



# **FAMILY HANDBOOK**

## **2023-2024**

# Table of Contents

## About Memorial Christian Academy

Parent Handbook of Policies and Standards.....	5
Mission Statement, Vision Statement & Core Values.....	6-7
Expected Student Outcome.....	8-9
Statement of Faith.....	10-11
Administrative Team & Board of Directors.....	12
Hours of Operation & Contact Information.....	12
Academy Profile.....	13-15
Student Expectations.....	16-17
Teacher Expectations.....	17-18

## Policies and Guidelines

### Academic Policies

Academic, Attendance, and Honors Policy.....	19
Awards Assembly.....	19
Dual Enrollment .....	19
Exemption from Exams (High School Only).....	20
Grading, Awards, and Honors Policy.....	20
Graduation Ceremonies.....	20
Homework Policy.....	21
National Honor Society .....	22
Promotion – Retention Policy.....	22
Service Hours.....	23
Academic Probation.....	23
Re-test Policies (High School only).....	23
Academic Appeal Process.....	23

### Admissions Policies

Admissions Process.....	23-24
Admissions Testing.....	24
Class Placement.....	25
Non-discrimination.....	25
Records Required for Admission.....	25
Re-enrollment for Existing Students.....	25
Requirements for Admission.....	25-26
Sibling Enrollment.....	26
Special Needs Students.....	26

### Attendance Policies

Attendance.....	26
Excused & Unexcused Absences.....	27

Perfect Attendance.....	27
Tardiness.....	27-28
Signing Out .....	28
Discipline.....	28-33
Dress Code	
Coats, Jackets, Sweaters, & Hoodies.....	33
Cosmetics.....	34
Dresses/Jumpers.....	34
Gym Clothes.....	34
Hair.....	34
Jewelry.....	34
Accessories.....	34
Pants/Trousers/Jeans.....	35
Prohibited Items.....	35
Shirts/Tops.....	35
Shoes and Socks.....	35
Skirts/Capris.....	36
Tattoos and Body Markings.....	36
Dress Your Way Day .....	36
Emergency Closing.....	36
Emergency Drills.....	37
Financial Policies.....	37-39
Withdrawals.....	39-40
Before Care/After Care.....	40
Late Pick-Up Fees.....	40-41
Parent Contact Information.....	41
Safety and Security Policies.....	41
Locked Doors.....	41-42
Student Pick-up Authorization.....	42
Parent Access.....	42
Child Abuse.....	42-43
Closed Campus.....	43
Discretionary Searches.....	43
Weapons.....	43
<b>General Information</b>	
Before & After School Care.....	44
Cell Phones – Electronic Devices/Ear buds/Earphones.....	44
Chapel.....	45
Deliveries for & Communication with Students.....	45

Field Trips & Events.....	45
Parent Chaperones & Drivers.....	45
School Board.....	45
Illness & Injury.....	46-48
Medication Policy.....	48
Immunizations.....	48
Physicals.....	49
Library.....	49
Lockers & Backpacks.....	49
Lunch & Snack Guidelines	
Lunch Guidelines.....	49-50
Food Allergies.....	50
Meal Program.....	50
Snacks.....	51
Non-MCA Student Visitors.....	51
Office Phone Use.....	51
Parent Conduct While on Campus.....	51
Parent/Teacher Conferences .....	51
Parent/Grandparent Involvement .....	51
Room Parent.....	52
Picking up Homework Assignments.....	52
Prohibited Items.....	54
Public Display of Affection.....	52
Records Request .....	52
Replacement of Lost School Materials.....	52
Social Media.....	52-53
Student Supervision at School Events.....	53
Gender Policy.....	53
Un-sponsored Social Functions.....	53
Appendix A: Academic Integrity Policy.....	54-56
Appendix B: Anti-Bullying Policy.....	57-61
Appendix C: Personal Device User Policy.....	62-65
Branch Out Service Program.....	66-69
Appendix D: Morning Drop Off/Afternoon Pick Up.....	70-71

# About Memorial Christian Academy

## Parent Handbook of Policies and Standards

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. In order to maximize that investment there are several principles of which to be mindful.

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 surrogate. 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 utilize 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. *Heb. 13:17*
4. Enrollment assumes a tuition commitment for the **whole** school year. As a courtesy, we offer a ten (10) 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 do not relieve you of your financial obligation to the Academy. One month of tuition is required for withdrawal.
5. Tuition charged for the Before & After School Care Program covers only those days when school is in session. Before and After School programs are closed when the school is closed with the exception of early dismissal days. Please review the school calendar for published dates of attendance and holidays.
6. Enrollment in Before and/or After Care is not prorated for less than a month. Enrollment in these programs is for the year. Multiple requests for enrollment and withdrawal cannot be honored in a given year. Enrollment space may be limited.
7. Occasionally, home school students/partial enrollment will participate in different aspects of our program. Any home school family and/or student desiring to participate in any MCA program must abide by this handbook as if they were enrolled students. Violations of school policies may be cause for disassociation.
8. Middle and High School students must read, sign, and agree to follow the student honor code as a condition of enrollment.
9. Policies and standards as 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.

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.

### **Our Motto**

*"Educating Minds. Experiencing God. Expecting Excellence."*

### **Our Vision**

Memorial Christian Academy strives to provide a personal, Christ-centered environment where students are challenged academically and spiritually and supported emotionally.

### **Our Mission**

Memorial Christian Academy's mission in keeping with God's word is to teach our students to be disciples of Jesus, effective scholars, and Christ-like leaders.

### **Core Values**

The Core Values of Memorial Christian Academy are:

#### **Christ-Centered**

MCA acknowledges Jesus Christ to be at the heart of all that we do as we seek to honor and glorify Him.

*"I will give thanks to You, O Lord my God, with all my heart, And will glorify Your name forever." Psalm 86:12*

*"having been built on the foundation of the apostles and prophets, Christ Jesus Himself being the corner stone," Ephesians 2:20*

#### **Holy Bible**

MCA trusts God's Holy Word to serve as the foundation of our spiritual, intellectual, emotional, physical and social development.

*"Anyone who listens to my teaching and follows it is wise, like a person who builds a house on solid rock." Matthew 7:24*

#### **Student**

MCA recognizes each student has been blessed with special and unique gifts and talents and strives to encourage each individual to maximize these gifts and talents.

*"As each has received a gift, use it to serve one another, as good stewards of God's varied grace. . . "*  
1 Peter 4:10

#### **Family**

MCA commits to building a partnership and fellowship with our families.

*"You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." Deuteronomy 6:7*

#### **Excellence**

MCA and all those of the MCA family are dedicated to excellence in everything we do.

*"Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth." 2 Timothy 2:15*

**Discipleship**

MCA strives to develop our staff and students into disciples worthy of the mission given to us by our Savior.

*“to equip the saints for the work of ministry, for building up the body of Christ,” Eph. 4:12*

**Service**

Just as our Savior came to serve, MCA staff and students are called to serve others.

*“In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, ‘It is more blessed to give than to receive.’” Acts 20:35*

*“Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.” Philippians 2:3-4*

## Expected Student Outcomes

### Spiritual/Biblical Worldview Formation

*“Even a child makes himself known by his acts, by whether his conduct is pure and upright.”*

*Proverbs 20:11*

By the time a student graduates from Memorial Christian Academy, they will:

- Have a deep enough knowledge and understanding of the Bible so they can discern truth from untruth;
- Understand how to continue the process of self-sanctification – how to pray, how to witness, develop a personal Bible study, etc.;
- Be able to defend their Christian faith and beliefs effectively and appropriately in a variety of settings;
- Be mature enough in their faith to fill a leadership role in their church, such as lead a Bible study, etc.

### Academic/Intellectual Formation

*“An intelligent heart acquires **knowledge**, and the ear of the wise seeks **knowledge**.”*

*Proverbs 18:15*

By the time a student graduates from Memorial Christian Academy, they will:

- Be well prepared in all academic areas including listening, speaking, reading, writing, and mathematics for the next phase of their life to include college and/or work with a high degree of success
- Demonstrate strong communication skills both verbally and in writing
- Make connections between academic learning and life/work world
- Work collaboratively in a variety of settings to achieve a common goal
- Effectively utilize study, organizational, time-management and problem-solving skills with ease and independence
- Apply critical thinking, sound/reasonable judgment and decision-making skills to solve real-world problems
- Apply information and research literacy skills effectively to make quality life and work decisions

### Social/Emotional/Personal Formation

*“For we must all appear before the judgment seat of Christ, so that each one may be recompensed for his deeds in the body, according to what he has done, whether good or bad.” 2 Corinthians 5:10*

By the time a student graduates from Memorial Christian Academy, they will:

- Maintain positive and healthy relationships that promote and encourage trust and respect;

- Be empathic and compassionate towards others while acknowledging and respecting differences in culture, ethnicity, language, and religion;
- Develop leadership skills enabling them to be the future of our churches, community, state, and country, and
- Have beneficial life skills including personal responsibility, financial literacy to include tithing, physical and mental health, dealing with criticism/rejection/failure appropriately and being able to make appropriate adjustments to thrive.

