

# PARENT-STUDENT HANDBOOK



## **Our Mission**

Monclova Christian Academy, partnering with Christian families, exists to provide a quality, Christ-centered education, integrated with a Christian view of God and the world.

# **Monclova Christian Academy**

## **Parent-Student Handbook**

Monclova Christian Academy is dedicated to providing an educational program which upholds a standard of academic excellence with its firm foundation based on God's Word, the Holy Bible. It is our goal to assist families in training their children spiritually, morally, and academically. We will strive to train our students to be "good soldiers" of Jesus Christ (II Timothy 2:3.) We feel that it is of utmost importance that we help students formulate a correct, Biblical world view and also instill a patriotic spirit in each child.

It is the desire of the board of education, administration, and faculty to have a positive relationship built between the school and the home; therefore, the following handbook has been compiled in order to inform you as students and parents of Monclova Christian Academy of the rules, regulations, policies, and procedures that will be important to you. Though at times some will disagree with the policies presented in this handbook, it is important that all realize their responsibility to support and properly respond to those whom God has placed in leadership roles in this school. It is the prayer of the Monclova Christian Academy leadership that we can work together to provide a well-rounded, Christ-centered education for our students.

### **Right to Amend**

The administration of Monclova Christian Academy retains the right to amend the Student Handbook for just cause. Parents and students will be given prompt notification if procedure or policy changes are made, and they are required to comply with all provisions of this Handbook as amended.



# Monclova Christian Academy

Dear Students and Parents,

It is with pleasure I write this letter. You have chosen to allow Monclova Christian Academy to educate your student. This is an honor and responsibility we do not take lightly. On August 25, 1999, Monclova Christian Academy began as a ministry of Monclova Road Baptist Church. Our emphasis is the Word of God. We believe that any sound education must start with a foundation on Truth.

Monclova Christian Academy is a Christian school that holds a Biblical world view. From this Biblical world view we instill values and principals into the lives of our students through a safe caring, Christian environment.

Thank you for being a part of the Monclova Christian Academy family. I am here to assist you in any way.

Pastor Rands

**Educating**  
*for* **Eternity**

# TABLE OF CONTENTS

## **SECTION I INTRODUCTION** **I**

---

STATEMENT OF FAITH	1
PHILOSOPHY	2
OBJECTIVES	3
PURPOSE	4
EXPECTATIONS	4
NON DISCRIMINATION POLICY	5
CONCLUSION	6

## **SECTION II ADMISSIONS & ENROLLMENT** **7**

---

ADMISSIONS POLICIES & PROCEDURES	7
POLICIES	7
PROCEDURES	7
WITHDRAWAL – DISMISSAL	8
FINANCIAL POLICIES	8
PAYMENT OF TUITION	9
PAYMENT PLANS	9
DELAYED PAYMENTS	9
ACCOUNTS IN DELINQUENT STATUS	9
NON-SUFFICIENT FUNDS THROUGH FACTS	10
MONTHLY PAYERS	10
CLOSED CHECKING ACCOUNTS	10
INACTIVE FINANCIAL ACCOUNTS	10
REPEAT DELINQUENCIES	10
APPLICATIONS OF CREDITS	10
EDCHOICE EXPANSION PROGRAM	10
SCHOLARSHIP / VARIABLE TUITION CREDITS	10
T.R.I.P./KROGER	11
CREDIT BALANCE FORWARD	11
YEAR-END BALANCE	11

## **SECTION III ATTENDANCE POLICIES** **12**

---

ABSENCE	12
EXCUSED ABSENCE	12
UNEXCUSED ABSENCE	13
PARTIAL DAY ABSENCE	13
EXCESSIVE ABSENCE	13
EARLY DISMISSALS	13
EARLY DISMISSALS FOR SENIOR	14
FAMILY TRIPS	14
HOMEWORK REQUEST FOR ABSENCE	14
TARDY TO SCHOOL	14

TRUANCY	14
STUDENT DROP OFF/PICK UP	15
SIGNING IN & OUT	15
SCHOOL CLOSING & DELAYS	15
AFTER SCHOOL ACTIVITIES	16
AFTER SCHOOL CARE	16

## **SECTION IV    MEDICAL POLICY** **17**

---

ADMINISTERING MEDICINE	17
PRESCRIPTION & NON-PRESCRIPTION	17
ACCIDENTS	17
HEALTH RECORDS	17
ILLNESS	18
ILLNESS AT SCHOOL	18
IMMUNIZATION POLICY	18

## **SECTION V    ACADEMICS** **19**

---

ACADEMIC PROBATION	19
ATHLETIC ELIGIBILITY	19
EXTRA CREDIT POLICY	20
GRADE POINT AVERAGE	20
GRADING SCALE	20
GRADUATION & COURSE REQUIREMENTS	21
THUNDER ONLINE LEARNING	21
THUNDER MATH	22
CREDIT FLEX	22
LEARNING MANAGEMENT SOFTWARE	22
HOMEWORK PHILOSOPHY	22
HONOR ROLL	23
MAKE UP POLICIES	23
LATE WORK ASSIGNMENTS	23
PARENT TEACHER CONFERENCES	24
STUDENT RECORDS AND TRANSCRIPTS	24
REPORT CARDS	25
RETAKE POLICY	25
TESTS	26
SCHEDULE CHANGES	26
SCHOOL CURRICULUM	26
STANDARDIZED TESTING	26

## **SECTION VI    CODE OF STUDENT DRESS** **27**

---

CODE OF STUDENT DRESS	27
FORMAL DRESS STANDARDS	29

---

**SECTION VII CODE OF CONDUCT 30**

SCHOOL EXPECTATIONS	30
STUDENT'S RESPONSIBILITIES	30
PARENT'S RESPONSIBILITIES	30
COMMITMENTS FOR PARENTS	31
ADMINISTRATIVE RESPONSIBILITIES	31
TEACHERS RESPONSIBILITIES	31
STUDENTS DEFINITION	32
TEACHING-LEARNING	32
RESPECT FOR THE RIGHTS OF OTHERS	32
RESPONSIBILITY FOR YOUR OWN ACTIONS	32
STANDARDS OF CONDUCT	33
CHEATING	34
DISCIPLINE OFFENSES & RESULTING DISCIPLINARY ACTION	34
DETENTION	36
STUDENTS RIGHTS IN DISCIPLINARY ACTIONS	36

---

**SECTION VIII SAFETY INFORMATION 37**

FIRE DRILLS & TORNADO DRILLS	37
LOCKDOWN PROCEDURES	37
SECURITY RECORDINGS	37
PHOTOGRAPH AUTHORIZATION	37
SEARCH & SEIZURE	38
SOLICITATION/DISTRIBUTION	38
VISITORS TO SCHOOL	38
VISITORS TO LUNCH	39
BACKGROUND CHECK REQUIREMENTS FOR VOLUNTEERS	39

---

**SECTION VIII ADDITIONAL INFORMATION 40**

CONTACTING TEACHERS/STAFF	40
STUDENT DRIVING PRIVILEGES	40
CELL PHONES	40
LUNCHES	40
LOST & FOUND	41

# Section I

## Introduction

### Statement of Faith

The following statements are an abbreviated summary of those doctrines which are essential to the practice and propagation of true Biblical Christianity, and therefore are held by Monclova Christian Academy. MCA, which is a ministry of Monclova Road Baptist Church, will follow the entire doctrinal statement of Monclova Road Baptist Church.

- A. **SCRIPTURES:** We believe that the Holy Bible was written by men supernaturally inspired. The Bible is that collection of books from Genesis to Revelation, which as originally written, not only contains and conveys the Word of God, but IS the very Word of God.
- B. **THE TRUE GOD:** We believe that there is one, and only one, living and true God. In the unity of the Godhead, there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.
- C. **THE HOLY SPIRIT:** We believe that the Holy Spirit is a divine Person equal with God the Father and God the Son. He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer.
- D. **DEVIL OR SATAN:** We believe that Satan was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, he fell and drew after him a host of angels. He is now the malignant prince of the power of the air, and the unholy god of the world. We hold him to be man's great tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, destined, however, to final defeat at the hands of God's Son and the judgment of an eternal justice in hell, a place prepared for him and his angels.
- E. **CREATION:** We believe in the Genesis account of creation and that it is to be accepted literally, that man was created directly in God's own image, that man's creation was not a matter of evolution or evolutionary change of species or developments through periods of time from lower to higher forms, and that the creation week consisted of six days plus a seventh day of rest.
- F. **MAN:** We believe that man was created in innocence under the law of his Maker; but by voluntary transgression, man fell from his sinless and happy state. Now, all of mankind are sinners by choice and are under condemnation without defense or excuse.
- G. **VIRGIN BIRTH:** We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner, born of Mary a virgin, as no other man was ever born or can ever be born of woman, and that He is both the Son of God and God the Son

- H. SALVATION: We believe that the salvation of sinners is wholly of grace through faith in the work of Jesus Christ. Christ voluntarily substituted Himself in the sinner's place, the just dying for the unjust, Christ bearing our sins in His own body on the tree; and by His death, He made a full and vicarious atonement for our sins; that having risen from the dead, He is now enthroned in heaven. We believe that in order to be saved, sinners must be born again, that the new birth is a new creation in Jesus Christ, and that it is instantaneous and not a process. We believe it is the duty of all to accept God's grace by faith. We do not accept the theological concepts known as unconditional election, limited atonement, and irresistible grace. We believe that the saved are kept by the power of God through faith unto eternal salvation.
  
- I. THE CHURCH: We believe that a church of Christ is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel and observing the ordinances of Christ. We believe the true mission of the church is to win the lost and to teach them as God has commanded. We believe that Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit with the authority of the local church. We believe in observing the Lord's Table to commemorate the dying love of Christ by the sacred use of bread and the fruit of the vine.
  
