitted, but students should avoid all other forms of public displays of affection.

MCA's discipline policy applies to all students when school is in session and at all school sponsored activities and events. Parents are responsible for a student's behavior at events outside of school hours. While the Academy does not usually take disciplinary measures for actions outside the school environment, it does take notice and reserves the right to make decisions about students who impact the Academy's testimony and reputation. A student's enrollment status with the school can be jeopardized by publicly bringing discredit to the school. That student may be administratively withdrawn, expelled, or denied re-enrollment for subsequent semesters or school years. Examples of this include inappropriate texting, posting inappropriate material on social networking sites, or violations of the law.

DEMERIT SYSTEM

Demerits are assigned following the Discipline Event Chart below. They are recorded in FACTS and can be viewed by parents in Family Portal. Demerits are not punitive but merely reflect a student's choices, giving an opportunity for a behavior change; each student is encouraged to be wise in his decision. "Discipline yourself for the purpose of godliness..." (1 Timothy 4:7). "A man reaps what he sows" (Galatians 6:7).

The administration reserves the right to assign fewer demerits at their discretion. A student's demerit record may have bearing on his/her re-enrollment. Demerits are cumulative by year, but if excessive demerits are accumulated during the last quarter of the school year, this may carry over into the following school year and be taken into consideration if demerits are assigned during the first semester of the new school year.

BEHAVIOR EVENT CHART

This guideline is a tool to identify the consequences of violations for all Academy functions. The guide does not alter the Academy's right to determine disciplinary action, nor is this list inclusive of all standards of conduct or discipline. Consequences are determined by the severity/degree of the event and at the discretion of the administration. It is understood that the responses in Categories 1-7 below usually occur only after an appropriate verbal warning from administration, faculty or staff. Parent/guardian communication consists of personal contact by phone **and** email notification through FACTS Family Portal. Administration or the student's teacher or coach will communicate with parents/guardians regarding student behavior and consequences. Administration cannot communicate disciplinary action of a student to another family/student. Administration will only communicate pertinent information to faculty/staff.

DISCIPLINE CATEGORY	K3 – 3rd grade demerits	4th - 12th grade demerits
1. ATTENDANCE Tardy to class (6th-12th grade only) <i>Tardy only applies to 2nd period - end of day; tardies only excused with doctor note</i>	n/a	
2. DRESS CODE Dress code / Hair violation including non-uniform dress days <i>Elementary: 4 warnings and parent phone call</i>	1 st - 1 2 nd - 2 3 rd - 3 4 th - 5	5 after 1 st warning
3. DISOBEDIENCE - Device misuse - Unauthorized items brought to school	5	1 st - 5 2 nd - 10
4. DISRUPTION/UNPREPARED FOR CLASS - Disruptive behavior (talking, singing, tapping, etc.) - Unprepared for class - Not working or participating in class	1 st - 1 2 nd - 2 3 rd - 3	1 st - 5 2 nd - 10 3 rd - 15
1. DISRESPECT / DEFIANCE - includes persistent behaviors from categories 1-4 - Disrupting instruction - Noncompliance (failure or hesitation in responding to adult requests) - Sleeping in class / chapel - Throwing objects - Profanity: Using God's name in vain (OMG, What the . . .) Using curse or slang words or symbols that represent curse words - Willful refusal to work - Improper behavior or speech toward others: taunting, teasing, talking back, - Leaving class or campus without permission	1 st - 5 2 nd - 10 3 rd - 15	1 st - 10 2 nd - 15 3 rd - 20

DISCIPLINE CATEGORY	K3 – 3rd grade demerits	4th - 12th grade demerits
2. UNWARRANTED CONTACT • Public displays of affection • Spitting • Biting • Horseplay (activity that starts as play but leads to possible injury) • Hitting / Slapping	1 st – 10 2 nd – 15 3 rd - 20	20
3. DISHONESTY • Cheating (homework, tests, final exam), zero on test (see Handbook: Academics), • Lying, Plagiarism, Forgery	15	20
4. MISUSE OF PROPERTY • Computer misuse including unauthorized use of electronics during school hours in violation of Acceptable Use Policy • Vandalism	20	25
5. VICTIMIZATION • Aggressive physical contact • Assault • Bullying/Cyberbullying (persistent harassment) • Fighting - physical and/or verbal • Sexual Obscenity (verbal, hand signals, pictures: hand drawn/copies for another source) • Off campus misconduct detrimental to the reputation of MCA • Posting negative information / comments / pictures on social media regarding staff, students, or the school • Sexting • Violence or violent threats (either verbal or physical)	30 1-3 day ISS/OSS	30 1–3 day OSS
6. ILLEGAL ACTIVITY • Possession of any object viewed as a weapon • Possession or use of tobacco, drugs, alcoholic beverage • Theft • Forgery • Terrorist Threat (implied or direct; verbal or physical)	50 Expulsion	50 Expulsion

This is not intended to be an exhaustive list but serves as a guideline. All consequences are at the discretion of the MCA Administration.

Drug, Alcohol, and Substance Abuse Policy

Statement of Principle

Memorial Christian Academy (MCA) is committed to fostering an environment that honors God, promotes physical and spiritual health, and aligns with Christian principles. The use, possession, or distribution of illegal, unauthorized, or controlled substances is unlawful and incompatible with the Academy's mission and creates a dangerous and harmful environment. This policy is essential to protect the well-being of all members of the MCA community.

1. Prohibited Substances and Paraphernalia

The following are strictly prohibited on all MCA property, at all Academy-sponsored events (on or off-campus), and during all activities related to the Academy:

- Alcohol: Any beverage containing alcohol.
- Illegal Drugs/Controlled Substances: Any narcotic, hallucinogenic, stimulant, depressant, or illegal drug, as defined by federal, state, and local laws.
- Cannabis/Marijuana: Regardless of state or local laws concerning medicinal or recreational use, possession or use of marijuana in any form (edibles, vape, flower, oils) is strictly prohibited.
- Unauthorized Prescription/Over-the-Counter Drugs: The use, possession, or distribution of any prescription or over-the-counter medication not prescribed to the student or not authorized for administration by the Academy nurse/administration.
- Tobacco and Vaping Products: Cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes (vapes, e-cigs), and all related liquid cartridges or accessories, regardless of nicotine or cannabis content.
- Drug Paraphernalia: Any equipment, product, or material of any kind intended or used for manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a prohibited substance.

2. Scope and Applicability

This policy applies to:

- All students enrolled at Memorial Christian Academy and all visitors to the campus.
- On-Campus: All Academy buildings, grounds, parking lots, Academy-owned or leased vehicles, and locker areas.
- Off-Campus: Any location where the student is attending an Academy-sponsored or Academy-related activity, including but not limited to field trips, athletic competitions, practices, clubs, and service projects.
- Off-Campus Behavior by students (social media/digital): Any off-campus use of prohibited substances that is documented via social media, digital communication, or other public means and brings disgrace or harm to the student or the reputation of Memorial Christian Academy.

3. Enforcement and Disciplinary Actions

The enforcement of this policy, as noted in the Behavior Event Chart, is designed to be firm, consistent, and restorative, prioritizing student health and safety while upholding accountability.

Refusal to cooperate with an Academy investigation or search (as allowed by the Discretionary Search Policy) will be considered an admission of guilt.

4. Confidentiality, Reporting, and Self-Referral

- Reporting: All members of the MCA community are encouraged to report any observed or suspected violation of this policy to the Administration immediately.
- Medical Emergency: Students are encouraged to seek or report medical help for themselves or others in cases of substance-related medical emergencies. While disciplinary action may still occur, the priority is the safety and preservation of life.

5. Search and Seizure

- The Administration retains the right to conduct searches of student property (e.g., lockers, backpacks, vehicles, Academy-issued electronic devices) when there is reasonable suspicion that a student is in violation of this or any other Academy policy, as detailed in the Discretionary Search Policy.
- Students and parents acknowledge that all property brought onto Academy grounds is subject to search.

Discretionary Search Policy

This policy establishes the rules and procedures for conducting discretionary searches on Academy property. Its purpose is to uphold the Academy's commitment to safety, its moral code, and its legal right to maintain a proper educational environment, while ensuring searches are conducted in a respectful, transparent, and legally sound manner consistent with private school authority.

Enrollment at Memorial Christian Academy constitutes an agreement by both parents and students to abide by all school policies. Parents may not or will not be advised before discretionary searches are conducted. While the school may choose to notify parents after a search has occurred, especially if prohibited items are found, prior notification or parental presence is not required for a search to proceed.

1. Basis and Scope of Searches

As a private institution, the Academy may conduct searches under this policy based on the need to enforce Academy policy and maintain a safe, disciplined, and God-honoring environment.

- A discretionary search may be initiated when there are reasonable grounds to suspect that the search will yield evidence of a student having violated:
 - The Academy Discipline Policy: Including possession of items prohibited by the Family Handbook as noted in the Behavior Event Chart.
 - Criminal Law: Including weapons, illegal drugs, or stolen property.
- Scope of Searches:
 - Student Property: Lockers (which are the property of the Academy and subject to search at any time), desks, and privately owned items (backpacks, purses, vehicles parked on Academy property).
 - Student Person: A limited "pat-down" of outer clothing may be conducted only when there is reasonable suspicion that the student is concealing a dangerous weapon.

Limitations:

- The scope of the search must be related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- Body cavity searches or strip searches are strictly prohibited.
- The search must be conducted in private by an administrator of the same sex as the student being searched.

2. Authority to Conduct a Search

The Academy administrative team members, having been trained in this policy, have the authority to authorize and conduct a discretionary search. The search must be conducted in the presence of a second authorized staff member (the "Witness"). Both must be of the same sex as the student if the search involves the student's person or items directly attached to them.

Parental Notification: Enrollment at Memorial Christian Academy constitutes an agreement by both parents and students to abide by all school policies. Parents may not or will not be advised before discretionary searches are conducted. While the school may choose to notify parents after a search has occurred, especially if prohibited items are found, prior notification or parental presence is not required for a search to proceed.

DEMERIT ACCUMULATION

Faculty or Administration will contact a parent by phone or in person to advise regarding consequences and then to email FACTS incident report. Parents are responsible to check FACTS for student behavior incident reports. Academy teachers may use consequences such as lunch detention and/or loss of recess or break.

