

Parent-Student Handbook

2026-2027



Mexico City
Christian Academy

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Dear Parents and Students,

Mexico City Christian Academy is a community of students, parents, and Christian educators working together to instill in our school community:

- a passion for truth,
- a commitment to excellence,
- and an appreciation for multicultural diversity.

Veritas, Virtus, Varietas!

This handbook has been provided for you so that you will know what is expected of you, and what you can expect from MCCA. Please read it carefully and keep it in a place where you can refer to it as needed.

Since enrollment in MCCA is voluntary, parents and students are responsible for accepting and following the school’s guidelines and standards in this handbook with full and willing cooperation. It is our personal desire that MCCA will be a dynamic and rich part of our families’ lives.

May this be the best year that you have ever had!

Respectfully yours,

The MCCA Administrative Team

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INTRODUCTION

Since 1993, **Mexico City Christian Academy** (MCCA) has provided missionary, international, and internationally-minded local students with a learning environment where children can grow spiritually, socially, physically, and academically for the glory of God's kingdom. We believe that our call is training students who will edify the Kingdom of God by: *Knowing Him, Loving Him, and Serving Him*.

MCCA is affiliated with the Association of Christian Schools International (ACSI).

- *ACSI exists to strengthen Christian schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Jesus Christ.*

Vision Statement

We strive to be an international institution committed to develop the student's maximum academic potential and their relationship with Jesus Christ, to serve both God and man.

Mission Statement

Mexico City Christian Academy is a community of students, parents, and Christian educators, working together, to instill in our school community:

- a passion for truth,
- a commitment to excellence,
- and an appreciation for multicultural diversity.

Veritas, Virtus, Varietas!

Purpose Statement

To influence our school community by exemplifying truth, pursuing excellence, and respecting multicultural diversity.

Foundational Values

Our foundation is Christ. The faculty, staff, and administration of MCCA seek to be distinctly Christian in every aspect of the school's operation. Our foundation leads us to commitments in the following areas:

We are called to truth. Every activity at our school community will affirm the importance of truth, the reality of absolute truth, and the surety of Jesus Christ as the Truth.

We are called to excellence. Every activity of our school community should exemplify excellence. Excellence is not an end but rather a reflection of followers of Christ serving in response to His love and for His glory. This pursuit of excellence should be a living testimony to the exceeding excellence of Christ and will be evaluated through regular reviews according to network standards.

We are called to multicultural diversity. Every activity of our school community should draw attention to the wonder of God's creation. We admit students from every cultural background and respond to them as special, cherished creations of a loving God.

Core Values

MCCA strives to reflect each of the following interrelated core values in every aspect of the school's operation:

- Truth - Veritas
- Excellence - Virtus
- Multicultural Diversity - Varietas

Expected Student Outcomes (ESO's)

Truth

- 1. Students will use their critical reasoning skills in making decisions and solving problems.**
 - *2 Timothy 2:15: Do your best to present yourself to God as an approved worker who does not need to be ashamed and who correctly handles the word of truth.*
 - *Proverbs 8:12: I, wisdom, dwell together with prudence; I possess knowledge and discretion.*
- 2. Students will acquire, apply and defend the biblical principles which will lead them to understand salvation and build up an identity in Christ Jesus as their Lord and Savior.**
 - *1 Peter 3:15: But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.*
 - *Isaiah 43:10: "You are my witnesses," declares the LORD, "and my servant whom I have chosen, so that you may know and believe me and understand that I am he. Before me no god was formed, nor will there be one after me.*

Excellence

- 3. Students will develop the necessary skills academically, physically, morally and spiritually to transition to and succeed in the next steps of their lives.**
 - *Philippians 3:13-14: Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.*
 - *Proverbs 4:25-27: Let your eyes look straight ahead; fix your gaze directly before you. Give careful thought to the paths for your feet and be steadfast in all your ways. Do not turn to the right or the left; keep your foot from evil.*
- 4. Students will acquire the skills and will be equipped with the tools necessary to lead others to follow Christ.**
 - *Matthew 28:19-20 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.*
 - *Isaiah 52:7: How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation.*

Multicultural Diversity

- 5. Students will use their strengths according to their learning style and will overcome their weaknesses to achieve academic mastery.**
 - *2 Corinthians 3:5: Not that we are competent in ourselves to claim anything for ourselves, but our competence comes from God.*
 - *Deuteronomy 20:4: For the LORD your God is the one who goes with you to fight for you against your enemies to give you victory.*
- 6. Students will use their gifts, skills and talents God has given them in different school activities and events to encourage and support the MCCA community as well as to help spread the Gospel to nearby communities and around the world.**
 - *1 Corinthians 12:4-6: There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.*
 - *Psalms 34:3: Glorify the LORD with me; let us exalt his name together.*

Expected Teacher Outcomes (ETO's)

We live what we teach. We teach what we believe. We serve with excellence for the glory of God.

FOUNDATION

The Expected Teacher Outcomes (ETO's) represent the spiritual, professional, and formative expectations that MCCA staff are called to embrace as ambassadors of God's Kingdom and representatives of the educational model we offer to our families.

These ETO's are directly aligned with the ESO's, share the same biblical foundations, and are structured around the three core values of MCCA:

Each ETO expresses how staff members model what we expect students to live out.

I. Truth

ETO 1: Model critical thinking based on the Word of God

Statement:

MCCA staff demonstrate biblical reasoning and critical thinking skills as they make decisions, resolve conflicts, and guide others, faithfully interpreting the Word of Truth.

ETO 2: Live and teach an identity rooted in Christ

Statement:

MCCA teachers and staff know and proclaim the message of salvation, modeling an identity in Christ as Lord and Savior, with conviction and respect toward others.

II. Excellence

ETO 3: Teach with academic, spiritual, and moral excellence

Statement:

MCCA staff move forward with focus, vision, and discipline in their professional and ministerial calling, developing the competencies necessary to lead, equip, and build lives.

ETO 4: Serve as mentors who disciple with their gifts and skills

Statement:

MCCA teachers are disciple-makers, not just content transmitters. They use their spiritual gifts, talents, and knowledge to guide others to Christ with passion and excellence.

III. Multicultural Diversity

ETO 5: Recognize individual strengths within the community

Statement:

MCCA staff recognize that each member of the community has unique God-given talents. Therefore, they guide with empathy, adapt their teaching, and encourage the holistic development of each student.

ETO 6: Serve and build unity as one body

Statement:

MCCA teachers and staff serve with their gifts in events, classes, and activities, encouraging the school community and joyfully sharing God's truth.

Statement of Faith

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God (Exodus 24:4; Psalms 19:7-10; Luke 24:44; Matthew 5:17-18), without error in the original writings (Deuteronomy 4:1-2), the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith, life, and conduct (2 Timothy 3:16; 2 Peter 1:20-21).

We believe in one God (John 10:30), Creator of all things (Genesis 1:1), infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 28:19).

We believe that Jesus Christ, without any change in His eternal deity (John 10:31-38; Hebrews 1:3), became man through conception of the Holy Spirit and virgin birth (Luke 1:31-35), that He died on the cross (Mark 15:23-26; John 19:16-18), a perfect and complete sacrifice, in our stead and for our sin according to the Scriptures (Hebrews 9:13-15; Ephesians 1:6-7). He arose bodily from the dead and ascended into heaven (1 Corinthians 15:3-4; Acts 1:6-11) where, at the right hand of the Majesty on High, He is now our High Priest and Advocate (Hebrews 2:16-17).

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:13-14) and, during this age, to convict of sin and regenerate the sinner upon belief in Christ (John 16:7-12; Romans 8:9; 1 Corinthians 6:11); at the time of regeneration baptizing the believer into the one body of which Christ is the head (Galatians 3:26-28) and to indwell, guide, instruct, fill, and empower the believer for godly living and service (Romans 8:26-27 & 15:13; Proverbs 3:5-6).

We believe that man was directly created by God in His own image (Genesis 1:27) but fell into sin (Genesis 3). The entire human race is, therefore, lost and only through repentance (2 Corinthians 7:10), faith in Jesus Christ (Ephesians 2:4-9), and regeneration of the Holy Spirit, can salvation and spiritual life be obtained (Romans 8:13-14).

We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe (John 14:6; Acts 4:12) and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption (Ephesians 4:30).

We believe in the personal return of the Lord Jesus Christ (2 Timothy 4:1) and that the hope of His appearing has a vital bearing on the personal life and service of the believer (2 Timothy 1:8-10).

We believe in the bodily resurrection of all the dead (Romans 8:11), of the believer to everlasting blessedness and joy with the Lord (Romans 4:7-8), and of the unbeliever to judgment and everlasting and conscious punishment (Matthew 25:46; Hebrews 10:29).

We believe that the Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head (Romans 12:4-5; 1 Corinthians 12:12-13).

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as a means of salvation (Matthew 28:19; Acts 18:8; 1 Corinthians 11:23-29).

We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, and sinful pleasures, practices, and associations (Ephesians 5:25-27; 1 Peter 2:11).

We believe that marriage is the only and exclusive union between a man and a woman to become one flesh. (Genesis 2:21-25), and that each man should have sexual relations with his own wife, and each woman with her husband to avoid temptation of sexual immorality. (1 Corinthians 6:18 - 7:2-10).

We believe that God designated the man as the head of the family, that the husband is the head of the wife, and Jesus Christ is the head of the man, and the head of God is Christ. God created mankind in His own image, male and female, and His plan is that each remain in his or her originally created form. God's plan is for mankind to be fruitful and increase in number, to fill and subdue the earth. (Genesis 1:27-29).

1. COMMUNICATION

A. ENGLISH USE

The MCCA community strives for excellence in English. With that in mind, the primary language of instruction is English; whenever possible, all classes except for Spanish will be taught in the English language. All students and designated MCCA personnel are expected to use English while on school grounds and when participating in school functions off grounds.

B. PARENT TEACHER FELLOWSHIP

All parents and teachers are automatically members of the Parent Teacher Fellowship (PTF) which has as its purpose to encourage parent-teacher communication and parent involvement at MCCA. This involvement benefits students, teachers, and parents. General objectives include:

- Promote interaction and fellowship among the parents.
- Mobilize families to pray for MCCA teachers and give them moral support and practical help.
- Motivate parents to grow in their role as active participants in their child's development
- Provide educational and recreational opportunities not available in the regular curriculum.

C. CLASS PARENT REPRESENTATIVE PROGRAM

A. Purpose

Mexico City Christian Academy values the partnership between home and school as an essential component of Christian education. To strengthen communication, encourage meaningful parent involvement, build community, and support classroom and school activities, MCCA establishes the **Class Parent Representative Program**. Each homeroom or designated class group may have one parent or guardian who serves as the **Class Parent Representative (CPR)** for the academic year.

The Class Parent Representative serves as a **ministry of service and support**. The position does not carry administrative, supervisory, or decision-making authority.

B. Selection and Appointment

Class Parent Representatives will normally be selected at the beginning of each academic year.

Representatives shall be appointed or approved by MCCA Administration in coordination with the Parent Teacher Fellowship (PTF) and the appropriate teacher or school leader.

Parents serving in this role should demonstrate:

- Respect for MCCA's mission, values, policies, and Christian educational philosophy.
- A cooperative and servant-hearted attitude.
- Responsible and respectful communication.
- Reliability and discretion.
- Commitment to confidentiality.
- A desire to promote unity within the school community.

Appointments normally remain in effect for one academic year and may be renewed.

C. Responsibilities

The Class Parent Representative may assist by:

- Encouraging positive communication among families.
- Welcoming new families into the class community.

- Encouraging participation in school and PTF activities.
- Coordinating parent volunteers when requested.
- Assisting with approved classroom celebrations or special activities.
- Supporting teacher-appreciation initiatives.
- Helping coordinate parent participation in field trips or special events when requested.
- Sharing official announcements provided by MCCA, the PTF, or the classroom teacher.
- Encouraging prayer, fellowship, service, and unity among families.

All activities remain subject to teacher and/or administrative approval.

D. Communication

The Class Parent Representative serves as a **communication facilitator**, not as an official spokesperson for MCCA.

Representatives shall:

- Share only information authorized by the school.
- Communicate information accurately and without modification or personal interpretation.
- Encourage parents to use established school communication channels.
- Maintain respectful and Christ-honoring communication.
- Protect confidential information.

Class Parent Representatives may help facilitate class communication groups when authorized by MCCA. Such groups should primarily be used for school-related information, reminders, coordination, and encouragement.

E. Academic and Behavioral Concerns

The Class Parent Representative is **not an intermediary for individual academic, disciplinary, or personnel concerns**.

Parents who have questions concerning their child's:

- Academic performance,
- Grades,
- Classroom instruction,
- Behavior,
- Discipline,
- Teacher relationship, or Individual circumstances must communicate directly through the procedures established by MCCA.

The Class Parent Representative should not investigate, mediate, collect opinions, or speak on behalf of other parents concerning individual disputes.

F. Limitations of the Role

Class Parent Representatives may not:

- Make decisions on behalf of MCCA.
- Give instructions to faculty or staff.
- Represent the Administration.

- Resolve parent-teacher conflicts.
- Discuss confidential student or family information.
- Collect or distribute confidential information.
- Organize fundraising activities without prior authorization.
- Collect school tuition or fees unless specifically authorized.
- Create or communicate school policies.
- Organize school-related activities without appropriate approval.
- Speak publicly on behalf of MCCA without authorization.