## MCA Statement of Faith

- As a ministry of Memorial Baptist Church, we, Memorial Christian Academy, abide by the Statement of Faith and Core Beliefs. Additionally, we adhere to the Constitution of Memorial Baptist Church.
- We believe in the Bible, the scriptures of the Old and New Testaments, as verbally inspired by God and inerrant in the original writing, and that they are the ONLY Word of God, the supreme and final authority in faith and life. (*Psalm 119; 2 Tim. 3:16; 2 Pet. 1:20-21; 2 Pet. 3:15-16; John 8:31-32*)
- We believe in one God, eternally existing in three persons: The Father, The Son and the Holy Spirit. (*Deut. 6:4; Matt. 4:16-17; Matt. 28:19; John 14:16-17*)
- We believe that Jesus was begotten by the Holy Spirit, born of a virgin, and is true God and true man. (*Isaiah 7:14; Matt. 1:18-25; Luke 1:26-38; Luke 2:39-40, 51-52; John 20: 26-29; Rom. 1:3-6; John 1:1-14*)
- We believe that man was created in the image of God; that he sinned, and thereby incurred physical as well as spiritual death, spiritual death being eternal separation from God; and that all beings are born with a sinful nature. (*Gen. 1:26-27; Gen. 4; Rom. 5:12-19*)
- We believe in the Biblical teaching 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. (*Gen. 1:26-27; Gen. 4; Rom. 5:12-19*)
- We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitution sacrifice; and that all who accept Him as Savior and Lord are justified on the grounds of His shed blood. (*Gen. 3:15; John 3:16; Rom. 5:6-11; Heb. 10:19-31*)
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate. (*Matt. 12:39-42; Luke 9:29-31; John 19:17-42; Matt. 28:1-8; Mark 16:1-8; Luke 24:1-12; John 20:11-29; Acts 1:7-11*)
- We believe in “the blessed hope”, the personal and imminent return of our Lord and Savior, Jesus Christ. (*Zech. 12:10; Matt. 24:30-31; Acts 1:10-11, 1 Thess. 4:13-17; Rev. 22:20*)
- We believe that all who receive by faith Jesus Christ as Lord and Savior, are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him. (*John 3:16; Rom. 5:1-21; John 1:12-13; Eph. 1:7-14; Eph. 2:8-9; Tit. 3:4-7*)
- We believe baptism is a command to all who have by faith received Jesus Christ as Savior and is also a visual testimony to that fact. (*Matt. 28:18-20; Acts 2:38; Acts 8:36-39; Rom. 6:3-4*)
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (*Luke 16:19-31; Dan. 12:2-3; Matt. 25:31-46; 2 Thess. 1:7-10; Rev. 20:11-15*)
- We believe God created and sanctioned marriage to bring together men and women, the complementary halves of humanity by joining them in “one flesh” unions (*Gen. 2: 18-25*). Marriage between one man and one woman for life uniquely reflects Christ’s relationship with His church (*Eph. 4:21-33*). We believe marriage also serves as the foundation unit of a stable society. (*1 Cor. 7:2*).
- We believe that the term “marriage” has only one meaning: the unity of one man and one woman in a single, exclusive union, as delineated in Scripture (*Gen. 2:18-25*). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1Cor. 6:18; 7:2-5; Heb. 13:4*). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- We believe that God wonderfully and immutable creates each person as male and female and these distinct, complementary genders together reflect the image and nature of God (*Gen. 1:26-27*). Rejection of one's biological sex is a rejection of the image of God within that person.

## Administrative Staff

Administrator	Dr. Barbara Carpenter	<a href="mailto:bcarpenter@mcawarriors.org">bcarpenter@mcawarriors.org</a>
Asst. Administrator	Mrs. Florence Wright	<a href="mailto:fwright@mcawarriors.org">fwright@mcawarriors.org</a>
Lead Teacher (Secondary)	Joy Moton	<a href="mailto:jmoton@mcawarriors.org">jmoton@mcawarriors.org</a>
Lead Teacher (Elementary)	Tammie Benson	<a href="mailto:tbenson@mcawarriors.org">tbenson@mcawarriors.org</a>
Early Childhood/Specials	Kendsie Niederriter	<a href="mailto:kniederriter@mcawarriors.org">kniederriter@mcawarriors.org</a>
Business Manager	Todd Perrin	<a href="mailto:tperrin@mcawarriors.org">tperrin@mcawarriors.org</a>
Registrar	Alicia Martinez	<a href="mailto:amartinez@mcawarriors.org">amartinez@mcawarriors.org</a>
Academy Secretary	Nicole Guiney	<a href="mailto:nguiney@mcawarriors.org">nguiney@mcawarriors.org</a>
Athletic Director	David Mull	<a href="mailto:dmull@mcawarriors.org">dmull@mcawarriors.org</a>
		<a href="mailto:WarriorAthletics@mcawarriors.org">WarriorAthletics@mcawarriors.org</a>

## Board of Directors

President	Mr. Alex Morales
Secretary	Mrs. Sheila Cavin
Board Member	Mr. Jackie Shiller
Board Member	Vacant
Board Member	Mrs. Susie Casper
Board Member	Executive Pastor Craig Molyneaux

**Phone: 254-526-5403**

**Fax: 254-634-2030**

**Website: [www.mcawarriors.org](http://www.mcawarriors.org)**

**Mailing Address:**  
**PO Box 11269**  
**Killeen, Texas 76547**

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

## Hours of Operation

### School Office:

The school office will be 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 – 5<sup>th</sup> grade are from 8:00 a.m. to 3:05 p.m. each day. Regular school hours for 6<sup>th</sup> – 12<sup>th</sup> grade are from 8:00 a.m. to 3:20 p.m. each day. Classrooms are open from 7:45 a.m. to 3:20 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.

# **MEMORIAL CHRISTIAN ACADEMY**

**4001 Trimmier Road  
Killeen, Texas 76542  
PHONE: 254.526.5403  
FAX: 254.634.2030**



[www.mcawarriors.org](http://www.mcawarriors.org)

**SCHOOL CODE** 443856  
**TEPSAC Number** 014-120-001

**ADMINISTRATION** Director: Barbara Carpenter, Ph.D.  
Assistant Director: Mrs. Florence Wright, M.Ed.  
Business Manager: Todd Perrin, B.S.  
Registrar: Alicia Martinez  
Athletic Director: David Mull

**MISSION** Memorial Christian Academy's mission in keeping with God's word is to teach our students to be disciples of Jesus, effective scholars, and Christ-like leaders.

**VISION** Memorial Christian Academy strives to provide a personal, Christ-centered environment where students are challenged academically and spiritually and supported emotionally.

**SCHOOL INFO** K3 through 12<sup>th</sup> grade, coeducational, college prep school established in 1969 as a ministry of Memorial Baptist Church

**ADDRECDITATION** 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 Cavazos, the largest military installation in the United States.

**ENROLLMENT** Enrollment varies from year to year but is approximately 200 students. Class sizes are capped depending upon the grade level.  
Early Childhood (K3 and K4) – 28 students  
Elementary (K5 – 5<sup>th</sup> grade) – 103 students  
Middle School (6<sup>th</sup> – 8<sup>th</sup> grade) – 30 students  
High School (9<sup>th</sup> – 12<sup>th</sup> grade) – 30 students

**CALENDAR** 36 weeks; 2 semesters; four nine-week grading periods  
7 period rotating schedule

**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 Cavazos area with close ties to the military. Many of our students have lived in foreign countries and are experienced traveler

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 of our students have earned the Presidential Volunteer Service Award granted annually.

#### **TEST SCORES**

Annually, MCA students in K5 through 10<sup>th</sup> grade take the Iowa Assessment. Students in the 10<sup>th</sup> grade participate in the PSAT and 11<sup>th</sup> and 12<sup>th</sup> graders take the SAT. All of the assessments are administered on campus making for a more positive testing experience.

Our students score a year or more above grade level in all core content areas.

#### **ACADEMIC HONORS**

Annually, several students have earned nominations to the National Youth Leadership Forum Pathways to STEM program.

#### **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>	<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

Dual Enrollment courses at MCA are offered through Central Texas College ([www.ctcd.edu](http://www.ctcd.edu)) and McMurry University. Ten points (10 points) are added to semester grades for dual enrollment classes. Grades do not appear as weighted on report cards or transcripts.

#### **GRADE POINT AVERAGE/NOTES**

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

1. 8<sup>th</sup> 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 calculations nor are they reflected on the transcript.

## Student Expectations

Memorial Christian Academy expects the following from our students:

Our students are expected to conduct themselves in a Christ-like manner on and off campus doing everything a unto the Lord.

*And whatever you **do**, in word or deed, **do everything** in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17*

Our students are expected to be honest and truthful.

*"Righteous lips are the delight of a king, and he loves him who speaks what is right."  
Proverbs 16:13*

Our students are expected to make satisfactory growth, as is age appropriate in the areas of obedience and self-control.

*"For this very reason, make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these qualities are yours and are increasing, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ." 2 Peter 1:5-8*

Our students are expected to accept responsibility for their words and actions.

*"Therefore, confess your sins to one another and pray for one another, that you may be healed. The prayer of a righteous person has great power as it is working." James 5:16*

Our students are expected to behave in a way that builds a positive learning environment.

*"Whatever you do, work heartily, as for the Lord and not for men". Colossians 3:23*

Our students are expected to strive for excellence in academics, extracurricular activities and in community service.

*"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." Philippians 4:8*

Our students are expected to be respectful to the name of the Lord, teachers/authority, peers, property, and self.

*"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17*

Our students are expected to be on time to school and to classes throughout the day.

*"Whoever is slothful will not roast his game, but the diligent man will get precious wealth."  
Proverbs 12: 28*

Our students are expected to come to class prepared to learn with proper materials and completed assignments.