K3 through 12th grade Consequences		
# of demerits	Consequence	Athletic Participation Consequence
10 demerits	Loss of recess (write definitions, essay, or walk laps) **K3-3rd only	1 game suspension
20 demerits	ISS: 1 day	2 game suspension
30 demerits	- Parent/admin conference - ISS: 1- 3 days - Behavior plan	3 game suspension - Athletic Probation - any further infractions will result in removal from team and possible loss of privilege to participate in athletics for the year
40 demerits	- Parent/Admin Conference - OSS: 1-3 days - Probation - Discipline Committee meets - Board of Directors advised	
45 demerits	Board of Directors hearing with parents and student	
50 demerits	Expulsion / Withdrawal	

Definitions

ISS – In-school suspension: The teacher/s will give homework/classwork assignments for the day. All work is due when the student returns to class. The student will work in a room and be supervised by Academy Office personnel or a substitute.

OSS – Off campus suspension: Students will receive work that will be missed during days of suspension. All work will be due upon return to class.

Discipline Committee – This committee is made up of the Academy Director and Assistant Director, homeroom teacher, Board of Directors member, others as determined by Administration.

Board of Directors – The Board is made up of elected members charged with the well-being of the school. Once accumulating 45 demerits, the student will be suspended until the Board is able to meet, and both student and parent/guardian will be required to attend a hearing.

Probation- The administrative team will meet as needed to discuss students who demonstrate behavioral issues or academic issues that give the Academy cause for concern. If a student has multiple Behavior Event reports in FACTS or is failing or close to failing a core subject or multiple subjects, the administrator(s) may convene a probation committee to discuss the student's behavior and/or grades. Factors that will be considered include grade level, years at MCA, previous retentions (if any), specific

academic concerns, behavioral concerns (especially recurring behaviors), parent conferences, and any assessments or testing data. If the Academy is unable to meet the student's academic needs, or the student has repeatedly demonstrated an inability or unwillingness to comply with MCA student expectations, that student will be placed on academic and/or behavioral probation. Students who are placed on probation and do not comply with school expectations and continue to disregard rules and policies will be administratively withdrawn or denied re-enrollment. Parent Conference and written notification will be provided to parents for students who are placed on probation. Probation may extend into a new school year.

Any student who earns below 70 in any subject for a 9-week and/or semester will be placed on probation for the next 9-week period/semester. This may also jeopardize a student's re-enrollment for the following year.

Suspension- Incidents that warrant suspension include fighting, vandalism or other infractions that are so egregious that they threaten the safety and well-being of the Academy and its students. All work is to be completed for days suspended and will be considered late.

Due Process Hearing - Some disciplinary infractions are so serious, or the excessive accumulation of demerits requires that a Discipline Committee hearing be convened. The purpose of this hearing is to review the infraction and determine appropriate consequences. A committee of adults (educators, board members, administration) will review the information and make a recommendation. The decision of the committee is final and irrevocable.

Expulsion- Students who commit very serious acts will be expelled. These acts may be referred to the appropriate civil authorities (police, Department of Family Protective Services etc.) and include any incidents involving weapons, drugs, alcohol, and tobacco among others. The term "expelled" means that a student is no longer eligible to be a student at Memorial Christian Academy or to participate in any school sponsored activity or event whether on or off campus. Expulsion for most offenses will be permanent. When a student is expelled, they will be informed whether they may be allowed to re-apply at a future date. If a student re-applies for admission, there should be strong evidence that the student has changed their life, has learned from their mistakes, and would be able to contribute positively to the school environment. There should never be an assumption that an expelled student will automatically be readmitted. All reapplications for admission are at the discretion of the Academy administrator(s) and of the Academy Admissions Committee. If a family wishes to appeal to the Board of Directors, the request must be in writing and addressed to the Academy administrator(s) for those procedures.

Because there are so many possible infractions, the school reserves the right to define and decide any matter not specifically spelled out in this policy and act on it.

EMERGENCY AND SAFETY

Emergency Closing:

Should the Academy and Before Care and After Care programs be closed due to inclement weather or some other factor, announcements to this effect will be issued via FACTS Parent Alert, school email, television media, school website, and the school Facebook page. TV stations for channels KCEN (6), KWTX (10), and KXXV (25) are primarily notified of our closings. In emergency situations, if MCA is not specifically mentioned on public media, MCA will align school closings with Killeen Independent School District.

If the Academy is closed due to infectious disease or other similar factors, MCA will continue instruction based on circumstances.

>> We would ask parents/guardians to refrain from calling the school to inquire if MCA is closing. This creates miscommunication and delays administrative staff in making time-sensitive decisions. During a tornado warning, students will remain in the designated location until the warning is lifted. The parents will be allowed to check children out at the designated location.

Facility Related Closing (loss of water, heat, air, electricity):

In the event of a facilities problem (the loss of water, heat, air, or electricity) the administration will assess the situation and verify the severity of the issue. If the situation cannot be repaired quickly, parents will be contacted via email or telephone to come and pick up their children. If parents are unable to come, students will remain in their classrooms, unless classrooms are compromised, until parents can come. If the classroom is compromised, students from that classroom will be moved to another classroom or to the church worship center.

Emergency Procedures / Drills

To be prepared for an emergency, the Academy regularly practices drills to help ensure the safety of students and staff should such an event ever occur. If an emergency evacuation is required, parents will be notified immediately. Parents will be given the evacuation location and will pick up their students at THAT location. In the event of a lockdown, school personnel have been trained to ensure the custody and accountability of all students. We will not be able to make or receive phone calls. Please do not text or call your student's cell phone. We work closely with city and county police who will secure the area. If necessary, our campus will remain in lockdown mode until the police release us.

- **FIRE DRILLS/EVACUATION** – When leaving the room for a fire drill, all students are to be quiet and walk in a straight line. While waiting in the designated area, students should stand quietly and wait for the “all-clear” to be given to return to the school.
- **TORNADO DRILLS** – Weather drills are held randomly to help prepare students for the event of an actual emergency. Students will be moved to a secure inner wall away from windows and doors. When directed students quietly walk in a straight line to the designated areas.
- **LOCKDOWN DRILLS** – Lockdown drills ensure the school is prepared to provide the best safety possible in our ever-changing society.

The following poster is displayed in all rooms on campus to provide clarity of action in the event of an emergency

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

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SAFETY POLICIES

All parents and visitors MUST check in at the front office to obtain a visitor pass upon entering the building. This is for the protection and security of all children.

A STUDENT MAY ONLY BE RELEASED TO AN AUTHORIZED PERSON. YOU MAY BE ASKED TO PRESENT A VALID PICTURE ID.

Emergency plans have been developed and are available for parental review.

Parent/Guardian Access and Visitor Check In

Memorial Christian Academy welcomes parents as an active part of their child's education. To ensure the safety of our children, we ask you to come directly to the Academy office upon entering the building to obtain a VISITOR PASS and sign in. Visitor passes are issued by the office and must be worn and clearly displayed during visits. Visitors are expected to go to the designated locations. They are not free to roam throughout the building. Parents are welcome to visit classrooms but must coordinate the visit with the Academy administrator(s) and the teacher. Parents visiting classrooms may observe only and should not converse with students or teachers.

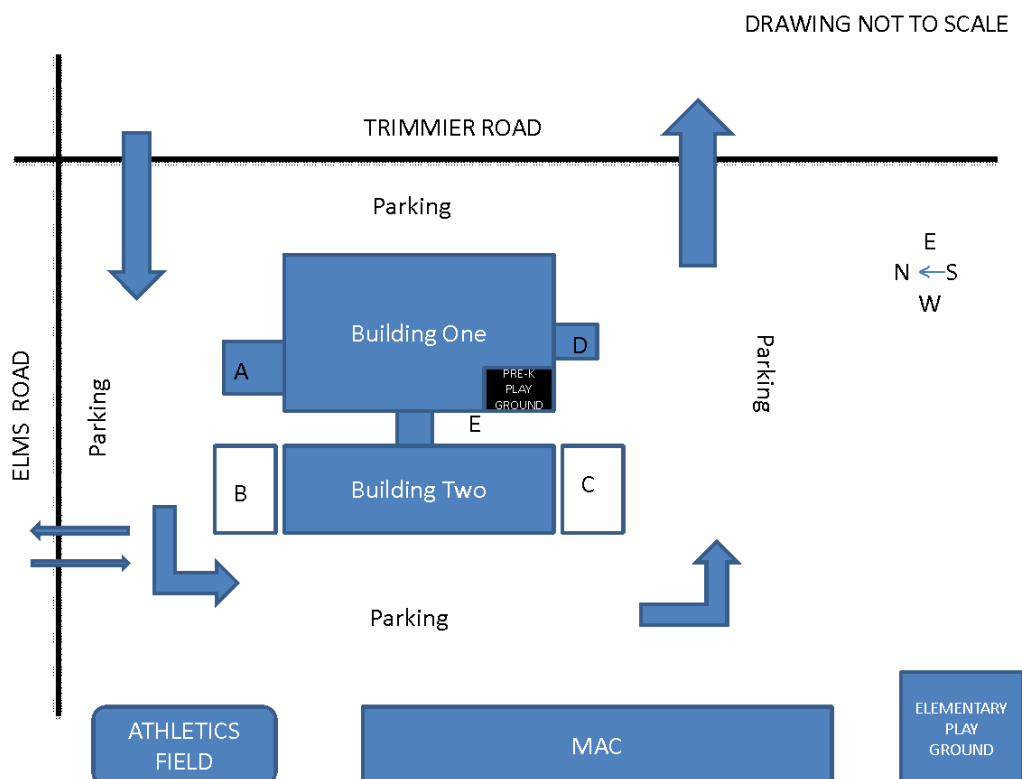
Locked Doors

The main door to the Academy will be monitored from 6:30 a.m. to 7:45 a.m. for Before Care student entry.

Two doors (North and south of both building #1 and building #2) will be open from 7:45 a.m. to 8:00 a.m. for student drop-off. Assigned staff will be on duty at these doors to monitor students entering the building at the beginning of the day.

Students in K3, K4, 6th through 8th grade will enter the building from the north door of building #1 at the drive through. The drive through will be blocked off, so students should either be walked to the door or dropped off in the side lane.

Students in K5 – 5th grade and 9th – 12th grade will enter the building from the south door of building #2. This door is located by the small playground and the blocked off parking area.



Students arriving after 8:00 a.m. should enter the building on the south side of the building by the school office (area D on Traffic Control Diagram). Doors will remain locked throughout the day. **Please do not open the locked doors for anyone. This is for the safety of our students.**

All classroom doors are locked during the school day.