- J. ETERNAL LIFE: We believe that there is a radical difference between the righteous and the wicked, that the saved will spend eternity in heaven, and the unsaved will spend eternity in hell.

## **Philosophy**

The educational program and the methods of instruction at Monclova Christian Academy are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles interpreting the facets encountered in the study of any subject. We believe that the concepts of a Christian educational philosophy are these:

- A. God is the Creator and Sustainer of all things and the Source of all truth.
- B. God maintains control over His entire universe.
- C. Because of sin, man tends to omit God and thus fails to relate Himself and His knowledge to God, the Source of all wisdom.
- D. Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in the light of His Person, purpose, and work.
- E. God has revealed Himself in a general way in His world and universe and in a specific way in the Bible.
- F. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
- G. The teacher stands in the place of the parent while school is in session.
- H. God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to his academic level.
- I. The Christian is not to be conformed to the world but must recognize his responsibility and his role in life in our democratic society.

- J. The student's home, church, and school experience and training should be a preparation for a successful Christian life.
- K. The prayer of a righteous person has a powerful effect.
- L. Maintain a high academic standard, through a mastery of communication (writing, reading, speaking) and math.
- M. Generate a spirit of patriotism through the teaching of loyalty to our country and recognition of atheistic teachings which undermine our country's foundations, through recognizing government as ordained of God, and through arousal of a desire to become involved citizens of this nation for the Lord's sake.
- N. Generate and maintain a life of discipline through submission to God's authority, exercising self-restraint, consideration of others, and submission to legitimate authorities.

## **Summary**

We believe in Monclova Christian Academy as a school that believes and upholds the Bible, respects others, fosters academic excellence, and seeks to encourage a loyalty to the Lord, to parents, and to our nation.

## **Objectives**

We believe that the objectives of Monclova Christian Academy are:

- A. To teach that God is the Creator of the universe and man
- B. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sin
- C. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ as Savior
- D. To instill a passion to reach their generation with the gospel of Christ
- E. To teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service
- F. To teach the application of Biblical ethics and standards of morality to every part of life
- G. To teach students to manifest fairness, courtesy, kindness, and other Christian graces
- H. To stress the urgency of world missions
- I. To teach students to get along with non-Christians and with Christians who hold different views
- J. To relate the various subject matter areas with the truth of the Bible
- K. To teach students to apply themselves to their work to fulfill their various responsibilities
- L. To teach students to work independently and cooperatively
- M. To teach students to think for themselves and to stand up for their personal convictions in the face of pressure
- N. To develop the creative skills of the students
- O. To develop an appreciation for the fine arts
- P. To develop effective communication skills in the students

- Q. To teach the knowledge and skills required for future study or for occupational competence
- R. To develop desire and discretion in wholesome physical and mental recreation
- S. To teach our American heritage and the current problems facing our country and world
- T. To show students their present civic responsibility and to prepare them for adult responsibility as citizens of our nation.
- U. To develop the total student in relation to his place in the world, stressing the basic belief that through God, ALL things are possible

## **Purpose**

It is the purpose of Monclova Christian Academy to provide a Christ centered education integrated with a Christian view of God and the world. The Bible is specific in stating the principles which underlie Christian education. St. Paul presented a comprehensive principle when he wrote of Christ: "For by Him were all things created, that are in Heaven, and that are in earth . . . And He is before all things and by Him all things consist" (Col. 1:16-17). And John, the writer of the fourth Gospel, said, "All things were made by Him, and without Him was not anything made that was made" (John 1:3).

There is an important difference between the Christian and the non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can be entirely God-honoring for parents and children. Parents of children in Monclova Christian Academy consider the Word of God clear in making Christian parents responsible for the education of their children. Education encompasses the counsels of God revealed in His Word and also the counsels of God revealed in His world. These parents want their children to be educated at home and at school with the consciousness that all truth is God's truth, including history and geography, science, music and the arts, and that Jesus Christ is to be central in all learning and living.

We believe that a Christ centered school is essential in our world today. We realize the strength of our enemy and the need to equip our children with the tools to combat the enemy. We want our children to have an education which will prepare them mentally, physically, and spiritually according to the Scriptures.

## **Expectations for Behavior and Attitude**

- Scripture teaches that the Holy Spirit will produce "love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law" (Galatians 5:22-23 KJV). This "fruit of the Spirit" energizes our relationships.
- Certain behaviors are expressly prohibited in Scripture. Members of the body of Christ, not just the MCA community, should abstain from and flee from these things because MCA is concerned about the life of the student on and off campus before, during, and after school.
- In keeping with Scriptural admonitions to bring ourselves under the authority of

government, members of the MCA community are expected to uphold the laws of the local community, the state of Ohio, and the nation to the extent that obedience to such laws does not require disobedience to God.

## **Non-Discrimination Policy**

In addition to the above biblical expectations, members of the MCA community voluntarily commit themselves to the following standards of behavior. This commitment grows from the conviction that these standards serve the good of the individual as well as the school. These standards are not necessarily set forth as absolutes or as an index of spirituality. They do, however, define the parameters that govern life in the MCA community. Violations of these standards are regarded as serious breaches of integrity within the community. Therefore, the following standards apply to students, faculty, staff, and administrators at Monclova Christian Academy:

- **Sundays:** While some in our community worship on Saturday, MCA recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" relative to school programs, games, rehearsals, and student services will not be encouraged except where absolutely necessary.
- **Substances:** The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, the use of drugs on the MCA campus or at MCA events (such as field trips and athletic events) is prohibited. Use by MCA students is also prohibited at any other time while he/she is enrolled at MCA, including during vacation. "Use" includes, but is not limited to, personal use, possession, sharing, manufacture, and distribution. "Drugs" include, but are not limited to, alcohol, tobacco in any form, illicit drugs (including marijuana), e-cigarettes, vapes and other nicotine-delivery devices (whether or not actually used to deliver nicotine), inhalants, prescription drugs (except when used as directed by a physician), over-the-counter medications (except when used as directed), and synthetic drugs. MCA recognizes that there are laws governing the use and distribution of these products. At no time are members of the MCA community to be in violation of those laws on or off the campus.
- **Inappropriate Sexual Conduct:** Inappropriate sexual conduct is prohibited. It includes, but is not limited to, heterosexual activity outside marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use or viewing of pornographic material (including websites), or sexual abuse or improprieties toward minors as defined in federal or state law, and/or in scripture. Scripture defines marriage as an intimate covenantal relationship instituted by God and publicly entered into by one man and one woman.
- **Discrimination and Harassment:** Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to one another. Discrimination or harassment of any kind (demeaning gesture, threat of violence, physical attack, or overt unwelcome sexual advance directed toward another person of

the same or opposite sex) will not be tolerated.

- Violation of Individuals and/or Property: Vandalism or violence against school or individual property is not tolerated.
- Entertainment: MCA urges its members to be selective in their choices of entertainment and recreation. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided.
- Pornography: The pornography industry exploits people. Further, the use of the industry's products is immoral. Therefore, pornographic products or materials of any sort are not to be used, possessed, or distributed on or away from campus.
- Academic Integrity: Members of the community are subject to the demands of academic integrity, including but not limited to honesty and giving credit to sources.
- School Rules: Compliance with the routine day-to-day policies and procedures of MCA is expected from members of the community. These routine items are listed elsewhere in the handbook or are made known to students, parents, faculty, staff, and administration through normal channels of communication. Likewise, teachers must establish clear guidelines for procedures and conduct in their classrooms that are consistent with this covenant. Students must abide by those guidelines.
- Monclova Christian Academy admits students of any race, color, national and ethnic origin, and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, financial aid, or in any other school administered program.

## **Conclusion**

The intent of this covenant is to identify expectations that assist Monclova Christian Academy in functioning as a Christian community and in achieving its goals as a secondary school operating in the State of Ohio.

## Section II Admissions & Enrollment

### **Admissions Policies and Procedures**

To establish guidelines for admission to the Monclova Christian Academy, the following policies and procedures have been adopted by the MCA Board of Education. The final approval or disapproval of a child's admittance to the Academy is governed by the school's board of education. Each student is screened by the school principal.

#### **Policies**

The natural parents or legal guardians must subscribe to the Statement of Faith and rules governing dress code and discipline procedures.

No student shall be admitted who:

- A. Has an emotional or disciplinary problem.
- B. Has a juvenile court record.
- C. Has a physical handicap which would prohibit the learning process.
- D. Is married or has been married.
- E. Has an outstanding tuition bill from a previous school.
- F. Defiantly rejects Christ and/or the policies of this school.
- G. Does not want to attend MCA.

\*\*\*We want each student to have an opportunity to receive a Christian education, but we are not capable of handling the students who fall into the categories above.

#### **Procedures**

- A. Read the purpose, philosophy, and objectives of Monclova Christian Academy.
- B. Complete the student application and return it to the school office.
- C. Complete the placement testing.
- D. Attend an interview scheduled by the principal for both parents and children prior to admittance into the school program.
- E. Consent to the dress code for students.
- F. No student will be rejected due to race, color, or creed.

## Withdrawal-Dismissal

Withdrawals from school must be made through the school principal and all tuition continues until the withdrawal is completed. To withdraw from school, a parent must sign a release form so the student's records can be transferred. All books and materials must be turned in and fees and fines paid before student transcripts or records will be released.

**It is understood that attendance at Monclova Christian Academy is a privilege, not a right, which may be forfeited by any student who does not conform to the standards and regulations of the school. Monclova Christian Academy may request withdrawal of any student, at any time, who in the opinion of the principal, does not fit the spirit of the institution, regardless of whether or not he conforms to specific rules and regulations of the school.**

Dismissal will occur only by the action of the principal, and/or School Board. Readmission of students who have been withdrawn or expelled will not be considered until the following school year. All these readmissions must be approved by the principal. Notification to the home school district of the student will be sent upon receipt of the signed withdrawal form.

