



# Monclova Christian Academy Parent-Student Handbook

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**Educating  
for Eternity**





## **PARENT-STUDENT HANDBOOK**

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Monclova Christian Academy is dedicated to providing an educational program that 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 worldview and also instill a patriotic spirit in each child.

It is the desire of the Academy Board, administration, and faculty to have a positive relationship built between the academy and the home; therefore, the following handbook has been compiled 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, all must realize their responsibility to support and properly respond to those whom God has placed in leadership roles in this academy. 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.

We understand there is a lot to know, but everyone is **expected** to be familiar with the contents of this handbook. The index in the front should help students and parents as they use the handbook to answer questions that may arise.

**This handbook is not exhaustive. There is no way that the handbook can anticipate every eventuality and address it with policy. The handbook sets down common-sense guidelines for spirit-led Christ-followers to come together in an educational community. Looking for loopholes to be used to excuse or justify specific, unmentioned actions is not an appropriate use of the handbook. The handbook is our best effort at setting forth the aspirations and limitations of life at Monclova Christian Academy. When in doubt about something, please ask.**

Students, parents, and faculty will be asked to sign an agreement that states that they have read the handbook and are willing to abide by what is set out in it. Signing that form feels like clicking on "agree" to the "terms and conditions" of an app you can't wait to use. It's more than that. It is a commitment to take a journey together and to follow the Lord where He might lead during our time here at MCA.

### ***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*



## **LETTER from PASTOR RANDS**

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Dear student and parents,

It is with pleasure that 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 sound education must start with a foundation on truth.

Monclova Christian Academy is a Christian academy that holds a Biblical worldview. From this Biblical worldview, we instill values and principles into the lives of our students through a safe, caring Christian environment.

Thank you for being a part of the Monclova Christian Academy family.

Pastor Jeremy Rands



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# ACADEMY INTRODUCTION

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## 1.1 Academy Spirit

**Academy Colors:** Navy Blue, Red, White,

**Academy Mascot:** Thunder

**Academy Verse:** *"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God." 1 Cor. 10:31*

### Fight Song:

#### Thunder Fight Song

##### Verse 1

See the lightning's glow!  
Hear the Thunder roll!  
To the battle go for the Lord.  
Set your mind on Christ  
For He's paid the price.  
Move ye forward as we serve the Lord.

##### Verse 2

Training home to stay  
Or a world away,  
What e're God's call may be we will obey.  
Beckon to the Lord,  
Girding on your sword,  
Ready always and without delay.

##### Verse 3

Doing what is right;  
Carrying the light  
Far into the night of a darkened world.  
Hearts unite in Christ,  
Reaching for the prize,  
Pressing forward to the heavenly goal.

##### Chorus

Shout then, Thunder, raise our banner higher!  
We are soldiers in the army of the Lord!  
Knowledge seeking, beginning with our Savior,  
Looking always to His Holy Word!

## Pledges

### Bible

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

### Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty to all who believe.

### United States Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.





## 1.2 Statement of Faith

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

- A. **SCRIPTURES:** We believe the Holy Bible was written by men supernaturally inspired. The Bible is that collection of books from Genesis to Revelation, 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 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 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 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 it is to be accepted literally, that man was created directly in God's own image, 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 the creation week consisted of six days plus a seventh day of rest.
- F. **MAN:** We believe 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 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 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 in order to be saved, sinners must be born again, the new birth is a new creation in Jesus Christ, and 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 the saved are kept by the power of God through faith unto eternal salvation.
- I. **THE CHURCH:** We believe 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 teach them as God has commanded. We believe 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 there is a radical difference between the righteous and the wicked, the saved will spend eternity in heaven, and the unsaved will spend eternity in hell.
- K. HUMAN SEXUALITY: We believe God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. (*Gen 2:24; Gen 19:5, 13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29; I Cor 5:1; 6:9; I Thess 4:1-8; Heb 13:4*) We believe God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. We believe the only legitimate marriage is the joining of one man and one woman. (*Gen 2:24; Rom 7:2; I Cor 7:10; Eph 5:22-23*)
- L. STUDENT STANDARD OF CONDUCT: A student may be refused admission, dismissed or expelled, or asked not to return the following year if they are out of harmony with the Statement of Faith, the spirit of the academy, or the policies of the academy, whether **on or off property**, as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.



### 1.3 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 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.  
*Genesis 1:1, Hebrews 1:3, Isaiah 45:19*
- B. God maintains control over His entire universe.  
*Psalms 135:6-7*
- 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.  
*Psalms 14:1-3*
- 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.  
*Ephesians 2:8-9*
- E. God has revealed Himself in a general way in His world and universe and in a specific way in the Bible.  
*Psalms 19:1, Romans 1:20, Hebrews 4:12, 2 Timothy 3:16-17*
- F. The home, the church, and the academy should complement each other, promoting the student's spiritual, academic, social, and physical growth.  
*Luke 2:52*
- G. The teacher stands in the place of the parent while the academy is in session.  
*Proverbs 22:6*
- H. God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to his academic level.  
*Romans 12:3-8*
- 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.  
*Romans 12:1-2*
- J. The student's home, church, and academy experience and training should be a preparation for a successful Christian life.  
*Psalms 1*
- K. The prayer of a righteous person has a powerful effect.  
*James 5:16*
- L. A high academic standard through mastery of communication (writing, reading, speaking) and math is maintained.  
*1 Corinthians 10:31*
- M. A spirit of patriotism is generated 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 the arousal of a desire to become involved citizens of this nation for the Lord's sake.  
*Romans 13:1-7, 1 Timothy 2:1-2*
- N. A life of discipline is generated and maintained through submission to God's authority, exercising self-restraint, consideration of others, and submission to legitimate authorities.  
*James 4:7, Proverbs 25:28, Philippians 2:3, Romans 13:1*



## 1.4 Mission Statement

Our mission is for students to know Christ and make Christ known.

## Vision Statement

### *“Educating for Eternity”*

Monclova Christian Academy provides a distinctively Christian education, focused on studies rooted in the Word of God. Drawing from a diverse Christian community, the academy partners with parents and the church to develop each student’s unique, God-given talents to their highest potential. Caring, committed, and qualified teachers nurture and challenge students to become independent learners through an educational program marked by a Biblically integrated curriculum and extracurricular excellence.

## 1.5 Expected Student Outcomes

Monclova Christian Academy exists because of the belief that all Christian parents should have the opportunity to give their children a quality education based on the Word of God. The academy views itself as an extension of the Christian home.

Monclova Christian Academy teaches its students through a balanced curriculum in the academic, social, physical, and spiritual areas. The curriculum encourages a search for truth and knowledge that rests on the foundation of the written Word of God. Integrating the Bible into all areas of the curriculum gives integrity and meaning to all subject areas. The Holy Spirit makes the teacher’s instruction meaningful, useful, and practical. The goal of this approach is to produce students who possess the mind of Christ and who can stand independently in their generation for the Lord.

The student is encouraged to reach their fullest potential in every area of life. The unique nature of each young person calls for us to nurture their independent thinking and creative ability under the Lordship of Christ. As a result, the student can become the kind of leader and servant who will carry a commitment to Christ and kingdom principles to the world.

The expected student outcomes at Monclova Christian Academy include the following:

1. The student develops a Christian view of the world from a Biblical perspective by:
  - a. Acknowledging the existence of the God of creation and revelation.
  - b. Recognizing the purpose of all God’s creation is to glorify Him.
  - c. Accepting Jesus Christ as revealed in Scripture as the mediator between God and man, the source of all wisdom and knowledge, the Creator, the Architect, and the Sustainer of all things, personally accepting Jesus as both Savior and Lord, and maturing in the Word of God.
  - d. Accepting the Bible as the revealed Word of God, the ultimate authority for truth, and the only reliable moral standard.
  - e. Acknowledging the indwelling of the Holy Spirit that teaches and guides the believer to all truth.
  - f. Evaluating their knowledge in the light of Scriptural truth.
  - g. Understanding and having an awareness of the world of ideas and events which are influencing our contemporary culture in order to participate knowledgeably in our society.
  - h. Supporting the ministry and work of Christ’s church.
  - i. Understanding how God has worked with man in all of world history.

*“Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ” (Colossians 2:8).*



2. The student develops in spiritual growth and Christian character by:
- Accepting the Bible as infallible, authoritative, and inerrant.
  - Submitting to Christ as Savior and Lord with a commitment to follow Him.
  - Understanding the role of the New Testament church in today's world.
  - Accepting principles of Christian morality as a standard for making choices and decisions in life.
  - Demonstrating strength and courage to stand for Biblical convictions about life issues.
  - Developing a servant's heart and a willingness to minister to others.
  - Acknowledging God as the provider of all material resources and accepting Biblical principles of stewardship.
  - Showing initiative and perseverance in the completion of tasks.
  - Demonstrating honesty with themselves and in relationships with peers and authorities; showing an acceptance of the values of Christian integrity.
  - Demonstrating positive self-discipline in relationships with others.

*"But seek ye first the kingdom of God, and His righteousness; and all these things shall be added unto you" (Matthew 6:33).*

3. The student develops proficiency and masters skills in academic disciplines by:
- Demonstrating intellectual curiosity and an eagerness for lifelong learning.
  - Demonstrating basic reading skills and exercising effective oral and written communication at appropriate levels of performance.
  - Demonstrating skills in critical and evaluative thinking.
  - Demonstrating skills in basic mathematical operations and problem-solving strategies; applying mathematical and scientific principles to everyday living and life goals.
  - Acquiring effective research skills and use of the scientific method.
  - Displaying knowledge of the American system of government at local, state, and national levels, and understanding the importance of involvement in the American system of government.
  - Recognizing the contributions of literature, art, and music in our society from a Christian perspective.
  - Demonstrating an awareness of Christian contributions to the American way of life.

*"Wisdom is the principal thing; therefore get wisdom and with all thy getting get understanding. Exalt her, and she shall promote thee; she shall bring thee to honor when thou dost embrace her. She shall give to thine head an ornament of grace, a crown of glory shall she deliver to thee" (Proverbs 4:7).*

4. The student develops competency for positive social relations and a godly self-image by:
- Appreciating the family as a God-ordained institution where Biblical roles are to be fulfilled and supporting traditional family values including love, respect, and obedience to parents.
  - Developing a balanced personality based on a proper understanding and acceptance of himself or herself as God created him/her.
  - Showing positive respect for self and an awareness of their identity as to who they are in Jesus Christ.
  - Demonstrating a Christian attitude in relationships with others, including conflict resolution according to Matthew 18:15-17 principles.
  - Presenting a positive attitude toward others and exhibiting self-confidence.
  - Learning to respond proactively rather than reactively to life situations.
  - Demonstrating a healthy attitude and appropriate adjustment toward mistakes and failure as well as success and achievement.
  - Committing to principles of moral purity, abstinence before the life-long commitment of marriage, and a Biblical basis for establishing relationships.
  - Demonstrating an understanding of the basic principles of physical fitness and health and the body as the temple of the Holy Spirit.
  - Maintaining good nutritional habits, good grooming, and personal hygiene.



k. Developing godly priorities in time management and the wholesome use of leisure time.

*"And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength, this is the first commandment; and the second is like unto it thou shalt love thy neighbor as thyself. There is no other commandment greater than these" (Mark 12:30-31).*

5. The student develops responsibility for citizenship by:

- a. Showing respect for the rights, feelings, opinions, and properties of others.
- b. Abiding by decisions of those in positions of authority.
- c. Exhibiting loyalty to the American form of government with an attitude of patriotism.
- d. Understanding the present world by knowing the history of the past and how God has moved in and through history.
- e. Developing an appreciation for the Christian heritage of America.
- f. Adopting the principles of citizenship and responsibility.
- g. Demonstrating a willingness to accept the need for change in the American way of life and to return to God as a nation.

*"If My people, which are called by My name, shall humble themselves and pray, and seek My face and turn from their wicked ways; then will I hear from Heaven and will forgive their sin and will heal their land" (2 Chronicles 7:14).*



# **ACADEMY ADMISSIONS POLICY/ PROCEDURES/ REQUIREMENTS**

- 2.1 Non-discriminatory Policy
- 2.2 Admissions Policy
- 2.3 Steps to Admission
- 2.4 Enrollment & Classroom Placement
- 2.5 Withdrawals & Dismissals
- 2.6 Parental Support



## 2.1 Non-discriminatory Policy

Monclova Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other academy-administered programs.