Student Release from School

If there is any change from the usual authorized person to pick up your child, the student's release is only allowed with written permission and must be sent with your child in the morning. All names of anyone who is authorized to pick up your child must be listed on the **Authorized Pick-Up Form and /or the Authorized pick-up section of your enrollment application.**

Changes to pick up lists need to be in writing and emailed to the Academy Office (mcaoffice@mcawarriors.org) so it can be placed in your student's file and to the homeroom teacher so the teacher is aware that changes have been made. The individual picking up your child will need to present a valid picture ID. You may update the names of those listed on your **Authorized Pick-Up List** at any time at the front office.

Students will not be released/signed-out during the last 30 minutes of the school day (K3-5th grade: 2:35 p.m.; 6th-12th grade: 2:50 p.m.). The last half hour of the school day can be very hectic as students may still be engaged in academic instruction and/or are preparing to go home.

Closed Campus

To provide the highest level of security for our students, MCA operates a closed campus. This means that once a student arrives at MCA, he/she cannot leave the campus without permission from the administrative office until the end of the school day. Students are not allowed to leave before the end of

the school day without parent permission (this includes leaving campus for purposes of getting lunch even with written parent permission). Appropriate reasons to check out of school early are listed in the attendance section. During the day, all visitors and students arriving after 8:00 a.m. must enter through the front doors. Upon entering the building ALL visitors must sign in at the front office. Visitors are asked to sign out when leaving the campus.

Security Cameras

The security cameras located on the Memorial property are the sole property of the Academy. Camera videos may only be viewed or shared by designated staff and law enforcement personnel.

Non-MCA Student Visitors

Non-MCA students (this includes former students) are welcome to attend events open to the public (i.e. sporting events). Due to the potential disruption to class and other events, non-MCA students (including former students) are not permitted to visit classes, eat lunch in the cafeteria, attend class parties, etc. There are a few events non-MCA students may attend as invited guests of current MCA students. Guests are required to complete paperwork and gain approvals prior to the event. In some situations, an exception to the policy may be submitted in writing to the Academy Director.

Weapons

A student shall not possess, handle, or bring on to school property, nor attend any school activity, function or event with any item that may be considered a weapon (or look-alike weapon) or munitions of any type. If discovered in the possession of a student, local law enforcement officials shall be immediately notified. Play guns and play knives will be confiscated and appropriate consequences will be assessed. In accordance with state law, firearms are not allowed to be carried into the school building. If a firearm is in a vehicle, it must not be in plain view and the vehicle must be locked.

Child Abuse or Neglect 1-800-252-5400 www.dfps.state.tx.us

State law requires the reporting of suspected child abuse or neglect by teachers and/or administrators. Our school is vitally interested in the health and welfare of every student and will abide by the law for reporting suspected cases. The school will report all suspected cases of abuse or neglect. If a student or another person reports suspected or actual abuse or cases of neglect to school personnel, they will also generate a report to state authorities. The Academy may also report incidents between students that involve inappropriate touching or acting out. All staff members receive annual training on child abuse or neglect and how to report suspect cases.

1. The Academy will contact the Texas Department of Family and Protective Services.
2. Once a report is filed, the police or social worker will take over the investigation. At this time MCA relinquishes authority to investigate any allegations.
3. The Department of Family and Protective Services or Killeen Police will contact the parent/guardian in accordance with their policies.
4. The Department of Family and Protective Services or Killeen Police will be given full access and cooperation to interview students without parents' permission or presence when they are investigating a claim of abuse or neglect.

ILLNESS-INJURY, IMMUNIZATION, AND MEDICATION POLICY

The School Nurse or office staff will be available to assist students in the case of illness or injury. The Academy will care for minor injuries occurring at school but is not responsible for the treatment of injuries brought to school.

Parent Notification

Parents shall be notified immediately in the event of serious illness or injury. If neither parent can be reached in the event of a serious injury, illness, or emergency, the school will get immediate emergency medical attention for the child and continue attempts to contact parents. All emergency or medical service expenses requested by the school related to serious injury or illness of any student are the responsibility of the parent or guardian. The school does NOT provide accident, medical, or dental insurance for students and enrollees, or reimbursement for expenses related to emergency medical treatment. The parent's responsibility to provide accurate and updated emergency contact information is extremely important.

Illness and/or Injury

The following policies and procedures shall be observed by the Academy. These policies and procedures are in accordance with the Department of Protective and Regulatory Services, Licensing Division, section 1800.

Parents must be notified in case of illness or injury.

- A child whose illness requires them to be sent home will be separated from the group or class.
- Ill children will be in either the Nurse's station or an isolated area for the authorized person to pick up.
- An ill child will not be admitted to school or Before Care or After Care if any of the following exists:
 - The illness prevents the child from comfortably participating in normal school activities.
 - The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
 - The child has a temperature of 100 degrees or higher.
 - The child has signs and symptoms of possible severe illness (such as lethargy, uncontrolled breathing or diarrhea), uncontrolled being defined as 2 (two) or more episodes within a 24-hour period.
 - The child vomits.
 - The child has mouth sores that are accompanied by any drainage.
 - The child has eye irritation that is accompanied by drainage or crusting.
 - The child has been diagnosed with a communicable disease.

Readmission

The Academy will not allow readmission exceptions for any ill student. This policy's guidelines shall not be altered except by the Administration or a school committee action. It is for the benefit of all students and the school community. We acknowledge that a student's illness causes much inconvenience to working parents, but this inconvenience does not negate our responsibility to provide a non-contagious environment to other students. The school will exhaust the designated contacts parents have provided until the student is picked up.

Fever, Diarrhea, and Vomiting Due to Illness:

The child must be FREE of these symptoms for 24 hours before returning to the facility.

Mouth Sore or Eye Drainage:

The child will be required to present a doctor's note upon return to the facility stating the sore or drainage

is not contagious.

Communicable Disease:

A statement from a licensed health-care professional that the child no longer has an excludable disease or condition should be provided for readmission.

Head Lice

Any child infested with lice will be excluded from the facilities until they are FREE from lice and nits. Students who return to school after exclusion due to lice must be checked by the nurse (or other designated person) prior to reentry.

Communicable Diseases

The school reserves the right to make the final decision necessary to enforce its communicable disease policy or prevent students from attending school to control the spread of a communicable disease. Parents are required to disclose known or suspected communicable diseases, as required by law and school policy, pertaining to their children or family when a member of the same is enrolled and attending.

While the State of Texas allows parents to opt out of vaccinations for Reason of Conscience and we at Memorial Christian Academy respect that choice, we also feel that it is our duty to protect all students and staff members. For that reason, unvaccinated students, during periods of infectious disease outbreak or epidemic will be omitted from school by declaration of the Commissioner of the Texas Department of Health and remain at home until that declaration is lifted. Attempts will be made to provide instructional materials as circumstances allow.

The school desires to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness, which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A parent, guardian, teacher, employee or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administration. Some of the more common communicable diseases are:

- AIDS (Acquired Immune Deficiency Syndrome)
- COVID-19 (and associated variants)
- Diphtheria
- Human Immunodeficiency Virus (HIV)
- Meningitis
- Meningococcal Disease
- Mumps
- Pertussis
- Pink Eye
- Ringworm
- Rocky Mountain Spotted Fever
- Staph Infections
- Scarlet Fever, Fifth's Disease
- Strep
- Tuberculosis

A complete list may be found at the following website:

<http://www.dshs.state.tx.us/idcu/investigation/conditions/>

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. An independent physician's examination of the student or employee to verify the diagnosis of the communicable disease is required to return to school specifically stating when the student or employee may return. The Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take action to control the spread of such diseases within the school or facility. The Academy may, at its own discretion, conduct routine

exams of students when reported or suspected communicable and contagious illnesses are brought to its attention.

In the case of a pandemic, MCA will implement the requirements for the communicable disease provided by the Center for Disease Control.

Concussion Policy

We believe that every student is a gift from God and that we are called to be faithful stewards of their health and well-being. In accordance with Texas state law principles (Natasha's Law), Memorial Christian Academy has established strict protocols for identifying and managing concussions to ensure students recover fully before returning to physical or cognitive strain.

Core Protocol: "When in Doubt, Sit Them Out"

- **Immediate Removal:** Any student suspected of sustaining a concussion—either during a school-sponsored activity or elsewhere—must be removed from play immediately. This includes athletes showing signs such as dizziness, headache, confusion, or balance issues.
- **No Same-Day Return:** Under no circumstances will a student suspected of a concussion be allowed to return to practice or competition on the same day the injury occurred.
- **Mandatory Medical Evaluation:** Students removed for a suspected concussion must be evaluated by a **treating physician** (MD or DO). Parents must provide the school with a written report from this evaluation.
- **Written Clearance:** A student may not begin the school's physical Return-to-Play protocol until they have received **written medical clearance** from their treating physician.

Return-to-Learn (RTL) and Return-to-Play (RTP)

- **Academic Support:** The school recognizes that the brain needs cognitive rest to heal. The student may receive temporary accommodations which may include reduced workloads, extra time on tests, or rest breaks as recommended by a physician.
- **Stepwise Physical Return:** Once cleared by a physician and asymptomatic in the classroom, the student will follow a graduated 6-day RTP protocol as needed for outdoor or physical exertion activity. This starts with light aerobic activity and advances daily only if the student remains symptom-free.

Parental Responsibility and Compliance

- **Notification:** Parents will be notified immediately of any suspected head injury.
- **Informed Consent:** Before participating in sports, parents and students must sign a Concussion Informed Consent form annually.
- **Full Disclosure:** Parents are expected to report any concussions sustained outside of school activities to the Athletic Director or School Nurse to ensure the student's safety during the school day.

Medication Policy

Our school will NOT administer medication of any kind unless prescribed by a physician. The parent is required to give the first prescribed dose in the morning. Only midmorning and afternoon dosages will be given by authorized school personnel, according to written physician's orders.

Children placed on ANTIBIOTIC therapy for "contagious illnesses" must have (1) one full day's dose (24 hours) in their system before returning to school.

- a. To administer medication, the nurse/facility must have written authorization, signed and dated, by the ordering physician. *This includes "over the counter" medications such as Tylenol or ibuprofen.*
- b. The medication must be in the original container, labeled with the child's name, date, and the prescribing physician's name.
- c. The physician's order must include the time medication is to be given.

