

*Parent-Student Handbook*  
*2021-2022*



# 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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# *Mexico City Christian Academy Parent - Student Handbook*

## **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*

### **Truth**

#### **1. Students will communicate effectively using critical reasoning skills.**

- *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 apply biblical principles, demonstrating a biblical understanding of salvation, building an identity in Christ, and defending the Christian worldview.**

- *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 be active learners, developing the skills necessary to transition to and succeed in the next stage of their academic, personal, and professional 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 actively influence others to be followers of 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 understand and embrace individual learning styles using their strengths and overcoming 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 be engaged in the school and community making use of their God-given gifts, skills, and talents to edify the body of Christ and to make his name known in 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.*

## ***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).



## **I. 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. 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.

### **D. 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 may send a note to school, email directly using the address provided at the beginning of this handbook 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.

### **E. 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 secretary 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.

## II. 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.
- 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.

## III. SCHEDULE, ATTENDANCE, and SCHOOL CLOSURE

### A. SCHEDULE

The office is open to the public Monday-Friday, 8:15 AM - 3:45 PM. Extended hours are available by appointment.

The student class schedule is Monday through Friday from 8:15 AM to 3:15 PM. School doors open to the students at 8:00 AM; however, students shall remain in the courtyard until the first bell. The main portion of the school day ends at 3:15 PM, and student pick-up begins at 3:20 PM. *[Note: Parents who pick up children after 3:30 PM 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.]*

On Mondays, Wednesdays, Thursdays, and Fridays from 3:20 – 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.]*

### B. ATTENDANCE

For students to gain the most from school, they must be consistent in attendance. Absences hinder learning, have an adverse effect on grades, and cause extra work for teachers and students alike. Non-school activities such as doctor and dentist appointments should be scheduled outside school hours whenever possible.

Students who miss more than 10 days in a semester for any reason may be required to perform credit reclamation work or even repeat the semester or the grade level.

Each report card will note the number of times that a student is tardy and/or absent for the quarter. Partial absences (when a student arrives very late, is gone for a portion of the middle of the school day or leaves before the end of the school day) will count as a ½-day absence. These ½-day absences will be accumulated and will be included in the quarterly absence total. Every late arrival will be considered proportionally in the ten days of absence, with special cases being taken into account.

## **ABSENCES, TARDIES and EARLY DEPARTURES**

1. Tardiness: Students should be in the room ready for class when the starting bell rings. Students who arrive after that time are considered tardy. If a tardy is not pre-arranged or approved, it is unexcused. Being unprepared for a class will result in an unexcused tardy.

Consequences for Unexcused Tardiness and/or Absences:

- a) Parents will be notified of habitual unexcused tardies or absences.
  - b) Unexcused tardies to school in Elementary results in bringing home extra work to complete with parents.
  - c) Unexcused tardies to school in the Secondary (grades 7-12) will be considered proportionally in the ten days of absences.
  - d) Students who are at school and skip (do not report for) class, will serve a lunch detention. After the second instance of skipping class, the student will serve an after-school detention.
2. Absences: It is extremely important for parents to be in communication with the administration and teachers when their student misses classes. Please follow these guidelines:
    - a) Unexpected: If a student unexpectedly misses all or part of a day due to illness or other crisis, parents should notify the school office by 9:00 AM on the day of the absence (by telephone or email). Messages may be left on the answering machine 24 hours a day. A student will have one day to make up work for each day missed during an illness. Students should work to find out the assignments while absent in order to try to keep up with classes.
    - b) Planned: Parents are strongly encouraged to consult with their child's teacher(s) before making definite plans to be absent. MCCA requests that families NOT make vacation plans that conflict with school days. If it is planned that a student will miss all or part of a day, or series of days, parents are to notify the office (by telephone, email, or note) at least one week before the planned absence, late arrival, or early departure. This will allow teachers to give the students any work ahead of time allowing for all make-up work to be completed. Upon return from a planned absence, a student will have ONLY ONE day to turn in all missed assignments.
    - c) Excused from PE: In order for a student to be excused from participation in PE class, the parents must provide the school with a written doctor's order. Students who have a doctor's excuse to miss PE, must perform alternative written assignments.