## 2.2 Admissions Policy

Monclova Christian Academy is a religious institution providing an education in a distinctly Christian environment and believes that its biblical role is to work in partnership with the home to mold students to be Christ-like. On any occasion in which the values, conversation, or conduct within a particular home is counter to or in opposition to the biblical lifestyle the academy teaches, the academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting any form of sexual immorality; living together before or outside of a biblical marriage; practicing a homosexual lifestyle or an alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the academy (*Leviticus 20:13a; Romans 1:24-32; Matthew 19:4-6; Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11; 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16; 1 John 3:1-3*).

Standards are set by the Academy Board with the approval of the pastor of MRBC. Admission relies on the following guidelines:

1. Applicants must complete an Admission Assessment to determine student readiness for the appropriate grade level. The administration uses the assessment scores to finalize decisions regarding acceptance and grade placement for each student.
2. The family (student and custodial parents/guardians) must interview with the academy administrator.
3. Academic ability based on report cards, achievement test results, and the Admission Assessment will be evaluated.
4. Parents must agree with the academy in terms of the MCA Parent Commitment and the Financial Policy and must sign all the required admission forms. Per the academy's mission to partner with parents in their children's education, parents are asked to adhere to the spirit and letter of all policies and guidelines established by the academy so that it may provide a quality Christian education.
5. A student in 7<sup>th</sup>-12<sup>th</sup> grade must have at least one parent/guardian (with whom the child resides) with a profession of faith in Jesus Christ as Savior and Lord.
6. Parents follow the biblical guidelines of marriage as outlined in the opening paragraph of the Admissions Policy.
7. The applicant and families must acknowledge agreement with the MCA Statement of Faith. Applicants must affirm and support the Bible teaching and spiritual priority of the academy as it seeks to reach students for Christ and disciple them to become fully devoted followers of Jesus.
8. Students in grades 7-12 must sign the Student Honor Code. Students above fifth grade are not usually admitted if resistant to or do not support a move to MCA.
9. Students must be in good standing with the academic institution they have attended before being considered for admission. Students under suspension or expulsion from another academy are not eligible to enroll at MCA. MCA desires that such students in question return to their former academy and place themselves under the proper authority of the academy. The student may then apply to MCA after one year when their behavior and/or academic deficiencies are corrected.





### Qualification for Kindergarten

All kindergarten applicants must meet at least three (3) of the following four (4):

1. The applicant must be five (5) years old by August 1st.
2. The applicant must have a positive recommendation from a preschool (not a daycare).
3. The applicant must have a positive recommendation from the MCA kindergarten assessment.
4. The applicant must have a positive recommendation from the admissions board.

### General Qualifications

Entrance will be based upon the academy's ability to meet the needs of the individual students. All new students will be placed in an automatic nine-week probationary period.

1. Students with failing grades, very poor grades, low assessment testing, or who are more than one year behind grade level may be admitted on a very limited basis as determined by the administration and admissions office.
2. Students who are more than one year behind grade level are typically not accepted for admission based on our inability to meet the student's needs.

### Church Attendance

Monclova Christian Academy should never be considered a replacement for the local church in a Christian family. All students and at least one parent/legal guardian should assume their God-given responsibility to attend an evangelical, Bible-believing church of their choice weekly. Secondary students should also be actively involved in their church's youth ministry.

## 2.3 Steps to Admission

1. Complete the admissions application via FACTS with all required supporting documents and fees.
  - a. Include copies of state/city-issued birth certificate, immunization records, most recent report card, previous year's completed report card, transcript, and, if applicable, achievement test scores (i.e., TAKS, Stanford Achievement), recommendation forms, and/or any special testing for learning difficulties, etc.
  - b. Submit the required application and any fees as stated in the admissions application.
2. Interview with the academy administrator
  - a. A family interview will be scheduled with the administrator. The student and all custodial parent(s)/guardian(s) are requested to attend.
3. Receipt of previous school records
  - a. Request from the family to previous school/preschool of all academic and behavioral records as well as any 504s/IEPs for the applicant.
4. Schedule Academic Assessment
  - a. An academic assessment will be scheduled once previous records have been received.
5. Admissions Board Review
  - a. Application, previous school records, and assessment testing are reviewed by the Monclova Christian Academy Admission Board
6. Notification of Admission
  - a. Notification of the applicant's acceptance or non-acceptance will be made in a timely manner to the parents by email and/or mail.
7. Parent completes the final enrollment in FACTS including all admittance documents and establishes a tuition agreement.

#### Break it Down

1. Apply
2. Interview
3. Records
4. Testing
5. Review
6. Invite
7. Enroll



## 2.4 Enrollment and Classroom Placement

Re-enrollment for current MCA students usually begins the first week of January for the following academic year. The exact date is determined annually by the administration.

Open enrollment officially begins the last week of January for the following academic year. The exact date is determined annually by the administration. Completion of the admissions process, approval by the administration, and payment of the registration fee will reserve a space in the appropriate grade level.

After the start of “open enrollment,” all students are accepted on a first-come, first-served basis. Submission of the re-enrollment forms and financial payment of the registration fee indicates a parent’s intention of enrolling their student(s) and thereby reserves a space in the appropriate grade level. The academy makes hiring decisions, textbook orders, and other decisions based on the number of students enrolled. Therefore, **once an enrollment and application fee is paid, the entire registration fee becomes non-refundable.**

When classes fill, the administration may develop a waiting pool for families who have completed the admissions/enrollment process. The Admissions Board will select students from the pool who best meet the admissions criteria and whose families demonstrate philosophical agreement with the academy policies and the educational program.

## 2.5 Withdrawals and Dismissals

Withdrawal requests must be made through the academy office. To withdraw from the academy, a parent must sign a release form so the student’s records can be transferred, turn in all books and materials, pay fees and fines, and complete an exit survey. **Please note: all tuition continues until the withdrawal paperwork is completed.**

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 academy. Monclova Christian Academy may request the withdrawal of any student, at any time, who, in the opinion of the administrator, does not fit the spirit of the institution, regardless of whether or not they conform to specific rules and regulations of the academy.

Dismissals will occur only by the action of the academy administrator, and/or Academy Board. Readmission of students who have been withdrawn or expelled will not be considered until the following academic year. All readmissions must be approved by the administrator.

## 2.6 Parental Support

The staff desires a harmonious relationship with parents. If parents have a question about an academy policy or an event that involves their child, they are first to notify the child’s teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the academy.



# FINANCIAL POLICIES

3.1 Tuition & Fees

3.2 Scholarships

3.3 Credits



### 3.1 Tuition and Fees

The tuition prices are listed online. The enrollment and re-enrollment fee for each student enrolling in Monclova Christian Academy is non-refundable. This fee is due upon completion of the application form via the FACTS program. Pay-in-full discounts are noted on the annual tuition schedule.

#### Payment Options

§ Full-year payments, due by August 1 or 10 days after the accepted enrollment.

OR

§ 11 Monthly Payments

- Monthly tuition begins in August.
- Payments are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month.

*NOTE: Curriculum fees will be due in July regardless of chosen payment option. Curriculum fees are **not** covered by any scholarships.*

#### Delaying Payments

§ Requests must be submitted in writing, by either letter or email only to the Financial Director.

§ Limit of two (2) rescheduling payments per year with a minimum of five (5) business days notice.

§ Limit of two (2) monthly hold requests per year with a minimum of five (5) business days notice.

All accounts must be paid on time. Additional charges will be imposed when accounts are not paid on the due date. A ten-day grace period will be allowed from the date the payment is due. At the expiration of this ten-day grace period, all past due accounts will be assessed a late charge of 1.5% per month of the unpaid balance. In the event tuition payments are past due beyond ten days, the following steps will be taken:

11 days past due	Late payment fee & statement sent
30 days past due	Phone call from Financial Director
45 days past due	Final late notice & warning of removal from academy
60 days past due	Removal from academy until account is up-to-date

#### Accounts in Delinquent Status

§ No student with a delinquent account will be eligible for re-enrollment until the prior year's balance is paid in full. New families will not be accepted at Monclova Christian Academy if they owe a balance at another academy.

§ 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 the academy.

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

§ 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, such as field trips, sports, etc.

§ All automatic payments returned by the bank will be assessed a NSF fee by FACTS Management in addition to a late fee, if applicable.

§ If your payment method becomes "inactive", "on-hold", or is removed from FACTS at any time during the academic year and a new account is not set up within two weeks (14 days), student(s) will be removed from the academy.



## 3.2 Scholarships

### Scholarships

- Scholarships are determined **yearly**; there are **no automatic renewals or guarantees**.
- Scholarships cannot be combined with other scholarships.
- Scholarships are applied across all scheduled payments of the student's tuition account as received.
- Failure to comply with the terms of the scholarship will result in revocation.
- If a balance is due at the end of the academy 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.

### EdChoice Traditional

- Families can elect to apply through the Ohio Department of Education (ODE) for EdChoice Traditional.
- Full tuition will be charged to your account, via an invoice, due August of the following year. As scholarship funds come in, they will be applied to the student's account. Any remaining balance not covered by the scholarship will need to be paid.
- All additional fees (operating fee, re-enrollment, etc.) will be the responsibility of the family.

### EdChoice Expansion Program

- Families can elect to apply through the Ohio Department of Education (ODE) for EdChoice Expansion.
- Full tuition will be charged to your account, via an invoice, due August of the following year. As scholarship funds come in, they will be applied to the student's account. Any remaining balance not covered by the scholarship will need to be paid.
- All additional fees (operating fee, re-enrollment, etc.) will be the responsibility of the family.

### Northwest Ohio Scholarship Fund (NOSF)

- Families (students K-8) can elect to begin an application process through the NOSF website.
- Full tuition will be charged to your account, via an invoice, due August of the following year. As scholarship funds come in, they will be applied to the student's account. Any remaining balance not covered by the scholarship will need to be paid.
- All additional fees (operating fee, re-enrollment, etc.) will be the responsibility of the family.

## 3.3 Credits

### **Kroger Rewards/RaiseRight (formerly SCRIP/TRIP)**

- Earned credits will be applied to tuition first, fees second, or to an academy need of choice (senior trip, homecoming, athletics, IMPACT, etc).
- Credits will be applied bi-annually after the submission of rewards. (November/May)
- If a family withdraws from MCA, all earnings are transferred automatically to the academy, or the withdrawing family can give them to a currently enrolled family.

### **Credit Balance Forward**

- Any credits from the prior year will be applied to the family's tuition account once established for the upcoming year.
- Credit will be distributed initially to any past due balance followed by the first eligible payment.





# **MEDICAL POLICIES**

- 4.1 Health Records & Immunizations**
- 4.2 Medications**
- 4.3 Illness & Accidents**



## 4.1 Health Records and Immunizations

### Health Records

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

- All student health records must be complete by the first day of the academy year or the first day after a student is accepted to Monclova Christian Academy.
- The Emergency Procedure Form, in FACTS, must be completed before admission. The information on this form is vital for academy officials to have in the case of an emergency at the academy in which the child requires medical attention.

### 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 the opening of the academy in August. The law further requires that students be tested for tuberculosis if they attended the academy or lived in a "high-risk" country in the preceding academic year. A record of these immunizations must be presented to the academy office.

Please see [Ohio School Immunization Guidelines](#) to view any applicable notes and exemptions.

## 4.2 Medications

### 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 a parent/legal guardian or a physician/dentist.

### Prescription and Non-prescription Medications

The academy does not have on hand non-prescription medication including Tylenol or cough drops; however, a parent can have medication designated for their student kept in the academy office during the academic year.

- There **must** be a yearly [MD/Parent consent form](#) on file in the academy office.
- Students are not allowed to carry medications (prescription or non-prescription) on their person except for cough drops, inhalers, or epi-pens.
- Medications must be dropped off in the academy office by a parent; no medications should be dropped off by a student.
- Medications provided to the academy office should be in their original container. Medications **will not** be accepted in baggies or any other marked/unmarked containers.
- Prescription medications must be kept in their original container bearing the pharmacy label with the prescription number, date filled, physician's name, directions for use, and child's name.
- Medications not picked up by a parent at the academy office by the **end of May** (prescriptions and non-prescriptions) will be discarded.

#### Break it Down

1. Students cannot carry meds with them
2. Only parents can drop off/pick up meds to and from the office
3. Be sure to pick up remaining meds at the end of the year





## 4.3 Illness and Accidents

### Illness

Children should be kept at home when they show any of the following symptoms: fever, earache, inflamed eyes, upset stomach, vomiting, diarrhea, rash, chicken pox, impetigo, lice, etc. No child with any of these symptoms can be admitted to classes. Any child experiencing fever, vomiting, or diarrhea should not return to class until free from symptoms for 24 hours without the aid of medications. Any child recovering from a serious communicable disease shall be readmitted only with a certificate of release from the child's physician or health clinic. If a physician has not been consulted, the child may not return to the academy until the time has elapsed as recommended by the Ohio State Health Department.