- d. The school nurse will supervise the security and storage of ALL medications.
- e. Medications of any kind are not permitted to be kept in any classroom or carried by students.

Parents may want to request 2 (two) separate bottles of medications, one for home, one for school, to eliminate the need to deliver medications to school each day.

All medication must be picked up by an adult from the nurse's office within 1 week of the end of the school year. Any medication left after that time will be disposed of properly.

Immunization/Vaccine Requirements

Fully immunized students unable to produce immunization records may be provisionally enrolled for 20 days while awaiting record transmittal or delivery. Students without immunization records but who produce proof that immunizations have begun may be provisionally enrolled provided immunizations are completed within the time frame prescribed by the school nurse and/or Academy administration. "Proof" consists of personal records validated by a physician or public health clinic with signature or rubber stamp. Failure to adhere to normal immunization and school immunization requirements will result in immediate administrative withdrawal of the student. We respect a parent's rights regarding immunization decisions for their children. Parents must obtain a valid state waiver for immunizations if religious or personal convictions prohibit the child from being vaccinated. Enrollment shall be denied/revoked for instances when this policy is not followed. Additional immunizations may be required at any time as advised by the county health department or public health officials.

Minimum State Vaccine Requirements for Texas Children can be found at the following website:
<http://www.dshs.state.tx.us/immunize/school/#requirements>

SERVICES

Food Services

MCA offers snack options and hot lunches daily. All hot lunches are prepared on the MCA campus by qualified food service personnel. The cleanliness of the facility and the freshness and healthiness of the food served are valued as important for the well-being of students. Students are encouraged to bring healthy lunches and to eat the lunch provided, but this is ultimately the responsibility of the parent/guardian. Parents are asked not to send sodas or excessive sugary (candy, etc.) items to school.

Meal Program

- A. Pre-Ordering Lunches. Lunch menus are posted weekly on FACTS. Teachers take a school hot lunch count at the beginning of the school day.
- B. Prepayment for Meals. Hot lunch is charged to Family Lunch Account in FACTS. Parents must be aware of lunch account balances to ensure that their child's daily lunch is paid. Payments for lunch accounts can be paid in person at the Academy's Office or online through FACTS. All meals requested must be paid for. FACTS will send an email to remind the parent of a low or negative balance.
- C. Delinquent Account: If your child comes to school without lunch, a granola or snack bar and milk will be provided, and the student's account will be charged for an A type school lunch. The school is not responsible for cash sent to school with a student. Any student requesting a school lunch will be charged for the hot lunch even if it is not consumed, i.e. the parent decides to bring lunch, or the student is checked out or goes home sick. Once a student has reached a lunch "charge" balance of \$0, cafeteria services will be frozen until the amount is paid in full. Families need to make alternative arrangements to provide their child/ren with lunch.

Lunch & Snack Guidelines

Visitors

Parents/Grandparents are welcome to join their child for lunch. All visitors must sign in at the office and obtain a visitor's badge before going to the lunchroom. The student and their parent may eat together in the back foyer. If a parent/grandparent would like to purchase a school lunch with their child, the office must be notified, and the lunch ordered no later than 9:30 a.m. on that day.

Home Lunches

Students may bring snacks, drinks, and lunches from home but should not bring items that need refrigeration (this includes birthday cakes) or heating.

Elementary (PreK3 – 5th grade) students are not allowed to bring meals requiring preparation assistance before being consumed. Examples are meals that need to be heated, microwaved, boiled, or requiring hot water. Teachers will not be able to help prepare these types of meals for students. Students who bring meals needing preparation will be served a hot meal during lunch and charged the appropriate lunch meal fee.

Secondary (6th-12th grade) students have access to use a microwave to heat items brought from home but items must not require more than 3 minutes to heat. Glass bottles or glass containers are not to be brought to school. High school students may order from outside food delivery services, but this must be done at the beginning of the school day prior to 8:05 a.m.

The lunchroom does not furnish plates, cups, silverware, or serving utensils for classroom parties or activities (including birthday celebrations).

Lunch Delivery

Lunches brought to school by parents of **elementary** students are to be left in the main office clearly marked with the student's name and grade. Parents should be aware that anytime the office calls the teacher during instructional time it is disruptive so calls from the office are limited to urgent matters. Parents are responsible for communicating to the teacher that a lunch is waiting for their child (Remind app). The home room teacher should receive a message from the parent that their child's lunch will be dropped off. Elementary children will pick up lunches delivered by parents on a cart near the office. 6th-12th grade student home lunches and food delivery services (Door Dash, etc.) should be left in the entry hallway for the student to pick up. Students will not be permitted to leave the building to pick up lunches in the parking lot.

Snacks

Snacks are available for middle school and high school students. Students complete a form at the beginning of the school day, and the cost is charged to their snack account on FACTS. Snacks will not be sold after 8:30 a.m. Parents should discuss with their child any spending restrictions that need to be placed on their child's snack account. Informing the office is helpful, but the office relies on the student to comply with the parent's guidance. After Care students should bring a snack for after school.

MCA does not provide snacks for elementary students. These students have snack time in either the morning and/or afternoon and should bring healthy snacks from home.

Food Allergies

Parents/Guardians should submit food allergy information as part of the enrollment process. The parent is responsible for notifying the school of any changes in the student's allergy status or any allergic reaction outside of school. At the beginning of the year, the office will alert all appropriate personnel of a student's allergy. This list will include administrators, teachers, lunchroom and cafeteria staff, and Before & After Care personnel.

Parents will supply an Epi-pen for onsite storage in the school clinic. Medications are stored in the school clinic in a safe, appropriate, and secure yet accessible location that allow for rapid access during an emergency.

Library

Check Out / Return Procedures

Students in 1st grade and above may check out library books. Books may be checked out for a period of 1 (one) week. Books may be rechecked for one (1) additional week. Books not returned after a one-month period will be presumed lost. The student's account will be charged a replacement fee. This fee must be paid in full for a student's end-of-year report card to be released. Assessed fees will be added to the family's account. Parents who do not want their students to check out books must provide the library with a letter stating their desire. The students will have their library privileges modified and not be allowed to check books out. Parents may change this option at any time.

Triple Crown Reading Program

Memorial Christian Academy participates in the national Triple Crown Awards program for private, Christian schools. This program rewards students for reading books from an approved list. The books are available for check out during the summer, allowing students to get a head start on the list. Students are

encouraged to participate to continue building reading skills throughout the summer.

Academy Office

Hours

The Academy office is open from 7:45 a.m. – 4:30 p.m. All visitors must ring the front doorbell, announce their name and purpose before entry. Parents should be mindful that the office is often busy, but office personnel will make every effort to address concerns or needs and will assist or direct parents/visitors to the appropriate person/resource.

Office Phone Use

Students are discouraged from using the office telephone during school hours. If circumstances require a call, it will be made by office staff. If a student is sick, he/she will be sent to the school nurse. The nurse will only place calls for medical needs/conditions. Teachers will not contact parents to pick up an ill student.

FACILITIES

As a ministry of Memorial Baptist Church, the Academy is blessed to have a maintained and comfortable facility in which to meet. All MCA community members must be mindful of our facilities and help in continuing to make the Academy campus a place that represents us well.

Lockers

Students in 6th grade and up are provided an assigned locker. Students may choose to bring a combination lock, but no high security disk locks are allowed to be used. The Academy may, at its own discretion, conduct random locker and backpack searches to preserve the safety, health, and welfare of the school. Further, the Academy may conduct a specific search of a student's locker, backpack, pockets, or purse when it has reasonable suspicion of a violation of this policy and to protect the safety, health and welfare of the school. Lockers are a student privilege, and use is subject to revocation in the event abuse is discovered.

The Academy is not responsible for lost or stolen personal items.

Technology

All students have access to a laptop or Chromebook. The amount and type of usage is determined by grade level and teacher direction. MCA has enough devices that students should not carry a device out of a classroom to another location. All students and parents/guardians must sign an Acceptable Use Policy (AUP) every year to ensure that all users are aware of student responsibility and expectations. Students will only be given access to a device once the AUP is signed and returned to their homeroom teacher.

Acceptable Use Policy (AUP)

The AUP is found in Appendix B of this MCA Family Handbook.

STUDENT PERSONAL RESPONSIBILITY

Memorial Christian Academy students are expected to demonstrate integrity in all that they do, as this honors God. The Academy Core Values establish the foundation for how students are expected to think, speak, and act.

- ❖ **Biblical truth** - We believe that the Bible is the ultimate authority for all knowledge and truth. 2 Timothy 3:16-17
- ❖ **God-Given Purpose** - We believe that each student is made in the image of God with unique potential. Psalm 139:13-15
- ❖ **Servant Leadership** - We believe in inspiring students to develop an attitude of humility in serving others. Matthew 20:26-28
- ❖ **Partnership** - We believe in the importance of supporting families as we raise up the next generation of Christ-followers. Proverbs 22:6
- ❖ **Excellence** - We believe that God calls us to strive for excellence in everything we do. Colossians 3:23-24

Chapel

Chapel is held weekly to foster a student's spiritual growth and development. It provides students and teachers the opportunity to worship, sing, and learn together. Our intent is to give each student the opportunity to respond to the Bible and the Holy Spirit's work in their hearts. Students will learn of Jesus Christ, and salvation through faith in Him. No special uniform (other than standard uniform dress) is required for chapel days.

Cell Phones / Ear buds / Earphones / Headsets / Smart watches

Memorial Christian Academy respects the usefulness of cell phones in relation to after-school activities and athletic events. However, to prevent cell phones /ear buds /headphones from becoming a disruption in the classroom, the following policies have been developed. Parents who need to contact their child in the event of an emergency may do so through the school office.

1. Students are allowed to bring cell phones/ear buds/smart watches/headphones on campus.
2. During the school day (from the time a student arrives on campus, walks through the door, until the end of school, defined as dismissal), cell phones /ear buds /smart watches must be **turned completely off** (no sound or vibration) and put away.
3. Students are required to place their cell phone /ear buds /smart watches /headphones in the pocket chart in their classroom. The device will remain in the homeroom class pocket chart for the entire school day. At no time may the device be taken out of the pocket and used without staff approval. Use of these items without permission is in violation of this policy and will result in a FACTS Behavior Event report and possible demerits. The item will also be confiscated for the remainder of the school day.
4. While students are riding on MCA provided transportation (field trips and sporting events), the cell phone policy is in effect just as if the student were in the classroom. Teachers/Coaches will direct students as to appropriate times to use cell phones.