G. Confidentiality

Class Parent Representatives may occasionally become aware of sensitive information because of their service role.

Information concerning students, families, faculty, staff, or school operations must be treated with appropriate confidentiality.

Concerns involving student safety, welfare, discipline, or other sensitive circumstances should be communicated directly to the appropriate teacher or MCCA Administration rather than discussed among parents.

H. Relationship with the Parent Teacher Fellowship

Class Parent Representatives support the work of the **Parent Teacher Fellowship (PTF)** by strengthening communication and participation at the class level.

They may assist the PTF in communicating approved initiatives, recruiting volunteers, encouraging participation, and strengthening relationships among MCCA families.

The Class Parent Representative Program does not replace the PTF.

I. Parent Participation

Parents are encouraged to cooperate with and support their Class Parent Representative while recognizing the boundaries of the role.

Participation in class activities should contribute to an atmosphere of unity, encouragement, respect, and service. Questions or concerns requiring an official school response should always be directed through MCCA's established communication procedures.

J. Christian Conduct

Class Parent Representatives are expected to demonstrate servant leadership characterized by humility, integrity, respect, encouragement, discretion, and a desire for unity.

"Therefore encourage one another and build one another up."
1 Thessalonians 5:11

"As each has received a gift, use it to serve one another."
1 Peter 4:10 including the existing credit-reclamation language.

D. PARENT SERVICE OPPORTUNITIES

MCCA strives to have parents as involved as possible in the education of their children. Many opportunities to serve are available, including but not limited to as substitute teacher, tutor, teacher's aide / classroom helper, library assistant, office helper, maintenance aide, field trip chaperone, or special speaker. Please contact the school office to find out how you can become involved.

E. SCHOOL / HOME COMMUNICATION

To assist with organization, **all students** are to use a daily planner to keep track of homework assignments. With a space for teachers and parents to communicate regarding any special concerns or needs.

MCCA teachers desire to communicate clearly and work closely with parents. Just as teachers will be contacting parents whenever necessary, parents are also encouraged to freely communicate with their child's teacher regarding any special desires, needs, or concerns. Parents should send an email directly to office@mccamexico.org or call the office to set an appointment. A scheduled appointment enables both parents and teachers to prepare for discussions. Therefore, drop-in visits are discouraged.

F. GRIEVANCE PROCEDURE

Grievance Procedure- Parents/Students

Complaints and grievances which are related to instruction and the classroom should be handled by communication with the child's classroom teacher. Items related to tuition and fees should be handled through the finance office. Other items may be handled through the director. Please contact the school office at office@mccamexico.org or call for an appointment with the teacher, the Business Manager, or if assistance is needed to communicate or translate any concerns. A student or parent who feels that his/her grievance has not been satisfactorily addressed should present the matter in writing to the school director within three days following the previous contact. MCCA follows an established grievance policy which is available upon request.

2. ADMISSIONS

The MCCA school year runs from mid-August through late May or early June. The school year is divided into two equal semesters, one starting in August and the other in January. Students are admitted at the beginning of either semester until all spots are filled. For full semester credit, students must enter before the third week of the semester unless special permission is granted by the administration. *No student will be denied admission due to race, religion, or ethnic background.*

For admission, the following requirements must be met:

- A. Submission of an enrollment application and all related forms (e.g. any requested past school record, recommendation, pertinent entry and other test results, current physical exam and vaccination record).
- B. Signed submission of the school's religious disclosure form, acknowledging that MCCA is an Evangelical Christian School and agreeing that their children will participate in all the curricular activities that are related to the school's philosophy including daily Bible classes and weekly chapel assemblies or small groups.
- C. Students and parents/guardians must have a satisfactory interview with the school director or designee.
- D. To enter Kindergarten, a child must be 5 years old by the first day of September. Exceptions, though rare, will be made on a case-by-case basis, and are contingent upon previous schooling and/or passing a readiness exam.
- E. An Early Childhood (age four program is offered). To enter K-4, a child must be four years old by the first day of September. Exceptions, though rare, will be made on a case-by-case basis and are contingent upon passing a readiness exam. Entry into the K-4 program does not guarantee automatic entry into the school's K-12 academic program; however, preference will be given to those students.
- F. Students must meet MCCA's English requirements.
- G. Grade assignments will be based upon English ability, previous academic records, testing, and age. All students are on academic and behavioral probation their first year.

3. SCHEDULE, ATTENDANCE, and SCHOOL CLOSURE

A. SCHEDULE

The office is open to the public Monday, Wednesday, Thursday and Friday, 8:30 am - 3:00 pm. Extended hours are available by appointment.

The student class schedule is:

- Monday, Wednesday, Thursday and Friday from 8:15 AM to 3:30 PM.
- Tuesdays from 8:15 am to 2:40 pm.

School doors open to the students at 8:00 AM; however, students shall remain in the courtyard or areas assigned until the first bell.

- On Monday, Wednesday, Thursday and Friday, student pick-up begins at 3:30 PM. On Tuesday's student pick up starts at 2:40 pm. *[Note: Parents who pick up children after 3:45 PM Mondays, Wednesdays, Thursdays and Fridays, and after 2:55 pm on Tuesdays will be charged a supervision fee. After the third late pick-up, a supervision fee of \$100 pesos per late pick-up will be charged.]*

Please call the MCCA office or send an email about any situation which is beyond your control.

On Mondays, Wednesdays, Thursdays, and Fridays from 3:45 – 4:45 PM, all grade 5-12 students will be eligible to participate in special complimentary and fee-based after-school activities.

For those who participate in the special activities, pick-up will be at 4:45 PM. *[Late pick-up supervision fees will be charged after 5:00 PM as per above policy.] Please call the MCCA office or send an email about any situation which is beyond your control.*

B. ATTENDANCE

Regular and punctual attendance is essential to the educational process at Mexico City Christian Academy. Learning involves more than completing assignments. Students participate in classroom instruction, discussions, collaborative learning, laboratories, presentations, assessments, chapel, spiritual formation, service opportunities, and other experiences that cannot always be replicated outside the classroom.

For this reason, students are expected to attend school every day that classes are in session unless prevented by illness, family emergency, or another circumstance recognized by MCCA.

Parents are responsible for supporting regular attendance and punctuality and for planning vacations, trips, appointments, and other non-emergency activities around the official MCCA Academic Calendar whenever reasonably possible.

1. Attendance Requirement

Students are expected to maintain regular attendance throughout the academic year.

Excessive absences may negatively affect:

- Academic progress.
- Course completion.
- Grades.
- Promotion to the next grade level.
- Course credit in Middle School and High School.
- Graduation eligibility.

Completing assignments does not automatically compensate for missed instructional time.

When attendance becomes a concern, MCCA may require a conference with the student and parents and may establish an **Academic Attendance Plan** to support the student's successful completion of the academic year.

2. Excused Absences

Absences may be considered excused for circumstances such as:

- Student illness.
- Serious illness or death within the immediate family.
- Medical or dental appointments that cannot reasonably be scheduled outside school hours.
- Legal, immigration, or government appointments.
- School-sponsored activities.
- Extraordinary circumstances approved by the Administration.

MCCA may request documentation when appropriate.

An excused absence does not remove the student's responsibility for completing required academic work.

3. Unexcused Absences

Absences that are not authorized or do not meet the school's criteria for an excused absence may be classified as unexcused.

Parents are responsible for communicating the reason for an absence to the Main Office according to established school procedures.

Patterns of unexcused absence may result in a parent conference and additional administrative action.

4. Excessive Absences

When a student's absences significantly interfere with satisfactory academic progress, the Administration will review the student's individual circumstances.

The review may consider:

- Number and pattern of absences.
- Reason for the absences.
- Academic performance.
- Ability to demonstrate required learning.
- Completion of coursework.
- Teacher observations and recommendations.
- Applicable graduation and accreditation requirements.

The Administration may require an Academic Attendance Plan, additional academic interventions during the regular academic term, or other appropriate measures.

In serious cases, excessive absences may affect promotion, course credit, graduation eligibility, or continued enrollment.

MCCA does not guarantee credit recovery as a means of compensating for excessive absences.

C. ABSENCES, TARDIES AND EARLY DEPARTURES

1.- Reporting an Absence

When a student will be absent, parents or guardians must notify the Main Office as soon as reasonably possible and provide the reason for the absence.

When requested, supporting documentation should be submitted to the school.

Students returning from an absence are responsible for communicating with their teachers regarding missed work and assessments.

2.- Make-Up Work

Students remain responsible for academic work missed during an absence.

After returning to school, students are expected to:

- Consult their teachers regarding missed instruction and assignments.
- Complete required work within the timeline established by the teacher.
- Arrange make-up assessments when permitted.
- Take responsibility for learning concepts taught during the absence.

Teachers will make reasonable efforts to help students identify missed work; however, teachers are not expected to recreate the classroom experience or provide individual replacement instruction for every missed lesson.

Some experiences—including laboratories, discussions, group projects, performances, presentations, chapel activities, field experiences, and service-learning opportunities—may not be reproducible.

D. PLANNED ABSENCES AND FAMILY VACATIONS

MCCA strongly encourages families to schedule vacations and discretionary travel during the vacation periods identified in the official Academic Calendar.

Family vacations during instructional days can significantly affect student learning and should be avoided whenever possible.

When circumstances require a planned absence, parents must submit a written request to the Administration **at least ten (10) school days in advance**.

Submitting a request does not automatically mean that the absence is academically advisable or that all missed learning experiences can be recovered.

1. The Administration may consider:

- Length of the requested absence.
- Student attendance history.
- Current academic performance.
- Previous planned absences.
- Timing within the semester.
- Major projects and assessments.
- MAP Growth or other standardized testing.
- PSAT, SAT, AP, or other scheduled examinations.
- Semester or final examinations.
- The overall educational impact of the absence.

Families should not make non-refundable travel arrangements with the expectation that MCCA will modify academic requirements or assessment schedules to accommodate the trip.

2. Academic Responsibilities During Planned Absences

When adequate advance notice has been provided, students may communicate with their teachers regarding work that is already scheduled or reasonably available.

Teachers may:

- Identify assignments that can reasonably be completed during the absence.
- Inform students of upcoming topics or resources.
- Permit certain assignments to be completed before departure when appropriate.

3. However, teachers are **not required to**:

- Develop separate lesson plans for traveling students.
- Prepare individualized instructional packets.
- Record lessons specifically for the absent student.
- Provide duplicate individual instruction.
- Create additional assignments solely to replace classroom participation.
- Reschedule major school-wide assessments solely to accommodate vacation travel.
- Develop an individualized credit-recovery program resulting from a voluntary family vacation.

The responsibility for a voluntary absence rests primarily with the student and family, not with the classroom teacher.

4. Major Assessments and School Events

Families should carefully consult the Academic Calendar before scheduling travel.

Semester examinations, final examinations, standardized testing, MAP Growth testing, PSAT/SAT testing, AP examinations, presentations, performances, major projects, and other significant academic activities will not normally be rescheduled to accommodate personal travel.

Exceptions may be granted only under extraordinary circumstances and with administrative approval.

5. End-of-Term and End-of-Year Absences

Families are particularly discouraged from scheduling vacations that cause students to leave school before the official end of a semester or academic year.

All required coursework and assessments must be completed within the deadlines established by MCCA.

Teachers are not expected to:

- Continue regular grading responsibilities after established final grading deadlines.
- Prepare additional vacation assignments after the academic term has concluded.
- Provide individualized instruction after classes have ended.
- Administer routine make-up assessments during teacher vacation periods.
- Extend a grading period solely because of voluntary family travel.

An exception may be considered for documented extraordinary circumstances and requires administrative approval.

6. Tardies

Students are expected to arrive at school and to each class on time.

Repeated tardiness interferes with both the student's learning and the learning environment of others.

Patterns of tardiness may result in:

- Parent notification.
- Student conference.
- Parent conference.
- Behavioral consequences.
- An attendance improvement plan.

The existing MCCA procedures for determining and recording tardiness remain applicable unless otherwise modified by the Administration.

Early Departures

Students should remain at school for the complete instructional day.

When an early departure is necessary, a parent or authorized guardian must follow the school's established checkout procedure through the Main Office.

Whenever possible, medical appointments and other commitments should be scheduled outside instructional hours.

Students may not leave campus without proper authorization.

Exceptional Circumstances

MCCA recognizes that serious circumstances beyond a family's control may occur, including medical emergencies, family crises, legal circumstances, or other extraordinary events.

These situations will be evaluated individually by the Administration with compassion, fairness, and appropriate flexibility while preserving the academic integrity of the MCCA educational program.

Biblical Foundation

“Whatever you do, work heartily, as for the Lord and not for men.”

Colossians 3:23

“Teach us to number our days that we may get a heart of wisdom.”

Psalms 90:12

4. SCHOOL CLOSURE

If school is closed for two or more school days for any reason (e.g. government shutdown, natural or man-made disaster, security problems, water/power outage, etc.), those days will be made up according to an administrative-approved plan.

School Closing Procedure

1. The Director or designee will make any school closure decision by 6:30 AM.
2. The Director or designee will activate the staff and family phone and/or social media chain.

In the case of a school closing, teachers will continue with the Academic Program online as they follow on Campus. The platform we will use is Google Classroom. Parents and students will have access to their classes and grades. (Review the expectations of this program in B. MCCA Classes Online page 20).