**Break it Down**  
**\*\*If your student is sick,**  
**please keep them home**

### Illness at Academy

When a child becomes ill or injured while at the academy, they will be separated from other students under staff supervision until arrangements can be made for **prompt pick-up**. The academy will provide simple first aid. A completed Emergency Medical Consent card will remain on file at all times.

### Accidents

If your student is involved in an accident, we will try to contact you at the emergency phone number you have provided and will attempt to secure proper medical attention. Accident forms and records will be completed. Students must report all accidents to the supervising teacher or the office. The academy 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 all medical care of your child due to the result of an accident on MCA's grounds, equipment, vehicles (field trips, etc.), or property.

### Head/Traumatic Brain Injury (Concussion Protocol)

MCA is committed to ensuring the health and safety of all students. During the academic day (recess, PE, etc. – all non-athletic activities), all students with head injuries will be sent to the academy office. The academy office will notify the parents of any head injury during academy hours.





# **INSTITUTIONAL POLICIES & PROCEDURES**

- 5.1 General Information**
- 5.2 Driving Privileges & Policy**
- 5.3 Class Parties & Events**
- 5.4 Extracurricular Activities**
- 5.5 Awards, Contests & Honors**
- 5.6 Senior Information**
- 5.7 Other Instructional Policies & Procedures**



## 5.1 General Information

### Academy Hours

Kindergarten - Senior High 8:00 AM – 2:45 PM

### Early Dismissal Days

Kindergarten - Senior High 12:00 PM

**\*\* Aftercare is not available on early dismissal days\*\***

### **Holidays**

Parents and students will be provided a complete schedule of academy holidays and early release days for the entire year at orientation. This information is also made available on FACTS. Please note: the calendar is subject to revision during the year.

### **Academy Closings and Delays**

#### Inclement Weather

In times of emergency or inclement weather, parents are notified of academy closing or other emergency measures. Generally speaking, MCA will follow the Anthony Wayne School District (AWSD) in determining academy closures. In the event of an academy closure, the academy administration will alert parents through a FACTS-SIS (RenWeb) text alert. Academy closings, delays, and emergency weather information will also be announced on local television stations; look for Monclova Christian Academy. You can 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 the academy more than 30 minutes before 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 academy office and do not attempt to travel.

### **Arrival and Departure Information**

#### Arrivals

- Students should be dropped off no earlier than 7:30 AM and only in front of building D. Parents should not get out of their vehicles while in the moving drop-off car line.
- All students arriving before 7:55 AM are required to gather in the assembly area with their class until the first bell or elementary teacher pick-up.

#### Afternoon Pick-Up

- Elementary student pick-up begins at 2:45 PM in front of building D & E, based upon the assigned car number. Please place the number placard visibly on the right hand side of the dash. Parents should not get out of their vehicles while in the moving car line.
- JH/HS students will exit out of building C for afternoon pick-up.
- Only persons whose names are on the pick-up list as having permission from the parent or legal guardian are allowed to pick up students. Any changes should be communicated to the academy office in writing to the academy office via email or signed and dated note.

#### Early Pick-up

Students leaving the academy early should be picked up from the academy office and signed out. No student should be picked up directly from their classroom.



### Late Pick-Up

Students in K-12 who are not picked up from the academy by 3:00 PM will be taken to the MCA aftercare program and charged accordingly. See the *Aftercare Handbook* for specifics.

### **Signing In and Out**

All students arriving at the academy after 8:00 AM must sign in at the academy office before attending class. Students leaving the academy early for any reason must be signed out at the academy office and signed in upon returning to the academy. Elementary students must be signed in and out by a parent. Students who fail to sign out when leaving the academy will receive an unexcused absence for all classes.

### **After Academy Activities**

The only students who are permitted in the academy after 3:00 PM are those students who are practicing with organized teams. All other students must leave the academy by 3:00 PM unless they are in aftercare or have secured permission from and are with a teacher. Students must not leave academy property without a parent unless they have a written note from their parent.

### **Closed Campus**

Monclova Christian Academy operates a closed campus. This means that MCA students are not free to come and go as they please and guests are restricted. Arriving late and leaving early requires signed notes from parents and must be approved by the academy administrator. All guests must report to the academy office, sign in, and pick up a visitor's badge.

### **Designated Academy Areas**

Students are only to be in areas designated for student activities. All non-academy buildings are considered off limits unless specific permission is given by the academy administration. The gymnasiums are not open for free time during the academic day or after. Only students under adult supervision may be in the gym at any time. Students are not to be in the church offices without written permission from a teacher or an administrator.

### **Lockers**

Students in grades K-12 are assigned a locker to keep their academy supplies, coats, backpacks, lunches, and books. Lockers are the property of the academy and may be accessed by the administration at any time and for any reason. Locker checks may be done at the discretion of the administration. The academy is not responsible for any lost, stolen, or damaged goods belonging to the student. Violation of any of the below guidelines can result in disciplinary action.

#### Locker Guidelines

- Keep lockers clean and free of trash and old food.
- Do not switch lockers with another student.
- Do not store items in a locker not assigned to you even if it sits empty
- Do not enter any other student's locker without permission.
- Stickers, writing, and painting on any part of the lockers is not allowed.
- Students must not place anything on the lockers that they cannot easily remove without affecting the surface.
- Do not decorate the outside of the locker in any way without written approval by the academy administration.
- It is unwise to leave valuable items in a locker.
- Students are responsible to pay for any locker damage resulting from a violation of locker rules.
- Report locker malfunctions to the academy office.

### **Lost and Found**

Unidentified items will be placed in the lost and found in either the boys or girls locker room. Any material (books, shoes, purses, clothes, etc.) left out overnight will go to the lost and found. If unclaimed, these items will be set out in the main hall at



designated times throughout the year. To help identify items, students' names should be written in permanent marker on all personal belongings.

#### **Lunch Program**

- Microwaves are made available in the lunchroom for independent use by students in grades 3-12 and K-2 with adult supervision.
- Hot lunch delivery is available on select days for all students through My Hot Lunchbox. Visit the [My Hot Lunchbox](#) website to register and receive additional information.

#### **Pictures**

Individual pictures will be taken at family orientation night in August; make-up or retake photos will be scheduled for later in the fall. Team sports pictures will be taken throughout the academic year in conjunction with each sports season.

#### **Request for Academy Documents**

Any request for an academy document (academic, disciplinary, or records) must be presented in writing to the academy office. The parent will be notified when the document is available for pick up.

Report cards, or other academy records and documents, are not issued to parents when any tuition, fees, fines, or other financial obligations are owed to the academy.

#### **Textbooks**

Non-consumable textbooks are the property of Monclova Christian Academy and are issued to students on loan. They should be treated with respect, cared for properly, and returned in good condition at the end of the year. In case of an early withdrawal after the academy has begun, all academy-supplied books should be returned. Students are charged the full price of a textbook if it is lost or excessively damaged. JH/HS students are required to cover all non-consumable books with either purchased book covers or covers made from paper grocery bags.

#### **Toys and Other Personal Items**

With the exception of show-and-tell days and kindergarten nap time, students are not permitted to bring toys or other personal items (i.e., blankets, stuffed animals, pillow pets, etc.) to the academy.

## **5.2 Driving Privileges and Policy**

#### **Automobile and Parking Policy for Students and Parents**

Students who have a valid Ohio driver's license may drive their car to and from the academy under the following conditions:

- Parents give **yearly** written consent through the [Student Driving Privilege Request form](#) and assume full legal responsibility. Written proof of driver's license and liability insurance must also be provided.
- Cell phone use by drivers is prohibited while in a moving vehicle in the parking lot.
- A student may ride to and from the academy with another student when written permission is obtained in advance from the parents of all students concerned, following Ohio state law.

#### Parking lot rules for students and parents:

- A speed limit of 5 mph is enforced.
- Drivers may not park in handicapped parking places without a permit.
- Drivers may not park in reserved/designated parking places.
- Drivers are expected to drive in a careful, cautious, and courteous manner at all times while on or near the campus. Failure to do so by student drivers may result in loss of driving privileges to and from the academy.
- Students will park in designated areas, or they may lose parking privileges.



- No students are allowed in the parking lot during academy hours without a pass. Once a student arrives on campus, they are to remain until dismissal unless permission is granted by the administration and a parent.
- Students may not eat lunch or loiter in the parking lot.

#### Child Safety Seats and Backseat Passengers

The Ohio Department of Public Safety recommends parents and caregivers follow the American Academy of Pediatrics guidelines for child safety: " All children whose weight or height is above the forward facing limit for their CSS (child safety seat) should use a belt positioning booster seat until the vehicle lap and shoulder seat belt fits properly, typically when they have reached 4 ft 9 inches and are between 8 and 12 years of age." In addition, Ohio law requires that all backseat passengers be secured in a seat belt. Parents are strongly encouraged to abide by these Ohio safety laws when picking their students up from the academy each day.

### **5.3 Class Parties and Events**

Religious aspects of holidays will be observed and taught at MCA. Students are not permitted to give parties at the academy for teachers or "just for fun."

All parties, K-6<sup>th</sup>, are planned by IMPACT and the room parents under the direction of the classroom teacher and will adhere to the guidelines established by the administration. All parties are to be at the **end** of the academic day.

#### **Elementary Class Parties**

Class parties held at the academy during the academic day are limited in number and carefully controlled in terms of expense. Elementary grades (K-6<sup>h</sup>) may have five parties during the year as they relate to seasonal holidays and events. These are:

1. Thanksgiving
2. Christmas
3. Valentine's Day
4. Easter
5. End-of-Year/Field Day

#### **Halloween**

There will be NO parties at Halloween. There will be no decorations used which include witches, skeletons, or black cats. This is not a day for celebration with refreshments or special activities. Safety should be stressed to students in any activity outside academic hours.

#### **Thanksgiving**

Classes are to set aside a time of special thanksgiving to the Lord for all He has done for us. Students may dress appropriately for any special event that may be planned by the teachers and approved by the academy administration.

#### **Christmas**

The Christmas party is on the last day of classes before the Christmas holidays. The party (K-6<sup>th</sup>) should not be more than 45 minutes in length (11:00 AM-11:45 AM). Activities that encourage the remembrance of the real meaning of Christmas must be included in all celebrations. Christmas should be a fun time for the students.

#### **Valentine Exchange**

A Valentine exchange is on Valentine's Day or the Friday before if Valentine's Day happens to fall on a weekend. All students will be given a list of their classmates. The Valentine exchange will take place during the last 45 minutes of the day (1:45 PM-2:30 PM).



### **Easter**

The Easter party is on the Thursday before Good Friday. Activities that encourage the remembrance of the real meaning of Easter must be included in all celebrations. The Easter party will take place during the last 45 minutes of the day (1:45 PM-2:30 PM).

### **End-of-Year Parties**

End-of-Year parties take place on field day. Walking field trips to Freeze Daddy's are acceptable.

### **Birthdays**

Any student who has a birthday during the academic year may bring cupcakes or other suitable refreshments or simple favors to the class for the teacher to distribute during lunch or snack time. Students are requested not to bring invitations to a party unless there is an invitation for each student in the class. Otherwise, invitations must be mailed.

## **5.4 Extracurricular Activities**

Monclova Christian Academy offers a variety of student activities designed to give systematic extracurricular opportunities to all students in achieving optimal development in spiritual, cognitive, emotional, social, and physical growth. These activities are offered in individual and group settings. Student activities reflect the academy's stated philosophy, mission, purpose, core values, goals, and objectives. Both academy and out-of-academy resources are used to implement the program of student activities in compliance with academy policies.

### **Eligibility Requirements for Participation in Extracurricular Activities**

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills. Extracurricular activities include athletics, fine arts, clubs, and organizations for students in grades 5-12.

To be eligible for any extracurricular activity, students must:

1. Maintain a passing grade in each subject.
2. Maintain a positive code of conduct for the semester of participation ( i.e. no suspensions).
3. Be in attendance at the academy (a minimum of one-half the day) on the day of the activity. [See *Partial Day Absences and Leaving Early*]
4. Have no more than two (2) detentions in a given week.
5. Have an account in good standing (i.e. no delinquent balances)
6. Students not attending their first class period the day after an interscholastic event may be denied participation in the next game. The day-of-game policies are subject to change to comply with the State of Ohio guidelines.