## Financial Policies

### Payment of Tuition

The tuition prices are listed in the application packet. The registration fee is for each student enrolled in Monclova Christian Academy and is non-refundable. The fee is due upon completion of the application form. Tuition fees and schedules will be according to the information you receive in the registration packet.

Two methods of payment are offered: **annual with a percentage discount** and **monthly based on 10 months or 12 months**. Annual tuition must be paid by July 1 of the calendar year or ten days after the accepted date of enrollment. Discounts are noted on the annual tuition schedule.

Monthly tuition begins **July 1** of the calendar year, and payments are due on the 1st of each month. We have no wish to be unkind or to seem unduly hard, but it is imperative that all accounts be paid on time. The school depends upon our regular income to meet the salaries of the faculty and staff and the operating expenses of the school. In order to meet the additional expenses of bookkeeping and collection, we must impose additional charges when accounts are not paid on the day they are due. A ten-day grace period will be allowed from the date the payment is due. At the expiration of this ten-day period, all past due accounts will be assessed a late charge of 1.5% per month (18% per year) of the unpaid balance with a minimum charge of \$10 per month. If the 10th falls on a weekend or holiday, the next working day will be the last day to pay accounts in full to avoid incurring a late charge. In the event tuition payments are past due beyond ten days, the following steps will be taken:

11th of Billing Month	Late payment penalty	(Statement sent)
30th of Billing Month	Phone call from accounting office	(No response notification)
11th of Second Month	Final late notice	(Notification of suspension)
30th of Second Month	Removal from school	(School principal notified)

**Once an account becomes past due, the tuition account must be brought current in order for a child’s enrollment to continue. No account may remain 30 days past due.**

To qualify for graduation, all balances on open accounts must be paid in full.

NOTE: A \$35.00 fee will be added to your tuition account if your check is returned unpaid by your bank.

**Payment Plans**

- Full-year payments, due by July 1 (3% discount)
- Monthly Payments

**Delaying Payments**

- Requests must be submitted in writing, by either letter or email only.
- Limit of two rescheduling of payments per year with minimum of 5 business days’ notice.
- Limit of two monthly hold requests per year with minimum 5 business days’ notice.

**Accounts in Delinquent Status**

- No student with an account in delinquent status will be eligible for re-enrollment until the prior year balance is paid in full. Similarly, new families may not enroll at Monclova Christian Academy if they owe a balance at another school.
- If two months of payments have gone unresolved the family must immediately pay all past due amounts or the student(s) will be removed from school.
- All written or printed records and grade cards will be held until the delinquency is resolved.
- Students on an account with a delinquent balance will not be eligible to participate in extracurricular activities.
- Parents in delinquent status are eligible for parent-teacher conferences, but no written records will be provided.
- All automatic payments returned by the bank will be assessed a NSF fee by FACTS Management as well as a late fee, if applicable. Miscellaneous fees such as those for re-enrollment, aftercare, athletics, tutoring, etc. are billed separately from monthly draws to provide greater consistency to parents in their monthly payment amount. For families with more than one student:
  - Families cannot pay off one child’s account to obtain records or reinstate eligibility. The entire family account must be cleared.
  - Official transcripts will be held for all students of families owing balances.
- You will be asked to withdraw your student(s) if your financial obligations are not maintained. Questions regarding your account balance should be directed to the Finance Office.

## **Non-Sufficient Funds through FACTS**

**Monthly Payers** – If there are non-sufficient funds in your account at the time of your scheduled monthly draw, the payment will be rescheduled for approximately 2 weeks later (5th or 20th).

- If the redraw results in another non-sufficient fund, FACTS will attempt for the third and final time for that previously scheduled monthly draw. At this point, the prior month's payment and current month's payment will end up drawing on the same day.
- If this final redraw results in non-sufficient funds, and if one or both payments remain unpaid, then a written correspondence with final date for payment of all unresolved payment is sent to the parent. This amount will need to be paid directly to the Finance Office by the requested date. If payment is not received, the student(s) will be removed from school.

## **Closed Checking Accounts – No New Account Setup Prior to Next Draw**

- First month: Warning; written letter sent to parent.
- Second Month: If no action, student(s) removed from school.

## **Inactive Financial Accounts in FACTS**

- An active financial account in FACTS is required for all students enrolled at Monclova Christian Academy
- If your financial account becomes “inactive”, “on-hold”, or is removed from FACTS at any time during the school year and a new account is not setup within two weeks (14 days), student(s) will be removed from school.

## **Repeat Delinquencies**

- Within the same school year billing period, after two consecutive incidents the student(s) will be removed from school.
- Within the same school year billing period – non-consecutive incidents (two different 2-month periods), the student(s) will be removed from school.

## **Application of Credits**

### **EdChoice Expansion Program**

- EdChoice families can elect to apply through the ODE for EdChoice Expansion program.
- If family is Low Income Status qualified, tuition credits will be applied to the tuition account. All additional fees (Operating fee, re-enrollment, etc.) will be the responsibility of the family.

### **Scholarships / Variable Tuition Credits**

- Scholarships/Variable Tuition credits are applied across all scheduled payments upon notification from granting body and establishment of family's tuition account.
- Scholarships are determined on a yearly basis; there are no automatic renewals or

- guarantees.
- Failure to comply with terms of scholarship will result in revocation.

### **T.R.I.P./Kroger**

- Credits will be applied to tuition first, fees second.
- Credits will be applied quarterly after submission of rewards.
- If a family withdraws from MCA, all earnings are transferred automatically to the Academic and Leadership Scholarship Fund.

### **Credit Balance Forward**

- Any credits from the prior year will be applied to the family's tuition account once established for upcoming year.
- Credit will be distributed to any Past Due balance then first eligible payment.
- Families will be refunded if student graduates or upon withdrawal in good standing. Only tuition portion of the balance is able to be refunded.

### **Year-End Balances**

If a balance is due at the end of the school year, any new enrollments/re-enrollments will not be finalized until the balance is resolved. No seat will be held for students until outstanding balances are paid.

## Section III

# Attendance Policies

### Absences

#### Excused Absences

Faithful school attendance is critical to a successful school experience. While some elements of a missed classroom experience can be made up, many other facets cannot be reproduced or repeated. Because some absences are in-avoidable and unavoidable, we need to work together to ensure attendance at all other times. Please note that Ohio law requires compulsory school attendance.

**A. Categories** - There are only three categories that the school considers valid excused absences:

1. Personal illness of a student or a doctor's visit
2. Death or emergency within the family
3. Pre-approved family trip, pre-approved church ministry, pre-approved educational opportunity

Although a parent may keep a student home from school for other reasons, the school does not excuse absences that do not fall within these three categories.

**B. Approval Procedure** - In order for an absence to be excused, these procedures must be followed:

1. **Sickness** - Parents must contact the office by phone (419-866-7630) on the day of the absence or by note or phone the day the student returns to school. The note should include the date of the absence, the reason for the absence, and the signature of the parent or guardian. **Please note that it is the reason stated in the note or call, not the note or call itself, that determines if the absence is excused.** Any student absence that is unconfirmed by a parent **within two days** of return is considered unexcused. A doctor's note should accompany the return of a child who has been absent five days or more.
2. **Doctor Appointments** - Whenever possible, medical appointments should be scheduled outside of school. If a student must be excused during school, a note from the parents or doctor stating the date and time of the appointment must be submitted.
3. **Family Trips** - Students must submit a note two weeks prior to the planned family vacation period. Excused family vacations must be vacations with the immediate family (parents, grandparents). Homework assignment sheets must be picked up from the office and completed by the teachers before the trip is taken. See **Family Trip** section for additional details.
4. **Church Ministries/Mission Trips** - Students must submit a Student Special Absence Request form two weeks prior to the planned absence.

5. **College Days (Juniors and Seniors only)** - Students must submit a request for these days **two weeks before** the day of the trip. This allows time for the Director of Guidance to compile your transcript. The normal limit for College Days is three per year. Additional days may be granted on an individual basis.

**Note:** Forging or falsifying an absence results in serious school discipline.

### **Unexcused Absences**

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance policies have not been followed. Personal/Parent Choice Days are unexcused. **Students will not be allowed to make up homework grades or quizzes.** Tests may be made up on the day of return.

### **Partial Day Absences**

- A. Class periods missed will be counted individually so that attendance may be more accurate.
- B. In order to participate in a sports event, a class event, or any other extracurricular activity, a student must be present at school for three or four periods as stated above.
- C. All students must secure both school and parental permission in order to leave during the school day.
- D. Students must sign in and sign out for late arrival and early departure. Elementary parents will accompany their child to sign in and to sign out.

### **Excessive Absences**

- A. School Day - Any student missing twenty days of school or more per semester will not be given credit for the semester's course work.
- B. After 10 absences during a semester, the school will require a doctor's note to excuse "ill" absences thereafter.
- C. Jr. High & Sr. High - Class period - Any student missing twenty periods or more of a specific class per semester will not be given credit for that specific class.

### **Early dismissals**

All early dismissals must take place before 2:30. No one will be dismissed between 2:30 and 2:45; this is due to buses entering the parking lot. In cases where the student needs to leave school early, a written excuse from the parent explaining the reason for leaving and time of the departure must be given to the school office. This request must be turned in at the beginning of the school day. When leaving early, the student should check with teachers of classes to be missed and obtain any homework assignments and turn in homework assignments that are required for that day.

## **Early Dismissal for Seniors**

Seniors are permitted to leave school after their last class. Seniors must have signed permission from a parent, and they must secure permission from the principal in order to leave school before 2:45 P.M. They must stop in the school office to sign out before leaving.