*"Let the wise hear and increase in learning, and the one who understands obtain guidance."  
Proverbs 1:5*

Our students are expected to comply with school philosophy, policies, and procedures.

*"Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage for you." Hebrews 13:17*

## **Teacher/Staff Expectations**

**Our Memorial Christian Academy families can expect:**

Our teacher and staff will model Christ-like character.

*"Whoever says he abides in him ought to walk in the same way in which he walked." John 2:6*

Our teachers and staff will 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*

Our teachers and staff will 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*

Our teachers and staff will 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*

Our teachers and staff will 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*

Our teachers will 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*

Our teachers will 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*

Our teachers will 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*

Our teachers will model respect through their 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*

# Policies and Guidelines

## Academic Policies

### Academic, Attendance, and Honors Policy

#### Academic Achievement Awards-School/Education Policy

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

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 ACSI academic competitions (spelling, art, math Olympics/league), ACSI academic competitions, subject area awards, Warrior Award, Timothy Award (Christ-like character) 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.

Incoming K5 Students/Graduating Seniors – Parents will be responsible for paying a graduation fee for your child to participate in the graduation ceremony.

For a student to be considered for valedictorian or salutatorian, they must have been enrolled full-time during their 11<sup>th</sup> and 12<sup>th</sup> grade years.

### Award Assemblies

An assembly will be held at the end of each semester (certificates at the end of 1<sup>st</sup> semester; medals at the end of the school year) (see school calendar).

### Dual Enrollment

Memorial Christian Academy in conjunction with McMurry University and Central Texas College can offer 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. Students may contact the school administrator(s) or counselor for more information.

**Exemption from Exams (High School Only; 9<sup>th</sup> -12<sup>th</sup> grade)**

High School students who earn an “A” average per class for each 9-week term will be exempted from comprehensive semester exams. Students can have no more than 6 absences (equivalent # of tardies) during the semester to be considered for exemption. Students with more than one late assignment during a nine weeks period will also not be exempt from the final in the class(es) in which the late assignment occurred.

**Grading, Awards, and Honors Policy**

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.

Any student who earns below 70 in any subject for a 9 weeks 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.

**Graduation Ceremonies**

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.

K-5 Graduation

- Students must have completed all the course requirements for promotion.
- Students 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 about financial obligations concerning tuition, lunch account, and graduation fee.
- In order to participate in K5 graduation ceremony a student must be able to successfully complete practices and demonstrate the ability to follow all directions from the teacher and staff.

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.
- Students must have completed the school year as an enrolled student.
- For a student to be considered for valedictorian or salutatorian, they must have been enrolled full-time during their 11<sup>th</sup> and 12<sup>th</sup> grade years.
- 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 regards 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.
- To participate in graduation activities students must be enrolled in MCA for at least 3 classes

## Homework Policy

### Elementary Department

1. Students will receive timely and meaningful feedback on homework assignments.
2. Teachers will not leave homework unchecked, unmarked or without comment.
3. Homework will be part of the lesson plan and recorded in FACTS/Google Classroom, keeping parents aware of classroom expectations.
4. 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 25-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 25-point deduction for that day. Students have 3 days to submit late work. After that time, teachers are not required to accept the work.
  - 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 to do so due to the nature of the assignment or considering the total amount of work the student will have to make up.
  - d. Homework will not be done during class instructional time.
5. 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.
6. At the elementary level, students in K-2<sup>nd</sup> grade should have approximately 30 minutes of homework and students in 3<sup>rd</sup> – 5<sup>th</sup> grade should have approximately 45 minutes of homework. Extended projects may not apply to this time frame.
7. At the elementary level, students should read nightly and practice math facts for automaticity (K5 = addition/subtraction 0-5; 1<sup>st</sup> grade = addition/subtraction 0-10; 2<sup>nd</sup> grade = addition/subtraction 0-20 in the first semester and multiplication/division 0-5 in the second semester; 3<sup>rd</sup> grade = addition/subtraction 0-20 in the first 9 weeks and multiplication/division 0-10 for the remainder of the school year; 4<sup>th</sup> grade and 5<sup>th</sup> grade = addition/subtraction facts and multiplication/division facts 0-12)

### Secondary Department

1. Homework should serve one of three functions:
  - a. Practice activities that use skills previously taught.
  - b. Preparation activities guiding the student toward future content.
  - c. Extension activities that transfer skills or concepts to demonstrate skill mastery.
2. 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).
3. 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 25-point deduction will be taken for any assignment that is late (An assignment is late when the teacher calls for the assignment.)
  - b. 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. Students have 3 days to submit late work. After that time, teachers are not required to accept the work.
  - c. Work is due at the time of the class. If work is turned in later that same day, it will receive the 25-point deduction for that day.
  - d. 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.
4. Teachers have the discretion to administer unannounced pop quizzes as a means of ensuring students complete assigned reading homework. These quizzes will be counted as a summative grade.
  5. If a teacher is teaching a lesson, it is inappropriate for a student to be doing a previous day's homework during that class unless the teacher specifically directs students to do so.
  6. Middle School homework policy is to schedule approximately 30-45 minutes of homework per class nightly.
  7. High School homework policy is to schedule approximately 45-60 minutes of homework per class nightly.
  8. The 45/60 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 particular 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 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.

### **National Honor Society (NHS)**

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. 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.

### **Promotion - 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.

High School: Must maintain a 70% average in each core subject (Math, English, Science, Social Studies, and Bible) or required elective. 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 reenrolled for future years.

### **Service Hours (Branch Out)**

As part of Memorial Christian Academy's mission, to make disciples, we believe an important part of this mission is to serve others. All secondary students (6<sup>th</sup> – 12<sup>th</sup> 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. The full document is at the end of this handbook. (form available at end of the handbook)

**Academic Probation**-Students who fail any course as reflected on scheduled progress reports or report card issue dates will be placed on probation and may be excluded from participation in extra-curricular activities, to include athletics, student activities, or other Academy activities, until the next scheduled progress report or report card demonstrates a passing grade in that subject. Restricting students from participating due to a failing grade as reflected on a progress report allows the student to focus on their academic coursework in time to make necessary corrections. Events that are part of a class, such as a field trip, 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 their academic achievement.

### **Re-test policies (High School Only)**

Students who fail a test may at the discretion of the teacher with concurrence of the school administrator(s), provide an opportunity for a student to take a re-test as an opportunity to salvage the grade. Students may take one retest per semester per class. If a student retests, the new grade cannot be higher than a C (70%). The old grade will be removed and replaced with the new grade. Parents must indicate that they are aware of the retest and make every effort to ensure their child is ready for the retest. Teachers may or may not have the time to reteach or assist students in preparation for a retest. The student is ultimately responsible to prepare for any retest that may occur.

While teachers may have students make test corrections to ensure students understand the content, no changes to grades will be made.

### **Academic Appeal Process**

If a student and/or parent feel that a grade is unfair or incorrectly assessed, they may appeal by notifying the Administrator(s) 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 SIS and prior to the end of the 9 weeks 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 director of education or the Administrator(s) who will review both grades and decide which grade is to be entered into FACTS SIS.
4. The student and/or parent will be notified as to the results.

## **Admissions Policies**

### **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 to 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 school. 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 with school 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.

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 school.

### **Admissions Process**

The admissions process for new students generally follows this sequence:

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

### **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.

No student shall be admitted who:

- Is not eligible to return to their previous school
- Has a history of disciplinary problems at prior schools
- Has an academic deficiency that cannot be addressed at MCA. (This is based upon testing, prior school records, or information received from previous instructors.)
- Has emotional problems that cannot be met by MCA
- Has a court record or a reputation that is ungodly
- Has a physical handicap or learning disability for which our program is not staffed
- Is married or has been married
- Is pregnant or has a child
- Has expressed a homosexual, bisexual, or transgender orientation (Romans 13:13, 1 Corinthians 6: 9-10)

- Has any other educational, social and/or physical needs that cannot be met by MCA's existing programs, services or staff

### **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 in to any enrollment decision. We do not promote ahead of grade level nor are we able to meet the academic and social needs of students who are behind their expected grade level.

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

### **Non-discrimination**

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.

### **Records Required for Admission**

1. **Birth Certificate** Required establishing student's age; a passport may be substituted.
2. **Health Records** Current immunization record; current doctor's physical for all new students, all Pre-K students, and all students enrolled in before care or after care.
3. **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 through the mail and may not be hand-carried to the school.

### **Re-enrollment for existing students**

Memorial Christian Academy offers priority registration for presently enrolled students that are in good standing academically, behaviorally, and financially. Registration, re-enrollment forms, and fees must be submitted by all established dates and deadlines. If more families register for a grade than available spaces, then the administration will select students based on submitted applications, academic records, behavioral records, and level of parental support.

Returning families should complete the re-enrollment application and submit a registration fee of \$100 during the registration window. The administrative team will make admissions decisions in the event there are more applications than available seats for a given grade. Once the priority enrollment window closes and open enrollment begins, returning families risk not having a seat if they wait too long to register. Until the paperwork is complete, submitted and the contract is signed, a returning student is not guaranteed a seat in the next grade level. To regain their preferred status, the full enrollment fee is required at registration.

### **Requirements for Admission**

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

The policy about age is strictly enforced. Children whose birthdays fall after September 1 quite often lacks 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 indicates a student is not fully potty trained). Continued enrollment will be reassessed.