Grade check eligibility will be determined using the following procedures:

1. A grade report will be checked on the last day of the week of the designated grade check every other week.
2. If a student's grade falls below passing, the ineligibility period will begin the following Monday and will be in place until the next grade check.
3. Once ineligible, the student may not regain eligible status before the end of the ineligible period, even if the grade improves to a passing level.

Terms:

- Eligible - can fully participate in practices, games, and rehearsals.
- Ineligible - cannot participate in practices, games, and rehearsals

*Based on the academy calendar, we will check grades for participation eligibility every two (2) academic weeks. Dates will be posted and announced for each check.*

- First grade check - two (2) weeks into the quarter





- Eligible - passing all classes
- Ineligible - failing any class
- Every other grade check (at the end of the two weeks)
  - Eligible - passing all classes
  - Ineligible - failing any class

## 5.5 Awards, Contests, and Honors

### Awards Programs

At the conclusion of the academic year, special programs are held to honor students who have excelled in numerous endeavors during the year.

### Contests

Students will have the opportunity to try out to compete in various district competitions including, but not limited to, spelling bees, math contests, speech meets, music festivals, art festivals, and science fairs. Participation in these contests may incur additional fees that will be added to your FACTS account.

### National Beta Club (grades 9 – 12)

To be elected to an honor society such as Beta Club is one of the highest honors for a secondary student. The regular attainment of the Honor List does not automatically guarantee a student election to an honor society. Honor society students are academically high achievers, but additionally, they have distinguished themselves in the areas of leadership and service to the community and their church. They have also consistently displayed exemplary Christian character. Students are nominated for membership by members of the faculty and are elected by a committee of faculty members, chosen by the faculty sponsor of the society. A major function of honor society members is to promote the academic development of students at Monclova Christian Academy. Due to the academic standards required, students who receive academic modifications are not eligible for membership in the National Beta Club.

*Minimum Requirements for Membership (must be met within the prior semester):*

1. Cumulative average: 3.5 and above
2. Recommendation of induction by one (1) or more teacher
3. No suspensions
4. No more than two (2) detentions
5. No academic or disciplinary probation or academic dishonesty (plagiarism, cheating, etc.)

*Qualifications for Maintaining Membership (must be met each semester of membership):*

1. Cumulative average: minimum requirement must be maintained (see above)
2. Attendance at all required meetings and participation in all assigned projects
3. A minimum of below documented and submitted community service hours
  - a. 9th grade = 10 hours of service
  - b. 10th grade = 15 hours of service
  - c. 11th grade = 20 hours of service
  - d. 12th grade = 25 hours of service

*Reasons for Beta Club Probation or Loss of Membership:*

1. More than two (2) detentions for any reason, in any given grading period
2. Suspension or academic/disciplinary probation
3. Not fulfilling community service requirements



4. Missing three (3) meetings in a year without cause

*Students whose cumulative average falls below a 3.5 in any quarter will be put on probation for the following semester. Failure to raise their cumulative average to 3.5 or above in the following quarter will be grounds for dismissal from Beta Club.*

### **Student Government**

MCA has a student government for high school students. Each council member plays an important role in the coordination of student activities at the academy. The members of this organization represent the views of the students, and they can share those views with the faculty. Through this organization, the plans of the academy can be better coordinated with a mutual understanding and with mutual needs being met.

The purposes of student government are as follows:

1. To represent MCA on behalf of the Lord Jesus Christ to the community through service ministry projects
2. To promote academy spirit and enthusiasm by providing festivities and projects for the student body
3. To help develop and demonstrate good citizenship and proper respect for government and democratic procedures
4. To develop the leadership abilities God has given to MCA young people under the guidance of proper channels of authority

## **5.6 Senior Information**

### **Early Dismissal/Late Arrival**

As class schedules permit, seniors are permitted to leave the academy after their last class or arrive just before their first class. Seniors must have signed permission from a parent, and they must secure permission from the administrator to leave the academy before 2:45 PM or arrive after 8:00 AM. They must stop in the academy office to sign out before leaving or arriving late.

### **Off-Campus Lunch**

Senior off-campus lunch privileges may be granted by the administrator with parent approval. Procedures concerning signing in and out through the office apply to all students leaving campus. Seniors wishing to exercise this privilege must meet academic, spiritual, and behavioral excellence.

### **Senior Skip Day**

Senior Skip Day is allowed but must be approved by the administrator.

### **Senior Trip**

Each year the senior class takes a senior trip during the fourth quarter of their senior year. A senior advisor will be appointed and will reach out to senior parents at the beginning of the academy year. Fundraising opportunities will be available to help offset the cost of the trip. Any cost above the fundraising earnings will be the responsibility of the senior family.



## 5.7 Other Instructional Policies and Procedures

### **Pledges and Prayer**

Each academic day begins with pledges to the American flag, the Bible, and the Christian flag. Elementary and homeroom teachers will also begin each day in prayer. Bible classes are the appropriate time to receive expanded prayer requests.

### **Chapel Services**

Chapel services are held weekly. The goal of chapel is to teach God's Word and to inspire commitments toward receiving Jesus Christ as Savior and/or to become fully devoted followers of Jesus. Parents and grandparents are invited to attend chapel services whenever possible.

### **Field Trips**

The administration will decide when, where, and how many field trips will complement the classroom program. To participate in a field trip, a student must have a signed permission form on file from their parents and must have earned the right to go. To earn the right, a student must demonstrate that he has the self-discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the administrator, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

Parents will always be provided with complete information concerning a field trip. Adequate chaperoning will be provided with the number of chaperones being based on the grade level of the students and the type of field trip. Parents may revoke permission for a particular field trip by written notice hand-delivered to the academy office no later than one(1) day before the trip. In this instance, the student will be marked as 'absent unexcused' and it is the responsibility of the parent to secure care for their child away from campus.

MCA encourages parents to participate whenever possible. Occasionally, parents will be asked to drive for a field trip. Parent chaperones are required to have completed and submitted the Waiver of Liability Form and background check. Parents that are attending field trips are under the authority of the designated academy sponsor and are expected to show respect and follow all guidelines governing the field trip.

Parents will ride on a space-available basis and/or at the discretion of the classroom teacher. Official and non-official chaperones may not bring younger children on field trips.

To maintain the highest Christian standards for our academy, there are certain guidelines for parents who chaperone:

- Parents must wear clothing appropriate for the occasion. No T-shirts with inappropriate slogans should be worn.
- No smoking at any time while chaperoning an academy activity.

Guidelines for parents who drive students on a field trip:

- Music played, if any, must reflect Christian values.
- Proof of automobile liability insurance and a current driver's license must be on file in the office.
- All academy rules apply on field trips and academy-sponsored events on the campus and away from it.

All academy rules apply on field trips and academy-sponsored events on the campus and away from it.

Transportation to authorized events or field trips may be made in private automobiles. Prior to the field trip, an approved Transportation of Students in Privately Owned Vehicles Form must be filed with the site administrator for each vehicle used. Drivers must be at least 23 years of age and must have adequate primary automobile liability coverage (see requirements listed on the form).





# ATTENDANCE, PROMPTNESS & TRUANCY

- 6.1 Attendance
- 6.2 Reporting an Absence
- 6.3 Absences Defined
- 6.4 Excused Absences
- 6.5 Prearranged Absences
- 6.6 Unexcused Absences
- 6.7 Partial Day Absences & Leaving Early
- 6.8 Early Dismissal/Late arrival for Seniors
- 6.9 Excessive Absences
- 6.10 Arriving Late to the Academy
- 6.11 Tardiness (Grades K-6th)
- 6.12 Tardiness (Grades 7-12)



## 6.1 Attendance

Regular attendance is required by the State of Ohio and is essential to successful class work. The state of Ohio requires that all students must be in attendance for a minimum of ninety percent (90%) of the instructional days in order to be promoted or to receive academic credit.

## 6.2 Reporting an Absence

Parents must call the academy by 9:00 AM on the day of the absence and state the specific reason for the absence. A parent 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. The academy reserves the right to consider an absence unexcused if the parent or responsible person does not call. There is no need to call if an absence has been pre-arranged and approved. A doctor's note should accompany the return of a child who has been absent five days or more.

## 6.3 Absence Defined

All absences, excused or unexcused, will be recorded. There is no such thing as an "uncounted" absence. When students are not at the academy or not in class, they are absent. Absences should be limited to an absolute minimum. Doctor, dental, and other appointments should be scheduled before or after the academic day whenever possible. When the student is absent, please contact the academy office only by telephone or email regarding the absence and the expected duration.

## 6.4 Excused Absences

Makeup work is allowed for the following excused absences:

1. Verified illness by a doctor's permit or a note from a parent
2. Bereavements
3. Verified medical appointments
4. Court appointments
5. College visits: MCA encourages families to spend time together visiting colleges. Absences due to college visits are not considered absences if makeup work is completed within academy guidelines. Students will be allowed no more than two (2) days in each of their junior and senior years. All exceptions must be approved in advance by the administration. (complete absence request form)

## 6.5 Prearranged Absences

Absences for other reasons (such as family trips, MRBC-sponsored trips, etc.) must be requested in advance and should adhere to the following guidelines:

1. Approval is dependent upon academic performance in all subjects.
2. Students will be allowed the number of days absent to complete make-up work, tests, and other assignments missed.
3. A student absent only on the day of a test is required to take the test immediately upon return.
4. When midterm and final exams are being administered, permission will not be granted for students to be absent from the academy, except for illness or family emergencies.

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



## 6.6 Unexcused Absences

An unexcused absence is an absence that the academy does not consider legitimate or when the academy'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.

**Break it Down  
Be cool...be at school**

## 6.7 Partial Day Absences and Leaving Early

1. Parents must complete an Absence Request Form.
2. Class periods missed in JH/HS will be counted individually so that attendance may be more accurate.
3. To participate in a sports event, a class event, or any other extracurricular activity, a student must be present at the academy for the last four (4) periods as stated above and symptom-free without medications for 24 hours.
4. All students must secure both academy and parental permission to leave during the academic day.
5. Students must sign in and sign out for late arrival and early departure. Elementary parents should accompany their child to sign in and sign out.

Parents wishing to take their student from the academy anytime during the day must send a dated and signed note or email to this effect to the academy office specifying the reason for the desired early dismissal. **No phone calls, please.** 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. To alleviate any confusion, elementary parents are to sign their student out in the academy office; junior high and high school students may sign themselves out with parental consent through a signed and dated note.

*NOTE: Students leaving the campus during the academic day without written parental approval and acknowledgment by the academy administration are subject to major disciplinary actions.*

## 6.8 Early Dismissal/Late Arrival for Seniors

As class schedules permit, seniors are permitted to leave the academy after their last class or arrive just before their first class. Seniors must have signed permission from a parent, and they must secure permission from the administrator to leave the academy before 2:45 PM or arrive after 8:00 AM. They must stop in the academy office to sign out before leaving or arriving late.

## 6.9 Excessive Absences

1. Academic Day - Any student missing more than 10% of academic days per semester without an excused absence will not be given credit for the semester's course work or may not be eligible for promotion.
2. Jr. High & Sr. High - Class period - Any student missing twenty periods or more of a specific class per semester (with or without an approved excuse) will not be given credit for that specific class.
3. Elementary students should have no more than 10% of academic days per semester without an excused absence. Students exceeding this may not be eligible for promotion.
4. Junior high and high school students should have no more than 10% of academic days per semester without an excused absence. Students exceeding this may not receive course credit for the year.

A student must have a note from a parent to be excused from Physical Education activities for 1-2 days. To be excused for an extended length of time (3 or more days), a student must have a note from a medical professional specifying the need for such an excuse, the medically imposed restrictions, and the approximate length of the recuperative period. **NOTE: The above 10% rule will apply to any credit-bearing PE class.**



## 6.9b Truancy

Students are considered truant when they are absent from the academy without the knowledge of parents or academy officials. A habitual truant is absent from the academy without a legitimate excuse for:

- five (5) or more consecutive days
- seven (7) or more academic days in one academic month, or
- twelve (12) or more academic days in one year

Truancy is a violation of state compulsory attendance laws. Therefore, in addition to academy disciplinary actions, the student may be referred to the County Pupil Personnel Officer of Juvenile Court. Truancy discipline will be handled by the administrator and will result in suspension or expulsion.

Classwork and assignments missed as a result of truancy are not accepted for credit, and a grade of 0 is given during a truancy period.