5. VOLUNTARY WITHDRAWAL FROM MCCA PROCEDURE

In the case of a parents' decision to leave MCCA before the completion of the school year or the completion of the studies at MCCA, the withdrawal procedure will be as follows:

1. Parents will let MCCA know through a formal letter or email their withdrawal decision.
2. Once MCCA receives the notification, the MCCA office will start the withdrawal process, this will take approximately 7 to 14 days.
3. The MCCA office will complete the documents and prepare a list of all the materials the student needs to turn in. The MCCA Office will let the parents know the documents are ready and send the list of materials they need to turn in, including the ID.

4. The MCCA teacher in charge of INEA will send a report to the parents of the status of the students in this program. The student will be removed from the “Plaza Comunitaria” where MCCA students are registered in the program. The parents may then have the choice of a testing center of their preference. The MCCA teacher will not be able to support this student anymore.
5. The parents need to contact the Business Manager, to confirm that there are no debts to MCCA.
6. The MCCA office and parents will schedule an appointment to exchange documents and materials and to sign the final withdrawal document.

6. ACADEMICS AND AWARDS

A. ACADEMIC PROGRAM

MCCA offers a standard USA curriculum that has been adapted for its international clientele.

All MCCA graduates receive a USA-recognized diploma upon completing the requirements for grades 9-12. High school students who withdraw from MCCA prior to graduation will be provided with an official high school transcript for the time that they attended the school.

Currently, MCCA is not a SEP certified school; however, provision is made for all elementary (grades 1-6) and middle school (grades 7-9 in the Mexican system) students to receive SEP certification through INEA. Likewise, MCCA provides direction for preparatory students (grades 10-12 in the Mexican system) to receive SEP certification through one test from “Colegio de Bachilleres”, called COLBACH, that covers the whole Mexican High School.

Acceptance of the U.S. high school diploma depends upon the criteria established by different countries. Schools in Mexico that are incorporated with SEP or UNAM, as well as National schools in some Latin American countries and Spain may not recognize MCCA studies or may require additional testing for entrance into their institutions.

Students who are considering applying to competitive universities should exceed minimum requirements and take the most challenging program they can successfully handle. Any exemptions from the graduation requirements must be approved by the director.

For non-native Spanish speakers, leveled Spanish classes are offered. The intention is to help each student understand, speak, read, and write Spanish and take advantage of future Spanish opportunities. The idea is to prepare a non-native Spanish speaking graduate to pass any Spanish language equivalency tests to receive U.S. college credit.

Native and fluent speakers of Spanish are taught according to the SEP standard and beyond.

B. MCCA CLASSES ONLINE

In the case of a school closing, teachers will continue with the Academic Program online as they follow on Campus. The platform we will use is Google Classroom. Parents and students will have access to their classes and grades.

The expectations listed below will allow MCCA to fulfill the goals established for each one of our students:

1. Every single day the students will have a class/lecture/assignment. Our classes are scheduled Monday through Friday 8:15-3:20 pm.
2. The students will have their classes through Google MEET.
3. The school’s Zoom account will be used only for events that involve the whole school, or Elementary or High School students
4. The classwork and homework for the week will be posted on <https://sites.google.com/mccamexico.org/lesson-plans/home> on Sunday afternoon. All parents and students will have access to this information on this site.
5. **High School** has 50 minutes per class Monday-Thursday and 45 minutes per class on Fridays. There will be a chapel service or small group meetings at the end of the day on Friday. All students are expected to attend.

6. If the student and his/her family is out of the city or out of the country, let the office know to office@mccamexico.org and office will be in charge of letting the teachers know. So the teachers can be more flexible on the due dates for the assignments. We will record the classes, so the students are able to review for questions, or even see the class later in the case of students in different time zones.
7. If a student falls behind in his/her assignments, there will need to be personal sessions with the teacher to clarify the material. The teacher will advise the parents, explaining the situation and the need for personal sessions with the student. Teachers and parents will agree on the time of these sessions. The sessions will be recorded.
8. We require that every student taking online classes at MCCA be dressed properly and neatly. **No pajamas are allowed.**
9. It is recommended for every student to have his/her own space to work during class time. He/she needs to have all books and supplies ready for each class.
10. All the students need to open their cameras to be seen by the teacher. Photos of them or any other images are not allowed.
11. It is expected that the students will be focused on class during class time; not playing games or having phone calls or messaging with friends.
12. The schedule we set up includes breaks for snacks and lunch. Students are not allowed to have breakfast, snacks, or lunch during class time. We want the students to be focused on the class.
13. Students can ask the teacher for a review session if needed. If this session is one-to-one between student and teacher, parents need to agree on the time and date. The teacher will record the session.
14. During test time, the students will point the camera toward them and the test if it is written. The teachers need to be able to see their faces and hands.
15. The teachers will work on their grades on Fridays to be available to the Parents through Google Classroom and IGRADE.

C. INTERNET AND SOCIAL MEDIA USE POLICY

Students will have the opportunity to enhance their learning through:

1. Interacting with a wealth of resources for reference and research, including up-to-date primary sources.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals regarding areas they are studying.
4. Learning to conduct searches, evaluate resources, and locate relevant materials.

To assist students in correct internet use, the school will do everything possible to ensure that students access resources appropriately, including but not limited to providing:

1. Supervision while the Internet is being used.
2. Training that explains what is and is not appropriate. Clear expectations will be posted, and instructions given regarding what constitutes a violation of correct internet use.
3. General instruction about what is available on the Internet, how students can find what they are looking for through searches, how to save, and how to print.

Internet access is a privilege, not a right. MCCA does not guarantee internet access for personal devices except for those that are being used under the direction of a teacher for instructional purposes. All Internet and social media users agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others, and to help others behave in a similar fashion.

I will follow MCCA's rules and make a conscious effort to be a good testimony to my fellow students, faculty members, and others when communicating via the Internet and/or social media.

I will strive to apply Philippians 4:8 to my electronic communication: Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."

Users of social media and the MCCA network and internet are held responsible for their actions. Unacceptable use will result in the suspension or revocation of network and internet privileges, and it is considered a serious conduct offense. Parents will be called, a letter addressed to the parents will be given with the description of the incident, the suspension time (any assignment during suspension will be graded as zero), and the behavioral probation time. Some examples of unacceptable use are:

1. Using social media and the network for illegal activity.
2. Using social media and the network for financial gain or initiating any unauthorized financial transactions.
3. Vandalizing the data of another user.
4. Invading the privacy of individuals including reading mail that belongs to others without their permission.
5. Using an account owned by another user without that user's permission.
6. Posting personal communications without the author's consent or posting information containing details not meant to be public.
7. Posting rude, bullying, or inappropriate messages or graphics.
8. Using or viewing internet sites with inappropriate graphics, language, content, or values.
9. Forwarding emails with inappropriate stories, jokes, or graphics, or any mass forwards.
10. Social/recreational use of any website during class time except under teacher's direct instruction.
11. Using memory space inappropriately including downloading and saving music, pictures, or videos unnecessarily or illegally.
12. Circumventing the school's internet blocking system.
13. Using MCCA resources to watch, play, or copy pirated material.

7. ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Introduction

At Mexico City Christian Academy (MCCA), we recognize that Artificial Intelligence (AI) is a powerful tool with the potential to support learning, foster creativity, and increase productivity. However, as a Christian community committed to Truth, Excellence, and Multicultural Diversity, we affirm that all technology must be used with biblical discernment and for the glory of God (1 Corinthians 10:31)

This policy regulates the use of AI tools by both students and staff, both inside and outside the classroom, ensuring their ethical, pedagogical, and spiritual use, in accordance with our Expected Student Outcomes (ESO's) and Expected Teacher Outcomes (ETO's).

Scope of application

- This policy applies to all students in **Grades 5 through 12**, and to **all faculty, administrative staff, and leadership**.
- It applies to AI use **both during and outside of school hours** whenever it involves academic work related to MCCA.
- All use of AI must align with the **mission, vision, core values**, and **educational philosophy** of MCCA.

Purpose of AI Use

- To use AI as a **support tool**, not a substitute for personal reflection, integrity, and academic effort.
- To foster the development of critical thinking, communication, creativity, and problem-solving skills from a biblical worldview.
- To cultivate spiritual and ethical discernment in engaging with emerging technologies.

Usage Scenarios

Option A: Creative and Supervised AI Use

Permitted only if:

- It is **aligned with the evaluation criteria of the ESOs and ETOs**.
- The student **clearly identifies and explains** how AI was used.
- The assignment includes a **disclaimer or personal reflection** on the process.
- The teacher provides a **clear rubric** that distinguishes original thought from AI assistance.
- The teacher follows up with **formative feedback**, not only corrective action.

Option B: AI Use Not Permitted for Assessment

AI use is **not allowed** in assignments such as:

- Devotional or biblical reflections
- Personal or testimonial projects
- Final reflections, reading or theology-based writing tasks
- Quizzes or exams without explicit authorization

Any use of AI in these contexts will be considered an **academic violation**.

Commonly Used AI Tools at MCCA

The following AI tools are recognized as commonly used and subject to this policy:

- **ChatGPT / Gemini / Claude / Copilot**
- **Grammarly, Quillbot, Hemingway**
- **Canva AI, Adobe Express AI**
- **Khanmigo, Socratic, AI math solvers**
- Any other generative or predictive AI platform

Biblical and Formational Criteria

All AI use must reflect the following values:

- **TRUTH:** Academic integrity, honesty, and faithfulness to God's Word (2 Timothy 2:15)
- **EXCELLENCE:** Diligence, personal effort, and meaningful learning (Colossians 3:23)
- **MULTICULTURAL DIVERSITY:** Respect for and appreciation of diverse cultural and intellectual expressions, free from bias or stereotypes

Consequences for Misuse of AI

Improper, deceptive, or undeclared use of AI will result in progressive disciplinary actions as outlined in MCCA's **Student and Staff Handbooks**:

1. First minor offense: **Lunch Detention + formative feedback**
2. Second offense or moderate violation: **After-School Detention + parent notification**
3. Serious offense or deliberate dishonesty: **Academic suspension**
4. Major/repeat violations or systematic deception: **Possible expulsion**

Each case will be reviewed by the Administration and Lead Teachers with a heart for justice, restoration, and grace.

D. HOMEWORK

Homework is given to help students establish the habit of studying at home, grow in responsibility, practice and apply skills learned in the classroom, and participate in activities that further challenge one's abilities.

Study Guidelines for Students

- Set a definite time and place for study and choose conditions that help you focus.
- Write all assignments including instructions carefully in the student planner. Make sure the assignment is clearly understood before leaving school for the day.
- Follow all instructions carefully. Reading the instructions before starting usually saves time later.
- Organize long-term assignments and work on them progressively so they can be completed within the time allotted. Do not put off these assignments until the day before they are due. Students should study a little each day for upcoming quizzes, tests, or exams.
- Do not be afraid to ask for help from your teachers (at school) or your parents (when you are home). They cannot do your homework, but they often will be able to help explain it or give suggestions. Friends can be good resources, but they cannot do your homework for you.
- All work should be complete, neat, well-done, and on time.
- All students should use a New International Version English Bible.

Daily Homework Assignments

The amount of time that a student is expected to spend on homework varies by course assignment, grade level, teacher, and student. If a parent believes that a student is being required to spend too much time on daily homework, then the parent should request a conference with the teacher in question.

High school students taking Honors or AP® courses can expect their homework times to double.

1. Late Homework

Elementary (Grades 1-6): If a student is unable to complete a homework assignment, a parental note stating the reason should be written in the student planner or sent via email to the teacher (you will find teachers' email at the beginning of this document). The teacher may still count the assignment as late, and the students will be expected to finish the late assignment during break or recess.

Secondary (Grades 7-12): Major projects will have a deduction of 10% each school day they are late. No assignment may be turned in for credit after the quarter deadline except in special circumstances.

Homework turned in after the due date will be deducted 10% each school day until the fifth day. The quality of the assignment counts towards the final grade. Homework turned in after the sixth day will receive a grade of zero (0). All assignments must be completed to receive a final grade for the class. Teachers can use their discretion in assigning alternative homework for assignments not turned in on time.

NOTE: Occasionally students will have legitimate cause for unfinished work. Discretion is necessary in those situations and will be handled on a case-by-case basis.

2. Make-Up Work

It is the students' responsibility to find out what work was assigned during their absence. Any student who fails to make up missed work of any kind within the time allotted will receive a zero (0) for that work.

For each unexpected absence (example: illness), a student is allowed one school day to do makeup work for each day missed unless other arrangements are made with the teacher. Whenever possible, arrangements should be made with the teacher so the student can keep up with assigned work during the absence. Any assignment, project, or test not completed during the allotted time will receive a failing grade. At the end of a quarter, the time frame for make-up work may be accelerated.

For pre-arranged absences (example: church conference), students are generally expected to complete all assigned work before the absence. On the day of return, students must communicate with their teachers regarding any new assignments given during their absence. The new assignments should be turned in on the

next school day. Arrangements must be made with teachers to make up any quizzes or exams that are missed.

Standard for Work

- a. Neat: Standard-sized (8½x11) white lined or graph paper, written in pencil or blue/black pen according to teacher instructions.
- b. Style: Legibly printed or written (cursive) work is expected. At the upper elementary and secondary levels, major papers and projects must be typed (teachers will specify when giving the assignment).
- c. Each assignment must be labeled according to the teacher's instruction.

E. SUSTAINED INDEPENDENT READING PROGRAM (GRADES 7–12)

Purpose

Mexico City Christian Academy recognizes reading as an essential discipline for developing wisdom, critical thinking, communication skills, academic excellence, biblical discernment, and lifelong learning.