### **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, or emotional disturbances. Each student is evaluated on an individual basis. Generally speaking, 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.

## **Attendance Policies**

### **Attendance**

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 – 12<sup>th</sup> grade). 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. Medical notes or parent notes (up to 10 are accepted, beyond 10 parent notes, medical notes are required) must be provided for every absence. If a note is not provided to the office, the absence will be considered unexcused. Parents may email teachers or verbally tell staff (office and/or teacher) of an impending absence, however, written notes are still required. After 10 unexcused absences, a face-to-face conference with the parent, homeroom teacher and school administrator(s) will be held. Additionally, any absence beyond 10 must be accompanied by a doctor's note specifying the days of the absences. **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 school administrator(s).

Additionally, 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. 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 semester exam.

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 daily lesson plans/homework and do what can reasonably be accomplished. Teachers have the discretion to decide whether or not 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 school 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.

### **Tardiness**

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. **A student is tardy if they are not in their assigned classroom at 8:05.** Elementary students are counted tardy if arriving five (5) minutes after classes begin at 8:00 a.m. Secondary students are tardy if arriving after 8:05 to homeroom or after the start of a scheduled class. Students arriving after 8:05 must check in at the school office. Office staff will mark these students as excused/unexcused tardy in the FACTS SIS system. Students arriving after 10:30 am will be counted as absent and must have a signed Absence Excuse before proceeding to class. Habitual tardiness will have 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 semester**

1<sup>st</sup> tardy – Sign in at the office; Documented warning (checking on auto notification)

2<sup>nd</sup> tardy – Sign in at the office; Documented warning

3<sup>rd</sup> tardy – Sign in at the office; Documented warning

4<sup>th</sup> tardy – Sign in at the office; Documented warning; Parent conference

5<sup>th</sup> tardy – Sign in at the office; lunch detention

6<sup>th</sup> tardy – Sign in at the office; lunch detention

7<sup>th</sup> tardy – Sign in at the office; lunch detention

8<sup>th</sup> tardy – Sign in at the office; after school detention on the day of the offense from 3:05/3:15 - 4:30 (this includes all students)

9<sup>th</sup> tardy – Sign in at the office; after school detention on the day of the offense from 3:05/3:15 - 5:30 (this includes all students)

10 or more tardies will require a parent conference with the administrator(s) for each occurrence.

If a student misses the morning warm-up due to a tardy, the warm-up cannot be completed during that class period. It can be submitted later in the school day, but 25 points will be deducted.

Persistent tardies may also 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.

### **Signing Out**

Students leaving for appointments must be signed out through the front office. Parents may drive up and call the office for a student to be sent out or may 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.

### **Discipline**

Students are subject to disciplinary action any time they are on campus or within campus structures, or on a school 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, to include 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. Specific: The school does not allow corporal punishment to be administered. 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. Teachers provide parents-guardians a classroom discipline plan during the first two weeks of the school year.

A FACTS SIS report is the equivalent of an Office Referral or Discipline Referral.

#### **K-3 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 is sufficiently 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 SIS report (Discipline Referral/Office Referral) will be written. If a student earns 3 yellows in one week that will equal 1 red and a FACTS SIS report will be written.

3 minor reports = 1 FACTS SIS Behavior reports

3 FACTS SIS reports – Face to face parent teacher conference

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

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

12 FACTS SIS 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, students will be disciplined accordingly.

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 are grounds for expulsion.

### **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 minor and major infractions to determine if/when FACTS SIS report is to be written. A similar system as described for PK3 - 2<sup>nd</sup> 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 insure all parties have an understanding of behavioral expectations.

### **Middle and High School**

**Scope**—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 outside of school hours and events. While the school 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 school'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.

In order 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.

When a student commits an infraction, the fellowship between that students and other 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 for what it is; Repentance—Student experiences a change of mind that results in a change of action; accompanied by remorse; Restitution—Student repairs, restores, or attempts to compensate for actions; Restoration—Students are welcomed back to the class, activity, relationship, or other situation.

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.

At 20 demerits (no more than 4 FACTS SIS reports), a face-to-face parent teacher conference is to be held.

At 30 demerits (and above), an office referral will be written.

## Minor Infractions

*Behaviors handled by the classroom teacher; after repeated violations these will become FACTS SIS behavior report*

- Cell phone violation – 10 demerits
- Dress Code violation (after 1 warning) – 5 demerits
- Disruptive behavior (talking, singing, beating, tapping, pencil whacking, etc. – brief/low intensity) – 5 demerits
- Failure to bring appropriate materials to class – 5 demerits
- Horseplay – 10 demerits
- Non-compliance – brief/low intensity failure or hesitation in responding to adult requests. This includes lip smacking, delayed response to authority, gestures – 10 demerits
- Not doing work or participating in class – 5 demerits
- Persistent minor misconduct (3 or more minor offenses)
- Property misuse – low intensity misuse of property. This includes rocking in chairs, making marks on desks and books that can be erased. – 10 demerits
- Public displays of affections – 20 demerits
- Sleeping in class/chapel – 10 demerits
- Spitting - 5 demerits
- Throwing objects – 10 demerits
- Unauthorized items brought to school – 10 demerits
- Using God's name in any way other than prayer (OMG, What the . . . ) – 10 demerits
- Using slang words that represent cuss words – 10 demerits
- Willful refusal to work – 10 demerits

## Major Infractions

*Requires a FACTS SIS report with demerits assigned; depending upon the seriousness, may include an office referral*

- Aggressive physical contact/Assault – 25 demerits
- Biting – 15 demerits
- Bullying/cyberbullying – 25 demerits
- Cheating
  - Homework – 20 demerits
  - Test – 50 demerits
  - Final exam – 100 demerits
- Computer misuse (inappropriate content sending/receiving, etc) - 25 demerits
- Defiance - 20 demerits
- Disrespect/talking back – 15 demerits
- Disrupting instruction – severe/high intensity – 15 demerits
- Fighting – physical and/or verbal – 1 day suspension minimum
- Harassment/teasing/taunting – 10 demerits
- Improper behavior or speech toward others – 20 demerits
- Inappropriate displays of affection – 20 demerits
- Leaving class or campus without permission - 20 demerits

- Lying – 20 demerits
- Obscenity/Profanity (verbal, hand signals, pictures – hand-drawn/copied for another source) – 20 demerits
- Off campus misconduct detrimental to the reputation of the Academy – 25 demerits
- Persistent misconduct (repeated violations) – 25 demerits
- Plagiarism – 20 demerits
- Possession of any object viewed as a weapon - Expulsion
- Possession or use of tobacco, drugs, alcoholic beverage - Expulsion
- Posting negative information/comments/pictures on social media regarding staff, students, or school – 25 demerits
- Repeated violation of school rules – 25 demerits
- Sexting - 25 demerits
- Theft/forgery – 20 demerits
- Threat (implied or direct; verbal or physical) – 20 demerits
- Unauthorized use of electronics during school hours – 15 demerits
- Violence (either verbal or physical) – 25 demerits
- Willful damage, destruction or defacing of school property – 40 demerits

Consequences include (these are not inclusive of all possible consequences; they are also not in hierarchical order):

Verbal warning  
 Redirection  
 Private/brief discussion with student  
 Campus probation  
 Conference with student  
 Conference with parent  
 Community service  
 Confiscation  
 Detention  
 Relocating student in class  
 Removal from class  
 Demerits assigned  
 Loss of privileges (to include extracurricular activities)  
 Written communication with parents  
 Restitution or replacement of damaged property  
 In-school suspension  
 Out of school suspension  
 Saturday detention  
 Time-out (elementary)  
 Probation  
 Expulsion/Administrative withdrawal

### **Home and school cooperation**

The school cannot effectively solve all behavior problems; therefore, the home must contribute and assist the school in solving certain student behavior difficulties. With certain offenses, the school does not take direct action but will expect the family to handle the behavior problem.

**Suspension**-Students who commit acts that are deemed serious will be suspended. 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. All work is to be completed for days absent and will be considered late (25 point deduction).

**Due Process Hearing** - Some disciplinary infractions are so serious a due process hearing will be convened. The purpose of this hearing is to review the infraction and determine appropriate consequences. A committee of adults (educators, board members, parents, administration) will review the information and make a recommendation. The decision of the committee is final and irrevocable.

**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 reports in FACTS SIS (Discipline Referral/Office Referral) 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, 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 conform to MCA student expectations, that student will be placed on academic and/or behavioral probation. Students who are placed on probation and do not conform to school expectations and continue to disregard rules and policies will be administratively withdrawn or denied reenrollment. Written notification will be provided to parents for students who are placed on probation. Probation may extend into a new school year.

**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 administrator(s) of the school. If a family wishes to appeal a matter to the school board, please contact the school administrator(s) in writing 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 take action on it.

### **Dress Code**

MCA regards the appearance of our students, both at school and at school-sponsored events (on site and off site), as a reflection of the image we choose to project. MCA has adopted a dress code policy that seeks to honor God, the school, and our community. The following dress code is in effect for K3 through 12th grade students. All students and parents are expected to abide by and support the dress code policies. Students not in conformity to the Academy's dress code will not be allowed to enter the classroom until the infraction is corrected. Any work missed due to inappropriate dress will be counted as an unexcused absence and made up with a 25-point deduction.