## 6.10 Arriving to the Academy Late

Unexcused tardies are due to things like:

- Traffic and trains
- Sleeping in
- Car problems
- Nearly anything imaginable

Excused tardies

- The student's medical or dental appointments
  - Provide a doctor's note upon returning to the academy
- The student's illness (be sure to call the academy when the decision is made to stay home. A note may be requested when returning)
- The student court appointment

*NOTE: On the day of a game or activity, students must be in attendance at the academy (a minimum of one-half the day) to be eligible for extracurricular participation that day. Students leaving after 4<sup>th</sup> period will not be allowed to play without an approved excused absence. Students leaving due to illness or injury will not play/participate on that day.*

## 6.11 Tardiness (Grades K-6)

Elementary/intermediate students (K-6) who are tardy must report to the office and present the reason for tardiness. At that time, the student will receive a tardy slip which they will need to present to their teacher upon arrival to class. The office will keep an ongoing record of tardies.

*Morning Tardy Consequences (Grades K-6):*

K-3<sup>rd</sup>: The academy office will make parent contact after a student has three (3) morning tardies.

4<sup>th</sup>-6<sup>th</sup>: The consequences for morning tardies per quarter are as follows:

- **1<sup>st</sup> through 3<sup>rd</sup> Infractions** – parent notification by email
- **4<sup>th</sup> and 7<sup>th</sup> Infractions** – 30-minute after-school detention
- **8<sup>th</sup> and 9<sup>th</sup> Infractions** – 1-hour after-school detention
- **Additional Infractions** – Saturday school from 9:00 AM-Noon (\$50 fee)





## 6.12 Tardiness (Grades 7-12)

Students will be considered tardy to the academy if they are not in their homerooms and **seated by 8:00 AM**, at which time the teacher takes attendance. If students are tardy to the academy, they must sign in at the academy office before reporting to class and provide a reason for being tardy. Be aware that chronically late arrivals on an academic day will be addressed as a disciplinary issue. Tardies will accumulate for each class throughout the nine weeks.

All students arriving 10 minutes after class begins without an acceptable excuse (i.e., medical or dental appointment, etc.) will automatically receive no attendance credit in that class for that day and be marked absent.

Students not attending the first class period the day after an interscholastic event may be denied participation in the next game. The day-of-game policies are subject to change to comply with the State of Ohio guidelines.

### *Morning & Class Tardy Consequences (Grades 7-12):*

- **1<sup>st</sup> through 2<sup>nd</sup> Infractions** – parent notification by email
- **3<sup>rd</sup> Infraction** –after-school detention for 3 days (total of 3 hours)
- **4<sup>th</sup> Infraction**- detention for an additional 3 days and loss of any semester final exam exemptions. (See Final Exam Exemption Policy- Seniors (12th grade) Only)
- **5<sup>th</sup> Infraction** – Saturday school, 7:00 AM-10:00 AM (\$50 fee)
- **Additional Violations**—parent conference and additional consequences

### **Note to Parents About Tardiness**

MCA allows for two (2) tardies each grading period (8 per year) before consequence to allow for the occasional morning catastrophe. Parents and students alike should know traffic patterns and establish departure times that allow for the occasional five-to-ten minute delays that occur due to weather, trains, or traffic.





# ACADEMIC POLICIES

- 7.1 Instructional Program
- 7.2 Homework
- 7.3 Testing & Exams
- 7.4 Report Cards & Grading
- 7.5 Promotion & Retention
- 7.6 Credit Recovery
- 7.7 Graduation



## 7.1 Instructional Program

### 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, Apologia, and Abeka. 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. The current cost for a new textbook will be charged through FACTS for damaged, lost, or unreturned books.

### Grading Scale

Monclova Christian Academy using the following mastery scale

For kindergarten, 1st, and elementary music, art, and PE

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

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

For 2nd-12th grades

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

Due to the differences in 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.

Faculty, students, and parents must be aware that a grade is earned for mastery of course skills and content, not for trying hard. Mastery and effort are two different things. "Grade inflation" is a term used when unearned grades are awarded. It may be because the student "tried hard", "is so obedient", or "needs to pass to keep from getting in trouble." These are all dishonest forms of grading and not in the best interests of the student(s) or the academy to allow this. Grades are not the measure of worth or work ethic of an individual; they are only a measure of the mastery of the content of courses taken. It is our hope that all students (and teachers) will give their best efforts in all endeavors, as we are exhorted to do in 1 Corinthians 10:31.

### Honor Roll

Students may qualify for the honor roll each quarter by having either

- All As (92% and above) or
- All As and Bs (83% and above).



### **GPA**

Monclova Christian Academy uses both a weighted and unweighted GPA based on the standard 4.0 grading scale. Honors courses are weighted on a 4.5 scale and CCP courses are weighted on a 5.0 scale. Credits are issued on final semester grades; therefore, only semester grades are used when calculating GPA. **A course is not counted as part of GPA until the entire course is completed.**

### **Academic Probation**

All new students will be placed in an automatic nine-week probationary period. Students who consistently fail to meet the academic requirements of the academy may be placed on academic probation for a period of less than one (1) grading quarter. Students who continue to fail or comply with the academic requirements of the school during their academic probation may be asked to withdraw from the academy.

### **Special Education Services**

Special education is for students with learning differences/disabilities as defined by the Ohio Department of Education. Monclova Christian Academy is a Jon Peterson provider. Special education services are available to students in grades K-12 to address the learning needs and academic support necessary as indicated on the individual education plan (IEP) or 504. Students who qualify for special education services work with either a remedial specialist or an intervention specialist in different settings as needed. Our special education students may be re-evaluated or referred for services by the Evaluation Team. This evaluation for determination of a special education disability is provided by Anthony Wayne Schools.

### **Thunder Math**

Our honors math program, Thunder Math, exists to provide a rigorous, challenging math curriculum for those students who are uniquely gifted in mathematical thinking. The program allows select students to take Algebra 1 during their 8th-grade year and have the opportunity to take Calculus or a College Credit Plus course to attain early college credit.

### **College Credit Plus**

College Credit Plus is a state-sanctioned program that allows academically prepared and motivated students to earn college credits (and dual high school credits). The State of Ohio pays the tuition (for approved courses). MCA allows 10<sup>th</sup>-12<sup>th</sup> grade students in excellent academic standing to pursue this path. If interested, students must:

- Request participation with the Academic Advisor
- Have a letter of recommendation from at least one current year teacher.
- Attend a **mandatory** meeting (student and parent) held at the academy one evening in February (to begin the program in the following academic year).
- Meet all school, state, and institution requirements and deadlines.

You can find out more about this program on the [Ohio Department of Education](#) website. There is also an informational meeting each fall for high school students and their families about this and other issues related to post-secondary options and planning.

### **Schedule Changes**

Class schedules may be changed during the first week of each semester. Any JH/HS student who wishes to request a schedule change must see the Academic Advisor.

## **7.2 Homework**

### **Homework Philosophy**

Homework is an integral part of the educational process. Homework helps to provide important repetition and practice for new skills and aids in the development of time management and personal responsibility. Sometimes homework is necessary for longer-range projects such as research projects, essays, and presentations, as well as make-up work after an absence. Homework may or may not be graded completely each time. Some teachers use it merely as practice/test preparation. Other homework assignments may be carefully graded and recorded in the course grade book. Overall, homework should not be the main source



of assessing progress toward educational mastery. Classwork, long-term projects, quizzes, and tests are more valid gauges of progress. Homework should account for no more than about 25% of an overall 9-week grade.

Teachers are encouraged to give an age-appropriate amount of homework 2-3 times per week, not to exceed 10-15 minutes for each grade in school. High school students should be monitoring their upcoming assignments and schedules, expecting homework of an hour or two each night (sometimes more). Of course, absences can increase the amount of homework. Because we want MCA students to be involved in their church's youth activities, regular homework will not be assigned on Wednesday nights (all grades) and teachers will not have tests or quizzes on Thursdays. If you feel that the amount of homework assigned often seems to be too much or your student is not able to complete the work with little or no assistance, please contact the teacher(s) first and if there is still an issue, contact the Academic Advisor.

## **Make-Up Policies**

### Jr. High & High School

Students will have one (1) academy day for every day missed up to a maximum of five (5) academy 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 special absences.

### Lower Elementary (K-3<sup>rd</sup>)

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

### Upper Elementary (4<sup>th</sup>-6<sup>th</sup>)

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

## **Late Work Assignments**

### Elementary (K-6<sup>th</sup>)

- Students are required to complete the assignment.
- Students will be penalized and 10% will be deducted from the final assignment grade.

### Jr. High & High School

- Students are required to complete the assignment.
- Students will be penalized 10% off for each day an assignment is late.

## **7.3 Testing and Exams**

To teach our students how to retain large amounts of text material, semester exams will be given to 9th-12th grade students in all core subjects. We believe the testing experience will also prove invaluable for students' overall college experience. All students in 9<sup>th</sup>-11<sup>th</sup> 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**

Final senior exams will be taken before their senior trip. Those seniors that have a 94% average or better for the semester can opt out of FINAL exams. Seniors cannot opt-out of mid-term exams.

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

1. Students absent on the day of a test and that day only must make up the test on the day they return.
2. On a partial day absence, should a student arrive during the day of a test, the student has 24 hours to make up the test.
3. Students who are absent for more than one day have a day for a day to make up the test.
4. No academic penalty is assessed for excused absences.



### Standardized Testing

1. All students in grades K-8 will take a quarterly assessment in both Reading and Math.
2. Grades 9-12 must take the state-approved End of Course exams.
3. Fifth (5<sup>th</sup>) and eighth (8<sup>th</sup>) grade EdChoice recipients must also take a state science test in the spring.
4. The state of Ohio also requires (and pays for) all juniors to take the ACT. All other administrations of the ACT are paid for by the student/family.

## 7.4 Report Cards and Grading

MCA has four (4) nine-week grading periods. Grade reports are issued at the end of each grading period and are posted on FACTS. 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.

- There is no semester grade for K-6<sup>th</sup>.
- The semester grade for 7<sup>th</sup> and 8<sup>th</sup> is the average of the two nine-week grades.
- The semester grade is based upon an average of the two (2) nine-week grades plus the semester examination grade (10%) for grades 9-12.

Only semester grades are recorded on each student's permanent academic record kept on file in the academy office. A student's academic record used for college admission is based upon semester grades earned while in grades 9-12, or any high school credit-bearing classes taken earlier.

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

## 7.5 Promotion and Retention

Parents are encouraged to check their student's grades routinely through FACTS (RenWeb). Parents can set up their FACTS account to receive weekly email notifications of grades and/or automatic notifications of grades below a certain percentage.

### K-8<sup>th</sup>

Students in K-8<sup>th</sup> grade must pass 4 of 5 major subject areas to be promoted. If a student fails two or more major subjects, he is automatically retained. The major subjects include Bible, Science, Social Studies, Math, and English (in elementary, the English grade is the average of all language arts subjects).

### 9<sup>th</sup> – 12<sup>th</sup>

- Students who fail will be required to make up the full class to replace the loss of the full credit.
- Students who fail no more than two classes will be required to make up the full class to replace the loss of the full credit before they may enroll for the following academy year. Core subjects many times have prerequisites to advance, and failing to make up the credits for these courses may prevent the student from enrolling due to scheduling conflicts.
- A student who fails more than two classes will be required to meet with the administration.

When there is a possibility that a student will be retained, parents are notified in advance of the end of the academy year, and his teacher and the administration will work with the family to assist in arranging supplementary assistance.

The administration reserves the right to retain any student who is not academically prepared to be promoted.

## 7.6 Credit Recovery

Credit recovery gives students who have failed or missed taking a required course for some reason the chance to take the course again (for credit). Because the course may not be offered at the time a student needs it, there are several online and area schools where students can enroll to retake a course. If the student is retaking a class that they failed at MCA or another school, the cost of the class is payable by the student/family. One option that is available with the oversight of MCA is through an organization called *Ignitia*. This is an affordable option that is generally self-paced and monitored by an MCA teacher. Enrollment can start at



any time and students can have a semester or a summer to work on needed credits. Other online options are available, and some area schools offer face-to-face summer classes. Please call or see the Academic Advisor if you need to pursue this option.

## **7.7 Graduation**

### **Course Requirements**

Monclova Christian Academy follows the Ohio Department of Education in regards to graduation course requirements with the addition of 4 credits of Bible. Current Ohio requirements are located on the [graduation checklist](#).

### **Commencement Requirements**

A student must meet all graduation requirements to participate in commencement and receive a diploma. All tuition and fees must be paid. A graduation fee is assessed during the senior year. Any exception must be approved by the administrator in a pre-approved written plan. Parents, students, relatives, and friends are invited to attend the commencement program.