The following events would constitute a violation of the cell phone policy.

Remember: God's word says no sin goes unnoticed or unpunished.

- The cell phone rings or vibrates (this means the cell phone was not turned off).
- The cell phone was seen in the possession of a student by a teacher or staff member during school hours.
- If the cell phone was found anywhere but in the designated location.

Consequences for violating the cell phone policy:

1. First offense - phone confiscated and returned at the end of the day (FACTS report)
2. Second offense - phone confiscated and returned only to a parent (2nd FACTS report)
3. Third and subsequent offenses – phone confiscated, returned only to parent, one day in-school suspension (FACTS report/second offense consequences/re-enrollment jeopardized)

Parents expect MCA to provide a quality education for children. Students who disrupt classes/activities by making calls, receiving calls and texts, or sending texts during the school day, undermine the education process for your student and all the other students in the classroom. We ask for parental support in monitoring this policy. This policy does not allow parents to give their children conflicting guidance in this area, i.e. telling a student to leave their phone on during the school day. If parents need to contact their child/children during the day, please call the office. Likewise, students may contact their parents from the phones at the office.

Backpacks

Backpacks may be of any color or design if they do not cause a distraction or have messages contrary to the Academy's mission. Wheeled backpacks are authorized; however, backpacks must have straps or handles that will enable students to carry them when walking up/downstairs, as they may not be rolled in stairwells. Misuse of rolling backpacks may result in loss of privilege, requiring the student to use a backpack without wheels. Students disrupting class or school with their rolling backpacks may receive a FACTS Behavior Event report. Definition of "misuse" is determined by the classroom teacher or administration. This will be communicated to students and their parents in the form of written notification.

Lost and Found

Items that are left on the campus (including the MAC) are turned into the MCA office. Office personnel will make every effort to return any item that is labeled with a student name. Non-labeled items will be kept in the office area. At the end of each semester items not claimed will be donated to a local charity. The Academy is not responsible for lost or stolen personal items.

Replacement of Lost School Materials

Students are responsible for lost or damaged textbooks and other school materials. If any materials are lost or damaged, a letter will be sent home to indicate the replacement cost. The student's end-of-the-year report card will be held until this obligation has been met. If the missing materials are found and returned in good condition within 3 months of receipt of payment, a refund will be issued.

Planners

Students in K5 – 12th grade are given a student planner on the first day of school. Teachers will regularly direct students to use the planner in developing organizational skills through recording important information on a daily/weekly basis. Information such as Spelling lists, Bible verses for memorization, homework assignments, project due dates, etc. can be easily viewed by students and parents and enables students to learn to be responsible for their learning.

Social Media

First and foremost, students and parents are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Academy community and beyond.

Pause before you post.

Students and parents who participate in online interactions must remember that their posts reflect on the entire Memorial Christian Academy community and, as such, are subject to the same behavioral standards set forth in the Family Handbook. In addition to the regulations found in the Handbook, students are expected to abide by the following:

- To protect the privacy of the Memorial school community, faculty and students must not include the names of any students, faculty, staff, etc. in any social media posts.
- Students may not use social media sites to publish disparaging or harassing remarks about MCA members, which includes but is not limited to students, teachers, staff, athletic events, academic contests, or academic or athletic rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the Academy.
- Failure to abide by this policy, as with other policies at MCA, may result in disciplinary action as described in the Family Handbook, or as determined by the Administrator(s) or the Board of Directors.
- Faculty and staff of Memorial Christian Academy are prohibited from texting or gaming with students, calling students on cell phones, using social media, or allowing students to make personal calls to them unrelated to homework or class work. Faculty and staff are prohibited from “friending” or “following” current MCA students on Facebook, X, or any other social media site.

Prohibited Items

Toys, cards, electronic devices, play guns, water guns, hand-held computer games, radios, personal music devices (earbuds, headphones, etc.), CD players, skateboards, roller skates, Heelys or any other item not specifically required for the purpose of completing assigned class work or projects are not allowed at school. These items will be confiscated and returned only to the parents or guardians. MCA will not be responsible for any damaged, lost or stolen electronic items or accessories. **Exceptions: Personal readers such as Nooks and Kindles that are used for reading and for certain long-distance athletics events/field trips.**

CLASSROOM CONNECTIONS

Birthday Celebrations

Birthday parties will only be celebrated during normal lunchtimes. Parents may bring cookies, cupcakes, or cake to celebrate a child's birthday (no other items are allowed to include pizza, wraps, nuggets, sandwiches, etc.), **only during scheduled lunch times**. Birthday invitations may be given out at the end of the school day and only if there is an invitation for every student in the class.

Field Trips & Sports Events

Field trips or school-sponsored events are planned for enrolled students. Parent participation requires the teacher's approval, space availability, and a current background check to be on file. Children who are not enrolled are not allowed to be transported in Academy vehicles. Students participating in field trips depart AND return via Academy sponsored transportation, except in cases of emergency. Individual or group field trips are educational opportunities and attendance is required. Non-participating students are to attend school and will be given classwork to complete during the school day.

- Field trips are part of the educational experience for the students. If parents attend the field trip as a chaperone, siblings are not to accompany them.
- A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion.
- Parents may choose to drive their own child/ren to and from a field trip. Arrangements/notifications must be made with the classroom teacher. The classroom teacher **MUST** receive prior notice if a parent wishes their child to ride in another parent's private vehicle. These arrangements must take place no later than the day before the field trip. MCA is committed to making sure that all children are accounted for in traveling to and from any off-campus locations.

Homework and Lesson Plans

Parents may access homework and lesson plans through FACTS Family Portal. Teachers are required to post this information by 6 p.m. on Sunday for the coming week.

Homework Pick Up

Any student work to be picked up due to absences will be available in the front office after 3:30 p.m. If you wish to request missed work for a student who is absent, email the teacher before noon. Please do not ask the teachers to have work ready before 3:30.

Newsletters

Elementary teachers publish weekly newsletters to communicate with parents regarding events, homework, and reminders for the week. Classroom teachers will advise parents regarding whether the newsletter will arrive digitally or on paper in Thursday communication folders.

Parent-Teacher Conferences

Parents of early childhood and elementary students are requested to participate in at least one conference during the first quarter with teachers. Parents and/or teachers may request conferences at any time. Parents shall first afford the teacher the opportunity to address any concerns or questions prior to requesting a meeting with the administrator(s). When administrative conferences are scheduled, the classroom teacher shall be present unless circumstances warrant confidentiality. As a reminder, **teachers are prohibited from having academic or behavior conferences during drop off or pickup times**. Please contact your student's teacher via email or call the office to schedule a parent-teacher conference. Aides and support staff are not authorized to schedule parent-teacher conferences. If parents have an issue regarding an aide or support staff, the matter should be referred to the administrator(s).

PARENT COMMUNICATION

Core Value: Partnership – We believe in the importance of supporting families as we raise up the next generation of Christ-followers.

The Academy recognizes that parents are inviting the MCA faculty and staff to partner with them in the education of their child/ren. In that spirit, communication is critical to the development of positive, caring relationships. It is the hope of the Academy administration and faculty that parents will make every effort to read emails and respond in a timely manner if requested to do so. We are aware that parent email boxes are filled with messages but hope that parents will realize the importance of reading all emails from MCA. Administration will make every effort to make sure that emails sent communicate clearly and concisely.

Warrior Weekly Newsletter

The Academy distributes, via email, the Warrior Weekly every Friday afternoon. This publication provides information about the coming week including lunch menus, academic events, sports practices and games as well as events coming in the future that parents will want to note on their calendars.

FACTS Family Portal

All parents have a login and password for FACTS Family Portal. The Family Portal provides access to student grades, homework, announcements, calendar, and more. For more information see the FACTS Student Information System (SIS) section in this Handbook.

Remind Communication App

MCA faculty uses the Remind Communication App to relay timely information to parents. Parents are encouraged to download the app on their phone. Teachers will communicate with parents regarding joining a class at the beginning of the school year. Parents are reminded that, when contacting a teacher through Remind, teachers are at work during the day providing instruction and supervision of children. Teachers can respond during the designated conference period or between the hours of 7:45 – 4:30 p.m., Monday through Friday (school attendance days).

Emergency Contact Information

It is the parents' responsibility to maintain and provide the school with current names, phone numbers and authorizations that make contact possible during school hours. Parents are responsible for notifying the school of any changes affecting the ability to contact them or other authorized designees. Any changes must be made in writing. Enrollment and attendance signify the parent/guardian's acknowledgement of this requirement. Parents should advise the individuals authorized to pick up their child to bring identification with them when picking up children.

Emergency Notifications

In the event of an emergency, the Academy administration will send out two forms of notification to parents/guardians: emergency text messages to cell phones and emergency emails noted urgent.

Deliveries for & Communication with Students

Lunches, homework, books, and other items that may need to be delivered to your child should be left with the office staff. If you need to send a message to your child during school, please call the office, and the message will be delivered. We do not call students to the phone except in the case of an emergency. A message may be given to a student to call a parent during a scheduled break (i.e. lunch). Students are not allowed to use cell phones during the school day. Therefore, any messages or calls must be directed

to the school office.

Social Media

Parents are encouraged to “friend” Memorial Christian Academy and to let family and friends know about their child’s school! The Academy is aware of the power of social media in our culture today. MCA is confident that the MCA family will be supportive of the Academy and, as needed, will address concerns to teachers and/or administration privately rather than publicly through social media. Parents are cautioned about posting negative or derogatory comments in any form of social media concerning the school, faculty, administration, or coaches as this is in direct conflict with the Academy’s core values and may result in disciplinary actions as determined by administration and the Board of Directors.

PARENT PARTICIPATION

Athletic Booster Club

The Warrior Booster Club is made up of parents, teachers, and coaches whose sole objective is to support the MCA Athletic Department, helping to provide a first-class experience for all MCA student-athletes. The Warrior Booster Club is instrumental in hosting such functions as the homecoming celebration and the annual sports banquet. All volunteer hours worked through the Booster Club are eligible for Family Volunteer Hours and the form should be signed by the MCA Athletic Director or coach responsible for the event/sport.

Chapel Visitors

Parents are invited and encouraged to attend chapel services on Wednesdays. When family members are in attendance their children are welcome to sit with them rather than with their class. Visitors must sign in at the office and wear a visitor's badge while in the building. Chapels start on time and usually last between 40 minutes to an hour.