#### Coats, Jackets, Sweaters and Hoodies

- Coats and jackets may be worn to school and during cold weather. No trench coats should be worn into the building, even for Dress Your Way Day.
- Fleece-type zippered jackets with hoods purchased through the school or a solid navy blue fleece-type zippered hoodie are the only allowable jackets that may be worn once inside the building. Hoods may not be worn in the building.
- If a student attempts to wear a coat/jacket that does not meet the described standard, the teacher will take the coat/jacket and will keep the item until the end of the day, at which time the student may request return of the item. Under no circumstance should students retrieve the item without the permission of an adult.
- The only allowable form of pull-over hoodie is an MCA hoodie purchased at an event associated

with MCA, such as basketball or bowling championship.

- Pull-over sweatshirts and sweaters in any color are not approved for indoor wear.

#### Cosmetics

- 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, and so forth). Any excessive make-up or make-up that draws undue attention to the student is not authorized.

#### Dresses/Jumpers

- Female students may wear dresses (polo style in approved colors: khaki, navy or pastel pink) and jumpers (in approved colors: khaki and navy with white blouse only) made of chino cloth/twill fabric cotton/ cotton & synthetic blends (see pastel pink sample).



#### Gym Clothes (Middle/High School only)

- Students will wear navy shorts and t-shirts. T-shirts may be plain gray, navy, black, or the MCA PT shirt, or any other school T-shirt.

#### Hair

- Hair must be clean and neatly groomed (combed or brushed) at all times. Male students will not wear excessively long hair.
- Hair or bangs should not cover the eyes nor obstruct a student's vision.
- Hair may not be colored in any shade that is not a natural human shade (red, brown, black, blond).
- 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 be always cleanly shaven. Facial hair must always be groomed and uniform in length. There should be clean lines and trimmed. Sideburns may not extend below the ear lobe. Male students that are unshaven or have unkempt facial hair will be asked to be clean shaven. Slovenly appearance is dishonoring to God.
- Hair bows/ribbons and other hair décor must be in an approved school color (navy blue, black, gray, white, maroon/burgundy).
- Headbands may be worn and must be a solid color in approved school colors (navy blue, black, gray, white, maroon/burgundy). No patterns or bandanas are allowed.
- Sweat bands (for the head or wrists) may not be worn at any time, except for physical education.

#### Jewelry

- Approved jewelry is limited to watches, rings, bracelets and necklaces.
- Exposed body piercings (other than girl's simple earrings) are unacceptable. Boys will not wear earrings.
- MCA is not responsible for lost or stolen jewelry.

#### Accessories

- 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/over-sized earrings, chokers, chains, "gothic" style jewelry/accessories are prohibited. These items do not edify or glorify our Lord and are therefore not allowed.

### Pants/Trousers / Jeans

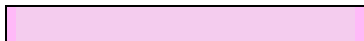
- Pants/Trousers/ may be worn on regular school days. Trousers will be chino cloth/ twill fabric cotton/cotton & synthetic blends such as Dockers style and must be khaki, navy, or black in color. For female students, jeggings that are appropriately sized (should fit a bit more loosely than typical jeggings or leggings; skin tight 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 show 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.
- Trousers and jeans must be worn at the natural waistline. No bagging, sagging or dragging. Underwear must be covered at all times. Students will not wear athletic shorts under slacks/jeans.
- If jeans or trousers are loose, then a belt must be worn.
- Shorts are allowed for PreK 3 through 12<sup>th</sup> grades. 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 knee length. Middle and High School students who do not conform to this policy will have this privilege revoked.
- Cargo pants and cargo shorts may be worn to school.
- Athletic pants or sweatpants that look like pants/slacks are not permitted.

### Prohibited items/Head attire

- 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”
- Picks or combs in hair
- Bonnets

### Shirts / Tops

Students will wear short sleeve polo style shirts with collars and buttons. Long sleeve polo style shirts may be worn for cold weather. Shirts will be solid in color with no stripes or designs. If the shirt has a small manufacturer logo, it must be generally inconspicuous and smaller than an inch (quarter sized). The color options are White, Navy Blue, Burgundy/Maroon, Black or Gray. Ladies may also wear pastel pink (see sample).



- Shirt color should contrast the trouser/skirt color so students are not wearing black shirts with black trousers etc.
- **On Fridays only**, students may wear MCA spirit shirts. Spirit shirts from previous years may be worn. Special event shirts (golf tournament, 5K runs, theater, this includes track hoodies) may be worn.

### Shoes and Socks

- Gym shoes, boots, and Mary Jane style shoes are recommended footwear for students. Open toe shoes are not permitted.
- The following footwear is not acceptable for students: sandals, flip-flops, Crocs, heeleys, light up shoes.

- Boots or shoes that are distracting to the learning environment 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 with patterns do not comply with the dress code and are not approved to wear.

#### Skirts / Jumpers/Polo Dresses /Capris

- Girls are permitted to wear skirts/jumpers/polo dresses on regular school days. Skirts/jumpers/polo dresses will be chino cloth/ twill fabric cotton/cotton & synthetic blends such as Dockers style and must be Khaki, Navy, or Black in color (pink polo-style jumpers). Skirts/jumpers/polo dresses may not be tight fitting and must be knee-length (no more than two inches above the knee). Slits are not allowed. Modesty is the guiding principle in this area. Girls may wear capris that extend to the calf, similar to the trousers.



#### Tattoos and Body Markings

- Tattoos (real or fake) are not allowed.
- Students may not write, draw, or paint on face, arms, or legs. **(Exception: school approved spirit decals sold by the spirit squad may be worn on game days only)**

#### Dress Your Way Day expectations

- 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 should wear their regular uniform.
- 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. Please use good judgment when selecting your clothing for Dress You Way Day. What we wear always should be honoring to God.
- Any clothing that does not conform to the general principles of the normal dress code is not permitted on a Dress Your Way Day. Clothing such as sleepwear, clothing that is too tight/too short, low cut, bare shoulders, showing of the midriff, etc. are not permitted.

**Students who do not conform to the dress code will not be allowed to join their class until the infraction has been corrected. Students will sit in the office, In-School Suspension or the nurse's office until a change of clothing is provided. All discrepancies, conflicts, and decisions will be referred to the administrator(s). All decisions regarding dress code lie with the administrator(s) and are final.**

#### Emergency Closing:

Should the school and Before/Aftercare programs be closed due to inclement weather or some other factor, announcements to this effect will be issued via 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 Memorial is not specifically mentioned on public media, Memorial aligns our closings with Killeen Independent School District.

If the school is closed due to infectious disease or other similar factors, MCA will move to at-home learning. Learning will continue in a modified format. Students will be expected to check in daily for attendance purposes and attend/participate in all other school related sessions (via digital meetings).

**>> We would ask you to refrain from calling the school to inquire if we are closing. This creates miscommunication and delays administrative staff in making time sensitive decisions. During a tornado warning, the children will not be allowed to leave their classroom until the warning is lifted. The parent will be allowed to check children out but will have to go to the classroom to pick-up the child.**

**Facility Problems (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 sanctuary.

**Emergency Evacuation/Lockdown/Drills**

To be prepared for an emergency situation, Memorial regularly practices drills to help ensure the safety of students and staff should such an event ever occur. In case 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** – When leaving the room for a fire drill, all students are to be quiet and walk in a straight line. While waiting in your 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. Students are to be quiet and 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.

**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 a method of extending the 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 be enrolled in FACTS. If not enrolled in FACTS (annual fee), grades, lesson plans, etc. will not be accessible.

If school is closed due to infectious disease or other similar factors, instruction will continue to be provided. The school board will review the terms and conditions of tuition and make appropriate adjustments as they deem appropriate.

Grade Level	Tuition	Enrollment Fee	Technology Use Fee	New Student Application Fee
K3/K4	\$6800/Year \$680.00/Ten Payments	\$450		\$75
K5-4 <sup>th</sup>	\$7300/Year \$730.00/Ten Payments	\$450	5 <sup>th</sup> grade only \$100 fee	\$75
5 <sup>th</sup> - 12 <sup>th</sup>	\$7600/Year \$760.00/Ten Payments	\$600	\$100 fee	\$75

#### **Tuition Payment Plans** (For questions, consult with Academy Business Office)

- Single Installment Plan. A full program's tuition paid in one lump sum before July 15th. If payment in full is not received by this date, the family must enroll in FACTS or be removed from school rolls.
- Bi-annual Plan. A full program's tuition paid in two equal installments. The first payment is due by July 15th and the second payment is due by January 15th.
- Installment Plan. This is a full school year's tuition divided into ten separate installments. Payments will run August thru May. Unresolved balances with FACTS must be resolved prior to re-enrolling for the following school year.

#### **Program Fees**

- FEES are due upon the Academy's final admissions approval in order to confirm class enrollment slot.
- The full enrollment fee for the upcoming school year is due no later than June 15 to ensure your student has a slot.
- 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 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 (cash, cashier's check, money order) in order to continue enrollment.
- Any attempt to make payment through FACTS fifteen school days past due will not be accepted and will not be considered payment. Payments must be made directly to the school office in the form of cash, cashier's check or money order. No other form of payment will be accepted.
- Students whose accounts are more than 15 days past due are subject to removal from class. The student will be removed from class and will sit in the office until a parent arrives to pick them up.

### **Delinquent Accounts**

- Account delinquency occurs when a tuition installment payment is overdue. Accounts overdue for longer than 15 days will result in an administrative withdrawal. Financial responsibility for installment *plans* 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. Lunch accounts must be maintained in order to have uninterrupted access to FACTS. Families with delinquent accounts will not be able to access FACTS or receive grade reports.

