

*Memorial Christian
Academy*

2015-2016
Student / Parent
Handbook

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Parent Handbook of Policies and Standards

Thank you for enrolling your child in Memorial Christian Academy. We realize that your commitment to Christian Education is also an investment in your child's future. In order to maximize that investment there are several principles of which to be mindful.

1. MCA is not a substitute for active membership in a Bible believing church. While we seek to help young people develop their faith, active membership in a church is essential to a student's success. There are many aspects of a vibrant church experience that the school is not able to offer. The school is a partner in that work, not a surrogate. MCA is a Christian school in its mission, outlook, and purpose. We are best positioned to aid Christian parents in the education of their children.
2. MCA's academic program is rigorous and requires a great deal of commitment from both students and parents. The program will require a high amount of homework. If a student has special education needs, poor study habits, or behavioral problems that impact a class, then MCA is very limited in its ability to meet that child's educational needs. Small class size alone will not provide the solution that some children need in their education.
3. Parents must be supportive of the policies and practices that we utilize at MCA as a condition of enrollment or re-enrollment.
4. Enrollment assumes a tuition commitment for the whole school year. As a courtesy, we offer a ten (10) month installment plan for your convenience but there is no such thing as paying for a month of school.
5. Tuition charged for the Before & After School Care Program covers only those days when school is in session. Before and After School Programs are closed when the school is closed with the exception of early dismissal days. Please review the school calendar for published dates of attendance and holidays.
6. Enrollment in Before and/or After Care is not prorated for less than a month. Enrollment in these programs is for the year. Multiple requests for enrollment and disenrollment cannot be honored in a given year. Enrollment space may be limited.
7. Occasionally home school students will participate in different aspects of our program. Any home school family and/or student desiring to participate in any MCA program must abide by this handbook as if they were enrolled students. Violations of school policies may be cause for disassociation.
8. Middle and High School students must read, sign, and agree to follow the student honor code as a condition of enrollment.

The information in this handbook is designed to be a useful guide for students and parents/guardians to understand the school policies and standards of MCA. It is our desire to provide a nurturing and safe learning environment for all of our students. Please read all the information in this handbook carefully. This handbook is not a contract but a guide for the Memorial Christian Academy administration, faculty, parents, and students. Please feel free to contact our office with questions or for assistance.

The administration may make changes, additions or deletions deemed necessary over the course of the school year. Any such changes will be communicated via email.

Our Vision Statement

To provide the highest quality Christian educational experience for students, challenging them to develop their intellect and understanding through a Christian curriculum, their mind and spirit through higher level moral and spiritual instruction, and their social and physical abilities through a well-rounded student life and extracurricular program, so that they mature into adults who possess a meaningful faith in Christ.

Our Mission Statement

Memorial Christian Academy's mission is to make disciples, create scholars, and develop leaders.

Core Values

In order to successfully fulfill this mission, Memorial Christian Academy will give priority to seven core values. Each core value must have operating principles that will allow MCA to put these core values into everyday practice in every aspect of its educational program.

GOD - The highest duty of man is to know and honor God the Father through Jesus Christ by the enabling of the Holy Spirit, and to obey the greatest command, to love God with all of one's heart, soul, mind, and strength. God has provided the time, material and opportunity to educate children. It is all owned by God and one day to God we will one day give an account.

BIBLE - The Bible is the revealed truth of God, the source of all truth, and the standard against which all other truth is to be compared whether it is academic, ethical, moral or spiritual truth.

FAMILY - The family is responsible for the education of their children. The school assists the family by providing a formal academic program of instruction.

STUDENT - Each student has certain or multiple areas of giftedness, talent or strength that must be discovered and developed in an atmosphere of grace and acceptance.

FAITH - The faith of a believer is an essential personal and obedient response to the revealed and understood truth of the Bible. It is to be developed, defended and shared with others.

MIND - The mind is at the seat of a person's thoughts, their will and emotions. A person's mind must be renewed according to the principles of the Bible and is spiritually oriented. We must have this renewed mind in order to know and understand God's will and thereby live to God's glory.

EXCELLENCE IN EDUCATION - An education provides a student with the foundational tools needed to succeed in life. We are committed to provide the best possible program that will ensure our students' success in all their endeavors.

AS SUCH, Memorial Christian Academy seeks to Honor God, Obey the Bible, Support the Family, Develop the Child, Build Faith, Strive for Excellence in Education and Renew the Mind.