## **Family Trips**

The school allows up to six consecutive days and no more than ten days off per school year for family trips. Family trips should be approved two weeks in advance to ensure that they are excused and to notify the teachers of the absence (Use form on last page of this handbook.) If a student has already missed 10 days in the semester, or the trip will extend past the 10 day allotment, then the absence will not be excused. **Please note that although the school permits family trips, the school does not encourage them. Few students are able to make up the school experience missed during extended days of absence.**

Please also refer to page 26 Standardized Testing.

## **Homework Request for Absence**

All homework can be found on FACTS. If a student will be out **more than three days**, a parent may call the office during that time and request homework. Prior to calling the office please takes the time to check FACTS for any missed assignments.

**Assignments/Materials will be assembled within twenty-four hours after the parent calls.**

## **Tardy to school**

Students will be considered tardy to school if they are not in their homerooms by 8:00 A.M. for Jr. High & Sr. High school students and 8:25 A.M. for elementary students, at which time the teacher takes attendance. If students are tardy to school, they must sign in at the school office and provide a reason for being tardy.

## **Truancy**

Students are considered truant when they are absent from school without the knowledge of parents or school officials. A *habitual truant* is absent from school without a legitimate excuse for five or more consecutive days, seven or more school days in one school month, or twelve or more school days in one year. A *chronic truant* is absent from school without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year. Truancy is a violation of state compulsory attendance laws. Therefore, in addition to school disciplinary actions, the student may be referred to the County Pupil Personnel Officer of Juvenile Court. Truancy discipline will be handled by the administrator on an individual basis but may result in suspension or expulsion.

## **School Day Procedures**

### **Student Drop Off / Pickup**

The elementary school day begins at 8:25 A.M. Teachers pick up students from the auditorium at 8:20 A.M. Their school day ends at 2:45 P.M.

The Jr. High & Sr. High school day starts at 8:00 A.M. These students are to wait in the auditorium until the first bell rings at 7:55 A.M. The school day ends at 2:45 P.M.

### **Signing In and Out**

Elementary students arriving at school after 8:25 A.M. must sign in at the school office before attending class. Parents of elementary students must accompany their late student to the office to sign in, and parents must come to the office to sign out their elementary student when picking them up early. Students leaving school early for any reason must sign out at the school office and sign in upon returning to school. Students who fail to sign out when leaving school will receive an unexcused absence for all classes and further disciplinary action.

Jr. High & Sr. High students arriving at school after 8:00 A.M. must sign in at the school office before attending class. Students leaving school early for any reason must sign out at the school office and sign in upon returning to school. Students who fail to sign out when leaving school will receive an unexcused absence for all classes and further disciplinary action.

### **School Closings and Delays**

School closings, delays, and emergency weather information will be announced on local television stations. Look for Monclova Christian Academy. You may also register your cell phone with the TV station of your choice by going online and signing up to receive text messages.

TELEVISION: WTVG-TV 13 ABC  
WTOL-TV 11 CBS  
WNWO-TV 24 NBC

**On delay days, students must not be dropped off at school more than 30 minutes prior to the delayed starting time.**

Remember, this is a judgment call based on conditions around this area. If you feel the roads are not safe where you are, please notify the school office and do not attempt to travel.

### **After School Activities**

The only students who are permitted in the school after 3:20 P.M. are those students who are practicing with organized teams. **All other students must leave the school by 3:20 P.M. unless they have secured permission from a teacher or the principal.** Students must not leave school property without a parent unless they have a written note from their parent.

### **After School Care**

After school care will be available for students if parents occasionally cannot pick them up on time. **A per hour fee will be applied beginning at 3:20 P.M. and will be charged for each additional hour that the child remains in aftercare.** There will be no partial hours. For example, if a child is in aftercare for fifteen minutes, the charge will be for one hour, etc. Each hour is based from the top of the hour. This is only for extenuating circumstances. **All children must be picked up by 5:30 P.M.**

## Section IV Medical Policy

### Health and Safety Practices

#### Administering Medicines

The Ohio State Law Revised Code #3313.713 states that no medication (including cough drops or Tylenol) may be dispensed by MCA personnel without a consent form signed by parent/legal guardian or by a physician/dentist.

#### Prescription and Non-prescription Medication

All medication must be sent in its original container, labeled with the child's name, and the relevant consent form must be completed. Important: Students are not allowed to carry medications (prescription or non prescription) on their person, except for inhalers and epi pens (must have an MD/Parent consent form on file in the school office).

#### Accidents

If your student is involved in an accident, we will try to contact you at the phone number you have provided on the Emergency Procedure Form. In the event that you cannot be reached, we will attempt to secure proper medical attention. Accident forms and records will be completed. It is imperative that students report all accidents to the supervising teacher or to the office. The school does not carry insurance for student accidents. Parents are advised to carry adequate health insurance protection and have documentation of current insurance on file in the office. Parents are responsible for any and all medical care of your child due to the result of an accident on MCA's grounds, equipment, vehicles (field trips, etc.), or property.

#### Health Records

We are required to maintain up-to-date health records in order to protect the individual student and the community at large. Monclova Christian Academy's policy concerning completed health records is as follows:

- All students' health records must be complete by the first day of the school year or the first day after a student is admitted as a student to Monclova Christian Academy.
- Students will also be given an Emergency Procedure Form which must be completed and returned to the school office by the first day of school. The information on this form is vital for school officials to have in the case of an emergency at school in which the child requires medical attention.

**Any family who has not turned in this paperwork by the first day of school will be contacted, and the students will not be permitted to remain in school until all paperwork is completed and turned in to the school office for the student's health file.**

### **Illness**

We require that your child be fever-free and symptom-free (no vomiting) for twenty-four (24) hours before returning to school.

### **Illness at School**

If at any time during the school day a student feels too ill to remain in class, he/she must report to the office. The student will only be allowed to sit out one period and then must return to class or go home. When a student needs to be sent home, arrangements will be made with the parents as soon as contact can be made.

### **Immunization Policy**

The Ohio General Assembly passed a law (Sections 3313.67 and 3313.671 Revised Code) providing for compulsory immunization of elementary and high school students against polio, diphtheria, tetanus, rubella (three-day measles) rubella (ten-day measles), mumps, and chickenpox. In addition, students in grades K-12 must have received their second MMR. The law mandates that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attended school or lived in a "high risk" country in the preceding school year. A record of these immunizations must be presented to the school office.

## Immunization Summary for School Attendance - Ohio

VACCINES	<i>FALL 2019</i> <b>IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<u><b>Kindergarten</b></u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <u><b>1-12</b></u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u><b>Grades 7-12</b></u> One (1) dose of Tdap vaccine must be administered prior to entry. **
<b>POLIO</b>	<u><b>K-9</b></u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u><b>Grades 10-12</b></u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<u><b>K-12</b></u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
<b>HEP B</b> Hepatitis B	<u><b>K-12</b></u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<u><b>K-9</b></u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u><b>Grades 10-12</b></u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<u><b>Grades 7-10</b></u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u><b>Grade 12</b></u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

### NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
  - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/>).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

## Section V Academics

### **Academic Information**

#### **Academic Probation**

Students who consistently fail to meet the academic requirements of the school may be placed on academic probation for a period of not less than one grading quarter. Students who continue to fail to comply with the academic requirements of the school during their academic probation period may be asked to leave the school.

#### **Athletic Eligibility**

##### **Upper Elementary Students:**

Parents, in consultation with the elementary teachers and the Principal, set the athletic eligibility requirements for their own students.

##### **Homeschool Students at all levels:**

Parents, in consultation with the teachers and the homeschool coordinator, set the athletic eligibility requirements for their own students, which will attempt to mirror the requirements for traditional students.

##### **Students receiving learning accommodations or interventions through an active 504/IEP plan:**

Director of Special Education and Guidance will include in the 504 or IEP the athletic eligibility requirements for the individual student with a diagnosed learning disability as determined by the Intervention Team members.

##### **Junior High Students:**

Students are expected to have passing grades in each class at every athletic grade check. If a student has a failing grade at an athletic grade check on the scheduled Friday, he/she will be athletically ineligible for the following two weeks (no practice and no play beginning the following Monday).

##### **High School Students:**

Students are expected to maintain a 2.0 GPA throughout the sports season. MCA will check student GPAs on scheduled Fridays approximately every two weeks. A standard GPA scale will be used of four points for any A, three points for any B, two points for any C, one point for any D, and zero points for any F. If a student falls below a 2.0 GPA they will be athletically ineligible for the following two weeks (no practice and no play beginning the following Monday). In addition, at each semester the student athlete must be passing five one-credit classes to remain eligible for the following semester's athletics.

## **Extra Credit Policy**

Extra credit may be given at the discretion of the teacher once all work previously required is done, but may not exceed a total point value of 10% of the quarter grade. Extra credit may not be turned in after the close of a quarter.

## **Grade Point Average (GPA)**

MCA uses weighted and un-weighted GPAs based on the standard four point scale of letter grades. Credits are issued on final semester grades; therefore, only semester grades are used when calculating the GPA.

## **Grading Scale**

Due to the differences within the variety of subjects offered, teachers may use various techniques or methods for evaluating classroom work and translating a student's achievement into the letter-grade scale. Any questions should be directed to that teacher.

In order to teach our students how to retain large amounts of text material, semester exams will be given to 9-12 grade students in all core subjects. We believe the testing experience will also prove invaluable for students' overall college experience. All students will be required to take the exams without exemptions. The test weight will be 10% of the final semester grade and averaged with the other two nine week final averages.

Senior exams will be taken prior to their senior trip.

Only semester grades are recorded on each student's permanent academic record kept on file in the school office. A student's academic record used for admission to college is based on semester grades earned while in grades 8-12 for credit bearing classes.

Final grades for each year are recorded on each student's permanent academic record kept on file in the office.