**Returned Checks or NSF Bank Notices** - Accounts that have two (2) returned checks or NSF notices may be subject to a "CASH OR MONEY ORDER ONLY" payment policy.

### **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 that make one single payment for a program's full cost, prior to 15 July, receive a standard tuition discount (\$200) per student paid in full at the time of payment. Discounts may not be combined.
2. Bi-Annual Payment Tuition Discount. Families that make bi-annual payment for a program's full cost, the first half due prior to 15 July and the second payment due prior to 15 January will receive a standard tuition discount of \$50 at the time of each payment for a total discount of \$100. Discounts may not be combined.
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, of college tuition paid for qualifying Juniors and Seniors that take approved dual credit college classes in English and Social Studies.
5. Family Referral Discount. If you refer a family that ultimately enrolls with MCA, you will receive a \$100 discount/per student; 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.

### **Adjustments**

No daily rate calculations will be made. Parents may enroll or withdraw at the time, which is most advantageous for them, but attendance in any day of a particular month requires tuition. No refunds for a particular installment payment in a given month will be given if the student attended 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 tuitions (PreK 3/4; Before Care/After Care for students 12 years and younger).

### **Student Withdrawals**

As a courtesy, MCA requests 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 in any day of a 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 pre-paid tuition, but this is not a guarantee. **Fees are non-refundable.**
4. Refunds require 15 days to process and shall be mailed to the address on the student's account.
5. Requests for mailing refunds must be submitted in writing. Refunds may be picked up at the office if requested in writing.

### Before and After Care

Enrollment in Before and After Care is not intended to be a short-term pay as you go system. 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.

Before Care 6:00 AM – 8:00 AM	After Care 3:00 PM – 6:00 PM
\$1000/Year or \$100/Month	\$1500/Year or \$150/Month

### Cafeteria Hot-Lunch

K3 – 2 <sup>nd</sup> Grade	3 <sup>rd</sup> – 12 <sup>th</sup> Grade
\$4.00 per meal	\$4.25 per meal

### Late Pick-Up Fee

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

<u>Elementary</u>	<u>Secondary</u>	<u>Aftercare</u>
3:20-3:30 = \$20	3:30-3:40 = \$20	6:01-6:11 = \$20
3:31 = \$22	3:41 = \$22	6:12 = \$22
3:32 = \$24	3:42 = \$24	6:13 = \$24
3:33 = \$26	3:43 = \$26	6:14 = \$26
3:34 = \$28	3:44 = \$28	6:15 = \$28
3:35 = \$30	3:45 = \$30	6:16 = \$30
3:36 = \$32	3:46 = \$32	6:17 = \$32
3:37 = \$34	3:47 = \$34	6:18 = \$34
3:38 = \$36	3:48 = \$36	6:19 = \$36
3:39 = \$38	3:49 = \$38	6:20 = \$38
3:40 = \$40	3:50 = \$40	6:21 = \$40
+ \$2 for every minute after		

After exhausting emergency contacts, students not picked up by 6:30 pm will be referred to Child Protective Services or local authorities. In such cases, 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. The school shall attempt to contact others on the pickup list. Assessed fees are posted to the family account and are payable at the office within 24 hours.

## **Parent Contact & Emergency Numbers**

### **Contact Information**

It is the parent's 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 done in writing. Enrollment and attendance signifies the parent/guardian's acknowledgement of this requirement. Parents should advise individuals they authorize to pick up their child to bring identification with them when picking up children.

## **Safety and Security Policies**

**All persons, 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 the children.**

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

For MCA staff to give the students our undivided attention from the moment they enter the classroom and to provide safety during morning drop-off, parents are required to either hand off their child to the school official at the door (PreK & Elementary entrance) or allow their child to enter the building on their own.

If you need to drop off an item for your student, those items may be handed off to a staff member at the main entrance to the school. If you need to speak to your child's teacher, please set up a conference time, leave a message in the office, or e-mail your child's teacher. Teachers will not receive calls from parents during instructional time, they can/will return calls during their conference period and will respond to emails within 24 hours.

### **Locked Doors**

Two doors (North and south of both building #1 and building #2) will be open from 7:45 a.m. to 8:05 a.m. Assigned staff will be on duty at these doors to monitor students entering the building.

Students in K3, K4, 6<sup>th</sup> through 8<sup>th</sup> 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 – 5<sup>th</sup> grade and 9<sup>th</sup> – 12<sup>th</sup> 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.

The main door to the MCA will be open from 6 a.m. to 7:45 a.m. for before care students only. This door will then be locked for the remainder of the day.

Parents or guardians with authorized business and all volunteers should report to the school office immediately to receive a visitor pass. Parents/guardians need to be prepared to present a photo ID to get a visitor or volunteer badge.

Students arriving after 8:05 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.**

**See Appendix D** at the back of this handbook for the Drop Off and Pick Up Route and procedures.

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

**Written Permission** must be sent with your student in the morning if there is any change from the usual authorized person to pick up your child. 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 so even with the phone call, this change will also need to be emailed to the homeroom teacher or [amartinez@mcawarriors.org](mailto:amartinez@mcawarriors.org) so it can be placed in your student's file. 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.

**Parental Access**

Memorial Christian Academy welcomes parents to be an active part of their child's education. To ensure the safety of our children, we ask you to come directly to the school 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 when coordinated with the Academy administrator(s) and the teacher. Parents visiting classrooms may observe only and should not converse with students or teachers.

Parents and grandparents are welcome to eat lunch with their children/grandchildren and may bring lunch in for the student/students if it is during their regularly scheduled lunch period. Taking your student off campus for lunch may occur during the regular lunch period. If students return late from lunch, it is considered a tardy. Visitation privileges are extended to parents and grandparents only. We generally do not allow non-family visitors, students from other schools, or any other visitors that might disrupt the school environment. Visitation will be restricted during times of standardized testing or when the administration feels it would be a distraction for the class. Unauthorized or disruptive visitors will be escorted off the premises.

**Child Abuse or Neglect 1-800-252-5400    [www.dfps.state.tx.us](http://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 involves inappropriate touching or acting out. All staff members receive annual training on child abuse or neglect and how to report suspected cases.

1. The school 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. Department of Family and Protective Services or Killeen Police will contact the parents-guardians in accordance with their policies.
4. 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.

### **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 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.

### **Discretionary Searches**

To ensure the safety and security of our students and staff the administration reserves the right to invite law enforcement personnel on campus to aid in searches at any time. Lockers are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, cell phones, gym bags, purse, and automobiles, while on campus, are subject to search by school officials at any time. No prior warning need be given for a search to take place.

### **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 on campus premise.

# General Information

## Before and After Care

We are committed to helping all children in our care develop to their maximum potential in their spiritual, intellectual, emotional, and physical growth. Our staff will encourage and build your child's self-esteem by providing age appropriate experiences based on mutual respect and trust.

Our goal is to provide a positive, relaxed, and loving place for your child to be until you arrive. We are committed to serving children by providing a safe, fun, and caring Christian environment that fosters your child's physical and intellectual curiosity. We will serve and help our children develop character and confidence through learning and play. As a Christian school, we operate all our programs on the foundation of Biblical principles and exemplify these standards in our words, actions, and responsibility to others.

## Cell Phone Policy/Ear buds/Earphones/Headsets/Smart watch

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 from becoming a disruption in the classroom, the following policies have been developed. Parents who need to contact their student in the event of an emergency may do so through the school office.

1. Students are allowed to have cell phones/ear buds/smart watch 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** (sound and vibration).
3. Students are required to place their cell phone/ear buds/smart watch 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. Use of these items without permission would be a violation of this policy and will result in a disciplinary referral (FACTS report). 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 when appropriate times for students 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 turned on).
- The cell phone was seen by a teacher or staff person.
- 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 SIS report/Discipline Referral)
2. Second offense - phone confiscated and returned only to parent (2<sup>nd</sup> FACTS SIS report/student placed on probation for the remainder of the semester)
3. Third and subsequent offenses – phone confiscated, returned only to parent, one day in-school suspension (FACTS SIS 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, undermines 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 for 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.

## **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. Parents are invited and encouraged to attend chapel services. (See Visitation)

## **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 convenient break (i.e. lunch). Students are not allowed to use cell phones during the school day. Therefore, any messages or calls should be directed to the school office.

## **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 Parent Release of Liability/Background check to be on file. Children who are not enrolled are not allowed to be transported on school-sponsored vehicles. Students participating in field trips depart AND return via school sponsored transportation, except in cases of emergency. Individual or group field trips are educational opportunities and attendance is required. Care for non-participating students is a parent-legal guardian's responsibility. Non-participating students are to attend school and will be given classwork for a normal school day.

- Field trips are part of the educational experience for the students. If parents attend the field trip, siblings are not to accompany them unless approval is acquired.
- 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 of excursion.

## **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 school. These volunteers are required to complete a background check prior to serve as a chaperone or driver. It takes approximately 5 days for a background check to be completed, 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. The paperwork is available in the office.

## **School Board**

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 school and develop strategic plans for accomplishing this purpose. As a general rule, the Board does not deal with the day-to-day operations of the school. Those matters are appropriately delegated to the Administration. All questions of a day-to-day nature should be directed to the Administrator(s).