MCA Family Volunteer Hours

One of the Academy's Core Values is PARTNERSHIP. Parent support is critical to the success and well-being of MCA students and staff. Memorial Christian Academy invites all parents to volunteer. The assistance of parents makes our school the very best. Family volunteer hours can be tracked in FACTS Family Portal.

- ✓ The MCA Family Volunteer Hours program requests that every Academy family plans to volunteer a minimum of 10 (ten) hours each year at MCA.
- ✓ There are many projects that volunteers can help with during the school year. Volunteer opportunities are posted in the weekly newsletter, The Warrior News, or announced by classroom teachers.
- ✓ A background check will be required if the volunteer is working with or around children. For the safety of our students, volunteers/guests /visitors should not roam throughout the building.
- ✓ Families will use the MCA Family Volunteer Hours form to record hours worked. Any hours not fulfilled by May 1 will be charged to the family's FACTS account at the rate of \$20 per hour. All funds collected for Family Volunteer Hours are placed in an MCA student scholarship fund.
- ✓ The MCA Family Volunteer Hours form is available on FACTS > Family Portal > School > Resource Documents and Appendix E at the end of this Handbook.

Parent Chaperones & Drivers

There are times throughout the school year when parents may be asked to serve as bus drivers and/or chaperones. Classroom teachers are allowed to set the number of chaperones needed depending on the circumstances of the trip. The school requires parents to follow the same standards of dress and conduct as required of the faculty and staff. Chaperones are to be considered an extension of the Academy. These volunteers are required to complete a background check prior to serving as a chaperone or driver. It takes approximately 5 days for a background check to clear, so volunteers should plan accordingly.

Any parent or other authorized individual that is asked to serve as a bus driver is required to complete the "Driver Policy" paperwork prior to driving. This paperwork may be completed at any time but must be completed prior to driving. Paperwork is available in the office.

Parent Conduct on Campus

To promote a safe and secure environment, parents, guardians, and other responsible adults who drop off students in the morning or pick up students in the afternoon or otherwise attend MCA events are expected to conduct themselves in a safe, mature, civil, and polite manner.

Drop off and pick up times are busy and congested times in our parking lot. Drivers must exercise caution, drive slowly, and yield to pedestrians. Drivers should exercise caution around the covered entrances.

It is unacceptable for adults to be using profane and vulgar language on our campus whether it is directed at a staff member, another parent, or a student. This unacceptable behavior is grounds for administrative withdrawal from the Academy or being prohibited from entering campus property.

Parent Teacher Volunteer Organization (PTVO)

The Academy believes that a child is best led when there is a unity of vision in the training between parents, the Academy, and the church. The PTVO is composed of parents and school faculty who come together for the purpose of improving the school, meeting the needs of the students, and promoting the interests of Christian education. All parents and staff are members of the PTVO and are encouraged to attend posted meetings. Times and dates of meetings are published in the school calendar. The PTVO works with the Administrator and is governed by the Academy administration. Attendance at PTVO meetings and helping in PTVO sponsored events may be recorded on the Family Volunteer Hours Form and should be signed by the PTVO officer who is responsible for the event.

Room Parent

Each homeroom class will have a room parent that will adhere to the MCA volunteer expectations. The Room Parent will host classroom parties and assist the teacher as they are available. Room parent responsibilities will fulfill the Family Volunteer Hours requirement.

APPENDIX A

Academic Integrity Policy

Memorial Christian Academy's mission is to make disciples, create scholars and develop leaders. An integral part of achieving this mission in cooperation with our families is developing the moral character of our students. We believe honesty, trust and integrity are essential components of the educational process and living life as a Christian. Cheating, lying and/or stealing are not Christ-like behaviors and are contrary to the teachings of the Bible and MCA's philosophy. *"Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out."* Proverbs 10:9

Writing skills are at the core of the work students do and form a crucial component of most, if not all, professions. Teaching students how to write effectively is, therefore, one of the primary objectives of many core classes. To accomplish this objective, the importance of writing and speaking is stressed. Good writing does not emerge perfectly formed from the pen or printer after one quick draft. Good writing is crafted, developed, organized, refined, revised, edited and then revised and edited again, using appropriate citations.

With the growing popularity of the Internet, cheating/plagiarism has become more of a concern. As Christians and educators, there is a moral and ethical obligation to maintain rigorous academic standards. This cannot be accomplished alone and needs the support of the entire school community to succeed.

Definitions

Cheating

Cheating includes but is not limited to the following:

- The copying of another student's work or assignment (to include homework, tests, quizzes, labs, projects, essays) to submit as one's own.
"Therefore, take note! I am against the prophets" the Lord's declaration "who steal my words from each other." Jeremiah 23:30
- Allowing another student to copy your assignment (to include homework, tests, quizzes, labs, projects, essays) with the intention of submitting the assignment to a teacher for credit. *Jer. 23:30¹*
- Using an unauthorized set of notes, cheat sheet, graphic calculator or other storage device during a test or quiz.
- Helping another student without permission on a test or quiz.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
"You are not to steal or lie or deal falsely with your neighbor." Leviticus 19:11
- Modifying or in any way altering a teacher's grades or official records.
- Using a teacher's notes, manuals, or guides without explicit permission.
- Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).

Plagiarism

Plagiarism includes but is not limited to the following:

- Including the words of another writer or written by AI without including proper citation. Copying and pasting from the Internet or other electronic sources – even one sentence – is considered plagiarism unless there are quotation marks preceding and following the quoted material. Students must also include a citation of the sources (works cited page or bibliography) at the end of their paper. This applies to other forms of expression as well – artwork, photography, computer coding, mathematical calculations, etc.
- Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
- Presenting the ideas of another (writer, computer programmer, scientist, artist, photographer, AI) without using quotation marks or proper citation methods.
- Presenting the ideas of another (writer, computer programmer, scientist, artist, photographer, AI) as one's own original thoughts, unless a student attributes the ideas to the correct source—even if the wording is changed, can be considered plagiarism. If the assignment includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found. Writing is an extension of one's thinking, and most assignments challenge a student to articulate his/her own ideas—to differentiate between the opinions he/she arrived at through his/her own analysis and those he/she concluded by consulting other sources. Even if the student shares the same opinion as another writer, and all the words/images in the essay are his or her own, he/she must give credit to the sources used. This applies to music, artwork, coding, etc.
- Submitting another student's work as one's own, for example, an essay written by a sibling, parent, AI or another student.
- Submitting a paper or artwork, etc. purchased from an Internet essay site or written by AI.

Copyright and Fair Use Policy

Students are permitted to use copyrighted materials under the fair use doctrine for educational purposes, including research, commentary, and teaching. This privilege is guided by the Four Factors: purpose (nonprofit/educational), nature (factual/creative), amount used, and market impact. Students should use links for online content and limit copied portions. Significant use of creative works or anything that harms the market for the original material may not qualify as fair use. Always cite sources.

Key Principles for Students

1. **Purpose & Character:** Using material for non-profit, classroom learning, research, or criticism is generally favored.
2. **Nature of Work:** Using factual, published works is more likely to be fair use than highly creative ones (novels, songs).
3. **Amount Used:** Copying small portions (e.g., a chapter, a single article) is better than the whole work, especially the "heart" of it.
 - **Text:** Up to 10% or 1,000 words (whichever is less) from a book/article.
 - **Poetry:** Up to 250 words, or the whole poem if shorter.
 - **Video:** Up to 10% or 3 minutes (whichever is less).
 - **Music:** Up to 10% of a composition/recording, but generally no more than 30 seconds without permission.
 - **Images:** Up to 5 images by the same artist/photographer, or 10-15% from a collective work.

- **Links:** Sharing links to online articles/videos is usually preferred and safer than copying and distributing files.

4. **Market Effect:** Consider if your use negatively impacts the original creator's ability to sell or license the work.

Shared responsibility for Academic Integrity

Teachers, parents/guardians and students must understand, accept and share responsibility for this policy to be effective.

STUDENT RESPONSIBILITIES

The student will . . .

- Set aside sufficient time to study and/or complete long-term projects
"Study to shew thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth. 2 Timothy 2:15"
- Actively participate in class and attend regularly
- Protect work – do not lend, share or borrow homework or other assignments
- Not look at another student's test or allow your own test/quiz to be seen
"Therefore, to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17
- Not talk during a test/quiz or about the test/quiz until all classes have had a chance to take the test/quiz
- Not represent as his/her own the work of a parent, sibling or anyone else
- Not change a test item in any way when the test is returned for review
- Not allow one member of a team to do the whole task when completing group work
- Learn how to attribute work properly by citation, footnote and bibliography

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian will . . .

- Communicate to the child the values of moral and ethical behavior
- Refrain from placing undue pressure on their student for high grades
- Be aware of a student's need for a quiet time and place to study
- Support the student's efforts, but not edit, type or in any other way do the work
- Encourage wise use of time
- **Parents must not purchase or use assessment materials that are part of the Academy curriculum for the purposes of studying for tests/quizzes. This is cheating and will not be tolerated.**

TEACHER/ADMINISTRATOR(S) RESPONSIBILITIES

The teacher/administrators will . . .

- Make the classroom policy known to all students
- Be specific as to whether work is to be cooperative or individual
- Prepare students for tests
- Inform students if unannounced tests/quizzes will be used in the course
- Carefully proctor tests so as not to tempt the weak
"For from the heart comes evil thoughts, murders, adulteries, sexual immoralities, thefts, false testimonies, blasphemies." Matt. 15:19
- Secure grade book and mark documents that grades are private and safe
- By precept and concept support these ethical commitments

CONSEQUENCES

The consequences of cheating/plagiarism are the following:

- Student receives a zero on the assignment. The student must redo the assignment to determine understanding of the material. Upon completion of the assignment, a grade of 50 will replace the zero.
- Teacher will notify the parent/guardian (via email and phone call). The teacher will enter the Behavior Event into FACTS. This step will occur for each infraction.
- The teacher will notify the administrator(s). The administrator(s) will meet with the student and review the “Academic Integrity Policy”
- For any subsequent infraction, the administrator(s), teacher, parent, and student will meet for a conference. For any subsequent behavior event, the student’s grade (9 weeks) will be reduced by one letter grade (subtract 10 points from the average).

Additional consequences for subsequent behavior events may include in-school suspension, out of school suspension, or administrative withdrawal/expulsion.