### **D. 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 or social media chain.

## **E. 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.

## **V. 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

Students will have the same Academic Program as if we were 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 teachers know so they 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 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 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.

*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 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. Some examples of unacceptable use are:

1. Using the network for illegal activity.
2. Using 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.

## C. 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.

### 1. Study Guidelines for Students

- a. Set a definite time and place for study and choose conditions that help you focus.
- b. Write all assignments including instructions carefully in the student planner. Make sure the assignment is clearly understood before leaving school for the day.
- c. Follow all instructions carefully. Reading the instructions before starting usually saves time later.
- d. 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.
- e. 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.
  - a. All work should be complete, neat, well-done, and on time.
  - b. All students should use a New International Version English Bible.

### 2. 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. 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 be graded down 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 is worth 50% if it is turned in by the next day. Homework turned in after the next 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.

### 3. 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.

## D. 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

Formal 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. Parents will be instructed when to call the school to set their appointments.

### 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 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.



## E. 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.

## F. 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.

## G. 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 elementary student whose annual report card shows all grades of A or E.
- **Academic Excellence** – awarded to any elementary student whose annual report card shows all grades of A, B, or E.
- **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 secondary 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.
- **Honor Roll** – awarded to any secondary 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.
- **Christian Character** – awarded to one student in each class or grade level who best represents the Christian life-style and ethic.
- **Christian Service** – awarded to one elementary and one secondary student 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).

## H. 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.

## I. 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.

### 1. 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).

### 2. 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.

## J. 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.

### 1. 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.

### 2. 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.

### 3. 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

### 4. 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.

## K. 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.

## L. 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.

## V. 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.
3. *I will* respect school property; I will not deface or damage desks, walls, equipment, books, or the property of the school or others.

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:

### A. 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 physical romantic relationships at school.

## B. 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.

## C. 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: A solid or striped polo shirt with jeans, khakis, or knee-length jean or khaki shorts. Girls who wish to, may wear knee length or longer dresses or skirts with a polo shirt.
  - b. Friday Dress Code: Regular dress code and students are permitted to wear t-shirts without advertising.
  - c. Students may NOT wear leggings at all.
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.
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.
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, 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.

## D. SUPERVISION and SAFETY

1. When school is dismissed in the afternoon, all students will remain seated in the lunch-room until their ride arrives.

2. Students must have permission to change their authorized mode of transportation for leaving school.
3. Unsupervised students are not allowed on campus before 8:00 a.m. or after 3:30 p.m.
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.

#### E. 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.
1. Food is to be eaten only in designated areas and at designated times.
2. No headphones allowing for personal device entertainment are allowed during school hours.
3. The school provides padlocks for student lockers. It is the students' responsibility to keep their locker doors securely closed and locked.
4. Students are expected to keep their cubbies or lockers clean and free of unnecessary items. No stickers, paint, or non-removable decorations are allowed on or in the cubbies or lockers.
5. Students staying after school need to leave their possessions in the designated areas.
6. 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.
7. Students should not write in books or store paper in them.
8. 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.
9. No kicking, bouncing, or throwing balls inside the buildings.
10. Guns, knives, and other weapons are not allowed on campus for any reason.

#### F. 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. For high school students, cell phones will be placed in a box with a lock at the beginning of each class. Phones will be returned to their owners at the end of the class period.
5. Except for special classroom parties or events, no food or drink is permitted in the classrooms. Covered water bottles may be used.

#### G. PLAYGROUND RULES

1. Use the playground equipment appropriately.
2. Return balls and equipment to the proper place.
3. Pick up trash after break and lunch.

#### H. 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. Harassing, intimidating, hitting, fighting, or bullying of any kind.
3. Any form of sexual harassment.
4. The use of profane or obscene language or behavior.
5. Possession of firecrackers, firearms, knives, matches, cigarette lighters, laser pointers, or other dangerous

items or look-alikes on campus or at MCCA-related functions.