For this reason, MCCA maintains a **Sustained Independent Reading Program for students in Grades 7–12**. The program is designed to cultivate consistent reading habits and encourage students to become thoughtful, discerning, and increasingly independent readers.

Independent reading is not intended to be merely another assignment. MCCA desires students to develop a genuine habit of reading that extends beyond individual courses and continues throughout their lives.

General Expectation

Every student in Grades 7–12 is expected to maintain an **active independent reading book throughout the academic year**.

Students should have their current reading book available at school each day unless otherwise instructed by a teacher.

When a student completes a book, the student should promptly select another appropriate book so that he or she continues reading throughout the school year.

In practical terms, MCCA's expectation is:

Every Middle School and High School student should always have a book he or she is currently reading.

Book Selection

Students are encouraged to explore a variety of high-quality literature and nonfiction appropriate to their age, maturity, reading ability, and interests.

Reading selections may include:

- Classic literature.
- Historical fiction.
- Biographies and autobiographies.
- Missionary biographies.
- History.
- Science and technology.
- Christian literature.
- Christian apologetics.
- Leadership and character development.
- Cultural studies.
- College-preparatory literature.
- High-quality contemporary literature.
- Other teacher-approved materials.

Reading choices should contribute to the student's intellectual, academic, moral, cultural, or spiritual growth.

Christian Worldview and Discernment

Because MCCA approaches all learning from a Christian worldview, reading also provides opportunities for students to develop biblical discernment.

Not every worthwhile book will necessarily be written by a Christian author or present a Christian worldview. Students should increasingly learn to evaluate ideas, assumptions, values, characters, and messages through the truth of Scripture.

Teachers may therefore guide students to ask questions such as:

- What does this book communicate about human nature?
- What does it identify as good or evil?
- What does it suggest gives life meaning?
- How does its view of truth compare with Scripture?
- What can I learn from this author?
- What ideas should I evaluate carefully from a biblical worldview?

MCCA reserves the right to determine whether a particular reading selection is appropriate for the school program.

Content Appropriateness

Books selected for the program must be appropriate for the student's age and maturity and consistent with MCCA's Christian educational philosophy.

Materials containing excessive or explicit sexual content, graphic violence, occult practices, pervasive profanity, or other content determined by MCCA to be inappropriate may not be approved for the school reading program.

When questions arise regarding a particular book, the teacher or Administration may request that the student select another title.

Reading at School

Students may be provided opportunities to read during appropriate portions of the school day, including:

- Advisory.
- Designated independent reading periods.
- Library time.
- Independent work periods.
- After completing assigned classroom work.
- Other teacher-designated times.

Independent reading should complement the instructional program and does not replace required classroom instruction or assignments.

Students should therefore bring their current reading book whenever instructed to do so.

Reading at Home

Students are encouraged to establish a consistent reading habit outside school.

Teachers may establish reasonable reading expectations appropriate to the student's grade level and course.

Families are encouraged to provide an environment in which reading is valued and to help students establish healthy routines that include regular time for reading.

Student Responsibilities

Students participating in the program are expected to:

- Maintain a current reading book.
- Bring the book to school when required.
- Read consistently.
- Select appropriate books.
- Care responsibly for personal and school-owned books.
- Participate honestly in reading conferences and activities.
- Complete reasonable reading reflections or projects assigned by teachers.
- Challenge themselves progressively as readers.

Students should not misrepresent reading progress or claim to have completed books they have not read.

Reading Accountability

Teachers may use age-appropriate methods to monitor and encourage reading, including:

- Individual reading conferences.
- Reading logs.
- Book talks.
- Written reflections.
- Literary discussions.
- Vocabulary activities.
- Oral presentations.
- Creative response projects.
- Reading portfolios.

Accountability measures should support meaningful engagement with reading rather than simply encourage students to accumulate a certain number of books.

Reading Goals

Teachers or academic departments may establish grade-appropriate reading goals during the academic year.

Such goals should consider:

- Student reading ability.
- English-language proficiency.
- Book complexity and length.
- Academic development.
- Individual learning needs.
- Student interests.

The goal is **consistent growth**, not competition based solely on the number of books completed.

Parent Partnership

Parents are encouraged to support the program by:

- Encouraging regular reading at home.
- Discussing books with their children.
- Helping students establish healthy reading routines.
- Encouraging appropriate and increasingly challenging reading selections.
- Supporting the school's Christian worldview expectations regarding reading materials.
- Helping students care responsibly for borrowed books.

Parents with questions about the suitability of a book are encouraged to communicate directly with the appropriate teacher.

Library and Media Center Support

The MCCA Media Center supports the Sustained Independent Reading Program by helping students discover reading materials appropriate to their interests, reading levels, academic development, and MCCA's educational philosophy.

Students are expected to follow all Media Center procedures regarding borrowing, returning, and caring for school materials.

Biblical Foundation

“Apply your heart to instruction and your ear to words of knowledge.”

Proverbs 23:12

“Test everything; hold fast what is good.”

1 Thessalonians 5:21

F. ENGLISH AND SPANISH SPELLING BEE PROGRAM

Purpose

Mexico City Christian Academy is committed to developing students who communicate with clarity, confidence, and excellence. As an international school in Mexico where both English and Spanish play important roles in student learning and communication, MCCA provides opportunities for students to strengthen proficiency in both languages.

The annual **MCCA English and Spanish Spelling Bee Program** is designed to promote literacy, vocabulary development, accurate spelling, pronunciation, listening skills, public speaking, confidence, perseverance, and healthy academic competition.

The program also provides an opportunity for students to practice Christian character by competing with integrity, humility, respect, perseverance, and encouragement toward others.

Scope

MCCA will conduct annual spelling competitions in:

- **English**, and
- **Spanish**.

Students will participate according to grade-level or division categories established by the school.

Depending on enrollment and developmental appropriateness, divisions may include:

- Lower Elementary.
- Upper Elementary.
- Middle School.
- High School.

The Administration and Academic Leadership Team may combine or modify divisions when necessary based on enrollment, language proficiency, or other educational considerations.

Annual Spelling Bee Cycle

The Spelling Bee Program will normally take place in stages throughout the academic year.

1. Preparation Period

Teachers will introduce grade-appropriate vocabulary and spelling practice before classroom competitions. Students will receive appropriate preparation materials or word lists according to the schedule established by MCCA.

2. Classroom Competitions

Classroom or grade-level competitions will be conducted to provide students with an opportunity to participate and to identify students who will advance to the next stage.

3. Division Competition

Students qualifying through classroom or grade-level competitions may advance to their respective Elementary, Middle School, or High School competition.

4. MCCA Spelling Bee Championship

Finalists will participate in the annual school championship according to the procedures established for that academic year.

Separate recognition may be given for the **English Spelling Bee** and **Spanish Spelling Bee**.

Annual Calendar

The Administration and Academic Leadership Team will publish the specific Spelling Bee dates as part of the annual school calendar or academic activities calendar.

The annual schedule should provide sufficient time for:

Preparation → Classroom Competition → Division Competition → School Championship

Specific dates may change from year to year to accommodate the Academic Calendar, standardized testing, holidays, special events, and other school priorities.

Families should therefore refer to the official MCCA calendar and school communications for the dates applicable to each academic year.

Official Word Lists

MCCA will establish age-appropriate word lists for each competition level.

Word selections may include:

- Grade-level vocabulary.
- Academic vocabulary.
- Literature-related vocabulary.
- Frequently used words.
- Biblical vocabulary when appropriate.
- Content-area terminology.
- Increasingly advanced vocabulary for secondary students.

Word lists should progressively increase in complexity according to grade level.

The official lists and preparation expectations will be communicated to students according to the annual competition schedule.

English and Spanish Competitions

The English and Spanish Spelling Bees are separate academic competitions.

Each will follow the spelling, pronunciation, accentuation, and linguistic conventions appropriate to that language.

Because the rules governing spelling differ between English and Spanish, MCCA may establish language-

specific procedures for each competition.

Competition Procedures

Before each competition, students will receive instructions regarding the applicable rules.

Depending on the language and competition level, procedures may include:

- Pronunciation of the word.
- Repetition of the word upon request.
- Requesting a definition.
- Requesting the word in a sentence.
- Time permitted to begin spelling.
- Procedures for correcting oneself while spelling.
- Accent marks and other language-specific requirements.
- Elimination procedures.
- Tie-breaking procedures.
- Procedures for determining finalists and champions.

MCCA may publish more detailed annual competition rules separately from the Parent-Student Handbook.

Judges

MCCA will appoint qualified judges and appropriate competition personnel.

The judges are responsible for determining whether a word has been spelled correctly according to the official competition rules.

Questions regarding procedures should be addressed respectfully through the process established before the competition.

The decision of the designated competition officials will be final.

Student Responsibilities

Students participating in the Spelling Bee Program are expected to:

- Prepare diligently.
- Follow competition procedures.
- Listen carefully.
- Demonstrate academic honesty.
- Respect judges and school personnel.
- Encourage fellow participants.
- Demonstrate good sportsmanship.
- Accept results graciously.
- Represent MCCA with excellence.

Students should understand that the goal is not simply to win but to grow through preparation, perseverance, and participation.

Parent Partnership

Parents are encouraged to support students by:

- Helping establish regular practice habits.
- Encouraging students without creating unnecessary pressure.
- Reviewing word lists when appropriate.
- Celebrating effort, perseverance, and growth.
- Modeling respect toward judges, teachers, participants, and competition results.

Questions or concerns regarding the competition should be communicated through established MCCA communication procedures rather than addressed directly to participating students or judges during the event.

Academic Integrity

Students may not receive unauthorized assistance while competing.

Any form of cheating, signaling, prompting, use of unauthorized electronic devices, or other attempt to gain an unfair advantage may result in disqualification.

Recognition

MCCA may recognize student achievement through:

- Participation certificates.
- Finalist recognition.
- Division awards.
- English Spelling Bee Champion recognition.
- Spanish Spelling Bee Champion recognition.
- Recognition during school assemblies or award ceremonies.

Recognition should celebrate both excellence and faithful effort.

External Competitions

When appropriate opportunities are available, MCCA may select qualifying students to represent the school in external spelling competitions.

Selection and participation requirements will be determined by the Administration.

Participation in an MCCA competition does not automatically guarantee selection for an external event.

Christian Character and Competition

MCCA believes that healthy competition can provide opportunities for students to develop perseverance, discipline, humility, courage, and respect.

Winning should never become more important than Christian character.

Students are expected to honor Christ in both success and disappointment and to celebrate the accomplishments of others.

Biblical Foundation

“Whatever you do, do all to the glory of God.”

1 Corinthians 10:31

“Let your speech always be gracious, seasoned with salt.”

Colossians 4:6

G. GRADING SYSTEM

Grading Scale: *Student Grade Point Average (GPA) is based on a non-weighted 4.0 scale.*

	100-93 = A (4.0)	92-90 = A- (3.7)
89-88 = B+ (3.4)	87-83 = B (3.0)	82-80 = B- (2.7)
79-78 = C+ (2.4)	77-73 = C (2.0)	72-70 = C- (1.7)
69-68 = D+ (1.4)	67-60 = D (1.0)	Below 59 = F (0.0)

Grades entered under the following categories will not be factored into the GPA.

I = Incomplete	AU = Audit	E = Excellent
P = Pass	WP = Withdrew Passing	S = Satisfactory
F = Fail	WF = Withdrew Failing	N = Needs Improvement
T = Transfer		

1. Report Cards

Elementary: Report cards are distributed four times a year, approximately one week after the conclusion of each quarter. These may be sent by email, or they may be printed. Only the fourth quarter report card represents an official record of the student grades.

Secondary: Quarterly reports show how students are doing at the half-way point of the semester. Semester reports represent a weighted average of all grades that a student receives during the semester. Each quarter's grades have a weighted value of 40% and the semester final exam has a weighted value of 20%. Semester grades show on the student's permanent transcript.

2. Parent-Teacher Conferences

Mandatory parent-teacher conferences for all students will be held at the mid-way point of the first and third quarters. Additionally, formal parent-teacher conferences for students who have discipline issues or a grade below 70% (C-) will be held at the mid-way point of the second and fourth quarters. The MCCA office will call parents to set up the appointments and will call again to confirm the appointment.

3. Parent-Teacher Conferences by Parent's or Teacher's Request

Any other conferences besides the general ones planned need to be requested of the MCCA office by telephone or an email to office@mccamexico.org. Appointments will be made according to teacher's or administrator's availability. The appointment must be confirmed. No parent-teacher conferences will be available during school hours to avoid class disruptions.

4. Progress (Mid-term) Reports

A mid-term progress report for students who have a grade below a 70 in any subject or for those who have serious discipline issues will be sent to parents halfway through each grading period. Parents are encouraged to contact their child's teacher with any progress or disciplinary concerns.

H. BEHAVIOR GRADES

Primary students (grades K-2) receive a behavior grade on each report card that is based on their conduct measured by school rules and attitude toward the rules.

I. STANDARDIZED ACHIEVEMENT TESTS

Standardized tests given during first and fourth quarters provide outside input regarding each student's basic grade-level skills. These tests are required for each student enrolled at MCCA. Students unable to take standardized tests during the scheduled time may be required to reschedule testing for a Saturday; those who reschedule will be required to pay a testing fee as enumerated in the annual fee schedule.