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

### **Graduation Honors**

Work completed in a student's senior year will be counted through final exams for graduation honors, and grades will be computed by class averages. Graduation honors require an average of 90% or above for the cumulative high school career. A senior must fully complete the last four semesters of course work at MCA as a full-time student to be considered for any honors-based class rank.

### **Valedictorian and Salutatorian**

To be honored as valedictorian or salutatorian of the graduating class, a student must have been enrolled at MCA at least four full consecutive semesters before graduation. Grades from all credit-bearing subjects are included in the ranking determination.

### **Class Rankings**

Ranking students from first to last, once a common practice among high schools, is not always a good metric for substantiating student performance or success. This is especially the case in a school/academy with a small enrollment. MCA does not rank students throughout their tenure here. At the very last possible moment before graduation, we look at their final grade point averages to determine "valedictorian" and "salutatorian." This is because statistics are skewed and thus invalidated by a small number of data points. Although many college and scholarship applications ask for class rank information, it is becoming increasingly popular, for even larger schools, to no longer look at this metric. In graduation classes of 10-15 or fewer, that top spot can fluctuate daily, caused by any number of teachers adding new grades to the various grade books. Even the metric of using the "top 10%" or quartile system is highly unreliable with class sizes such as ours. For example, in a graduation class of ten (not uncommon at MCA), only one person can be in the top 10%. Only two can be in the highest quartile. If the same ten students were in another school, with a class of 400, they might not be near those same classifications. They may be classified even better or considerably below. Therefore, we do not give out class rankings.





# **STUDENT CODE of CONDUCT & DRESS**

- 8.1 Student Success
- 8.2 Defining Immoral Behavior
- 8.3 Plagiarism/Cheating
- 8.4 Technology
- 8.5 Dress Code



## 8.1 Student Success

1. Students should be in appropriate academy uniform.
2. Students should remain in their seats and have appropriate materials ready when the tardy bell rings.
3. Students will not be allowed to leave the classroom during class time beyond extreme situations.
4. Students should show respect to their teachers and their classmates at all times.
5. Students should demonstrate orderly conduct in halls, on the grounds, and during academy trips.
6. Students should keep restrooms clean and orderly.
7. Students should protect the academy, facilities, furnishings and grounds, and pick up all trash.
8. Students should not deface academy property.
9. Students should exhibit quality behavior, modest dress, and general compliance with academy policies at all outside-academy functions, parties, athletic events, field trips, etc.
10. Students should abide by all MCA rules, including the technology use policies.

### **Simplified Rules for Kindergarten through 6th Grade**

1. Do not leave your seat without raising your hand.
2. Raise your hand, and wait to be called on to speak.

### Accountability for Student Behavior Off-Campus and During Non-Academic Hours

Monclova Christian Academy is a Christian academy committed to maintaining a consistent testimony before God, the church, the community, and the students of the academy. Since students are identified with the academy, the academy testimony is determined in part by the actions of students. Any student whose involvement in immoral, unethical, or illegal behavior anywhere or at any time brings reproach to the testimony of the academy or whose actions become detrimental to the spiritual life of other students in the academy may be subject to disciplinary action up to and including expulsion.

Students must support all specified MCA policies and procedures including the Standards of Conduct, discipline policy, and dress code. Students should recognize that maintaining a godly testimony extends beyond the boundaries of the academy property and academy time.

### **Conflict Resolution**

The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblical/relational way (Matthew 18). We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. First and most importantly, our young people begin to take responsibility for resolving conflict Biblically and maturely. This training and experience is one of the most valuable tools we can give them as they prepare to enter the adult world. We need to be very careful that we do not attempt to "solve all their problems" at this age but simply advise and counsel them in learning how they can best solve their conflicts. As they face these situations and see resolution, they will gain confidence and independence which truly promotes maturity and responsibility. It is a critical stage in their development that calls for restraint, prayer, and counseling from parents and sensitivity in listening and problem-solving on the part of teachers. Secondarily, faculty members learn how they can improve as teachers, which will help to strengthen our faculty and allow us to better meet the needs of students. In summary, as a Christian community, we are committed to handling concerns, complaints, and conflicts in a Biblical manner. In doing this, we allow ourselves the opportunity to allow God to work to resolve the concern and to help us overcome any discomfort or fear present in the resolution of differences. Certainly, this can be a valuable educational and spiritual lesson for our young people, affording them the confidence to be responsible and sensitive problem solvers in their world.



### **Standards of Conduct**

Before being accepted for enrollment or re-enrollment, students in grades 7-12, along with both parents, are required to sign a Standards of Conduct form indicating full support of the policies outlined therein. Exceptions to the Standards of Conduct are not permissible. Enrollment at MCA is based on keeping the Standards of Conduct at the academy, home, and elsewhere.

The conduct code at Monclova Christian Academy (MCA) is established to reinforce the character and spiritual maturing process of each student. This commitment begins with a relationship with Jesus Christ, our Savior and Lord. We believe the evidence of this relationship will be seen in a student's desire to grow spiritually, intellectually, and relationally. As a student chooses to live out the following Standards of Conduct, they will succeed in both the academy and in life.

## **8.2 Defining Immoral Behavior**

### **Physical Contact/Immorality**

Demonstrations of romantic involvement between students on academy property are forbidden. Handholding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (*Gen 2:24; Gen 19:5, 13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29; I Cor 5:1; 6:9; I Thess 4:1-8; Heb 13:4*)

#### *Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires; any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

#### *Definition of "identifying statement"*

A statement that a person is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

### **Examples**

"I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with the enrollment at Monclova Christian Academy and is a basis for dismissal.

#### *Definition of "identifying act"*

Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

#### *Examples:*

Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with a gender other than the student's natural-born gender. Homosexuality and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Monclova Christian Academy and is a basis for dismissal.



### 8.3 Plagiarism/Cheating

Plagiarism and cheating are serious offenses that involve taking information from another source and presenting it as one's own, thus including the components of both stealing and lying. It is therefore very important that students come to understand the seriousness of any act of cheating or plagiarism. Teachers are also expected to take precautions in terms of test security and the structure of the classroom testing environment to protect students from unnecessary temptation.

When a student is suspected of cheating or plagiarizing, the teacher or staff member is responsible for verifying the accuracy of the alleged cheating and notifying the parent. The Biblical model (Deuteronomy 19:15-19) is followed in determining if cheating has taken place:

- The teacher or staff member must have direct knowledge through observation, the student confesses, or the testimony of a reliable student.
- Teachers and staff members are required to fully investigate any suspicion of cheating before determining if a student has cheated. Some examples of cheating are:
  - Copying homework from another student or source (internet)
  - Handing in the work of another person
  - Plagiarizing (presenting another person's work as their own)
  - Giving or receiving unauthorized assistance on tests, quizzes, or other classwork

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment.
- The administrator will be notified.
- The student will confer with the administrator.
- The parents will be called.
- The student is removed from any sort of membership or leadership position in a club, class, or athletic team. Cheating is a violation of honor, and leadership is a matter of honor.
- The student will be notified that they have forfeited the right to any exam exemptions. (See Final Exam Exemption Policy- Seniors 12<sup>th</sup> grade only)

In case of a second offense, the student will automatically be placed on academic and disciplinary probation for a period not less than a full grading period. A conference with the parent, student, teacher, and administrator will be held. A third offense within the academic year will result in the student being subject to expulsion. Another conference with the parent, student, teacher, and administrator will be held.

### 8.4 Technology

#### Acceptable Use Policy for Academy Technology Resources

The use of computer technology and internet access is a part of our academy curriculum. To gain access to the network/internet, all students must obtain parental permission as verified by the signatures on the Technology Acceptable Use Policy form. The term *network* includes computer hardware, software, and the internet.

#### Internet Access

Students can explore many libraries, databases, museums, and other sources via the internet. Parents should understand that some material accessible through the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the goals of the academy are to use the internet for constructive educational purposes and the academy maintains a filtering system to restrict information accessed through the internet, students may find ways to access objectionable materials. However, we believe the benefits of internet use for information resources outweigh the disadvantages. Ultimately, parents and



guardians of minors are responsible for establishing and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether or not to apply for access.

## Rules of Appropriate Use

Any actions that might harm the technology equipment or software, impair its effective use or show disregard for the procedures set forth below will not be tolerated. Unacceptable uses of the network will result in the suspension or revoking of these privileges as well as possible academy and/or legal discipline. These are the guidelines to avoid the loss of privileges:

1. Do not share your password with another person. This includes allowing another student to use a computer logged in under your assigned username and password.
2. Do not use technology equipment to harm other people or their work.
3. Do not vandalize or damage any technology equipment. Monetary responsibility lies with the student/parent if repair or replacement of software/hardware is necessary or if the damage was caused by careless use or vandalism.
4. Do not trespass in another person's document files or folders or vandalize the data of another user. This includes using a computer that is logged in under another user regardless of the circumstances.
5. Students may not under any circumstances use a computer logged in under a teacher or staff person. This action will result in immediate loss of computer privileges and other disciplinary action.
6. Students may not use classroom/office computers for any homework assignments.
7. Do not use the network for illegal activity, including violating copyright laws, downloading/spreading viruses, or gaining unauthorized access to resources or entities.
8. Do not view, send, or display offensive messages or pictures.
9. Do not download/install programs including shareware or freeware without permission from the administration. This includes downloading any games from the internet.
10. Do not use the network for financial transactions, including financial gain or commercial purposes.
11. Do not use the network to release personal or academy information such as names, addresses, or phone numbers without written permission from the administration.
12. Students are restricted from accessing email accounts or social networking sites on the campus computers unless it is an academy-supplied email or networking site account. This action will result in the loss of computer privileges and other disciplinary actions.
13. Do not use removable media from home computers on campus computers or ask teachers to accept assignments on jump drives.
14. Do not violate MCA's Standards of Conduct.
15. Notify your instructor immediately if, by accident, you encounter materials that violate the standards of appropriate use.
16. Notify your instructor if a security problem is suspected.
17. Students will be held accountable for their actions and will lose technology privileges if the rules of appropriate use are violated. Circumstances may warrant additional disciplinary action.

## Student Responsibilities

Students are expected to comply with the academy standards of behavior and the rules outlined above while using the academy computer network. Students should understand that network use may be subject to administrative monitoring/review at any time. The user is personally responsible for their actions in accessing and utilizing the academy's technology resources. The use of academy technology is a privilege, not a right, and may be revoked if abused.

## Warranties

The internet user and their parents must understand that they use the internet at their own risk. Considering the provisions mentioned above, MCA cannot assume responsibility for:

1. The reliability of the content of a source received by the user;



2. Costs that the student incurs if they request a product or service for a fee; or
3. Any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the internet service is down or scheduled for use by teachers, classes, or other students.

If the parent should decline to submit the Technology Pledge form or objects to any portion of the Technology Pledge form, their student may not be allowed access to the academy's computers and other technology.

#### **Cell Phones & Smartwatches**

Cell phones are not to be used at the academy during the academic day (8:00 AM – 2:45 PM). All cell phones need to be **powered off** and placed in a student's backpack or locker. Cell phones used during academy hours will be confiscated. When a cell phone is found, it will be turned into the academy office. Standard disciplinary measures will be taken for items found on cell phones. Students are not allowed to wear smartwatches during the academic day.

#### Cell Phone or Other Electronic Device Violations

- 1st violation per semester – The teacher will take the cell phone or other electronic device. A parent may pick up the item in the main office during regular business hours.
- 2nd violation per semester – The teacher will take the cell phone or other electronic device. A parent may pick up the item in the main office during regular business hours. The student will receive a detention
- 3rd violation per semester – The teacher will take the cell phone or other electronic device. A parent may pick up the item in the main office, and the student will not be able to have a phone on campus for the remainder of the academy year.

#### **Laptops & Other Wireless Internet**

When on campus, students will be issued an academy electronic device to be used during the academic day for academy-related activities only. Only students who have been approved to be a part of our College Credit Plus program may use headphones, personal laptops, or academy-issued chromebooks for CCP-related activities.

#### **Use of Telephone**

Students are not to receive phone calls. Parents may call the front office in case of an extreme emergency. Students will not be allowed to use office phones unless granted permission by the academy office. The academy office will call parents in case of illness or injury. Students may not call home during the academic day for books or assignments left at home.



## 8.5 Dress Code

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

Monclova Christian Academy administration reserves the right to determine the appropriateness of all dress code issues at the academy and any academy-sponsored or endorsed functions.

Parent and student cooperation in selecting appropriate clothing and accessories for the academy are appreciated. Compliance with the dress code helps to provide students with an educational environment that encourages their intellectual, moral, and spiritual growth.