APPENDIX B

Acceptable Use Policy

Philosophy

Memorial Christian Academy's goal is to produce well-rounded citizens with a biblical worldview to become the future leaders. To achieve this educational excellence, our students require access to the most current tools to be well equipped for the demands of the 21st century. Along with this access comes a responsibility to not just value and enjoy technology, but to be an ethical digital citizen. Actions that do not represent God or Memorial Christian Academy in a positive manner will be a violation of this policy.

General Guidelines

Use of a school issued device is a privilege not a right and it should also be understood there is no guarantee of privacy. MCA has a right to protect its network and technical resources. All internet access is documented.

All students in 4th grade through 12th grade will be assigned access to a device (laptop or Chromebook) for educational purposes. Personal devices will not be allowed on the network. Parents/Guardians may request the loan of a device for their child (6th – 12 grades only) to use at home if there is not a suitable device for their child to use at home. This request must be made in writing and submitted to the Academy office. The request will be reviewed by the administration. Parents will be required to come to the office to pick up the device and sign paperwork regarding liability, etc.

General Use

1. Each student is responsible to return and plug in their device to the computer cart at the end of each class period.
2. Students and teachers are responsible to ensure that devices are fully charged at the beginning of the school day. Students should not expect to charge their device during the school day. If the device is not charged when it is picked up during homeroom, the student should immediately let the teacher know.
3. The student is responsible for the appropriate care of their school device, including any costs of repair, replacement, or modifications needed.
4. Appropriate care includes, but is not limited to:
 - a. Closing the computer when walking.
 - b. Using both hands when carrying the computer.
 - c. Abstaining from eating and drinking while using the computer.
 - d. Carrying the device from one point to another.
 - e. Devices should not go outside the building unless for instructional purposes.
5. Student devices will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using their device to access MCA electronic information resources, including the contents of computer files or communication undertaken by way of the computers and/or network. Teacher/s and/or administrators may conduct an individual search of a student's computer, files, video, email, or other related items if there is suspicion that MCA/MBC (Memorial Baptist Church) policies or guidelines have been violated.
6. Students may NOT use the device to record, transmit, or post photos or videos of any person on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

All copyright issues regarding software, information, and attributions of authorship must be respected. Refer to the Academic Integrity Policy and Copyright Policy for any questions about use (this includes text and images). If you are unsure whether you can use a specific section of text or image, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

In compliance with federal guidelines, MCA has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right but a privilege. If students violate rules, they will lose access privileges and may be subject to disciplinary action.

Students will be subject to disciplinary action and are prohibited from:

1. Deliberately spreading computer viruses.
2. Intentionally searching for, viewing, and/or distributing inappropriate materials.
3. Posting comments that are sexually suggestive, humiliating, or threatening.
4. Emailing or creating postings that include insulting words or expressions, which intend to injure, intimidate, bully, or harass others, are not acceptable. These prohibited behaviors include but are not limited to derogatory comments with respect to race, religion, gender, age or disability.

While the school respects the right of employees and students to use social media (Facebook, Twitter, Instagram, Snapchat, TikTok) to communicate with others, any postings referencing MCA or fellow colleagues and/or students must always be professional and respectful of the academy, its employees, parents, and students. Further, accessing these sites during school hours on school owned property is prohibited.

Examples of Inappropriate Use

1. Logging onto another person's computer without his or her permission
2. Using a device not assigned to you (Teachers may allow students to look on with another student for instructional purposes only.)
3. Using proxy sites to bypass web filtering
4. Videoing or recording on school property (not permitted unless it is related to a school assignment)
5. Emailing or chatting online during class when not related to a school assignment
6. Frivolous use at school (including during study hall), such as but not limited to gaming, watching YouTube, playing videos, etc.
7. Cheating (including using AI inappropriately to generate or complete schoolwork)

Examples of Unacceptable Use

1. Inappropriate communication to the faculty or staff
2. Threats and/or cyber bullying of any kind
3. Using a computer device to plan a fight, cause harm, or commit a crime
4. Possession of inappropriate files
5. Pornography can be a felony offense and if so will be turned over to authorities
6. Manufacturing – using a camera or other device to create inappropriate pictures/movies
7. Distributing – sending/sharing inappropriate files with other individuals
8. Bootleg movies or music
9. Intentional actions that would be considered harmful or potentially harmful to a device
10. Habitual and intentional disregard for the digital device

Consequences include but are not limited to:

- Assignment of demerits

- Loss of technology privileges up to a semester
- Disciplinary probation
- After school detention
- Suspension
- Expulsion
- Legal action - Expulsion

Damaged Device

Through the normal use of the device, some “wear and tear” can be expected. Damage resulting from carelessness, inappropriate use, or failure to follow written policy becomes the responsibility of the student/family.

The following guidelines will be followed:

1. If lost or stolen, the student/family is responsible for the full replacement cost of the device.
2. At no time should a student or other person attempt to repair a non-working or damaged device as this may void the warranty.
3. A non-working device not due to maltreatment shall be turned in to the classroom teacher. The student will be assigned another device for use.
4. If damaged and still under warranty, the device will be sent to the manufacturer for repair. The student will be assigned a loaner device.
5. If damaged, intentionally, due to recklessness and/or neglect, the student/family is responsible for the cost of repair or replacement. Administration will make every effort to repair the device in house at no cost or at the most effective means. The student will be assigned a loaner device until the repair is completed. The student may use the loaner device until their issued device is repaired. If it is determined the device cannot be repaired, the student/family is responsible for the full replacement cost of the device. The cost of repair or replacement is the responsibility of the student/family. The cost of the repair may be charged to FACTS.
6. Repair of a device will occur two (2) times. On the third event, the student will no longer be issued a school owned device. A personal device may be used but will not have access to the MCA internet.

Failure to return the device in working condition sans normal use will result in transcripts and/or diploma being withheld.

Communication

1. Google Classroom is the primary program used by our teachers and students. Therefore, each student assigned a device is also assigned an email account linked to the MCA network domain.
2. All students with an MCA email account must abide by all guidelines as outlined in MBC policies.
3. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

Artificial Intelligence (AI)

In our ongoing efforts to prepare students for the future, MCA recognizes the significant role Artificial Intelligence (AI) will play in their lives and work. Consequently, we will proactively incorporate the use of this tool while acknowledging that it is impossible to foresee all potential scenarios of its appropriate or inappropriate use.

Our goal is to ensure responsible use of AI and other technological tools while promoting academic integrity, critical thinking, data privacy, and students' online safety. Although AI presents many challenges, it also offers numerous opportunities. However, AI can introduce inaccuracies, biases, and

misinformation in various formats (written and visual) and can be misused for bullying, harassment, plagiarism, and cheating. We should use the abilities given to us by God to exercise discretion and oversight in critically evaluating AI uses and outputs.

AI-generated content will not be accepted as a student's own work. Teachers will provide specific guidance on the use of AI in their classes. As with other works, AI-generated material should be properly cited using MLA or APA format. Currently, there are federal regulations related to the appropriate use of AI in education. MCA will comply with these regulations to the extent reasonable.

This general overview is not intended as a comprehensive statement on the use or misuse of AI. As AI is an ever-evolving tool, our guidance will also evolve as necessary.

Internet Access/Filtering

As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on all student computer devices. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. MCA will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

Parent Expectations

Parents are encouraged to monitor students' appropriate Internet use and adherence to Internet guidelines when using personal devices at home. Families are strongly encouraged to establish guidelines for the use of personal devices and other electronic devices (including cell phones). Placing an application on devices and cell phones to filter any alarming information, text, email, social networking sites, etc. is also strongly encouraged (such as the Bark app). Children are exposed to much unhealthy content and protecting them from these influences requires adult commitment and diligence.

Any student who is approved to borrow a device from the Academy to take home is the one ultimately responsible for the cost of any damage that may occur.

Student Agreement and Compliance

I accept and agree to abide by the guidelines and rules in the MCA Acceptable Usage Policy for Technology. I realize that the use of technology at MCA is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my use of technology, disciplinary action, and/or expulsion from school. I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations. I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the MCA internet connection. I understand that in some cases the transfer of such material may result in legal action against me.

Printed Student Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

APPENDIX C

ANTI-BULLYING POLICY

In our effort to walk closer to our Lord and Savior and to model Christ-like behavior, this anti-bullying policy is established. As we have been commanded, we are to love God and to love our neighbor as ourselves (Matthew 22; John 13:34-35; Romans 12:18). We strive to instill biblical values and create a safe, loving learning environment for our students, staff and families.

We realize there will be times when conflict occurs (Luke 6:27-28; James 4:1-3). This is a natural part of life. How we deal with this conflict is as important as the content of the conflict. Further, we recognize that despite our best efforts, bullying may occur, BUT it is never acceptable. It is our desire to establish a clear understanding of bullying and develop a framework for dealing with reports of bullying. Ensuring this understanding and framework is aligned with biblical principles is essential.

DEFINITION: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived imbalance of power. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes but is not limited to verbal bullying, physical bullying, and bullying through the use of social media and electronic devices, all are considered sin through word, action or thought. (Matthew 5-7; Ephesians 4-5). (www.stopbullying.gov)

Verbal patterns of bullying

- Teasing
- Name-calling
- Inappropriate/hurtful comments
- Taunting
- Threatening

Social patterns of bullying:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors
- Embarrassing someone in public

Physical patterns of bullying:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking/breaking/damaging someone's things
- Making rude or mean gestures

REPORTING BULLYING

It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behavior as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are the victim of bullying behavior should promptly notify a school faculty member or administrators. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any student who withholds information regarding

bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

1. A **Bullying Reporting Form** is available in multiple formats. The form is available in the Family Handbook as part of this appendix, posted on the Academy's website (mcawarriors.org), available in all classrooms and the Academy Office.
2. Reports of perceived/possible bullying may also be reported by placing a form in the labeled metal box outside the Academy's front office or sending an email to the Academy's website.
3. All reports of bullying will be investigated in a timely manner.
4. All parties involved in the alleged incident (victim, bully, and bystanders) will be spoken with to gain sufficient facts. All parties will be asked to give a verifiable account of what happened and will be held accountable for their actions/inaction.
5. Parents/guardians of the alleged victim and bully will be informed.
6. All incidents are documented, and a written report will be kept in FACTS and in each student's academic record.
7. All incidents of bullying will be followed up in writing to parents/guardians of the victim/s and the student accused of bullying.
8. Bullying incidents will be followed up and monitored to ensure the incident is resolved satisfactorily. The school takes all incidents of bullying and possible bullying seriously as well as any reports of retaliation (Retaliation is a form of revenge and is sin. Lev. 19:18; Rom. 12:19).