The school uses the following mastery-grade scale for kindergarten, first grade, and specials:

- E Excellent
- S+ Satisfactory Plus
- S Satisfactory
- S- Satisfactory Minus
- N Needs Improvement

Skills/Assignments on FACTS left blank have not been assessed by the teacher.

The school uses the following letter-grade scale for second through twelfth grades:

A+	99-100	C	76-80
A	94-98	C-	74-75
A-	92-93	D+	72-73
B+	90-91	D	67-71
B	85-89	D-	65-66
B-	83-84	F	0-64
C+	81-82		

## **Graduation and Course Requirements**

New requirements are located on the course requirement worksheets which are inserted in the back of this handbook.

**Failure to meet all Ohio Department of Education and MCA's graduation requirements (courses and testing) will result in the student not receiving a diploma or participating in commencement exercises until such deficiencies are satisfied.**

## **Thunder Online Learning**

The online learning program is designed for high school students to take courses not offered in the traditional classroom. With parental permission and education and guidance director input, students may take courses that meet their individual needs. Courses range from credit recovery, integrated content for high school credit, honors and advanced placement courses, as well as online dual enrollment courses.

Students are supervised in this online learning program at all times by teachers. The Director of Education or designated teacher monitors progress to ensure adequate academic progress. Students who are successful are self-directed learners who are able to manage their time well.

Students are expected to work on their courses throughout the entire class period. At no time should the computers be used for social networking or game playing. Students are expected to work independently. No disturbance of classmates will be allowed.

Online learning courses can be previewed with assistance from the Director of Education prior to making the commitment to each course for one semester. The Thunder Online Program has a no drop policy once the student is enrolled. Students must complete their coursework each semester.

Student cumulative grades will be entered on FACTS at the conclusion of each semester. Students are expected to be making timely progress through the course. Being excessively behind in a course will result in a grade deduction.

Students may arrange to plan Thunder Online courses by meeting with the Education Director.

Appointments can be made through the school office.

### **Thunder Math**

The Thunder Math program exists for the purpose of providing a rigorous, challenging math curriculum for those students who are uniquely gifted in mathematical thinking. The program allows select students to take Algebra I as an eighth grader and eventually take Advanced Placement Calculus or a College Credit Plus course in order to attain early college credit.

### **Credit Flex**

The Ohio Department of Education has established a program to give high school students credit for educational activities outside of the traditional classroom. Two methods are used to determine credit allocation. The first is measuring equivalent seat time and the second is achievement of educational goals. The Director Guidance will assist students to determine the appropriate method to establish credits for activities outside the traditional classroom and if the credits meet required or elective credits. Students can earn credit in multiple areas including but not limited to music/art lessons, career internship, and physical education. The state of Ohio has stated that students who participate in two seasons of high school sports will not be required to take physical education. Students should meet with the Director Guidance to plan their credits to be earned through this program.

### **FACTS – Learning Management System**

All grades may be viewed directly by students and parents on this learning management system. Each student will have his/her own password to access information from this system. Parents will also have their own password. It is reasonable to expect teachers to post grades weekly. Long assignments such as research reports and compositions may take teachers longer than a week to grade and post. Families may also access the teacher's email address using FACTS. Weekly homework assignments should be posted by Monday morning of each new school week.

### **Homework Philosophy**

We believe that homework is an integral part of the school program, and each teacher is at liberty to give homework to aid students in advancing their studies. It is requested that parents cooperate with the school in seeing that assignments are completed. We want parents to be aware of their student's progress, and we urge them to cooperate with the teacher in any way possible, especially in the matter of homework. Homework is given for the following purposes: for drill, for progress, for remedial activity, for advanced work, and for special projects. The recommended amount of homework per day is 10-15 minutes per grade level in school. Homework for the coming week is posted on the FACTS website.

## **Honor Roll**

MCA students may qualify for the honor roll each semester. Elementary student honor rolls are for students with a B average or better in all subjects.

## **Make-Up Policies**

### **Homework**

#### **Jr. High & High School**

Students will have one (1) school day for every day missed up to a maximum of five (5) school days to complete make-up work regardless of when the class meets. For example, students absent Monday and Tuesday will have Wednesday and Thursday to make up the work missed. Days missed also include excused vacations.

#### **Lower Elementary**

Teachers will assist parents and students in making up missed assignments.

#### **Upper Elementary**

Students will have one (1) school day for every day missed up to a maximum of five (5) school days to complete make-up work regardless of when the class meets. For example, students absent Monday and Tuesday will have Wednesday and Thursday to make up the work missed. Days missed also include excused vacations. Teachers may choose to add weekends following extended absences and or modify assignments.

### **Late Work Assignments Elementary (K-6)**

- A. Assignments are due when the teacher determines unless the student has requested an extension prior to the due date. Students should demonstrate personal responsibility for their own time management and seek the teacher's determination for changes to due dates when assignments are announced. Upper Elementary students are to check their personal planners for assignment conflicts as they are announced and posted in the classroom.
- B. Upper Elementary students will be penalized ten points when assignments are turned in one day late. If an assignment is turned in on class days two (2) through five (5) the assignment will be given a 65%. After five (5) days no opportunity to do the assignment for any credit will be provided and the assignment will be recorded on FACTS as a zero. FACTS will be set to drop the lowest homework grade each quarter.

### **Late Work Assignments Jr. High & High School**

- A. Assignments are due when the teacher determines unless the student has sought and been granted a legitimate extension prior to the due date. Students should demonstrate personal responsibility for their own time management and seek the teacher's

determination for changes to due dates when assignments are announced. Students are to check their personal planners for assignment conflicts as they are announced or posted in the classroom and on the lesson plan website.

- B. Junior high students will be penalized ten points for any assignment not turned in when the teacher “collects” the assignment, even if it’s turned in the same day. Assignments turned in late will have ten points deducted from the earned grade when turned in one day late. Assignments more than one day late will not receive points and will be recorded in FACTS as a zero.
- C. All high school assignments will not be accepted for any credit beyond the due date. Late assignments will receive a zero on FACTS. FACTS will be set to drop the lowest homework grade each quarter to allow for un-penalized missed homework assignments. Math classes will be the exception to this rule when an alternative policy is approved by administration.

### **Tests Jr. High & High School**

- A. Students absent on the day of a test and that day only must make up the test on the day they return.**
- B. On partial day absences, should a student arrive during the day of a test, the student should find the teacher to make up the test on that same day.
- C. Students who are absent for more than a one-day period of time on or prior to the date of a test shall make up the test as directed by the teacher.
- D. Except for extreme absences, tests must be made up within a five-day period of time from the date of the absence.
- E. No academic penalty is assessed for excused absences.
- F. Suspension: A student receiving a suspension is allowed to make up only tests and special project assignments. Students will not be allowed to take missed quizzes or to receive a grade on daily assignments; however, class content should be made up. Zeros will be given in these two areas.

### **Parent-Teacher Conferences**

There will be two days set aside for parents to make appointments to meet privately with the teachers for Parent/Teacher Conferences.

### **Student Records and Transcripts**

Ohio law requires that “no teacher, guidance office, school executive or other professional person engaged in character building..., including clerical worker... who maintains records of students’ behavior...shall disclose any information obtained by him/her from such records or such communications...without the consent of the person so confiding or to whom such records relate, if such person is 18 years of age or older, or if such person is a minor with the consent of his or her parent or legal guardian.”

Information on permanent student records will be given out to the following persons under the conditions specified:

**Prospective Employers:** The student must authorize the school to send attendance and academic records to employers. The student may use either the company's authorization form or a form that is available at the school office.

**Colleges, Universities, and Military Services:** A student's complete permanent records will be sent directly to colleges, universities, or military services with a written request from the parent or student.

**Police:** Student permission, if the student is eighteen years of age, or parental permission for minors, will be required before student records will be given to the police. A warrant requesting information will be honored and the parent or student notified.

**To request records or transcripts you will need to pick up a form in the school office; please allow one week.** The records will be forwarded to another school or college for students whose tuition, fees, and fines accounts are current. If the family of a graduating senior is not current in tuition and fee payments, or if fines are owed to the school, the report card, transcript, and diploma will be withheld until the delinquencies are satisfied.

## **Report Cards**

MCA has four nine-week grading periods. Grade reports are issued at the end of each grading period and are posted on FACTS. The semester grade is based upon an average of the two nine week grades plus the semester examination grade for grades 9-12. The semester grade for 7th and 8th is the average of the two nine-week grades. Unsatisfactory progress notices will be sent by the teacher to the parents between report cards (if needed) to keep parents informed of areas in which the student needs special help.

## **Retake Policy**

Students may be allowed to make up or retake a test due to a poor grade. The following policies govern these areas:

### **Assignments**

- A. "Minor" class assignments - All minor assignments such as class work, homework, or quizzes, will receive the actual percentage earned by the student whether it is above or below a failing mark. No retake option is available.
- B. "Major" class assignments - All major assignments (Projects, research papers, etc.) shall receive the actual percentage earned by the student with the understanding that should the grade be a failing mark, the student may be given the opportunity, at the discretion of the teacher, to bring his grade up to a **passing grade, generally 65%**. The 'make-up' can take the form of revisions of the original work, extra credit, or any other assignments the teacher deems appropriate. This 'make-up' work must be completed

- within a one-week period of the return of the graded assignment.
- C. Teacher discretion will be honored in unusual circumstances and after consultation with the Director of Education.

## **Tests**

If a test grade is a failing mark, the student may be given the opportunity, at the discretion of the teacher, to bring the grade up to a **passing grade, generally 65%**. The retake must be completed within a week after the return of the graded test.

## **Schedule Changes**

Class schedules may be changed during the first week of each semester and then only with the combined approval of the parents or guardian, the teacher, and the Director of Education. A form is available for use by students who wish to change their schedules or the student may email the Director of Education.