Both [French Toast](#) & [Lands' End](#) have web pages designed specifically with our approved academy uniforms. The source code for French Toast is QS5FJFZ and the preferred school number for Lands' End is 900144635.

**Please note:: Buy and wear only the ones designated specifically for Monclova Christian Academy. These can only be found when using the specific source or preferred school code on the French Toast and Land's End websites**

### General On-Campus Dress and Appearance

1. Clothing must fit properly and be modest, neat, clean, and without holes. (Other than plain white T-shirts, underclothing should not be visible.) The final determination of "modest" is the sole discretion of the administration.
2. Shirts must be solid red (for field trips), white, or navy polos, either long or short sleeves.
3. Pants are to be modest-fitting (no leggings or skinny pants) in navy or khaki twill or cotton.
4. Students (K-6<sup>th</sup>) may wear knee-length shorts in khaki or navy.
5. All shoes must have closed heels and toes.
6. The **first** Friday of every month will be an MCA Spirit Day. Students are allowed to wear, unless otherwise specified, an MCA t-shirt or sweatshirt along with their uniform pants or skirts. **NO DENIM!**
7. For field trips, students are required to wear their MCA uniform (red polo), unless otherwise specified.
8. The acceptable forms of outerwear to be worn in the building or the classroom during the academic day are the approved MCA quarter-zip, full zip-up, or uniform cardigan. Full zip-ups can only be zipped halfway. Quarter-zips are not permitted to be zipped up.
9. When attending after-hours events (on or off campus), where academy uniform dress is not required, students must wear modest attire that is appropriate for the event. We would prefer all students attending games to wear MCA Spirit attire.
10. Students must remain in their academy uniforms until they leave campus for the day.
11. Gym uniform required for 5<sup>th</sup>-12<sup>th</sup> of solid gray t-shirt and knee-length solid navy shorts with appropriate athletic shoes.

### Specific Standards for Girls:

1. 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 *plain* dark color and are required for the sake of modesty.
2. Socks/tights that are seen or worn with skirts must be solid red, white, or navy. Socks worn with pants can be any color. Leggings under a skirt, if worn, must be **only plain black or navy without visible branding**.
3. Girls are allowed ear piercings in the earlobe only. Other body piercings are not acceptable.
4. Hair Code: Any hair coloring should only complement the existing color and remain consistent throughout the entire academic 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.



### Specific Standards for Boys:

1. Boys (grades 7-12) must wear belts of appropriate length with all uniform pants. Belts are not required for K-6<sup>th</sup>.
2. Boys are not permitted to have piercings. Boys may wear necklaces.
3. Hair Code: Any hair coloring should only complement the existing color and remain consistent throughout the entire academic 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 should not be below the middle of the ear. No facial hair is allowed (mustache, beard, etc.).

### **Sports Awards**

Towards the end of the academic year, we will honor our athletes with an awards ceremony.

Please encourage your athletes to dress formally:

1. Guys must wear dress pants, dress shoes, and a shirt.
2. Girls must wear a dress, skirt, or dress pants and a modest top. Girls' tops must cover the neckline and midriff, and all skirts or dresses must be knee-length.

### **Homecoming, Coronation & Spring Fling**

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

Female students will be offered 2-3 dates to have their formal attire approved. Dresses will be evaluated according to the standards listed below by a minimum of two adult female staff members in person. Invited female guests will be asked to adhere to the same dress guidelines as our students and will also need to have their attire approved. Photographs for approval are only acceptable for invited guests and cannot be used for students.

Any student or guest that is not in compliance with the standards set forth will be asked to leave the event.

### Ladies

1. Necklines can be no lower than 3 inches below the top of the 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. (No 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
7. No exposed midriff.

### Men

1. Dress slacks, belts, 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.





# DISCIPLINARY PROCEDURES

- 9.1 Discipline Philosophy
- 9.2 General Discipline Policies
- 9.3 Detention
- 9.4 Disciplinary Probation
- 9.5 Suspensions
- 9.6 Expulsions
- 9.7 Harassment/  
Bullying



## 9.1 Discipline Philosophy

Good discipline means a classroom relatively free from confusion, disorder, and antisocial behavior. It means each child operates freely within a structured framework, which they understand, accept, and incorporate into their behavior without constant reminders or discipline. The academy's goal is to teach each student through loving instruction to become an independent, mature follower of Jesus Christ, ready and equipped to lead and serve their generation.

Realizing there is no miracle cure for all problems, nor a single, simple method for solving them, the academy intends to give each teacher some practical and effective methods for classroom management and to include the parent as the primary disciplinarian in the life of the child. The discipline system should have the effect of drawing close the lines of communication between parents, teachers, and administration.

*"Discipline your son while there is hope" (Proverbs 19:18); "Discipline yourself for the purpose of godliness" (1 Timothy 4:7).*

### Discipline is Not About Punishing, but Character Development

*"Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6).*

At Monclova Christian Academy, a matter of discipline is understood as any violation of the standards of conduct. In all matters of discipline, the student must take full responsibility for their own actions, regardless of the choices of others.

Discipline is necessary for the welfare of each student, as well as for the entire academy. MCA will enforce classroom regulations in a manner consistent with Christian principles and discipline as outlined in the Scriptures. Discipline is more than outward pressure—it involves inner understanding and acceptance. The goal of discipline is to develop Godly self-control and character.

In all matters of discipline, the faculty, staff, and administration must treat those who have erred with grace, kindness, and firmness that look toward restoration.

The academy's goal is to teach all students to become responsible adults. This is achieved through learning respect for other people and their property. Any staff member has authority over any student, whether or not they have that student in a class. A student may be corrected by any staff member and should do as instructed.

### A Word About Grace

When a student makes poor choices and consequences are being determined, parents and students often ask, "Where is grace in all of this?" What is often meant is, "Can't you remove these consequences?" God's grace delivers us from the penalty of sin, and it gives hope as we face sin's consequences, knowing that our relationship with Him is unbroken. We are confident that He will use all things, including those consequences, to work together for good. The staff and faculty at Monclova Christian Academy value our relationships with the students and by the Spirit's enablement will not allow a student's actions or the consequences they produce to sever the love relationship between the academy and the student. Grace is seen in consequences being administered with Godly sorrow instead of a justice-driven sense of retribution or punishment. Grace is seen in a constant and unwavering concern for the welfare of the one receiving discipline as well as the concern for the MCA community.

### Student Disruptions or Misconduct

1. Continual disruptions or interruptions of the teacher during class will result in detention/disciplinary action.
2. Students desiring to report any misconduct should immediately notify a teacher or the administrator of the conduct in question.
3. Depending on the nature of the misconduct, a student may also lose privileges (e.g., repeated dress code violations may result in a loss of special dress privileges, loss of exam exemption if applicable), be required to make restitution (e.g., in



the case of theft or vandalism), or lose extracurricular participation privileges or final exemption privileges. Depending on the nature of the offense, the administration reserves the right to assess other appropriate corrective actions.

4. The academy desires that students corrected for misconduct repent or turn from their misconduct so that they may be restored to fellowship with the rest of the academy community. Repentance is a change of heart that is demonstrated in several ways but usually includes at the least a cessation (or at least significant reduction) of misconduct.

### **A Word About Consequences**

Consequences are often a part of discipline. At times, a student is allowed to experience the logical and natural consequences of their actions. At other times, an “artificial” consequence is imposed. Such consequences underscore the fact that while poor choices can be forgiven, they often impact the lives of people in ways that do not quickly disappear. These artificial consequences send a message that choices matter and, by God’s grace, the lesson they reinforce helps students make better choices in the future. When a student repeats poor choices, they should expect consequences to escalate significantly. Consequences may include detention, suspension, probation, and in extreme cases, expulsion.

#### Student Rights in Disciplinary Actions

A student has the following rights when disciplinary action is taken by a teacher or the administrator:

- To be informed of the reason for the disciplinary action.
- To present the academy administration with any fact(s) that will support his defense against the accusation.
- To appeal the disciplinary action, to contest the facts leading to the action, or to contest the appropriateness of the action.
- 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.)

## **9.2 General Discipline Policies**

Minor Offenses: When these offenses occur in the classroom, the teacher will handle them according to this handbook. Repetition of these or similar offenses indicates a basic disrespect for authority and will be referred to the academy administrator and can result in parent’s involvement, detentions, disciplinary probation, suspension, or expulsion from the academy.

- Improper use of class time
- Unprepared for class without a valid excuse
- Consuming food or drink outside the lunchroom or designated area
- Disturbing a class in session or making disruptive noise
- Any violation of a teacher’s classroom guidelines
- Being in unauthorized areas of the building or grounds
- Horseplay at inappropriate times or places
- Being out of class without a pass
- Line jumping in the lunchroom
- Improper dress or appearance (see specific guidelines)
- Littering
- Derogatory remarks toward an individual or the academy
- 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.)
- Out of Uniform - Shirts not tucked in, buttons not buttoned, belts not worn, etc. (JH/HS)
- Use of cell phones during academy hours (8:00 AM-2:45 PM)
- Sitting in cars or loitering in the parking lot during academy hours



- Taking pictures or videos of other students, teachers, staff, or guests without permission

**Major Offenses** - Major offenses will be referred immediately to the academy administrator and by the academy office to the parents. Major offenses can, at the discretion of the academy administrator, result in disciplinary probation, immediate suspension, or expulsion from the academy.

- Defiance or disrespect toward ANY academy personnel
- Repeated violation of classroom rules or deliberate disobedience to a teacher
- Improper relationship behavior, such as improper body contact
- Use of profane or obscene language or gestures
- Cutting of class or the academic day
- Any action, whether thoughtless or on purpose, that could cause physical harm to another
- Taking or using the personal property of others without permission
- Failure to report for detention or an appointment required by a teacher or the administrator
- Frequent critical or derogatory statements toward an individual or the academy
- Leaving academy property without permission and/or proper checkout procedures
- Reckless operation of a motor vehicle on or adjacent to the academy

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

- Cheating
- Stealing
- Willful destruction of academy/church property
- Sexual immorality including sexting
- Use, possession, sale, or distribution of alcoholic beverages, tobacco products, drugs, pornography, or explosive devices
- Fighting and/or physical abuse of another student
- Verbal abuse, intimidation, or threatening of another student (bullying/hazing)
- Use or possession of any kind of weapon
- Lying to a staff member
- Setting fires, false alarms, or bomb threats
- Verbal abuse, intimidation, or threatening of a teacher or staff member
- Horseplay that could result in severe endangerment
- Off-campus behavior that is detrimental to the student's personal testimony and the testimony of Monclova Christian Academy

## 9.3 Detention

Students may receive a detention notice for minor and major violations. Detention will be served the following days: Monday, Tuesday, Thursday, or Friday after the offense. If the student does not report to detention for any reason other than illness or family crisis, then the student will serve two hours the following detention day. Please do not contact the academy office or administration for exceptions to this policy. The student will not be allowed to do homework or make up any testing during this time.

- No technology is permitted during this time.
- Students will be required to write words and definitions from the dictionary or copy pages from an approved textbook.
- Students who receive six detentions in a semester will be given a one-day suspension.
- Multiple suspensions will lead to expulsion.



## 9.4 Disciplinary Probation

A student placed on disciplinary probation is in imminent danger of losing the right to remain at Monclova Christian Academy. A student placed on probation may not be able to represent the academy in athletics, student activities, contests, or public programs; be eligible to receive any honors; or be granted other privileges. When a student is placed on probation, the administration will notify the parents immediately.

The administration will review the probationary status of a student at the end of the semester. If sufficient correction of behavior is evident at that time, the student is removed from probationary status. If not, the administration will determine whether or not the student will continue to attend the academy.

Further disciplinary actions which place a student on probation more than once within a year may result in expulsion or eliminate an offer of re-enrollment for the next academy year.

## 9.5 Suspensions

A suspension is like having one's driver's license taken away for a while. It is a negative consequence, more severe than detention. Suspensions make a "louder" statement about the seriousness of the problem. Suspensions usually involve the following:

- Assignments, quizzes, and tests given during suspension may be made up. Teachers are not obligated to give personal instruction for material missed. Assignments made before the suspension, but due during the suspension period, may be turned in for full credit. Assignments made during the suspension period, but due after it, may also be completed for full credit.
- The student may not attend or participate in academy events or activities (including Commencement) that occur during the suspension period.
- The student may return to class at the close of the suspension period.
- The student will be placed on disciplinary probation.