RESPONSIBILITIES

STUDENTS

- The victim or bystander of bullying behavior are to report the incident to their teacher, staff, administrator(s), and their parents.
- Students are to ask the bully to stop the bullying behavior.
- Students who are aware of bullying must promptly report the behavior. Students who have knowledge of such behavior are required to report this information and should do so without fear of retaliation. The filing of a false or fabricated complaint of bullying is prohibited and will result in disciplinary action.
- Students must be willing to resolve bullying situations, employ forgiveness and demonstrate changes in behavior.
- Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report unless the school's investigation confirms the bullying behavior at which time the defined procedure will be implemented.

PARENTS, GUARDIANS, and OTHERS

- Memorial Christian Academy expects parents, guardians, caregivers, and others who witness or become aware of an incident of bullying or retaliation to promptly report it to the child's teacher and/or an administrator(s). Any individual wishing to file a complaint may request assistance from a staff member to complete a written report.
- The filing of a false or fabricated complaint of bullying or retaliation is strictly prohibited and shall result in disciplinary action.
- Parents, guardians, caregivers, and others should accept that the whole story may be quite complex and trust the school to resolve bullying matters.

STAFF

- Non-teaching staff should refer all allegations of bullying to a teacher at the school or a school administrator(s).

FACULTY

- Faculty members will promptly report to a school administrator(s) any instances of bullying or retaliation witnessed by the faculty member or that is reported to the faculty member by a student, parent, or other individual. The requirement to notify the school shall not, however, limit the authority of the faculty member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.
- Teachers are to refer all allegations of bullying to their administrator(s). This is to be done in a timely manner (within two school days of report).

PREVENTION AND EDUCATION PROCEDURES

- Written Notices
- Notices of what constitutes bullying or bullying behavior, and that bullying is prohibited, and the consequences of engaging in bullying or bullying behavior will be posted in all classrooms on campus.
- A copy of the bullying policy will be posted on the school website and can be made available to any interested party, if requested.
- Annual training for all school staff on the policy will include staff duties under the policy, an overview of the procedure the school or designee will follow and an overview of the bullying prevention policy to be offered at all grade levels. The goal of professional development will be to establish a common understanding of the tools necessary for staff to create a school climate that promotes safety, civil communication and respect for differences. Professional development will build the skills of staff members to prevent, identify and respond to bullying.

Memorial Christian Academy shall implement age and grade appropriate anti-bullying curriculum to be provided in each grade level and will be reviewed annually and updated as appropriate. Bullying prevention material will be informed by current research that emphasizes the following approaches:

- Empower students to take action by knowing what to do when they witness other students engaged in acts of bullying regarding retaliation, including seeking adult assistance.
- Help students understand the dynamics of bullying, including the underlying imbalance of power.
- Emphasize cyber safety, including safe and appropriate use of electronic communication technologies.
- Enhance students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Steps will be taken throughout the school year to teach students about the student-related sections of the Anti-Bullying Policy.

Faculty, staff, students, parents and others are encouraged to take advantage of any opportunity to participate in programs or activities that promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

RESPONSES TO BULLYING OR BULLYING BEHAVIORS

Memorial Christian Academy acknowledges not all inappropriate behavior should be considered bullying or a willful violation of this policy. Each report of potential bullying will be carefully reviewed and acted upon by the teacher and/or administrator(s). However, all bullying behaviors will be addressed according to the procedures outlined in this policy. It is further recognized that the first and preferred method of resolution will occur at the student/teacher/parent level.

It is mandatory and essential that any student who believes he or she has or is being bullied must immediately report such incident, and any further incidents, thereafter, as stated in this policy.

Any student witnessing or having knowledge of bullying actions is required to promptly report it as provided in this policy.

If the Academy determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts, including the nature of the conduct, the age of the student(s) involved, the severity and period of time during which the conduct has occurred, whether the student has previously engaged in such conduct, and the need to balance accountability with the teaching of appropriate behavior.

Students found to have engaged in bullying, cyber-bullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to reprimand, detention, suspension, expulsion or other sanctions as determined by the Academy Administrator(s). Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and Academy policies.

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by the students involved, multiple sources or eyewitnesses.

NOTE: The administration of Memorial Christian Academy reserves the right to treat any single act as severe enough to warrant dismissal/expulsion from the Academy.

BULLYING REPORT FORM

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	Date of Report:
Person Reporting the Incident: ☐ Student ☐ Parent/Guardian ☐ School Employee ☐ Chaperone	

Description of Incident (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

List the name(s) of any witnesses to the incident.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report	Date
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Received by:

Signature of Person Filing Report	Position	Date
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APPENDIX D

“BRANCH OUT”

Community Service Program

“I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing.” -John 15:5

Memorial Christian Academy believes that part of our responsibility in training young men and women to be disciples of Christ is to help them **put into practice** the Christ- centered instruction they receive in the classroom. Servant leadership calls on students to lead like Jesus led by serving those around them. By serving in Christ’s name students are truly able to “Branch Out” from the vine and bear fruit within the Killeen/Ft. Cavazos community.

Students are encouraged to serve in one of the following areas during the year:

THE LOCAL CHURCH- This includes serving the staff that work at your church.

LOCAL COMMUNITY- This involves meeting the needs of those in the Killeen/Ft. Cavazos area but outside of your local church.

INTERNATIONAL COMMUNITY- This involves finding ways to meet the needs of those in other countries. This could include participating in mission trips or helping organizations that serve overseas.

MILITARY- The Ft. Cavazos community provides a unique opportunity for students to honor and serve members of our armed services.

MEMORIAL CHRISTIAN ACADEMY COMMUNITY- There are needs within our own school that could likely be met by MCA servant leaders.

OUTREACH AND EVANGELISM- While meeting the physical needs of those we serve is important, we must not forget their most significant need, to know Jesus Christ and the power of His resurrection.

Guidelines for Service

To qualify for student “Branch Out Servant Leadership” hours, these guidelines must be followed:

- The service performed must be voluntary (no compensation received).
- Service should be completed for non-profit organizations.
- Service, if performed for an individual, should be done for someone outside of family members.
- Service should be performed to meet a legitimate need (it must be performed to help others and/or the environment).
- Students are responsible for locating a place to perform their Branch Out service. A list of organizations and contact information about local non-profit organizations is available.
- Volunteer service and hours must be recorded on the *Branch Out Service Evaluation Form*.
- Completed forms should be returned to the office to receive credit for volunteer services performed.
- Forms must be completed by the student and submitted within 30 days of the event. For on-going events, a form must be submitted monthly.

- Forms must be completed by the student.
- To earn the Presidential Volunteer Service Award, all forms must be submitted no later than 1 April of that year.

Service Hour Requirements *A minimum of 64 hours (4 hours per 9 weeks enrolled) must be served to graduate from Memorial Christian Academy. For graduating seniors, service hours must be completed, and the paperwork submitted no later than March 15 of their senior year.

6th – 8th Grade Students	6 th through 8 th grade students can serve through grade level service projects. Students are guided to realize that every student must do their part in the project to succeed. Students actively participate through collecting, organizing, and delivering designated products to assigned agencies.
9th – 12th Grade Students	Students will serve a minimum of 4 hours per term (16 hours per school year).
Student Council (StuCo) and National Honor Society (NHS) Members	StuCo and NHS members will serve a minimum of 8 hours per term (32 hours per school year).

President's Volunteer Service Award

The President's Council on Service and Civic Participation founded the President's Volunteer Service Award to recognize the important role of volunteers on America's strength and national identity. The award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to take action too.

Memorial Christian Academy is a Certifying Organization (CO) for the President's Volunteer Service Award (PVSA) program. Service hours are recorded over a 12-month period (June-May) and the awards are designated based on cumulative hours. The awards are offered at multiple levels and are designed to recognize each milestone of service achievement. Levels include bronze, silver, and gold; award recipients will receive a personalized certificate, an official pin, and a congratulatory letter from the president of the United States.

Hour Requirements for the PVSA Program

Ages	Bronze Award	Silver Award	Gold Award
Kids (5-10)	26-49	50-74	75+
Teens (11-15)	50-74	75-99	100+
Young Adults (16-25)	100-174	175-249	250+
Group Award MCA has the opportunity to earn a group award in addition to individual awards. The group consists of members that have served 25 or more hours in a 12-month period	200-499	500-999	1,000+

Part 2: Personal Reflection – *How did your service help this organization? What did you learn from serving? How has your experience in this community service project contributed to your personal spiritual growth?*

Student Signature _____ Date _____

Parent Signature _____ Date _____

Part 3: Supervisor's Evaluation or Signatures

Thank you for allowing our MCA student to serve you. If you have any questions or would like to provide feedback regarding the student you supervised or this MCA program, please contact the MCA Director, Dr. Carpenter at: (254) 526-5403 or bcarpenter@mcawarriors.org

Supervisor Name (please print) _____ email _____

Supervisor Signature _____ Date _____

OFFICE USE ONLY

Date submitted to the office: _____

Total Hours Earned _____

Approved by _____

Date _____

*Forms for on-going projects are due **MONTHLY**. All forms are due no later than April 1, 2026, to be considered for the PVSA.

APPENDIX D

Family Volunteer Hours

Dear MCA Families,

We have the exciting opportunity to further Memorial Christian Academy's mission through family volunteer hours. Our mission includes partnering with families and fostering servant leadership. To make this mission visible to our students and include the whole family, we are asking families to serve 10 volunteer hours **per year, per family** at MCA. Examples include driving teams to games, helping at PTVO events, assisting in the classroom, concessions, and more.

The deadline for completion of hours is May 1, 2026. If unable to complete all volunteer hours by May 1, 2026, a \$20 charge per volunteer hour will be charged to the MCA family FACTS account. All monies will be deposited into MCA's scholarship fund.

Use this form to track volunteer hours this year and return to the MCA office when completed. We look forward to deepening our partnership with students' families and working to enhance and strengthen our resources and opportunities here at Memorial Christian Academy.

MCA Family Volunteer Hours

Parent Name: _____

Volunteer Opportunity What did you do?	Date	# of Hours Worked	MCA Staff Signature Who assigned the task?

- Return completed form to MCA office
- \$20 charge per incomplete hour
- **Deadline May 1, 2026**

Office Use Only Date Input _____ Staff Initials _____

Student Name/Grade: _____

Parent Signature: _____