## **School Curriculum**

Our curriculum is constantly being evaluated and has been carefully selected to incorporate our Christian beliefs with high academic standards. In life sciences and history we exclusively use Christian textbooks, including but not limited to, Purposeful Design, Bob Jones University Press, and Apologia. Our teachers carefully integrate supplemental materials to fulfill the state benchmarks for education with a vigilant focus on teaching our students from a Biblical perspective in all areas.

Non-consumable textbooks are marked with an identifying number. At the end of the year, students are responsible to return, in good condition, each book identified as an MCA textbook issued in the fall. A fine will be charged for damaged or lost books. Payment will be expected for books that are not returned.

## **Standardized Testing**

**All students in grades K through II are required to take the Standardized Achievement Test.** These standardized tests are given during the month of April on dates posted on the school calendar by the beginning of the school year. Family vacations will not be approved during this week. If a family decides to take the week for a vacation, it will be considered unexcused; the school will not administer makeup testing for students.

## Section VI

# Code of Student Dress

### Code of Student Dress

Monclova Christian Academy sets standards for student dress that enhance the atmosphere of the school and reflect Biblical standards of neatness, modesty, and appropriateness. The dress code boundaries are also designed to promote the safety, security, protection, and the moral well-being of the students and staff.

**For your convenience, both French Toast & Lands' End have web pages designed specifically with our school uniforms. The source code for French Toast is QS5FJFZ and the preferred school number for Lands' End is 900144635. Our uniform plaid skirt can only be purchased from French Toast and Lands' End. Polos, skirts, and pants must meet the guidelines mentioned below.**

#### School Day, On-Campus Dress and Appearance Standards for Girls:

1. Clothing must fit properly and be modest, neat, clean, and without holes. (Other than plain white T-shirts, underclothing should not be visible.) Final determination of "modest" is the sole discretion of the administration.
2. At-the-knee or below-the-knee length navy, khaki, or uniform plaid skirts or jumpers may be worn. Shorts worn under jumpers/skirts may be any dark color and are required for the sake of modesty.
3. Girls may wear navy or khaki pants (modest-fitting twill or cotton with no more than two front pockets and two back pockets) throughout the entire school year.
4. Shirts must be solid red (for field trips), white, or navy polos, either long or short sleeves.
5. Socks or tights, that are seen and worn with skirts, must be solid red, white, or navy. No-show socks worn with skirts can be any color. Socks worn with pants can be any color. Leggings, if worn, must be black or navy.
6. All shoes must have closed heel and toes. Socks should be worn at all times.
7. Fifth and Sixth grade girls must wear navy shorts with a gray short sleeved, feminine-fit basic T-shirt for physical education.
8. Every Friday will be an MCA Spirit Day. Students are allowed to wear, unless otherwise specified, an MCA t-shirt or sweatshirt and regular length blue jeans (no holes, leggings, jeggings, or skinny jeans).
9. Girls are allowed no more than one earring of reasonable length per ear. Other body piercings are not acceptable.
10. Hair Code: Any hair coloring should only complement existing color and remain consistent throughout the entire school year. Likewise, any hairstyle should complement and not draw undue attention. Girls should have feminine-style haircuts. No "butch" or boy-like haircuts will be permitted.
11. The acceptable forms of outerwear to be worn in the building or in the classroom during the school day are the approved MCA sweatshirt and the approved MCA jacket.

12. When attending after-school events (on or off campus), when school uniform dress is not required, students must wear modest attire that is appropriate for the event. We would prefer all students attending games wear MCA Spirit attire.
13. For field trips, students are allowed to wear, unless otherwise specified, a red polo shirt and blue jeans (no holes, leggings, jeggings, or skinny jeans).
14. Students must remain in their school uniforms until they leave the school campus for the day.

### **School Day, On-Campus Dress and Appearance Standards for Boys:**

1. Clothing must fit properly and be modest, neat, clean, and without holes. (Other than plain white t-shirts, underclothing should not be visible.) Final determination of “modest” is the sole discretion of the administration.
2. Pants are to be modest-fitting navy or khaki twill or cotton with no more than two front pockets and two back pockets.
3. Boys must wear belts of appropriate length with all uniform pants.
4. Shirts must be solid red (for field trips), white, or navy polos, either long or short sleeves.
5. Boys’ uniform shirts are to be tucked in throughout the school day.
6. All shoes must have closed heel and toes. Socks should be worn at all times.
7. Fifth and Sixth grade boys taking physical education are to wear navy shorts with gray basic t-shirt.
8. Every Friday will be an MCA Spirit Day. Students are allowed to wear, unless otherwise specified, an MCA t-shirt or sweatshirt and regular length blue jeans (no holes, leggings, jeggings, or skinny jeans).
9. Boys are not permitted to have body piercings. Boys may wear necklaces.
10. Hair Code: Any hair coloring should only complement existing color and remain consistent throughout the entire school year. Likewise, any hairstyle should complement and not draw undue attention. Boys are not permitted to wear a bun, a ponytail, or braids. Hair must be neatly trimmed and combed. Hair must not come over the ear, the collar, or the eyebrows. Sideburns must not be worn below the middle of ear. No facial hair is allowed (mustache, beard, etc.).
11. The acceptable forms of outerwear to be worn in the building during the school day are the approved MCA sweatshirt and the approved MCA jacket.
12. When attending after-school events (on or off campus), when school uniform dress is not required, students must wear modest attire that is appropriate for the event. We would prefer all students attending games wear MCA Spirit attire.
13. For field trips, students are allowed to wear, unless otherwise specified, a red polo shirt and blue jeans (no holes, leggings, jeggings, or skinny jeans.)
14. Students must remain in their school uniforms until they leave the school campus for the day.

## **Formal Dress Standards**

### **Homecoming & Award Banquets**

MCA formal events are an opportunity for fun while maintaining the standards of dress set forth by the school. Just as an employer has standards for dress and uniforms so do special events sponsored by our Christian school. It is possible to be both cute and classy.

#### **Ladies**

1. Necklines can be no lower than 3 inches below the top of shoulder.
2. The back of the dress must be no lower than the natural bra line and must have more than approximately 25% back/strap coverage.
3. Dresses must have visible straps which are a minimum of 2 inches wide (no spaghetti, halter or strapless styles).
4. Dresses and skirts need to touch the top of the kneecap when standing.
5. Sheer material alone is not considered adequate for coverage.
6. Dresses, skirts, and blouses should not be overly form fitting but rather fit loosely.
7. No exposed midriff.

#### **Men**

1. Dress slacks, belt, and/or suspenders are required.
2. Dress shoes and socks are required.
3. Collared shirt and tie (shirt must be tucked in at all times).
4. Suit coat is optional.

MCA will offer 2-3 dates that female students will have their clothing approved for Homecoming. Dresses will be evaluated according to the standards by a minimum of two adult female staff members in person. No photographs will be used.

Invited guests to MCA events will be provided with our standards and will be asked to also have their attire approved prior to attending the event. Photographs are acceptable for guest students only.

In the event that a student or guest is not in compliance with these standards, that student/guest will be asked to leave the event.

## Section VII

# Code of Conduct

### **School Expectations**

It is nearly impossible to have an exhaustive list of all of the rules of the school and each classroom. Further, attempting to produce such a list is an exercise in futility. Simply stated, a student must obey the duly constituted authorities. Ultimately, most rules will be summed up in the following statement: Students may not harm themselves or others, damage property, or disrupt any aspect of the learning process. Violation of these general principles will lead to consequences that may be severe, even if not specifically stated in this Handbook.

### **Student's Responsibility**

Students must:

- Understand that everything that is done positively or negatively reflects their relationship with the Lord, their obedience to parents, their care for their school, and their respect for themselves.
- Take full responsibility for their own actions, regardless of the choices of others.
- Take advantage of the academic opportunities offered at school.
- Take advantage of the opportunities for spiritual growth at school through devotions, chapels, or prayer time with teachers and students.
- Support and participate in school activities.
- Be mutually honest and respectful in relationships with other students.
- Refrain from public displays of affection.
- Be mutually honest and respectful in relationships with teachers and staff.
- Be informed regarding student's rights and responsibilities.
- Take pride in school grounds and facilities.

### **Parent's Responsibility**

- Train up a child in the way of the Lord by Godly living and regular church attendance.
- Encourage the child to be responsible for his/her appearance, schoolwork, behavior, and choices.
- Discuss with the child the rules for which he/she is responsible and as a family become aware of the consequences for specific violations as outlined in this handbook. Allow students to experience the consequences of their actions. Be sure that the child's attendance at school is regular and punctual and all absences are properly excused.
- Guide the child to develop biblically defined standards of behavior, to exercise self-control, to be honest, and to be accountable for his/her actions.
- Teach the child, by word and example, respect for the law, for the authority of the school, and for the rights and property of others.
- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn.

- Provide a location at home where the child can do his/her homework in a quiet atmosphere and stimulate the child with assigned projects, drills, and activities.
- Keep in mind that parental attitudes and opinions often become those of the child.

### **Commitments for Parents**

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will co-operate in the discipline of our child in the home as needed. (Proverbs 13:24; 19:18; 22:6; 23:13-14; 29:15,17; Ephesians 6:1,2; Colossians 3:20; Hebrews 12:6)

The basis for Monclova Christian Academy's discipline and teaching shall be the Word of God as interpreted by the Statement of Faith included in the application.

We agree that if our child should become involved in any trouble at school, or we disagree with any policy set by the school, **we will in no case complain to any other person (parents, students, administration, staff, etc.)**, but in the love of Christ and with prayer, we will register only necessary complaints with the teacher or administrative disciplinarian.

We understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.) and to private property of others while on school premises (torn shirt, broken glasses, etc.)