J. ACADEMIC HONOR ROLL AND SPECIAL AWARDS

Academic and special awards include but are not limited to the following:

- **Academic Improvement** – awarded to any K-12 student who has shown significant improvement in a specific academic area.
- **Outstanding Academic Excellence** – awarded to any K-12 student whose annual report card in Junior High and High School shows grades 97 or higher and for Elementary 95 or higher per subject.
- **Academic Excellence** – awarded to any K-12 student whose annual report card in Junior High and High School shows grades of 90-96 and for Elementary 90-94 per subject.
- **Director's Honor Roll** – awarded to any secondary student who has a 4.0 average for the entire year on the semester reports.
- **"A" Honor Roll** – awarded to any High School student who has a 3.7 or better average for the entire year and who displays no grade less than A- on the semester reports. Also, to any Elementary and Junior High student who displays no grade less than A- on the semester reports.
- **"A" & "B" Honor Roll** – awarded to any High School student who has a 3.4 or better average for the entire year and who displays no grade less than B- on the semester reports. Also, to any Elementary and Junior High student who displays no grade less than B- on the semester reports.
- **Christian Character** – awarded to one student K-12 in each class (or grade level if there is no one) who best represents the Christian life-style and ethic. Teachers will consider all possible candidates to choose the most ideal ones.
- **Christian Service** – awarded to one student K-12 in each class (or grade level if there is no one) who best exemplifies a servant heart, both by word and by action.
- **Perfect Attendance Award** – awarded to all students who have a 100% attendance record (any tardy and/or any excused, unexcused, or partial day absence for any reason is a disqualifier).

K. ACADEMIC PROBATION

A student shall be placed on Academic Probation when the student has:

1. Failed any two classes in a semester or three in a year.
2. A semester average below 70 in three core subjects or any four subjects.
3. An English and/or EFL grade below 70
4. Failed a recovery course

Other factors to be considered are absences, teacher recommendations, perceived effort and attitude, English ability, and progress.

Academic probation is given per semester. The director or designee will write a contract with the specific conditions to be met, which will be signed by an academic administrator, the student, and the parents. This will allow teachers, the student, and parents to focus on the weak areas in order to reach the academic objectives that are lacking. Any student who does not fulfill the conditions of the academic probation contract may need to repeat a year; withdrawal may be recommended if it is determined that the student is not ready for the academic expectations of the next level.

L. PROMOTION, REPEATING A YEAR, OR LEAVING MCCA

In cases of academic probation, any decision regarding retention or promotion will be made collaboratively, taking into consideration the circumstances, parental concerns, and teacher expertise. If an impasse is reached, the ultimate decision will be made by the director.

Kindergarten and Grade 1

When a K–1 student does not meet grade-level objectives in native language development, second language acquisition, or has emotional, motor, or social maturity deficiencies, the situation will be examined collaboratively with the parents to determine the best educational option for the child (e.g. promotion with probation, repeating a grade-level, exploring other educational options where the student will have more opportunity for academic success).

Grades 2 – 12

If at the end of a school year a student has failed two or more core subjects, failed one core subject with an average of less than 70% in the remaining subjects, failed any three subjects, or failed the same core subject for two consecutive years, then one of the following options will be recommended:

- Successfully completing summer credit reclamation courses, either from an online source or with an MCCA-approved teacher.
- Repeating the grade level.
- Finding a more appropriate academic setting for student success.

Core subjects include Bible, English, Math, Science, Social St., Spanish, and electives required for graduation.

Factors to be considered when determining promotion or grade retention include the number of absences and times tardy, teacher recommendations, effort and attitude, English ability, and demonstrated academic progress.

Repeating a Grade

Kindergarten: Students will be held back if they do not exhibit necessary reading readiness skills, and/or age-appropriate developmental maturity.

First and Second grades: Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating a grade.

Third through Sixth grades: Failure of two major subjects (Math, English, Reading, Social Studies, and Science) will result in the necessity of repeating the grade. Reading below grade level can be considered a failure of a major subject.

Seventh through Eighth grades: Failure of two or more core subjects (English, Math, Social Studies, or Science) in one semester may be cause for placement in the same grade the following year.

The final decision for all recommendations for repeating a grade is made by the director.

Ninth through Twelfth grades:

High School Promotion Requirements:

High school (9 – 12) students are assigned to a grade level based on the number of credits they have earned. To earn a high school diploma, students must earn 24 high school credits by earning passing grades in 24 high school courses. [See specific courses required for graduation.]

--To be promoted to grade 10, students must earn a minimum of 7 credits.

--To be promoted to grade 11, students must have earned a minimum of 13 credits.

--To be promoted to grade 12, students must have earned a minimum of 19 credits

If a student fails a sequential course, he/she must take a credit-recovery course online during the summer.

M. RECOVERY OF FAILED SUBJECTS

Methods of recovery for failed classes are varied and may include any of the following: teacher assigned projects, written research assignments, exams, or administratively approved online courses or summer school. Any mutually agreed-upon option must meet grade level standards.

For GPA purposes, recovery grades are noted in official records, but they do not replace the original grades.

Recovery work is necessary in the following cases:

- Kindergarten and Grade 1: When it is determined that a student has not achieved academic mastery of the basic skills necessary for success in the next grade level, summer classes or tutoring will be recommended.
- Grades 2 – 6: When an accumulative grade of N or F is received in a core subject or if it is determined that grade level objectives have not been met, the teacher will assign a summer work plan that will assist the student to master the material or summer school will be assigned.
- Grades 7 – 8: When a cumulative grade of less than 60% is received in EFL or in any core subject, credit recovery will be mandated. Failure to comply with credit recovery guidelines will result in repeating the failed course and promotion will be delayed.
- Grades 9–12: When a cumulative grade of less than 60% is received in any semester for EFL, any core subject, any course required for graduation, or for any elective so as to deny the accumulation of the requisite credits for graduation, then credit recovery will be mandated. Failure to comply with credit recovery guidelines will result in repeating the failed course and promotion will be delayed.

Note: At any grade level, if a student fails EFL, an internal or approved external tutoring program will be mandated.

The school administrator, collaboratively with teachers and the student's family, will make the final decision as to the assigned method for credit recovery. All credit recovery methods will be assessed a fee.

Credit Recovery deadlines

- a. Recovery courses that require an exam must be completed before the last full week of July.
- b. Recovery work that requires the evaluation of projects and/or written assignments must be handed in to the teacher no later than July 31.
- c. Recovery work for the first semester must be completed before the second semester begins, unless the assigning teacher deems that the recovery may be done concurrently with the new course or course level. In any event, recovery must be completed before the end of January.

Consequences for incomplete or late credit recovery

- a. If a student does not hand in the credit recovery work by the designated date, the Director or designee will communicate with the parents and inform them of the steps to be taken.
- b. For each week late, 15 points will be deducted from the final grade.
- c. The student will work during break, lunch recess, study hall, or after school until 5:00 PM until the work is completed. There will be an associated fee for after school study.
- d. If the student does not hand in the recovery work within 3 weeks, it is considered failed

Consequences for failed credit recovery for grades 2 – 12:

- a. Failed credit recovery will be recorded in the official files.
- b. Those who fail or do not complete credit recovery will be placed on academic probation; promotion or graduation may be delayed.
- c. School administration, parents, and when appropriate students, will collaboratively make decisions on promotion/retention, study plans, and procuring extra-curricular study help. If the decision is promotion, then parents and secondary students must sign an agreement committing to the plan of action that has been put into place to help them reach grade level expectations.
- d. If the student fails or does not hand in credit recovery work for the same subject for two consecutive years, that student will repeat the course and graduation will be delayed.

N. ACADEMIC RECORDS

Any student who requests official records must provide a written request and pay the required fee no less than one week in advance. Records may be picked up at the main office one week after the request has been placed or they

can be mailed for an additional fee. Records are provided only for a student's time at MCCA, not from another institution. Upon transfer, each K-11 student may receive two official copies free of charge - one personal and one for the requesting school. Each graduating (12th grade) student may receive up to four sets of official records free of charge - one personal and three for college applications. Charges will apply for additional copies, reprinting of transcripts, apostilles, mailing, and other services. These fees will be set annually.

O. GRADUATION REQUIREMENTS

Bible	4 (½-credit for each semester enrolled)
English	4
Mathematics	3
Social Sciences	3
Science	3
Foreign Language	3 (4 for Mexican Nationals)
Health & Phys. Ed.	1.5
Fine Arts	1
Electives	1.5 (at least one credit on-line or IT-related)
Minimum Grad. Requirements	24

MCCA requires a minimum of 24 credits for graduation. One credit is equivalent to 120 contact hours. Without taking outside course work, students may take up to 32 credits over a four-year period. It is expected that high school students will make use of the flexibility that MCCA offers to take online courses, participate in at least one major community service program, and to take advantage of dual enrollment or AP® options.

P. SENIORS AND GRADUATION CEREMONY

Seniors will have the opportunity to replace a regular MCCA course with an AP course (maximum three). MCCA staff reserves the right to refuse any student request to substitute an AP course for a regular MCCA course if they believe it to be in the best interest of the student/teacher. Non-native English speakers must demonstrate a score of at least 95 on the TOEFL prior to taking an AP course. If the student has taken AP courses on their own and has demonstrated their ability to score high on the exams, this requirement may be waived. Students interested in enrolling in an AP course must notify the director and lead teacher of their desire to enroll before the first two full weeks of class have passed. (MCCA AP Course Policy).

Seniors will have the opportunity to have their second semester final exams one week before the rest of the high school to allow time for the MCCA Office to be ready to turn in their documents the week following the graduation ceremony.

During the week following their finals, seniors need to attend MCCA to serve Community Service and to practice the Graduation Ceremony. This week still counts as part of the school year. They need to continue following the dress code and work on their final details for videos, speeches and college applications. Their arrival and dismissal time will be the same according to the schedule of this special week.

The Graduation Ceremony will preferably be at the MCCA Facility unless the 12th grade students and parents have another facility that can serve this purpose. The administration will be in charge of the gowns, caps, tassels, honor chords, diplomas, cake and the ceremony. Parents will be in charge of any food served after the ceremony and the decoration of the venue.

4. BEHAVIORAL EXPECTATIONS

At MCCA we strive to encourage and model biblical standards for speech, conduct, and attitude. We also desire that each student pursue a lifestyle of moral and **sexual** purity. All students from grades 5 – 12 must sign the student honor code annually or meet with the director to explain concerns.

STUDENT HONOR CODE

I, as an MCCA student, agree to obey the school rules as set forth in the student Handbook. Since I desire that there be a positive atmosphere at MCCA, and so that learning and growth can freely occur, I also agree to the following:

1. *I will honor and respect myself, all MCCA administrators, teachers, staff, and fellow students in the way I address others, in my tone of voice, my choice of words, and my non-verbal communication.*
2. *I will practice honesty and integrity in all I do. I will not copy another's work and put my name on it. I will not plagiarize. I will not lie to save face or to protect myself or others. I will not falsify signatures. I will not use the internet and social media to harm myself and/or others.*
3. *I will respect school property; I will not deface or damage desks, walls, equipment, books, or the property of the school or others. I will respect myself and others during the time I am at the MCCA facility by following honorable behavior.*

If I feel my rights have been violated, I will look for an appropriate time, place, and manner to work out the problem. I will avoid words or actions that others might find offensive, and I will strive to be a role model to the younger students.

For the benefit of all students, faculty, and staff, the following expectations have been established:

1. HONOR AND RESPECT

1. Students will be courteous to each other, to all faculty and staff, and to any visitors.
2. Students will address adults with respect and by proper title (Miss, Mrs., Ms., Mr.). Using first or last names only is not appropriate at school.
3. All communication should be respectful and with the purpose of building each other up. No swear words, crude vocabulary, verbal or non-verbal aggression, or damaging insults are permitted.
4. All personal property and decorations must be in keeping with Christian principles and the MCCA philosophy, including screensavers, notebooks, locker decorations, book covers, clothing, etc.
5. Students may not be involved in any physical romantic relationships at MCCA.
6. Students will use the internet and social media correctly, respectfully, and honestly, taking care to not harm others and themselves with their behavior. This includes all the “chats” the students are involved in (Instagram, tik tok, WhatsApp, etc.). The students will not use cell phones or any other devices during class time to send messages, to call someone or play games.

2. ACADEMIC HONESTY

All students are expected to adhere to principles of academic honesty and must not imply or indicate that someone else's knowledge or work is their own. Plagiarism includes copying an answer from someone else's paper or from an answer key, copying part or all of a homework assignment, having someone else do their work, and copying any part from a book, magazine, or any resource, including the Internet, without giving proper credit. Borrowed words or ideas must be cited correctly. Failing to credit the work of another is dishonest and is considered cheating. Any act of academic dishonesty will be dealt with according to policy.

3. DRESS CODE

1. All students, faculty and staff, and parents are expected to dress within the standards of Christian modesty. An individual's dress and personal appearance should reflect sensitivity to and respect for others. Each student is expected to be neat, clean, modest, and appropriate. Students will be asked to change if they come to school dressed in offensive or inappropriate clothing.
 - a. Monday – Thursday Dress Code: Monday - navy blue polo shirt with logo. Wednesday - gray polo shirt with logo. Tuesday and Thursday - a solid or striped polo shirt. The shirts will be worn with jeans, khakis, or knee-length jean or khaki shorts. Girls who wish to, may wear knee length skirts with a polo shirt.