## 9.6 Expulsions

An expulsion is a far more serious matter. A student who has been expelled may or may not have the option of returning to the academy during subsequent academic years. Expulsions are the result of egregious or habitual violations of the student conduct code or the law. Decisions about expulsions are based on the presenting offense and the student's attitude and pattern of conduct throughout their MCA experience. Even when a student is expelled, MCA is committed to doing its reasonable best to help the student and their family to determine the best options available for the student's continued education.

## 9.7 Harassment/Bullying

Monclova Christian Academy believes that all men are created in the image of God (Gen. 1:26) and that believers are to love and respect one another. MCA respects, cherishes, and protects students of all cultures and backgrounds on our campus. Our Christian academy should be a safe place for every member of the academy family (students, parents, faculty, and staff). All students and staff who attend and work at Monclova Christian Academy have the right to do so in a non-hostile and non-threatening environment.

### Harassment

The academy considers harassment to include physical conduct, verbal conduct, or cyberbullying. Actions are considered harassment or bullying whether or not they take place in person, via electronic transmission, gesture, or any other form of communication toward any individual based upon their created gender, race, ancestry, appearance, mental ability, disability, handicap, or any other characteristic that would be reasonably perceived as harassment, bullying, threats, humiliation,



endangerment, or de-valuing in any way on or off campus. This policy includes the ban of any form of intimidation, violence, prejudice, and/or any other dehumanizing expression.

Any form of harassment, including sexual harassment, racial discrimination or harassment, and derogatory comments or bullying, is prohibited.

Sexual harassment includes

- unwanted sexual advances such as making or threatening reprisals after a negative response to advances
- visual conduct such as leering, making sexual gestures, and displaying sexually suggestive objects/pictures
- verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body
- sexually degrading words used to describe an individual
- suggestive or obscene letters, notes, or invitations both in person and through social media, texting or emailing
- physical conduct: touching, assault, impeding, or blocking movement

Assaults of any kind including transporting persons against their will; hazing of any kind including throwing or smearing food and drinks; or cyber-bullying of any kind will result in suspension or expulsion.

Racial discrimination includes racial slurs, jokes, epithets, or any other form of communication that could be considered demeaning to another race or nationality. Racial harassment could include any negative treatment of individuals based solely on their race, nationality, or family background/heritage.

Any incident of possible harassment, discrimination, or bullying should be brought immediately to the attention of the administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, the administration will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Any consequences will be determined based on the context, severity, and impact of the harassment or the bullying. Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment or bullying.

## **Bullying**

Bullying, cyber-bullying, and social aggression will be dealt with using the same framework as that cited for harassment. The definition of bullying is as follows: "Bullying means any intentional written, electronic, verbal, or physical act or actions against another person that will have the effect of

- Placing a person in reasonable fear of substantial harm to their emotional or physical well-being or substantial damage to their property; *or*
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; *or*
- Interfering with a student or staff member having a safe academy environment that is necessary to facilitate educational performance, opportunities, or benefits; *or*
- Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another person." ("Delaware Senate Bill - Bullying." Bullypolice.org. N. p., 2019. Web. 11 June 2019.)

The three types of bullying most apparent, whether aggressive or passive, are

- Physical: includes actions such as pushing, tripping, and hitting; *or*
- Social or Relational: the "use of peer pressure and manipulation to isolate a target and hurt their feelings,"; *or*



- Verbal: includes actions such as teasing, mocking, threatening, and taunting. This type of bullying includes spreading rumors, gossip, and lies. ("Bullying in Schools." Google Books. N. p., 2019, Web. 11 June 2019.)

Cyberbullying is bullying that takes place via cell phones, instant messages, social network sites, chat rooms, video games, or any other communication via electronic or internet means. ("Bullying in Schools." Google Books. N. p., 2019, Web. 11 June 2019.)

After reviewing all the facts, the administration will make a determination concerning whether harassment or bullying has occurred. Consequences will be determined based on the context, severity, and impact of the harassment or the bullying. The consequences may include detentions, suspensions, or expulsion.

### **Physical Threat/Zero Tolerance Policy**

The MCA policy on violent threats is a "zero-tolerance" policy. The threat of physical harm will result in immediate removal of the student from all academy activities and expulsion pending an investigation by the administration review. The consequences may include suspension or expulsion.

If the consequence results in a recommendation for expulsion, the matter will be reviewed by the administration. If upheld, the parents may submit an appeal in writing to the admissions board within 48 hours of the notification of the decision to the parents. For the security of the campus, other children, and academy personnel, this policy will be applied in all circumstances, unless an appeal by parents is approved by the Academy Board. An appeal may be considered if one or more of the following conditions apply:

- The complete consensus of the faculty and administration, and the Academy Board on the non-intent to do harm by the student.
- The absence of discipline issues in the past.
- The absence of any report of anger management, or emotional outbursts in the past (over the student's previous record at MCA or previous academy(s)).
- The faithful commitment of parents to a local evangelical church and the validated involvement of the student in the Bible study/youth ministries of the local church.
- The known opinions and testimony of the student involved as being a caring, respectful person of concern for others in all past dealings.
- The complete support for academy authority and MCA policy in the past by parents of the student.
- The absence of a history of emotional outbursts or unrestrained anger at the academy by the parents.

Meeting these requirements is only a basis for appeal and is not to be considered anything other than the criteria for appeal. The academy maintains the right to deny continued enrollment in all circumstances where the good, safety, and security of the campus are in question. The consideration and granting of an appeal would be unusual. In the event of an exception being granted based on the above criteria, the student will remain on probation for an extended period at the administrator's discretion.

### **Sexting**

In keeping with the academy's responsibility to provide a safe learning environment for all students, the Academy Board has established the following policy regarding the issue of sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and academy discipline. The academy considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy that will result in academy discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or the academy administrator.







# PARENT INFORMATION

- 10.1 Communication
- 10.2 Volunteering
- 10.3 Sensitive Subject Matters
- 10.4 FACTS-SIS



## 10.1 Communication

### Communication

Each parent can expect clear communication from the faculty, either by a written note, email message, or telephone call. When clear communication is not consistently performed by the faculty, parents should contact the teacher to resolve the issue. If ineffective communication continues, the parent should contact the administration.

It is the policy of Monclova Christian Academy for parents to contact the academy office with any questions or concerns between the hours of 8:00 AM and 3:00 PM. Teachers will not respond to texts, cell phone calls, or emails during the academic day. This allows the teachers to focus on the education of each of their students without being distracted during the academic day.

*Notes to Parents: Many times during the year, teachers or the academy office may send items home for parental review. These are to be signed by a parent or guardian and returned the following day. A student's failure to return signed notes may result in disciplinary steps. Forgery of a parental signature at any time may be considered grounds for suspension or expulsion.*

#### Online Communication:

Parents of K - 12<sup>th</sup> grade students may access grades and attendance and communicate with teachers through FACTS (RenWeb). Grades are posted weekly by 8:00 AM each Monday (unless Monday is a holiday). Weekly lesson plans/assignments are posted no later than 8:00 AM on Monday (unless Monday is a holiday). If parents do not have access to the internet, they can contact the academy office to obtain copies of this information.

### Parent-Teacher Conferences

Teachers will contact the parents periodically for conferences to enlist the support of parents in particular situations, for either behavioral or academic encouragement. As a general rule, parents are requested not to call or text teachers at home after academy hours. A face-to-face conference is a much more satisfactory and personal method to use when discussing a student's problems. Parents are requested (1) to phone the academy and leave a voicemail or (2) to send an email to the teacher to discuss any problems. The academy's teachers give so much of themselves to teaching while on campus and long hours of preparation; therefore, they need to spend their evenings at home with their families.

Parents are not permitted and should not attempt to hold a conference with teachers during drop-off or pick-up times, in the lunchroom, between periods, or in the morning before the academic day begins. Please know that teachers do want to talk with parents during a scheduled time and in the privacy of the classroom. Teachers cannot be taken out of class or during the morning preparation time for conferences.



## 10.2 Volunteering

**IMPACT** (Involved Monclova Parents Acknowledging Christ & Teachers)

Monclova Christian Academy is blessed to have excellent parent participation from a large number of parents who volunteer their time each year. We are enabled to do many more things for the students because of the help they provide. MCA has an active parent volunteer group called IMPACT. The primary goal of this group is to become informed on academy needs and try to supply some of those needs through fundraising projects, coordination of volunteer efforts, and faculty support and appreciation. The IMPACT president and academy administrator will work together on agendas and fundraising proposals.

### Guidelines

IMPACT is a group of parents who desire to be actively involved in their children's spiritual and academic life. Their goal is to encourage and support our youth, their teachers, and the entire educational process. This will be done with a joyful heart and a serving attitude. Above all, they strive to honor and glorify the Lord in all of their activities and services that we are involved in.

The purpose is to facilitate relationships between parents, teachers, and staff in a Christian environment,

1. Providing opportunities for parents to support and encourage teachers.
2. Becoming informed of the needs of the academy and teachers.
3. Coordinating parent volunteer efforts.

The IMPACT Board is a group of officers selected from and by the IMPACT body. The board includes the president, vice president, secretary, and treasurer. Officers are nominated during the April meeting by a simple majority vote. All agendas and decisions and disbursement of funds require a simple majority vote of the IMPACT board.

### **Volunteer Policies**

Monclova Christian Academy recognizes the valuable contribution made to the total academy program through the volunteer assistance of parents, grandparents, church members, and other citizens in the community. In working with volunteers, the staff shall clearly explain the volunteer's responsibility for supervising students in the academy and/or related activities. On field trips, both students and volunteers are to be informed of the rules of student behavior and how they are to be held accountable to those rules.

The administration shall be responsible for developing and implementing procedures for the utilization of volunteers.

- Volunteers are to serve in the capacity of helpers and not be assigned to roles that require specific professional training.
- Volunteers are expected to refrain from discussing the performance or actions of a student except with the student's teacher or administration.
- Volunteers are to refer to a regular staff member for the final solution of any student problem which arises, whether of an instructional, medical, or operational nature.
- Volunteers are to be Christ-like examples.

### **Chaperoning**

To maintain the highest Christian standards for our academy, there are certain guidelines for parents who chaperone:

- Parents must wear clothing appropriate for the occasion. Walking length shorts should only be worn for outside activities when students are also allowed to wear shorts. No T-shirts with inappropriate slogans should be worn.
- No smoking at any time while chaperoning an academy activity.
- Current cleared Criminal Record Search (background check) must be on file in the office.

Guidelines for parents who drive students on a field trip:

- Music played, if any, must reflect Christian values.
- Proof of automobile liability insurance and a current driver's license must be on file in the office.
- Current cleared Criminal Record Search (background check) and driving record must be on file in the office.



## 10.3 Sensitive Subject Matters

### Divorce Situations

It is the policy of MCA to remain neutral in divorce and custody situations and follow what the court mandates as visitation guidelines and orders concerning children. A spirit of cooperation among divorced parents is expected and is conducive to the spiritual and academic well-being of the student. Any parent that disrupts this process will jeopardize the continued enrollment of their student at MCA.

### Temporary Guardianship

When parents are out of town and students are left in the care of another adult, the academy should be notified in writing. Information should include:

- Name of guardian authorized to pick up the student (with phone numbers)
- A medical release form authorizing guardians to provide emergency medical care.

### Discussion of Academy Problems

Parents should refrain from any discussion of academy problems with other parents. This often leads to further misunderstandings and hurt feelings and does not solve the problem. The Matthew 18:15-17 principle should be followed at all times.

## 10.4 FACTS-SIS

### Purpose of FACTS-SIS (RenWeb)

- Is a guide and meant to be a communication tool to aid teachers, parents, and students; however, changes will occur. Teachers may change their plans. Effective teaching will be sensitive to the nature of the learner rather than the demand for covering material.
- Is not meant to replace the use of planners or communication between the teacher/student/parent.
- Is a great tool to help students when they miss an academic day due to illness, sporting events, appointments, etc. In addition, FACTS (RenWeb) can be used to pace make-up work or even to work ahead.
- Is a great help to students with learning differences.
- Helps students develop organizational skills.

The MCA FACTS-SIS District Code is **MON-OH**

### How do New Parents and Students Register to Use FACTS-SIS?

Parents created a FACTS-SIS account when going through the online enrollment process. You can simply log in with that same username and password to access ParentsWeb. If you do not remember your password, click on the link "Forgot your Name/Password", and follow the steps.

### How do I Find the FACTS-SIS Link?

Visit the MCA website ([www.mcathunder.org](http://www.mcathunder.org)) and click on the FACTS link at the top of the page in the red bar. You will then be able to log into FACTS-SIS/ParentWeb with your information.