### **Administrative Responsibility**

The administration is charged with the responsibility of creating and maintaining an environment in which teachers can teach and students can learn. Whenever students disrupt that learning process with their behavior, the first goal in mind is to see that students change. Whenever students are unwilling to do so, it then becomes necessary to remove those students from the environment so that the learning process can continue. Our greatest concern is to assure the maximum educational benefit to students who desire to live in harmony with Biblical principles.

The faculty and administration of MCA are unified in their commitment to the Biblical pattern for discipline that is found in Matthew 18:15-17. The goal of all discipline is the forgiveness and restoration of the student to a place of productive participation in the Christian community. However, the Biblical pattern clearly demonstrates that such restoration must be preceded by a recognition of the wrong done and a clear commitment to a change in behavior. ( I John 1:9, I Corinthians 5:1-13, II Corinthians 2:5-11)

### **Teacher's Responsibility**

Teachers are charged by the administration to maintain the high standards of MCA in their own classrooms as well as in their other contacts with students. Teachers are required to have a clearly stated set of guidelines for classroom conduct which is approved by the administration. It is then their responsibility to clearly communicate those guidelines to the students at the beginning of the course and then to enforce them consistently. These guidelines may vary

somewhat from classroom to classroom depending on teaching style and the nature of the course. Violation of classroom guidelines will be handled by the teacher within the classroom. When students repeatedly refuse to cooperate with their teacher, then their parents and the Administration will be contacted for assistance in resolving the problem. A persistent lack of cooperation could result in suspension or expulsion.

### **Student's Definition**

By definition, a student is one who is “applying his mind to the acquisition of knowledge and understanding.” The writer of Proverbs tells us that “Whoso loveth instruction loveth knowledge: but he that hateth reproof is brutish. He that refuseth instruction despiseth his own soul: but he that heareth reproof getteth understanding.” (Proverbs 12:1 and 15:32)

### **The Teaching-Learning Process**

You deserve the best Christian education that MCA is capable of providing. For the efforts of your teachers to be as successful as possible and for you to achieve to your greatest potential, you must cooperate with your teachers. Like farming and medicine, teaching is a cooperative art because it requires cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students.

### **Respect for the Rights of Others**

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others and the good of the community. The principles of God's Word and the purpose of the school must dictate who has the right to do what and what kind of behavior is unacceptable. That is why society must have laws and our school must have rules. If your desire is to take full advantage of your rights and opportunities at MCA, while at the same time acting responsibly and respecting the rights of others, we are here to support and help you in every way we can. The student who refuses to exercise such responsibility and respect must forfeit the right to enjoy the benefits of the community.

### **Responsibility for Your Own Actions**

You will be held accountable only for the things YOU do or fail to do. What others do or do not do is of little consequence in determining whether or not you have accepted your responsibilities as a student and as a member of the Christian community at MCA. If you choose to follow bad examples set by a few of the other students at MCA, you will be held responsible for your actions and your actions only. The decisions will be yours and so will be the consequences. Then you must prepare yourself to accept the consequences of your actions. Ultimately you must decide whether your experience here will be a success or a failure. No one else can make that decision for you.

## Standards of Conduct

As a Christian school, we must provide an environment conducive to the spiritual growth and development of the students. We believe that Christian students should avoid practices which cause the loss of sensitivity to their spiritual needs and the loss of the Christian's physical, mental, or spiritual well-being. (Romans 12:1-2). This sense of the need for spiritual growth has led Monclova Christian Academy to adopt the following general standards of conduct for its students:

- A. Refrain from cheating, swearing, offensive slang, lying, disrespect, and fighting.
- B. Choose words that are helpful for building others up. Improper speech, name calling, and gossip are not acceptable. Obscenity in words or action, or lauding in any way those things which are condemned by Scripture, is not acceptable.
- C. Regard highly the safety of others. Objects of any kind are not to be used as projectiles. As an example, throwing of snowballs is not acceptable.
- D. Maintain high standards of courtesy, kindness, morality, and honesty.
- E. Be dressed appropriately and modestly.
- F. Be kind and helpful to younger children and always respect those in authority.
- G. Running or loud talking in the hallways is not permitted.
- H. All adults are to be addressed as Dr., Pastor, Mr., Miss, or Mrs. as a common courtesy.
- I. Defacing or misusing school property is considered highly disrespectful and will carry serious consequences.
- J. No student shall knowingly possess, handle, or transmit a knife, any sharp cutting instrument, or any object that can be considered a weapon. School Board policy provides that a student who brings a dangerous weapon on school property or to a school activity may be expelled from school for one year.
- K. Students should not chew gum while on school grounds.
- L. Students are not permitted to leave school grounds during school hours without written permission from their parents and from the school office.
- M. Classroom rules set forth by a teacher are fully supported by the school administration and carry the same importance as the rules listed above.
- N. All staff members, adults, and visitors are to be treated with respect. All teachers are to be obeyed by all students.
- O. Physical or verbal abuse (bullying) between and among students will not be tolerated. Likewise, "horseplay" and "fun wrestling" are inappropriate actions for the classroom, restroom, and hallways and are potentially dangerous. Suspension and or/Expulsion will be enforced for physical fighting.
- P. Students must abstain from inappropriate physical contact — pushing, shoving, or kicking. Physical and verbal abuse will be dealt with swiftly and severely.
- Q. Music and gaming devices should not be used between the hours of 8:00 A.M. and 2:45 P.M.

In this atmosphere of definite and positive Christian standards of conduct, there is a fine opportunity for the development of strong and stable Christian character. Students found to be out of harmony with the school's ideals of work and life may be invited to withdraw whenever the general welfare demands it.

## Cheating

Cheating is considered a major offense to our school and the Christian community it represents. All incidents of cheating are considered serious breaches of school policy and beliefs and will be disciplined. Penalties for cheating are severe. All offenses are reported to the principal. The first incident will result in a one-day suspension, plus a specific grading penalty for the incident under question. For minor assignments and quizzes, the grade will be zero. For tests or major papers and assignments, the student will be required to retake the test or rewrite the paper/assignment for up to half credit. Because cheating on exams is a major violation, the grading penalty includes 'zero' for the exam grade, with no opportunity for make-up. A second occurrence of cheating will result in a two day suspension, plus a parental conference before readmission. The specific grading penalty for the incident under question will be the same as above. A third occurrence of cheating will be grounds for expulsion.

The following are major types of cheating as defined by MCA policy:

- **Assignments - the giving or copying of any answers regarding an assignment.** This category would include everything from daily homework to major research papers. Students are not to copy other students' work and submit it as their own work when completing an assignment. Students are not to give their completed work in any form to other students. Both 'givers' and 'takers' will be penalized. Unless specified differently by the teacher, **it is to be assumed that all work is to be completed independently.**
- **Quizzes and Tests - the practice of soliciting help during a classroom quizzing and testing situation.** This category would include the use of information brought into class, the sharing of information during class, or the sharing of information about the test with students who have not yet taken the test.
- **Plagiarism - the use of information from a source (text, encyclopedia, research information, online services, etc.) without documentation or attribution (footnoting).** Plagiarism of reports is considered cheating and will be treated as such.
- **Exams - the communication or use of information during a midterm or final exam or sharing information about the exam with students who have not taken the exam.**

## Discipline Offenses and Resulting Disciplinary Action

**Infractions determining discipline are:**

(Note: These lists are representative and are not meant to be exhaustive. Teachers may establish classroom rules and have the discretion to modify these rules.)

**Minor Offenses:** When these offenses occur in the classroom, the teacher will handle them according to their individual classroom plan. Repetition of these or similar offenses indicates a basic disrespect for authority and will be referred to the principal and can result in parent's involvement, detentions, disciplinary probation, suspension, and eventual expulsion from school.

- A. Improper use of class time
- B. Unprepared for class without valid excuse
- C. Consuming food or drink outside the lunchroom or designated area
- D. Disturbing a class in session or making disruptive noise
- E. Any violation of a teacher's classroom guidelines
- F. Being in unauthorized areas of the building or grounds
- G. Horseplay at inappropriate times or places
- H. Being out of class without a pass
- I. Line jumping in the lunchroom
- J. Improper dress or appearance (see specific guidelines)
- K. Chewing gum in class
- L. Littering
- M. Derogatory remarks toward an individual or the school
- N. Possession of musical devices, electronic games, playing cards, or other forms of personal entertainment (The teacher will confiscate and send to the office with the student's name attached.)
- O. Shirts not tucked in, buttons not buttoned
- P. Improper use of cell phone

**Major Offenses - Major offenses will be referred immediately to the principal and by him to the parents. Major offenses can, at the discretion of the principal, result in automatic suspension. Major offenses can result in disciplinary probation, immediate suspension, and eventual expulsion from school.**

- A. Defiance or disrespect toward ANY school personnel
- B. Repeated violation of classroom rules or deliberate disobedience to a teacher
- C. Improper boy/girl relationship behavior, such as improper body contact
- D. Use of profane or obscene language or gestures
- E. Cutting of class or school
- F. Any action, whether thoughtless or on purpose, that could cause physical harm to another
- G. Taking or using the personal property of others without permission
- H. Failure to report for a detention or an appointment required by a teacher or the principal
- I. Frequent critical or derogatory statements toward an individual or the school
- J. Leaving school property without permission and/or proper checkout procedures
- K. Reckless operation of a motor vehicle on or adjacent to the school

**Severe Offenses - Severe offenses will be referred immediately to the principal, and by him to the parents. Severe offenses can result in a prolonged suspension or expulsion.**

- A. Cheating - see page 34 for definition
- B. Stealing
- C. Willful destruction of school/church property
- D. Sexual immorality
- E. Use, possession, sale, or distribution of alcoholic beverages, tobacco products, drugs, pornography, or explosive devices
- F. Fighting and/or physical abuse of another student
- G. Verbal abuse, intimidation, or threatening of another student
- H. Use or possession of any kind of weapon
- I. Lying to a staff member
- J. Setting fires, false alarms, or bomb threats
- K. Verbal abuse, intimidation, or threatening of a teacher or staff member
- L. Horseplay that could result in severe endangerment
- M. Off-campus behavior that is detrimental to the student's personal testimony and the testimony of Monclova Christian Academy

### **Detention**

Students may receive a detention notice for minor and major violations. Detention will be served the following Thursday after the offense. If the student receives a detention on Wednesday, then he will serve the following day. If he does not report to detention for any reason other than illness or family crisis, then the student will serve two hours the following Thursday. He will not be allowed to do homework or make-up any testing during this time.