- b. Friday Dress Code: Pants and shorts requirements are the same as other days, but students are permitted to wear t-shirts without advertising. The girls may wear knee length or longer dresses
 - c. Students may NOT wear leggings at any time.
2. Students representing MCCA outside of the school grounds are expected to follow the MCCA dress code or dress according to the guidelines set by the teacher chaperoning the event. Students will wear the white polo shirt for field trips, community service and special events.
 3. Any student or group that wants to design a shirt, sweatshirt, or jacket for school use must have the design pre-approved by the administration.
 4. Clothing and lunch containers should be labeled with the student's name.
 5. PE Class: Students must wear sweatpants or appropriate shorts, a t-shirt, and good athletic shoes with socks. Hats may be worn outside for PE; dangling earrings and metal jewelry must be removed. During PE days, the students will arrive with the daily uniform and bring their sports clothes separately. They will have enough time to change into their clothes for PE class.
 6. Although this is not an inclusive list, the following guidelines will be used when determining acceptable dress at MCCA. If a student is not following these guidelines, then disciplinary steps will be followed.
 - a. Clothing should be clean, complete, and not torn, ripped, or scuffed.
 - b. Clothing should fit comfortably and modestly – not too tight, too loose, or have extremely open necklines. No thin-strapped or sleeveless blouses or shirts are allowed.
 - c. No bare midriffs or underwear may show.
 - d. Skirts and shorts should be knee length and should rise to no more than 4 inches from the bend of the knee to the hem, while sitting.
 - e. Shirts or pants may not have large wording or advertising; however, small logos on a shirt pocket or sleeve are acceptable. No clothes or jewelry with offensive or divisive messages, lettering, or pictures are allowed (e.g. propaganda for alcohol, tobacco, drugs; suggestive or sexual connotations; astrological or satanic themes).
 - f. Flip-flops or any non-secured shoe without a closed heel or heel strap may not be worn. Athletic shoes should be worn while on the playground equipment, soccer field, or for any sports or activities.
 - g. Hair should be neat and clean with no extreme hair styles. Dyed hair should be only natural colors.
 - h. Hats, caps, hoodies, sun glasses, or bandanas may not be worn inside the building without special permission.
 - i. No visible body piercing jewelry is allowed on exposed areas, except for girls who wear pierced earrings.
 - j. Junior High and High School girls will be allowed to use nail polish, but keeping the nails no longer than 5 mm from the fingertip for safety reasons. Elementary students are not allowed to use nail polish and they need to keep their nails short and clean. MCCA boys are not allowed to use nail polish, and you must keep your nails short and clean.

4. SUPERVISION and SAFETY

1. When school is dismissed in the afternoon, all students will remain seated in the basketball court located at the main level of the facility until their ride arrives.
2. Students must have a parent's permission email to change their authorized mode of transportation for leaving school. Parents need to send an email to office@mccamexico.org no later than 3:00 pm.
3. Unsupervised students are not allowed on campus before 8:00 a.m. or after 3:45 p.m. Monday, Wednesday, Thursday and Friday and after 2:55 pm on Tuesday.
4. Students should not be in any area without supervision or permission.
5. Students should walk (not run) in school buildings and walkways.

6. Grassy areas should be avoided when the ground is wet or muddy.

5. CAMPUS EXPECTATIONS

1. Classrooms and campus areas should be kept neat and clean. No littering or leaving things in unauthorized places. Textbooks or personal supplies left out overnight will be placed in the *Lost and Found* bin. A full replacement cost plus shipping and handling will be charged for any books that are damaged. The school will not be responsible for any personal electronic devices (i.e. laptops, tablets, cell phones, etc.) left on campus overnight.
2. Food is to be eaten only in designated areas and at designated times. No energy drinks are allowed.
3. Normally, no headphones for personal device entertainment are allowed during school hours or study hall. They may be allowed only with the permission of the teacher in charge.
4. The school provides padlocks for student lockers. It is the students' responsibility to keep their locker doors securely closed and locked.
5. Students are expected to keep their textbooks and school supplies in their lockers. For safety, students are not allowed to leave their backpacks in any area where a student, teacher or staff member may walk. This includes hallways, stairs, entrance doors, field, courts, and occupying seats.
6. Students are expected to keep their cubbies or lockers clean and free of unnecessary items including containers with food. No stickers, paint, or non-removable decorations are allowed on or in the cubbies or lockers.
7. Students staying after school need to leave their possessions in the designated areas.
8. All textbooks are required to be checked out, covered, and have the student's name written in the proper place. Students will be charged for damaged or lost textbooks. Covers must be put on in a way that does not damage the book.
9. Students should not write in books or store paper in them.
10. Defacing or damaging school property or equipment in any way is not allowed. The person(s) involved will be charged for the damage. When it is impossible to know the specific person involved, group responsibility may be assigned.
11. No kicking, bouncing, or throwing balls inside the buildings.
12. Guns, knives, and other weapons are not allowed on campus for any reason.

6. CLASSROOM EXPECTATIONS

1. At the beginning of the year, each teacher will establish classroom rules and procedures that are appropriate for that class.
2. Students are expected to be in class on time with all necessary materials.
3. Students are to participate in classroom activities and follow class rules.
4. Students must comply with the Student Cell Phone Collection and Secure Storage Policy. Personal communication devices must remain in the school-approved secure storage system throughout the school day unless a teacher or administrator authorizes temporary instructional use.
5. Except for special classroom parties or events, no food or drink is permitted in the classrooms. Wide mouth water bottles with a lid may be used.

7. PLAYGROUND RULES

1. Use the playground equipment appropriately.
2. Return balls and equipment to the proper place. The balls that are kicked out of the facility need to be replaced by the student who lost or destroyed the ball.
3. Pick up trash after break and lunch.

8. SERIOUS CONDUCT OFFENSES

The following are considered serious conduct offenses and will not be tolerated:

1. Stealing, cheating, lying, plagiarism, or any other dishonest behavior.
2. Cristo1
3. Any form of sexual harassment.
4. Personal demonstrations of affection. Do not invade personal space. (For example, a couple kissing or hugging each other).
5. The use of profane or obscene language or behavior.
6. Possession of firecrackers, firearms, knives, matches, cigarette lighters, vapers, laser pointers, or other dangerous items or look-alikes on campus or at MCCA-related functions.
7. Possession or use of harmful or illegal drugs.
8. Possession or use of tobacco or alcoholic beverages on campus or at MCCA-related functions.
9. Possession or use of pornography on campus or at MCCA-related functions.
10. The misuse of the internet and social media. The misuse of social media sending offensive messages to any member of the MCCA community that causes an adverse testimony for the school. Any kind of cyberbullying.
11. Any action on or off the MCCA campus that creates an adverse testimony for the school.

9. DISCIPLINE PROCESS

A. PARENT ROLE

As MCCA focuses on the formation of the whole student, collaborative parental input and support is desired. Here are a few basic guidelines:

1. Parents are expected to counsel their own child wisely to handle normal peer conflict in a godly way. When this advice does not produce positive results, parents should contact the school for support.
2. No parent should approach another student to handle any school-related discipline issue. Contact the school office so they can deal with the issue.
3. If a parent chooses to communicate with another parent regarding a behavior or discipline issue involving their children, all communication should be handled prayerfully, and the truth must be said in love with the purpose of building up.

B. DISCIPLINE POLICY AND PROCEDURE

MCCA desires to work with students and parents on character formation and the educational process. It is expected that students will abide by MCCA rules and policies. Should a discipline problem arise, specific steps will be followed. Occasionally, situations may occur that cause the school to override policy and immediately take whatever action is deemed necessary.

When there is a minor disciplinary concern, the teacher will counsel the student and will take appropriate action. Depending on the situation, a disciplinary notice may or may not be sent home. Parents will be notified when a student fails to correct repeated minor infractions or violates any major rule. A cumulative discipline record is kept for each student in the main office.

ELEMENTARY (Kindergarten through 6th Grade)

Issues dealing with student responsibility and minor behavior problems will be dealt with by the classroom teacher on a day-to-day basis according to classroom rules and procedures. Any student who shows repetitive misbehavior or is involved in behavior that is more serious (e.g. vandalism or fighting) will meet with the director who will determine what consequences the behavior merits. In these cases, parents will be notified, and a report will be placed in the student's file. If the problems persist, the director will request a conference with the parents to determine the next step (e.g. behavior probation or even a suspension). Behaviors classified as a serious conduct offense will receive the consequences set forth in Section 4 below.

1. Teachers will make every effort to set up the classroom, break areas, schedules, and seating arrangements in such a way as to prevent as much disruption as possible.
2. Teachers will post and clearly explain three to five key classroom rules. These rules will be reviewed weekly or whenever necessary.

3. In the event of misbehavior, the teacher will quietly talk to the children involved and give verbal correction with explanation.
4. If the misbehavior continues, the student(s) will be disciplined according to the teacher's approved classroom discipline plan. Parents will receive a copy of this at the beginning of the school year.

ELEMENTARY DISCIPLINE STEPS

1. The teacher will first counsel with the student.
2. The teacher will give a warning with an explanation. Depending on the type of disciplinary problem, several warnings may be given before consequences are enacted.
3. The teacher will give a school-approved punishment.
 - a. Punishment should be a rare occurrence in a well-managed class.
 - b. In the event of punishment for a minor offense, the teacher will make a note in the student's daily planner.
 - c. In the event of punishment for a serious offense, parents will be notified by the school office, and a notice will be placed in the permanent record.

SECONDARY DISCIPLINE STEPS (Grades 7-12)

For Grades 7-12, two categories of consequences are given by faculty and school staff to encourage student responsibility and godly character. The purpose of any disciplinary consequences is to change the undesired behavior. The two discipline procedures for Secondary students (Junior High and High School) use as a consequence of the two offense categories are the following:

Lunch Detention

This consequence is given after warning the student of the undesired behavior.

- a. Lunch detention is served during lunch time on a designated day from 12:15-12:50
- b. The students are allowed to heat up their lunches and then go to the designated classroom.
- c. Students are allowed to eat their lunches but they cannot use any electronic device or headphones during this time.
- d. After three lunch detentions the student will serve an after-school detention.

After-school detention

This consequence is given after three lunch detentions in one quarter or the student's behavior is categorized as a Serious Conduct Offense (see Section V subsection H)

- a. After-school detention is served on a designated weekday from 3:20-5:00 PM. An administrative fee will be charged and must be paid in order to serve the detention. If the student fails to provide the fee on the assigned detention day, the student will not be permitted to serve the detention that day, and it will count as a "failure to attend an after-school detention" (see below).
- b. Failure to attend an after-school detention will result in an additional detention being assigned, meaning that the student will be required to serve two detentions.
- c. Failure to serve the originally assigned detention plus the second detention will result in a suspension. Parents will have to meet with the director or designee before the student returns to school.

The following is a list (though not all-inclusive) of the undesired behavior.

Category A – Student Responsibility

1. Disobeying a teacher or staff member
2. Being late to school or class

3. Dress code violation
4. Repeatedly not being prepared for class
5. Repeated violation of the English-only policy
6. Eating in class or in the library
7. Using electronic devices incorrectly or without permission

Category B— Student Character Formation

Any serious offense as listed as follows:

1. Stealing, cheating, lying, plagiarism, or any other dishonest behavior.
2. Harassing, intimidating, hitting, fighting, or bullying of any kind.
3. Any form of sexual harassment.
4. Personal demonstrations of affection (for example a couple kissing or hugging each other).
5. The use of profane or obscene language or behavior.
6. Possession of firecrackers, firearms, knives, matches, cigarette lighters, laser pointers, or other dangerous items or look-alikes on campus or at MCCA-related functions.
7. Possession or use of harmful or illegal drugs.
8. Possession or use of tobacco or alcoholic beverages on campus or at MCCA-related functions.
9. Possession or use of pornography on campus or at MCCA-related functions.
10. The misuse of the internet and social media. The misuse of social media sending offensive messages to any member of the MCCA community that causes an adverse testimony for the school.
11. Any action on or off the MCCA campus that creates an adverse testimony for the school.

1. **Consequences for Category A offenses**

- a. If counseling fails to change a student's behavior, repeated violations will result in a lunch detention.
- b. After three lunch detentions, parents will be notified that the student will be assigned an after-school detention. There is a fee for each after-school detention served.
- c. After two after-school detentions, parents will be called in for consultation. Behavioral probation may be recommended. If this is the case, the student will automatically lose the scholarship given to him. Review Behavioral Probation in section VI subsection C.
- d. If three after school-detentions are served in one quarter, the student will serve an in-school suspension.
- e. Every semester a new slate begins for Category A offenses.

2. **Consequences for Category B offenses**

- a. Normal consequences include the following actions:
 - An after-school detention
 - An in-school suspension
 - A suspension
 - A loss of certain privileges
 - A parent conferences
 - Behavioral probation (Section VI, subsection C)
 - Work detention or special assignments
- b. If a serious conduct violation occurs, the director will ponder if it is necessary to skip any preliminary step and give the student a suspension, a behavioral probation or may be asked to voluntarily withdraw or face expulsion.
- c. If serious conduct violations persist, a student may be asked to voluntarily withdraw or face expulsion.
- d. Any required restitution will be billed to the family.
- e. An after-school detention will be assigned and served; parents will be notified and they must pay the after-school detention fee. The related fee as enumerated on the annual fee list must be paid at the time

of service.