## **Illness-Injury, Immunization and Medication Policy & Agreement**

### **Student Injury or Illness**

The school nurse will be available to assist students for most of the school day. The Academy will care for minor injuries occurring at school but is not responsible for the treatment of injuries brought to school.

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 if the emergency is too serious, then the school will get immediate emergency medical attention for the child and continue attempting 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 the Academy office for the authorized person to pick up. In the case of suspected COVID, a student will be isolated.
- An ill child will not be admitted to school or childcare if any of the following exist:
  - 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 in place 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 entering class if attempting to take action 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 will, 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 be out until that declaration is lifted.

The school desires to maintain a healthful 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 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 School 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 COVID-19, MCA will follow the current recommendations provided by the Center for Disease Control.

### **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 the facility, 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. In order 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.

### **Immunizations**

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 school officials. "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>

### **Physicals**

All K3/K4 students, all first time students and students enrolled in before care/after care regardless of grade are required to have a physical prior to enrollment. The school generally will accept whatever form the doctor's office generates and does not require a specific form for physicals. All students participating in athletics must have a sports physical prior to practicing or playing on any school athletics team. Please contact the Athletics Director for more information on sports physicals. Students participating in TCAF/ACAA High School athletics must have a **biennial** physical that is documented on a TCAF/ACAA specific physical form.

### **Library Book Check Out Program and Fees**

Students in 1st grade and above may check out library books. Books may be checked out for a period of 5 (five) days. Books may be rechecked for "one (1) additional 5 (five) day period." Books not returned after a one-month period will be presumed lost. Parent will be assessed a replacement fee. This fee must be paid in full in order for a student's 4<sup>th</sup> 9 weeks 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.

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 keep their reading skills from declining.

### **Lockers and Backpacks**

Students in grades 6<sup>th</sup> grade and up are required to maintain an assigned locker. Parents shall provide a suitable combination lock for their student to utilize. 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 or backpack when it has reasonable suspicion of a violation of this policy or in order to protect the safety, health and welfare of the school.

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

Backpacks may be of any color or design if they do not cause a distraction. Wheeled backpacks are authorized; however, backpacks must have straps or handles that will enable students to carry them when walking up/down stairs, as they may not be rolled in stairwells. Misuse of rolling backpacks may result in loss of privilege, therefore, resulting in student being required to use backpacks without wheels. Students disrupting class or school with their rolling backpacks, may receive a FACTS SIS/Office Referral report. Definition of "misuse" is determined by the classroom teacher or administration. This will be communicated to the student and their parents in the form of written notification. Both lockers and backpacks can be searched at any time along with pockets and purses.

### **Lunch & Snack Guidelines**

Parents/Grandparents are welcome to join their child for lunch. You must sign in at the office and obtain a visitor's badge before going to the lunchroom. The student and their parent should then eat together in the back foyer. If a parent/grandparent would like to eat a "school lunch" with their child the office needs to be notified and the lunch ordered before 9:30 a.m. on the day they wish to eat lunch with their child.

Students may bring snacks, drinks, and lunches from home but should not bring items that need refrigeration (this includes birthday cakes) or heating. Secondary students only: Microwaveable items brought from home must not require more than 3 minutes to heat. Glass bottles are not to be brought to school. The lunchroom does not furnish plates, cups, silverware, or serving utensils for classroom parties

or activities. (This includes birthday celebrations.) Birthday parties will only be celebrated during normal lunch times. 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.

Lunches brought to school by parents are to be left in the main office clearly marked with the student's name and grade. Secondary students that order lunch using a delivery service must do the ordering at the beginning of the school day. Ordering should not take place during class. Students will not be permitted to leave the building to pick up their lunches in the parking lot.

### **Food Allergies**

Parents/Guardians will submit food allergy information as part of their 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 will also be stored in the school clinic in a safe, appropriate, and secure yet accessible location that will allow for rapid access during an emergency situation.

### **Meal Program**

- A. Pre-Ordering Lunches. Lunch menus are posted weekly on FACTS. Teachers will ask during attendance who wants a hot lunch. At that time, he/she will mark the child with a hot lunch and the Family account will be charged accordingly. Charges are \$4.00 for an "A" lunch and \$4.25 for a "B" lunch.
- B. Prepayment for Meals. Payments for lunch accounts can be paid in person at the Academy's Office (Drop box on the wall to the right of the front window) or online through FACTS. Meals requested must be paid for. If your child does not have a home lunch you will be charged for a school lunch. The school is not responsible for cash sent to school with a student. Students who happen to forget their lunch, or otherwise have nothing to eat for the lunch meal shall be served a school lunch and their account will be charged the daily rate of \$4.00 for K3-2nd or \$4.25 for 3rd –5<sup>th</sup> grades. After 9:30 any student who requested a school lunch will be charged for the hot lunch even if it is not consumed i.e. parent decided to bring lunch or the student is checked out or goes home sick. This is due to the fact that the kitchen prepares food amounts based on meal requests.
- C. Once a student has reached a lunch "charge" balance of \$10.00 cafeteria services will be cancelled until the amount is paid in full. Families need to make alternative arrangements to provide their student (s) a lunch.

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 type meals for students. Students who bring meals needing preparation will be served a hot meal during lunch and charged the appropriate lunch meal fee.

High school students may order (either from their computer or cell phone) from outside food delivery services, but this must be done at the beginning of the school day prior to 8:30 a.m.

Students are encouraged, but not forced, to eat. Parents will be notified of secondary students who habitually skip meals. Home lunches must consist of a meal meeting the nutritional standards required by state guidelines or the child will be given a hot lunch and their account charged the daily rate. Please do not send sodas to school.

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. If restrictions need to be placed on a student's snack account, parents should discuss this with their child. Informing the office is helpful, but the office relies on the student to comply with the parent's guidance.

### **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 an invited guest of a current MCA student. Guests are required to complete paperwork and gain approvals prior to the event. In some situations, an exception to the policy may be requested of the Administration.

### **Office Phone Use**

Students are discouraged from using the office telephone during school hours. If circumstances arise making a call necessary, it will be made by the school receptionist. If a student is sick, he/she will be sent to the school nurse. The nurse will only place calls for medical needs/conditions

### **Parent Conduct While 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 Conferences**

Parents of early childhood and elementary students are requested to participate in at least one conference per semester with teachers. Parents may request conferences at any time they deem necessary. Teachers may also request a conference with parents. 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 and leave a message 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/Grandparent Involvement & Volunteers**

If you wish to volunteer at the school, please contact the front office. Memorial Christian Academy invites all parents to volunteer. We encourage the assistance of our parents in order to make our school the very best. There are many programs the parent volunteer group will help with during the school year. If you are interested in becoming a volunteer for a specific activity, please contact the school office for more information.

A background check and volunteer orientation must be completed prior to volunteering. For the safety of our students, volunteers/guests /visitors should not roam throughout the building.

### **Room Parent**

Each homeroom class will have a room parent that will adhere to the Volunteer Policy. A room parent is someone who volunteers to assist the teacher. The extent of parental involvement varies from teacher to teacher. Although the primary role of a room parent is to host the classroom parties and help out with other school events, some teachers may rely on parents to help out with other classroom duties.

### **Picking Up Homework Assignments**

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 to work ready before 3:30.

### **Prohibited Items**

Toys, cards, electronic devices, play guns, water guns, hand-held computer games, radios, personal music devices (ear buds, headsets, etc.), CD players, skateboards, roller skates, Heeleys 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.)**

### **Public Display of Affection**

In our desire to provide a 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.

### **Records Request**

Requests for records (report cards, transcripts, immunization, standardized test reports, etc.) must be done in writing on the required form. You may call the office to make the request, but when the records are picked up, the form must be completed. 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. For graduating seniors, four (4) copies of official/unofficial transcripts will be provided 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 lists, etc.) will be \$1 (one dollar) per page.

### **Replacement of Lost School Materials**

Students are responsible for lost or damaged textbooks and other school materials. If 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. Within three months of receiving payment, a refund will be issued for any materials that are subsequently found and returned in good condition.

### **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 Memorial 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 may not under any circumstances create digital video recordings of MCA members on campus or at off-campus MCA events for online publication or distribution.
- 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, or academic contest, 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 school.
- 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 School Board.
- Faculty and staff of Memorial Christian Academy are prohibited from "texting" 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, Twitter, or any other social media site.
- Parents posting negative or derogatory comments in any form of social media concerning the school, faculty, administration, or coaches may also result in disciplinary actions as determined by administration and the school board.

#### **Supervision of Elementary Students While Attending 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.

#### **Gender Policy**

The transgender/homosexual/bisexual/pansexual (any other non-biblical sexual identity) policy for Memorial Christian Academy and MCA facilities: The gender or sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level. 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 statement of faith for admission policy.

In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Lev. 20:13, Romans 1:27)

#### **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 school. All official school sponsored functions are posted on the school's calendar and may be viewed on the school's website.

## 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 at the university level 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 are 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 problem. As Christians and educators we feel a moral and ethical obligation to do our part in maintaining rigorous academic standards. We cannot accomplish this alone and need the support of the entire school community to succeed.

### Definitions

#### Cheating

Cheating includes but is not limited to the following:

- The copying of another'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. 23:30<sup>5</sup>*
- 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.
- The stealing or borrowing or removing of 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 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) without using quotation marks or proper citation methods.
- Presenting the ideas of another (writer, computer programmer, scientist, artist, photographer) as one's own original thoughts (unless a student attributes the ideas to the correct source-even if the wording is changed-it 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 or another student.
- Submitting a paper or artwork, etc. purchased from an Internet essay site.