6. Possession or use of harmful or illegal drugs.
7. Possession or use of tobacco or alcoholic beverages on campus or at MCCA-related functions.
8. Possession or use of pornography on campus or at MCCA-related functions.
9. Any action on or off the MCCA campus that creates an adverse testimony for the school.

## **VI. 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 6<sup>th</sup> 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 (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 following is a list (though not all-inclusive) of these types of behavior.

### Category A – Student Responsibility

Disobeying a teacher or staff member  
Being late to school or class  
Dress code violation  
Repeatedly not being prepared for class  
Repeated violation of the English-only policy  
Eating in class or in the library  
Using electronic devices incorrectly or without permission

### Category B— Student Character Formation

Any serious offense as listed in section V, subsection H.

#### 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.
- a. If three after school-detentions are served in one quarter, the student will serve an in-school suspension.
- b. Every semester a new slate begins for Category A offenses.

#### 1. Consequences for Category B offenses

- a. Any required restitution will be billed to the family.
- b. An after-school detention will be assigned and served; parents will be notified. The related fee as enumerated on the annual fee list must be paid at the time of service.
- c. 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.
- d. 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.
- e. If a student does not follow or respond to the behavior probation plan, an out-of-school suspension may be assigned.
- f. If Category B violations continue, and if there is no positive response to progressive consequences, the student may be asked to withdraw.
- a. Fighting and criminal offenses will be dealt with more severely and preliminary steps in the disciplinary process may be skipped.

#### 1. Consequences for cheating

A zero will be given on any assignment where plagiarism or the copying of another's work took place. 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.

## 2. Consequences for serious conduct offenses may include

a. Normal consequences include the following actions:

- An after-school detention
- An in-school suspension
- A loss of certain privileges
- A parent conference
- Behavioral probation
- Work detention or special assignments

b. If serious conduct violations persist, a student may be asked to voluntarily withdraw or face expulsion.

## 3. After-school detention

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.

d.

## 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. 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.

### 1. 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.

2. 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.

5. 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, the student may be expelled immediately.

VII. **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.

#### 1. 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.

### VIII. **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. HEALTH AND EMERGENCIES

Before starting classes, each 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 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 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 at least ten days, to confirm the family is healthy.

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.

### C. 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.

### D. 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.

### E. PHONE USE/TEXTING

Smartphones may be used during breaks and lunch. All rules concerning appropriate conversation, texting, and content apply. Phones may not be used during study hall.

Due to limitations in bandwidth, students who use their smartphone devices will be expected to use their own contractual 3G, 4G, or 5G network.

### F. RECYCLING

This space is reserved for future policy.

### G. 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.

## I. 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.

## IX. 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

On arrival, students will step on a sanitizing mat, then his/her temperature will be checked with an infrared thermometer. Sanitizing gel will be applied to his/her hands.

All the students are required to wear masks, keep a safe distance, wash their hands often, and use gel sanitizer during their time at MCCA.

#### **Arrival Protocol for Teachers, Staff Members, Parents, and Students**

- Step on sanitizing mat
- Sanitize backpacks
- Temperature will be taken
- Gel sanitizer will be given

For MCCA families traveling, we will require a 10-day quarantine at home after your arrival to Mexico city before attending MCCA

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 at least ten days, to confirm the family is healthy.

## 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.

## X. 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.

### A. AFTER SCHOOL CARE

Parents who have not picked up their children by 3:30 p.m. (10 minutes after the dismissal time of 3:20) will be charged a childcare fee. All special arrangements for late pick-up must be made through the school office.

**Signature Page**  
**School Year 2021-2022**

*Parents and Students must sign/return this signature page to the main office by the end of the first week of attendance. The signature page will be placed in the student's permanent folder.*

**Internet Use Policy (pages 12, 13, 18)**

Student Name and  
Signature

Date

\_\_\_\_\_

**Behavior Expectations (pages 18-24)**

Student Name and  
Signature

Date

\_\_\_\_\_

**I have read and understand this handbook, and agree to follow the policy and procedures as set herein:**

Student Name and  
Signature

Date

\_\_\_\_\_

Parent Name and  
Signature

Date

\_\_\_\_\_