- f. A parent conference may be required if a second Category B detention is served in the same semester, especially if no teachable attitude or improvement is evident.
- g. After a third Category B after-school detention has been served, the next violation will result in an in-school suspension and a behavioral probation plan will be implemented.
- h. If a student does not follow or respond to the behavior probation plan, an out-of-school suspension may be assigned.
- i. If Category B violations continue, and if there is no positive response to progressive consequences, the student may be asked to withdraw.
- j. Fighting and criminal offenses will be dealt with more severely and preliminary steps in the disciplinary process may be skipped.
- k. In the case of the internet and social media. Parents will be called, a letter addressed to the parents will be given with the description of the incident, the suspension time, and the behavioral probation time.
- l. If a student is given a suspension, the assignments given at that time will be graded as zero.

Consequences for a Specific Case

Cheating and/or Plagiarism

A zero will be given on any assignment where plagiarism or the copying of another's work took place, or for using a media (for example, AI) to skip the responsibility of doing the homework. This grade will be for the one who copied and the one who allowed the work to be copied. Parents will be notified by a letter that must be signed and returned. A category B detention is given.

If a student and parent feel there are grounds for appeal, an appeal committee consisting of the director and another faculty member will be formed to decide if a major assignment can be redone for partial credit. If anyone is caught cheating more than once, appeals will generally not be accepted.

C. BEHAVIORAL PROBATION

1. Invoking probation: Students who are not meeting MCCA conduct standards may be placed on behavioral probation by the director or designee. Initially, the length of probation will be set at 18 weeks; however, behavioral progress will be reviewed periodically, and the time may be shortened or lengthened accordingly.
2. Any student in Behavioral Probation will lose the scholarship given to him.
3. Possible causes of probation:
 - a. Any serious conduct offense.
 - b. Failure to comply with MCCA disciplinary procedures.
 - a. Inability to adapt to the school philosophy and expectations. One way to measure this is the number of detentions received by the student. More than 9 lunch detentions or two Category B detentions in a semester merits consideration for behavioral probation.
4. Notification of probation and plan for correction
 - a. Parents will receive a letter from the director or designee explaining the reasons for probation, a specific action plan, and conditions for removal from probation.
 - b. A conference will be scheduled to discuss the situation.
 - c. A copy of the letter and action plan will be placed in the student's file.
 - d. By monthly letter (more often if necessary), the school will keep parents informed as to the student's progress throughout the probationary period.
 - e. Any student placed on behavioral probation must relinquish positions of trust and responsibility (e.g. student council office, activity leadership roles, etc.) for the remainder of the semester.

5. Successful completion of probation or departure

- a. All cases of behavioral probation will be reviewed each semester.
- b. For successful completion of probation, the action plan must be completed and there must be a positive teacher recommendation.
- c. Failure to correct behavior or complete the improvement plan may result in any of the following actions by the school:
 - Probation may be extended.
 - The student may be suspended.
 - The student may be asked to withdraw from MCCA.
 - In the most serious instances, the student may be expelled.

6. Readmission

A student who has withdrawn or been expelled after behavioral probation may apply for readmission after a full semester absence or the beginning of the next academic year. For readmission the student must have administrative approval.

D. IMMEDIATE WITHDRAWAL

1. Students who have repeatedly committed serious conduct offenses may be asked to withdraw from MCCA immediately, depending on the level of danger, risk, influence on others, effect on integrity and safety of others, perceived desire to change, and past conduct history.
2. If parents do not accept the recommendation to withdraw the student may be expelled immediately.

10. SPECIAL EVENTS, SALES

A. SPECIAL EVENTS

1. Field Trips: Student-Chaperone ratio should be 4-1

All field trips are considered part of the curriculum and are approved by the director. Any student who does not participate in a field trip will be marked as absent according to school policy.

When on a field trip, students must remember that they represent MCCA and that they serve as Christian witnesses to the community. As such, students are expected to act in an orderly manner with respect and courtesy to others. Dress will be appropriate for the event.

Except in the rarest circumstances, parents will be notified of a field trip no less than two weeks before the event. In many cases the event will be on the class calendar at the beginning of the semester. This provides ample time for any parental inquiry prior to a trip. If for some reason a student is unable to participate in a field trip, the teacher must be notified at least 2 days prior to the activity so that alternative assignment arrangements that coincide with trip objectives can be made.

2. Parties and Social Events -

In grades Pre-K – 6, student birthdays may be celebrated the last 30 minutes of the school day in the cafeteria or the elementary basketball court with teacher permission. The office/director should be informed at least one day in advance of the celebration. Teachers should not be asked to organize birthday parties.

For out-of-school parties, when the entire class or all the boys or all the girls will not be invited, invitations may not be handed out at school. Do not send non-inclusive invitations to school because they will be returned.

In grades 7-12, any birthday celebrations or other parties, with the permission of the administration, should be held at lunch or during morning break. Class time will not be taken for parties.

3. Activities and Traditional Celebrations

All special activities and traditional celebrations are part of the curriculum, and thus are part of the learning process. All students and staff participate in the planning of these events and parents and friends are invited to attend. Special events include, but are not limited to Mexican Independence, Christian Character Day, Thanksgiving Celebration, Christmas Program, Science Fair, International Family Day, Spring Program & Talent show, and the year-end Awards and Graduation Ceremony.

4. MCCA Programs at Other Sites

When MCCA programs are held at churches or other sites, we ask our MCCA community to be especially careful to show respect and to be a positive testimony. Parents are asked to be responsible for the behavior of their children. Care should be taken to leave the rented or borrowed location in good condition.

B. SALES

Only sales that benefit MCCA or student groups such as Student Council may take place on MCCA property. Neither MCCA nor its property may be used for personal fundraising.

11. STUDENT ACTIVITIES AND SERVICES

A. CHAPEL/SMALL GROUPS

Weekly chapel services and/or small group activities are part of the curriculum. Chapel is teacher or student-planned. Its purpose is to provide the student body and staff with a community time of teaching, worship, fellowship, and prayer. It is a leadership development opportunity.

B. SPIRITUAL EMPHASIS CAMP/RETREAT

At least once a year there is a spiritual emphasis retreat, camp, or mission event during which special speakers challenge students to stretch their relationships with God. These events are part of the curriculum and attendance is expected whenever possible. These events are generally held off campus. In some cases, there may be a fee to help underwrite the cost of the event.

C. COMMUNITY SERVICE AND SERVICE-LEARNING PROGRAM

Purpose

Community service is an important expression of MCCA's mission to develop students who know, love, and serve God and who use their gifts to serve others.

Following the example of Jesus Christ, who “came not to be served but to serve” (Mark 10:45), MCCA provides students with opportunities to serve within the school and the broader community through meaningful acts of compassion, responsibility, stewardship, leadership, and service.

Community service at MCCA is therefore more than the completion of volunteer activities or required hours. It is part of the school's commitment to developing **servant leaders** who understand that their abilities, knowledge, time, and resources can be used for God's glory and the good of others.

Service-Learning Philosophy

MCCA seeks to connect meaningful service with student learning and Christian formation.

Whenever appropriate, community service experiences should help students:

- Recognize the needs of others.
- Develop compassion and empathy.

- Practice responsibility and teamwork.
- Use their gifts and abilities to serve others.
- Develop leadership through service.
- Engage respectfully with people from different backgrounds.
- Connect classroom learning with real-world needs.
- Reflect biblically upon justice, mercy, compassion, stewardship, and service.
- Understand Christian leadership as service rather than status.

Students should approach service with humility and dignity toward those being served. Community service should never portray individuals or communities merely as projects or opportunities for students to fulfill requirements.

Who Participates

MCCA may provide age-appropriate community service and service-learning opportunities across grade levels.

Specific requirements may vary according to:

- Grade level.
- Academic program.
- Student leadership responsibilities.
- Graduation requirements.
- Availability of appropriate service opportunities.

High School students are expected to participate in community service as part of their preparation for graduation and development as servant leaders.

Types of Community Service

MCCA recognizes both **internal school service** and **external community service** when appropriately approved.

Internal Service

Service within the MCCA community may include:

- Campus cleaning and beautification.
- Painting or improvement projects.
- Assisting teachers with approved projects.
- Tutoring or mentoring younger students.
- Reading with Elementary students.
- Library assistance.
- Supporting school events.
- Translation assistance.
- Technology assistance.
- Student leadership service.
- Other approved activities that benefit the MCCA community.

External Service

Community outreach may include:

- Food distribution and feeding ministries.
- Service to vulnerable individuals and families.
- Children's ministries.
- Community development projects.
- Environmental stewardship.
- Approved church or ministry service.
- Mission outreach.

- Service through nonprofit organizations.
- Other projects approved by MCCA.

External organizations or projects must be approved by the Administration before they are considered official MCCA service activities.

School-Sponsored Community Service

When MCCA organizes a community service activity, it is considered an official school activity.

Students participating in school-sponsored service are expected to:

- Arrive on time.
- Participate for the entire assigned period.
- Follow instructions from teachers, staff, and authorized supervisors.
- Complete assigned responsibilities.
- Demonstrate respect toward the people and organizations being served.
- Care responsibly for facilities and equipment.
- Maintain appropriate language and behavior.
- Follow MCCA safety expectations.
- Represent Christ and MCCA with excellence.

All applicable MCCA behavioral expectations remain in effect during community service activities, including those occurring away from campus.

Dress Expectations

Students participating in school-sponsored community service must follow the dress expectations communicated by MCCA.

As established in the MCCA Dress Code, students representing the school during community service and other designated off-campus activities will normally wear the **white MCCA polo shirt**, unless the supervising teacher or Administration provides different instructions appropriate to the activity.

Student Responsibilities

Students are expected to approach service with a willing and respectful attitude.

Students shall:

- Participate actively rather than merely be present.
- Complete assigned responsibilities faithfully.
- Treat all individuals with dignity.
- Follow safety procedures.
- Respect cultural and socioeconomic differences.
- Maintain appropriate confidentiality when circumstances require it.
- Avoid taking photographs or videos unless authorized.
- Follow instructions regarding interaction with children or vulnerable individuals.
- Demonstrate honesty when reporting service participation.

A student's behavior during community service may be addressed through the regular MCCA discipline process.

Parent Responsibilities

Parents are encouraged to support their child's participation in community service by:

- Reinforcing the biblical importance of serving others.
- Supporting participation in approved projects.
- Helping students arrive prepared and on time.

- Providing required permission when applicable.
- Supporting transportation arrangements when requested.
- Encouraging students to serve with humility rather than merely fulfill a requirement.

Parents should communicate directly with MCCA when circumstances prevent a student from participating in a required school-sponsored activity.

Approval of Independent Service

When MCCA permits individually arranged service to count toward a school requirement, students should receive approval according to the procedures established by the Administration.

Approval may consider:

- Nature of the organization.
- Type of service performed.
- Student safety.
- Age appropriateness.
- Alignment with MCCA's mission and Christian values.
- Ability to verify the student's participation.

Completing an activity independently does not automatically guarantee that it will be recognized as fulfilling an MCCA service requirement.

Documentation and Verification

When community service participation or hours must be documented, students are responsible for maintaining accurate records.

Documentation may include:

- Student name.
- Date of service.
- Organization or ministry.
- Description of service.
- Number of hours when applicable.
- Name and signature of the supervising adult.
- Additional verification required by MCCA.

Students must submit documentation by established deadlines.

Falsifying community service records constitutes dishonesty and will be addressed according to the Student Honor Code and discipline policy.

Service-Learning Reflection

Whenever appropriate, students may be asked to reflect on their service experience through:

- Classroom discussion.
- Journaling.
- Written reflection.
- Devotional reflection.
- Presentations.
- Group discussion.
- Connection to an academic project.

Students may be encouraged to consider questions such as:

- What did I learn about the people or community I served?
- What did I learn about myself?
- How did I use my gifts to serve others?
- What did this experience teach me about compassion and humility?
- How does Scripture shape the way I understand service?
- How can I continue serving beyond this particular activity?

The purpose of reflection is to help students move from simply **doing service** to developing the character and perspective of a **servant leader**.

Safety and Supervision

Students participating in school-sponsored community service remain under MCCA supervision and must follow all applicable safety procedures.

Students may not leave the designated service location without authorization.

When transportation is provided or coordinated by MCCA, students must follow all school transportation expectations.

Parents may be required to provide permission for off-campus activities.

Community Partnerships

MCCA may establish ongoing relationships with churches, ministries, nonprofit organizations, and community organizations that provide meaningful opportunities for student service.

Partnerships should support MCCA's mission, provide appropriate opportunities for students, and maintain reasonable standards for student safety and supervision.

The Administration retains responsibility for approving official community service partners.

Graduation Connection

Community service is part of MCCA's broader expectation that High School students develop as responsible and compassionate servant leaders.

As currently stated in MCCA's Graduation Requirements, High School students are expected to **participate in at least one major community service program** during their High School experience.

Specific service expectations, documentation requirements, and approved opportunities may be communicated annually by the Administration.

Seniors

Community service may continue through the final weeks of Grade 12.

The handbook currently establishes that during the special week following senior final examinations, seniors continue attending MCCA for **Community Service and Graduation Ceremony preparation**. This week remains part of the official school year, and all applicable school expectations continue to apply.

Biblical Foundation

“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”
Mark 10:45

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

“Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.”
Matthew 5:16

D. HEALTH AND EMERGENCIES

Before starting classes, each new student needs proof of a physical exam signed by a physician that shows that they can be in school with no negative consequences to others. The exam should occur not more than 3 months prior to the beginning of the school year.

The school must have up-to-date records on file regarding the family medical needs, insurance plan, and emergency contact information.