## 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
- Learn how to attribute work properly by citation, footnote and bibliography

## **PARENTAL/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

## **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, phone call or mail). The teacher will enter the infraction into FACTS SIS. 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 conference. For any subsequent infraction, the student's grade (9 weeks) will be reduced by one letter grade (subtract 10 points from the average).

Additional consequences for subsequent infractions include in-school suspension, Saturday school, out of school suspension and administrative withdrawal/expulsion.

## APPENDIX B

### 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 that 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 principals is essential.

**DEFINITION:** Bullying is a pattern of negative words or actions that are done to a person or a person's things with the purpose of upsetting the person or causing the person to be scared/afraid/embarrassed/excluded/have hurt feelings and God would not approve. (*Bullying and the Bible* curriculum)

Forms of bullying include: ([www.stopbullying.gov](http://www.stopbullying.gov)) All forms of bullying to include but not limited to verbal bullying, physical bullying, and through the use of social media and electronic devices are considered sin through word, action or thought (Matthew 5-7; Ephesians 4-5).

#### *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

*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).*

### PROCEDURE

1. A **Bullying Reporting Form** is available in multiple formats. A copy will be included in the Parent-Student Handbook, posted on the Academy's website, available in all classrooms and the front office.

2. Reports of perceived/possible bullying may also be reported by placing a form in the metal "Payments" 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 student allegedly victim and bully will be informed.
6. All incidents are to be documented and a written report will be kept in FACTS SIS 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 bully.
8. Bullying incidents will be followed up and monitored to ensure the incident is resolved satisfactorily. The school takes all incidents of bullying/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**

- Students that are 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, employing 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 to their administrator(s) all allegations of bullying. This is to be done in a timely manner (within two school days of report).

## **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.

*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).*

## **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:

- Empowering students to take action by knowing what to do when they witness others students engaged in acts of bullying re retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying, including the underlying imbalance of power;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing 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 opportunities 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 absolutely essential and mandatory 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 school 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 school administrator(s). Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and school policies.

***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.***

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

## 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.

<b>Person Reporting the Incident:</b>	Date of Report:
<b>Person Reporting the Incident:</b> <input type="radio"/> Student <input type="radio"/> Parent/Guardian <input type="radio"/> School Employee <input type="radio"/> Chaperone	

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

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

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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 C

### Memorial Christian Academy Device User Policy

Memorial Christian Academy (MCA) strives to achieve educational excellence and recognizes that our students need access to technology to be well equipped for the demands of the 21<sup>st</sup> century. Along with this access comes a responsibility to not just value technology, but to be an ethical digital citizen. Our goals for the use of technology are for our students to have a biblical worldview, able to work collaboratively, develop their critical thinking skills and possess digital ethics.

All students in 6<sup>th</sup> grade through 12<sup>th</sup> grade will be assigned access to a device (Chromebook/laptop) for educational and personal purposes. This policy and the Acceptable Use policy must be strictly followed. Parent/Guardian may request the loan of a device for their child (6<sup>th</sup> – 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 MCA school 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.

Use of a school issued device is a privilege not a right and it should also be understood there is no guarantee of privacy. All internet access is documented. Violation of this policy, the Acceptable Use policy, and any use of the device that is unbecoming to God or is a negative reflection of Memorial Christian Academy will result in disciplinary action and could include legal entities.

MCA has a right to protect its network and technical resources. Personal student devices are not allowed on the network.

#### General Security

Students should never leave their assigned device unsecured. **Devices must be locked/stored in the charging cart in the classroom when not in use.**

#### 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 proper 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, and
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 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 policies or guidelines have been violated.
6. Students may NOT use the device to record, transmit, or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted any time without the express permission of a teacher.

#### Parent Expectations

Parents are encouraged to monitor their student's appropriate Internet use and adherence to Internet guideline when using their device.

Student approved to borrow a device to take home are the one ultimately responsible for the cost of any damages that may occur.

Families are strongly encouraged to establish guidelines for use of this device and other electronic devices (to include 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). Our students are exposed to much unhealthy content and protecting them from these influences requires our commitment and diligence.

### **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. 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. 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.

### **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 the computer device. 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.

## **Memorial Christian Academy Acceptable Use Guidelines**

Memorial Christian Academy strives to produce well-rounded, ethical students with a Biblical worldview to become the future leaders in our schools, churches, communities, and country. Using the most current tools available to support this mission, students will have access to technologies such as computers, phones, video equipment, copiers, printers, email addresses and information storage devices. The use of these resources is a privilege and should be treated as such. Any actions that do not represent God or Memorial Christian Academy in a positive manner will be a violation of this policy and will result in steps as described in the school's disciplinary policy.

In school, student access to and use of the Internet will be available only through teacher/adult designee supervision and should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message or content that is inappropriate or makes the user uncomfortable.

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.

1. Do not deliberately spread computer viruses.
2. Do not intentionally search for, view, and/or distribute inappropriate materials.
3. 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.
4. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
5. Email or 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.
6. 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 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 taping on school property (not permitted unless it is related to a school assignment)
5. Emailing or chatting on-line 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

### **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 – 25 demerits
- Loss of technology privileges up to a semester – 50 demerits
- Disciplinary probation – 75 demerits
- After school detention – 25 demerits
- Suspension – 75 demerits
- Expulsion – 100 demerits
- Legal action - Expulsion

### **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 \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## BRANCH OUT

*"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 sometime 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

In order to qualify for the students 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 of 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 service 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.

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

Memorial Christian Academy is also a Certifying Organization (CO) for the President's Volunteer Service Award (PVSA) program. This organization seeks to encourage United States citizens to live a life of service through presidential gratitude and national recognition. Service hours are measured over a 12-month period (June-May) and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of service achievement. Levels include bronze, silver, 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 (June 1, 2023-April 1, 2024)**

<b>Kids (5-10)</b>	26-49	50-74	75+
<b>Teens (11-15)</b>	50-74	75-99	100+
<b>Young Adults (16-25)</b>	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+

## MEMORIAL CHRISTIAN ACADEMY

### Volunteer Service Evaluation Form 2023-2024

**DIRECTIONS:** This form is to be completed by the student.  
Complete the service form. Have the form signed by service project supervisor. To earn credit, the form must be submitted within 30 days of the project. For on-going/long-term projects, the form must be submitted no later than April 1, 2024 to be considered for the PVSA.

#### Part 1: Student's Log Sheet and Personal Reflection

Name \_\_\_\_\_ Grade \_\_\_\_\_

Organization you served \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates and Hours of service \_\_\_\_\_ Total hours completed \_\_\_\_\_

Personal Reflection – How did your service help this organization?

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#### Part 2: Supervisor's Evaluation

Please write a brief summary about the experience you had with the student performing service hours with you. Please check one:

\_\_\_\_\_ **Satisfactory** - Student displayed exceptional service; attitude of graciousness; punctual; friendly

\_\_\_\_\_ **Unsatisfactory** - Student displays unsatisfactory service; not punctual; poor attitude about serving

Supervisor Name (please print) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Date submitted to the office: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix D: Drop Off/Pick Up Route**

### **Morning & Afternoon Drop-off & Pick-up**

#### **Arrival at School**

Students may be dropped off for school between 7:45 am and 8:05 am. Only students who are enrolled in our Before Care Program may be dropped off prior to 7:45 am.

The north and south doors will be open between 7:45 and 8:05. At 8:05, 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).

**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.**

#### **PK3, PK4 and K5, 1<sup>st</sup> grade and 2<sup>nd</sup> grade Students**

Parents of students in PK3 and PK4 are to park their vehicle in the area across from Area A. **PK3 and PK4 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 12<sup>th</sup> grade Students**

Parents of students in K5, 1<sup>st</sup> – 5<sup>th</sup>, 9<sup>th</sup> through 12<sup>th</sup> 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 students exiting. 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 each other's classrooms, so parents may have only one pick up point. The oldest elementary student will be the designated pick-up point.

3<sup>rd</sup> grade through 12<sup>th</sup> grade classes will be dismissed to the south side of building two and may be picked up in area C. Students in K5, 1<sup>st</sup> and 2<sup>nd</sup> 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. Aftercare students may be picked up from the main entrance (D).

#### **Student Release-End of School Day**

Academy dismissal for students in K3 through 5<sup>th</sup> grade is at 3:05. Students in 5<sup>th</sup> –12<sup>th</sup> grades are dismissed at 3:20. **Students will not be released/signed-out during the last 30 minutes of the school day (K3-5<sup>th</sup> grade: 2:35 p.m.; 6<sup>th</sup>-12<sup>th</sup> grade: 2:50 p.m.).** The last half hour of the school day can be very hectic. To prevent further disruption and/or jeopardize student safety, this guideline has been established. If you have appointments soon after school dismissal, you will want to plan accordingly. The doors to the school will remain locked. The only door with access will be the main entrance (south door of the covered drive).

Students participating in sports that do not hold practice immediately after school should not be hanging out in the gym waiting for practice to start. Students should go home and return or be signed into after care.

Students not picked up by parents or individuals on the authorized pick up list in FACTS SIS by 3:20 for K3-5th and 3:35 for 6th-12th are taken to the office. Families of any student that is late being picked up will be assessed a late pick up fee in the amount of \$20 for the first 10 minutes and \$2 per minute thereafter. (See page 39 of Handbook for Late Fee grid.)