- A. Students who receive six detentions in a semester will be given a one-day suspension.
- B. Multiple suspensions will lead to expulsion.

### **Student Rights in Disciplinary Actions**

A student has the following rights when disciplinary action is taken by a teacher or the principal.

- A. To be informed of the reason for the disciplinary action
- B. To present the school administration with any fact that will support his defense against the accusation
- C. To appeal the disciplinary action, to contest the facts leading to the action, or to contest the appropriateness of the action
- D. To hear the words "I'm sorry" from the teacher or Administrator if the accusation is found to be untrue (If the invalid accusation was made public to the student body, the student body should be publicly informed of the withdrawal of the accusation.)

## Section VIII

### Safety Information

#### **Fire Drills & Tornado Drills**

Several times throughout the year, fire drills and tornado drills will be conducted and students must take them very seriously.

**Fire drills:** An appropriate bell will signal fire, a fire drill, or some other emergency which requires rapid, quiet, orderly mass evacuation of the building. Anyone who fails to carry out the teacher's orders at such times will be disciplined. Use exit routes posted in each classroom. Pupils may re-enter the building only as led by the teacher. Students should remain approximately 100 feet from the building and should remain **TOTALLY QUIET** during these drills.

#### **Tornado drills:**

For tornado protection, students will move to the designated tornado shelter areas inside the building where they will kneel placing their head as low as possible with their hands and arms over their heads.

#### **Lockdown Procedures**

The decision to lockdown rests with the principal. A lockdown procedure will be practiced during the school year and is required by the state of Ohio. A coded message will be broadcast on the school's public address system to initiate lockdown. All school activities will immediately be canceled and all students and staff will return to the classroom. All interior and exterior doors will be locked. Students and staff will be kept away from doors and windows. No student will be allowed to leave the classroom or building. Lockdown will remain in effect until "all clear" is announced.

#### **Security Recordings**

Monclova Christian Academy may record security footage on school property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as school employees and other persons. Security footage, and the personal identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational and safety interests.

#### **Photograph Authorization**

On occasion MCA or an MCA ministry partner photographs or videotapes students for marketing purposes. Parents agree to allow their student(s) to be photographed or videotaped for these purposes unless they provide a written, signed, and dated statement to the JH/HS office requesting that their student(s) not be photographed or videotaped. Statements are valid for the current school year only.

## Search and Seizure

Although a student at Monclova Christian Academy may have joint control of lockers, desks, or other school property, the student never has exclusive control of his property. With respect to the lockers, desks, and other school property, the following rules and standards shall be recognized and applied:

- A. Student lockers, desks, and similar property are the property of Monclova Christian Academy. They are provided solely as a convenience for students to use.
- B. Student lockers, desks, and similar property are to be used only for the purpose of storing textbooks, school supplies, clothing, and daily lunches.
- C. Students should not consider the lockers, desks, or similar property to which they have been assigned a private place.
- D. Student lockers, desks, and similar property are subject to search by school officials at any time and without notice.
- E. At the discretion of the principal, or his designee, with or without the student being present, a search of a student's property including his locker may be undertaken.
- F. The principal or his designee does not need the approval of the student for such a search.
- G. Jr. High & High School students are permitted to have a lock for their locker. These students are responsible to provide a combination lock. Combinations are to be given to the school office. Failure to supply the combination will result in the lock being cut off. No locks with keys are permitted.
- H. Elementary students K-6 are **not** permitted to have locks of any kind on their lockers.

## Solicitation/Distribution

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students in school buildings or on school grounds of political material is prohibited unless the distribution is part of an organized school educational activity.

## Visitors to School

1. Visitors are limited to those students who may be interested in attending MCA. Youth Pastors and MCA alumni are welcome during lunch time.
2. **Instructions and permission to bring a visitor should be obtained from the principal 24 hours prior to the visit.**
3. **On the day of the visit, visitors must conform to the school dress code, must check in at the office, and must meet with the principal prior to attending any class.**
4. All visitors and the host students are required to have a note from their parents giving them permission to attend MCA. Students must supply the office with the phone number of a parent that may be reached in the case of an emergency.
5. Any parent staying past drop-off time will be required to sign in and out of the school office and obtain a visitor's pass. If they are not working in a classroom, they will be required to stay in the visitor's common area outside of the school office. Visitors will not be permitted to roam the building.

## **Visitors to Lunch**

1. Lunch visitors are limited to parents of current students and MCA Alumni.
2. Lunch visitors must sign in at the school office and receive a visitor's pass.
3. Lunch visitors must sign out when the lunch period is over and return their visitor pass.

## **Background Check Requirement for Volunteers**

Monclova Christian Academy could not exist without the support of our parents, their family, and friends helping as volunteers in a variety of capacities inside and outside of the classroom. Student safety is paramount at all venues, so all volunteers are required to complete the background check application annually through the link provided on our website. The background check is provided by Protect My Ministry. Once this confidential report is reviewed by a designated MCA/MRBC employee, the applicant is approved to volunteer inside or outside of the classroom. Only matters of concern will be reviewed with the applicant; otherwise, the applicant will be considered approved and may serve as a volunteer. Volunteering to drive on field trips requires that the applicant has not accumulated more than 4 points on his or her driving record at the time of the volunteer's annual renewal with MCA. Drivers must be members of Monclova Road Baptist Church and/or employees of Monclova Christian Academy to drive students other than their own. Drivers for field trips are required to have proof of insurance, and their vehicle must be equipped with seatbelts for each passenger in their vehicle. Drivers must be pre-approved by the school.

## Section VIII

### Additional Information

#### Contacting Teachers/Staff

It is the policy of Monclova Christian Academy for parents to contact the school office with any questions or concerns between the hours of 8:00 A.M. and 3:30 P.M. Teachers will not respond to texts, cell phone calls, or emails during the school day. This allows the teachers to focus on the education of each of their students without being distracted during the school day. If you feel the need to directly contact teachers please do so between the hours of 7:45 A.M. and 8:15 A.M. or 3:30 P.M. and 5:00 P.M. This will allow our teachers/staff quality time with their families.

#### Student Driving Privileges

Students who have an operator's license may drive to and from school with the permission of the principal. **Once students are at school, they are not permitted in the car during the school day** unless they have permission from a staff member. Students are not to sit in their cars with other students or friends during school functions unless one of their parents is with them. While entering or leaving the school property, a student is not to drive fast and should never drive recklessly. Students are responsible for damage to the vehicle and/or contents of the vehicle while on school property. Students driving to school must be registered with the office. Parking your vehicle, entering, and leaving will be addressed in your admission packet.

#### Cell Phones

**Cellular phones** are permitted on school property under the following regulations:

- A. Students may **not** receive calls, make calls, or text message **during** classes.
- B. Any cellular phone that rings or is displayed during class will be confiscated by the teacher and given to the principal immediately.
- C. No headphones, ear buds, or personal listening device is permitted on school property.

#### Lunches

Monclova Christian Academy does not provide lunches for students. Students should bring their own lunches to school each day. Microwave ovens are provided, but space and time are limited. It is recommended that students bring foods that require **no more than 2 to 3 minutes to prepare**. Students are not permitted to leave the school property during the lunch period unless permission has been granted in advance by the administration. There is no refrigeration available for student lunches. Students should bring cold items in an insulated lunch bag.

## **Lost and Found**

The school maintains a Lost and Found. Students should check the lost and found area frequently if articles are lost. All articles not properly marked with identification will be disposed of regularly.

## MONCLOVA CHRISTIAN ACADEMY STUDENT SPECIAL ABSENCE REQUEST

Under special circumstances, absence requests may be arranged so that the student does not suffer the full academic penalty for an unexcused absence. These absences must be arranged at least **two weeks** in advance. While provision may be made for these absences, it is the position of MCA that the use of school time for such absences be discouraged because of the potentially disruptive and harmful effects of absences to the educational process.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_ has  
requested absence from school on \_\_\_\_\_ to accompany his  
parents for \_\_\_\_\_.

We understand that our son or daughter remains responsible for all class work missed during this absence. Our parent-student handbook states "Students will have one (1) school day for every day missed to a maximum of five (5) days to complete make-up work."

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

**Please refer to the parent-student handbook for additional information.**

**Parent:** This form must be returned to the school office **two weeks** prior to your child's absence.

Approved \_\_\_\_\_

Date \_\_\_\_\_

**Student Name:**

Graduation Year:

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## Monclova Christian Academy Graduation Requirements Record Sheet

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Bible	(4 units)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
English	(4 units)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Math	(4 units)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Science	(3 units)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Social Studies	(3 units)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Economics	(.5 unit)				<input type="text"/>
Government	(.5 unit)				<input type="text"/>
PE	(.5 unit)	<input type="text"/>			
Health	(.5 unit)	<input type="text"/>			
Music/Art	(2 units)	<input type="text"/>	<input type="text"/>		
Life Calling	(.5 unit)			<input type="text"/>	
ACT Prep	(.5 unit)			<input type="text"/>	
Speech	(.5 unit)				<input type="text"/>
Personal Finance	(.5 unit)				<input type="text"/>
Senior Seminar					<input type="text"/>
Foreign Languages		<input type="text"/>	<input type="text"/>		
Electives		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

One Carnegie or High School Unit equals 3-4 College Credits