Students must not be sent to school or school events if they:

- Have had a fever within the last 24 hours
- Have vomited within the last 24 hours
- Have an infectious illness, disease or condition (e.g. virus, rash, severe cold)
- Have untreated lice

If any of these conditions are exhibited at school, a parent or responsible party will be called to take the student home.

Parents, before sending a child(ren) to the school, will check his/her health condition: temperature, headache, throat soreness/redness, runny nose, or any other symptoms that show that your child(ren) is/are getting sick. Please do not send him/her to the school especially if he/she has respiratory problems or fever. Please let the office know if your son/daughter needs to stay at home. Families who suspect or confirm they were in contact with a person with COVID-19, will need to quarantine for three days to confirm the family is healthy. If COVID-19 is confirmed, the student needs to be quarantined for at least five days and a doctor's note or negative test indicating the student's recovery is required to return to MCCA.

Any medication that a child must take during the school day is to be delivered to the school office upon arrival at school along with a signed note from the parents. The medication needs to be in a secure, labeled container. Written instructions must include the following:

- *Student name*
- *Medication name*
- *Exact instructions for administration (including number of units, times, and duration of administration)*

Any medication authorized by phone needs to be confirmed by an email from the parents.

Confidentiality: Sometimes cases of an active sexual life, use of illegal drugs, alcoholism, struggles with anorexia, bulimia, depression, paranoia, and other issues may come to light during the school year. According to Mexican professional medical code, not only doctors but all health personnel that support the doctors must keep this information confidential. Each year parents are given the opportunity to authorize MCCA to inform them of any conduct that involves serious health or emotional risk, regardless of the student's request for confidentiality.

E. VISITORS

All visitors must register at the office. If parents are coming to see a teacher, an appointment should be requested. To minimize disruptions, parents are generally not allowed into the academic area of the school except for special events or by arrangement. Except in the case of an emergency, classes will not be interrupted. If a friend plans to attend classes with a student, permission should be requested from the director at least one day before the visit, and the classroom teacher must approve the visit. For regular parent volunteers and substitute teachers there is a required Child Safety Course to complete and a policy form to be signed.

Parents who arrive early to wait for their children/ren for dismissal time, please wait for them in the Conference Room or in the entrance area in front of the office to avoid any disruption in your son/daughter's classes.

F. PARENTS AND VISITORS HONOR CODE

It is expected that any parents and visitors will follow an Honor Code, meaning:

- Honor and be respectful toward all MCCA administrators, teachers, staff, and students, including the tone of voice and non-verbal communication.
- Practice honesty and integrity in all that is said and done.
- Be respectful of the school property.

If a questionable incident happens with students, the parents or teacher will look for an appropriate time, place, and manner to work out the problem, always pursuing peace.

If a questionable incident happens with parents, visitors, or teachers/staff, any or all of them should make an appointment with the MCCA director or business manager. They can explain the situation and work together to find a solution.

It is expected that parents and visitors will honor God in the way they conduct themselves and give testimony of Him within the MCCA community and the surrounding neighbors of the school.

G. STUDENT CELL PHONE COLLECTION AND SECURE STORAGE POLICY

Purpose

Mexico City Christian Academy is committed to providing a learning environment that promotes academic focus, meaningful relationships, spiritual formation, responsible technology use, and healthy student interaction.

While personal electronic devices can be valuable tools, unrestricted access during the school day can create unnecessary distractions, interfere with learning and relationships, and make it more difficult for students to develop healthy technology habits.

Therefore, MCCA requires student cell phones and other personal communication devices covered by this policy to remain in the school's designated secure storage system throughout the school day.

The purpose of this policy is not simply to restrict technology, but to help students develop self-discipline, wisdom, responsible technology habits, and good stewardship of their time and attention.

Scope

This policy applies to students in **Grades 5–12**.

The Administration may establish age-appropriate procedures for younger students who bring personal electronic communication devices to campus.

Devices Covered

Devices covered by this policy include:

- Cell phones and smartphones.
- Smartwatches capable of calling, messaging, recording, or accessing the internet.
- Wireless earbuds or headphones when used with personal devices.
- Personal tablets not authorized for academic use.
- Personal gaming devices.

Other personal communication or entertainment devices determined by the Administration.

School-issued or teacher-authorized academic technology is governed by the applicable MCCA technology and classroom-use expectations.

Daily Collection and Storage

Upon arrival at school, students must place covered personal devices in the **school-designated secure storage system** according to the procedure established for their grade level.

Students are expected to:

- Turn devices off or place them in silent mode before storage.
- Place devices in their assigned storage location.
- Store all covered devices honestly.
- Leave devices secured throughout the school day.
- Retrieve devices only at the designated dismissal time or when specifically authorized by school personnel.

Students may not retain a covered device in a backpack, locker, pocket, purse, clothing, or another location for personal access during the school day.

All-Day Expectation

Once stored, personal communication devices shall remain secured throughout the school day, including:

- Classes.
- Advisory or homeroom.
- Study hall.
- Breaks.
- Lunch.
- Chapel and small groups.
- Assemblies.
- School-wide activities.
- Community service activities occurring during the regular school day.

Therefore, **personal cell phone use is not permitted during breaks or lunch.**

Educational Exceptions

A teacher or administrator may authorize temporary access to a device when its use directly supports a legitimate educational activity.

Examples may include:

- Academic research.
- Educational applications.
- Photography or video for an approved project.
- QR-code activities.
- Classroom polling.
- Approved AI-related learning activities.
- Other teacher-directed instructional purposes.

Authorization applies only to the specific activity and period designated by the teacher.

Immediately after the activity, the student must return the device to the designated secure storage location.

Students may not assume that a device may be used academically simply because it could assist with an assignment. **Teacher authorization must be given first.**

Emergency Communication

Parents who need to communicate with their child during the school day should contact the **MCCA Main Office**.

The office will communicate necessary or emergency information to the student.

Students who need to contact a parent or guardian during the school day must communicate with the Main Office or receive authorization from appropriate school personnel.

A student should not use a personal cell phone to contact a parent during the school day without authorization. This procedure allows MCCA to appropriately support students and families when emergencies or other important circumstances occur.

Student Responsibilities

Students are responsible for:

- Following the storage procedure every school day.
- Storing all covered devices.
- Placing their own device in the correct assigned location.
- Keeping devices powered off or silent while stored.
- Respecting other students' property.
- Retrieving only their own device.
- Reporting concerns involving stored devices immediately.
- Following teacher instructions when temporary academic use is authorized.

Students who choose to bring personal electronic devices to school are expected to comply fully with this policy.

Honesty and Circumvention

Students may not attempt to circumvent the policy by:

- Keeping a second or hidden phone.
- Placing an empty phone case in storage.
- Submitting a nonfunctional or substitute device while retaining another device.
- Concealing a smartwatch or other communication device.
- Retrieving a device without authorization.
- Using another student's device.

Intentional attempts to circumvent the policy may be treated as **dishonesty in addition to unauthorized device use** and addressed under MCCA's Student Honor Code and discipline procedures.

Unauthorized Use

Unauthorized use includes, but is not limited to:

- Calling or texting.
- Accessing social media.
- Gaming.
- Watching entertainment content.
- Using earbuds or headphones for unauthorized personal purposes.
- Taking photographs or videos without authorization.
- Recording conversations, classes, students, faculty, or staff without authorization.
- Accessing a stored device before dismissal.
- Using another person's device.
- Any other use inconsistent with this policy.

Recording another member of the MCCA community without authorization may constitute a serious violation depending upon the circumstances.

Parent Responsibilities

Parents and guardians are expected to support the policy by:

- Reinforcing the all-day storage expectation with their children.

- Avoiding calls, texts, or messages to student devices during the school day.
- Contacting the Main Office when communication with a student is necessary.
- Encouraging responsible technology habits.
- Supporting school consequences when violations occur.
- Not instructing or encouraging students to retain or conceal devices contrary to school policy.

The effectiveness of this policy depends upon consistent partnership between home and school.

Consequences for Non-Compliance

Violations will normally be addressed through progressive discipline consistent with MCCA's existing discipline procedures.

First Violation

The device will be collected and delivered to the Main Office. The violation will be documented, and the student will receive an appropriate warning. The parent may be notified.

Second Violation

The device will be delivered to the Main Office, and the parent or guardian will be notified. The school may require the device to be released directly to a parent or authorized guardian, and an appropriate disciplinary consequence may be assigned.

Third or Repeated Violation

A parent conference may be required. Additional disciplinary consequences may be assigned, and the Administration may temporarily prohibit the student from bringing the device to campus.

Serious or Deliberate Violations

Circumventing the storage system, repeated refusal to comply, unauthorized recording, cyberbullying, academic dishonesty involving a device, or other serious misuse may result in additional disciplinary action under the MCCA discipline policy.

The Administration retains discretion to adjust consequences based on the nature and seriousness of the violation and the student's disciplinary history.

Retrieval at Dismissal

Students may retrieve their devices at the designated dismissal time according to school procedures.

Students must retrieve **only their own devices**.

Device use after retrieval remains subject to MCCA expectations while the student is on campus or participating in a school-sponsored activity.

Loss, Damage, and Responsibility

Students are encouraged not to bring unnecessary or highly valuable electronic devices to school.

MCCA will provide a designated storage procedure and exercise reasonable care over devices properly submitted for storage.

Students must immediately report any suspected loss, damage, or incorrect device retrieval to school personnel.

MCCA is not responsible for devices that students fail to place in the designated storage system or that are lost or damaged because the student did not follow established procedures.

Biblical Foundation

“Look carefully then how you walk, not as unwise but as wise, making the best use of the time.”
Ephesians 5:15–16

“All things are lawful, but not all things are helpful.”

1 Corinthians 10:23

H. RECYCLING

This space is reserved for future policy.

I. LUNCHES/SNACKS

For student convenience sometimes the Student Council will sell snacks. This provision does not preclude the need for students to bring a nutritious morning snack, water and a lunch from home. A limited number of microwaves are available for student use.

If a student forgets his lunch, boxed noodles will be available for a set price.

J. LOST AND FOUND / MISSING ITEMS

1. MCCA is not responsible for items lost on campus. Students should **NOT** bring large amounts of money or valuable items to school.
2. To facilitate return, all personal items and clothing should be marked with the student's name.
3. All clothes and personal items that are not properly stored will be placed in *Lost and Found* containers that are strategically located around campus. Items will be available for pick up during office hours. At the end of each semester, all unclaimed items will be donated to a worthy cause.
4. No food will be stored in lost and found; unclaimed food items will be discarded at the end of each day.
5. Any property suspected as stolen, should be reported immediately so that appropriate action may be taken.

12. SAFETY PROCEDURES

We believe God will keep us safe in every situation we will face, but all of the MCCA community needs to know what to do in case of emergency situations.

A. EARTHQUAKE DRILLS

As preparation for the case of an earthquake, every year we will perform two earthquake drills in the first semester and two in the second semester. Teachers, staff Members and students participate in it.

B. FIRE DRILLS

In case of fire, the MCCA facility has the number extinguishers required and located according to regulations. Teachers and staff members can handle them, and an evacuation drill will take place where the teachers, staff members and students will participate.

C. OTHER EMERGENCIES

To be prepared for any other emergency that requires moving our students to safe places at MCCA, we will perform other necessary drills; example: a dangerous person on campus. All the MCCA community will be involved in these drills.

D. CONTAGIOUS ILLNESS PROCEDURE

No student with fever or coughing or signs of a respiratory illness will be allowed to be on MCCA campus to avoid spreading any contagious illness, even a simple cold.

Parents, before sending your child(ren) to the school, will check his/her health condition: temperature, headache, throat soreness/redness, runny nose, or any other symptoms that make you know that your child(ren) is/are getting sick. Please **DO NOT** send him/her to the school especially if he/she presents respiratory problems or fever. Please let the office know if your son/daughter needs to stay at home.

Families who suspect or confirm they were in contact with a person with COVID-19, will need to quarantine for three days, to confirm the family is healthy. If COVID-19 is confirmed, the student needs to be quarantined for at least five days and a doctor's note or negative test indicating the student's recovery is needed to return to MCCA.

E. BACKPACK AND LOCKER CHECK

In order to be aware of any dangerous objects brought intentionally or accidentally by a student in his/her backpack or locker, we have established a monthly schedule for a search of all backpacks and lockers. Dangerous objects are those which could harm the student him/herself or other students. Please check your son/daughter's backpack regularly. If there is suspicious speech or activity on the part of a student or students, a staff member (in consultation with and permission from the director) may check the belongings of any student.

13. TRANSPORTATION

A. AUTHORIZED PICK-UPS

If a child wishes to leave school with anyone other than parents or a previously authorized adult (e.g. to play or study at a friend's), a note for that day **must** be sent to the school office prior to the student's departure from school.

Parents may designate a permanent ride-share, but terms must be specific.

B. AFTER SCHOOL CARE

Parents who have not picked up their children by 3:45 p.m. (15 minutes after the dismissal time of 3:30) on Monday, Wednesday and Friday and after 2:55 pm on Tuesday (15 minutes after the dismissal time of 2:40) will be charged a childcare fee. All special arrangements for late pick-up must be made through the school office. *[Note: Parents who pick up children after 3:30 PM (M, W, TH, F) or 2:40 PM (Tuesday) will be charged a supervision fee. After the third late pick-up each semester, **a supervision fee of \$100 pesos per late pick-up** will be charged.]* Call the MCCA office or send an email office@mccamexico.org about any situation beyond your control.