MCA Statement of Faith

- We believe in the Bible, the Scriptures of the Old and New Testaments, as verbally inspired by God and inerrant in the original writing, and that they are the ONLY Word of God, the supreme and final authority in faith and life. (Psalm 119; 2 Tim 3:16; 2 Pet 1:20-21; 2 Pet 3:15-16; John 8:31-32)
- We believe in one God, eternally existing in three persons; The Father, The Son and the Holy Spirit. (Deut 6:4; Matt 4:16-17; Matt 28:19; John 14:16-17)
- We believe that Jesus was begotten by the Holy Spirit, born of a virgin, and is true God and true man. (Isaiah 7:14; Matt 1:18-25; Luke 1:26-38; Luke 2:39-40, 51-52; John 20:26-29; Rom 1:3-6; John 1:1-14)
- We believe that man was created in the image of God; that he sinned, and thereby incurred physical as well as spiritual death, spiritual death being eternal separation from God; and that all beings are born with a sinful nature. (Gen 1:26-27; Gen 3:1-19; Rom 5:12-19; Heb 9:27)
- We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, the first parents of the entire human race. (Gen 1:26-27; Gen 4; Rom 5:12-19)
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitution sacrifice; and that all who accept Him as Savior and Lord are justified on the grounds of His shed blood. (Gen 3:15; John 3:16; Rom 5:6-11; Heb 10:19-31)
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate. (Matt 12:39-42; Luke 9: 29-31; John 19:17-42; Matt 28:1-8; Mark 16:1-8; Luke 24:1-12; John 20: 11-29; Acts 1:7-11;)
- We believe in “that blessed hope”, the personal and imminent return of our Lord and Savior, Jesus Christ. (Zech 12:10; Matt 24:30-31; Acts 1;10-11; I Thess 4:13-17; Rev 22:20)
- We believe that all who receive by faith Jesus Christ as Lord and Savior, are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him. (John 3:16; Rom 5:1-21; John 1:12-13; Eph 1:7-14; Eph 2:8-9; Tit 3:4-7)
- We believe baptism is a command to all who have by faith received Jesus Christ as Savior and is also a visual testimony to that fact. (Matt 28:18-20; Acts 2:38; Acts 8:36-39; Rom 6:3-4)
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (Luke 16:19-31; Dan 12:2-3; Matt 25:31-46; 2 Thess 1:7-10; Rev 20:11-15).

Admissions Policies

Policy Overview

Memorial Christian Academy seeks to enroll students whose parents want them to have a Christian education. While belief in Jesus Christ by either the parents or the student is not a prerequisite to attendance, non-Christians should be aware that no compromise will be made in doctrine and expectations for student behavior. Memorial Christian Academy is unashamedly Christian in its purpose and focus, both in curriculum and operation. While our philosophy is evangelistic, students whose behavior does not conform to our standards will be dismissed when deemed appropriate and in the best interests of the school. Students may only be enrolled by a parent or legal guardian who agrees to be responsible for their academic, behavior, and financial obligations. Enrollment in Memorial Christian Academy means that parents and students are willing to accept, support, and abide with school policies and procedures. Enrollment at Memorial Christian Academy is a privilege. Memorial Christian Academy reserves the right to admit or deny enrollment to students based on a student's ability to be successful.

Special Needs Students

Memorial Christian Academy educates children of varying academic abilities. MCA is not equipped to meet the educational needs of children with below average academic abilities, significant diagnosed learning differences, or emotional disturbances. Each student is evaluated on an individual basis. Generally speaking, MCA does not accept students who require an Individual Education Plan (I.E.P.) due to the special needs and federal requirements associated with those plans.

Non-discrimination

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

Admissions Process

The admissions process for new students generally follows this sequence:

- Tour
- Application
- Testing
- Requesting records from previous school(s)
- Family Interview
- Administrative decision
- Enrollment

Requirements for Admission

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

The policy about age is strictly enforced. Children whose birthday falls after September 1 quite often lack the maturity that is expected of the class and relative to the other students in that class.

Preschool students must be completely potty-trained in order to attend Memorial Christian Academy. Students must be able to exercise independent restroom use, must not be using pull ups or other diaper related items, and must be able to demonstrate an ability to control themselves to the extent that there are not frequent episodes of students soiling themselves to include naptimes.

Admissions Testing

New students applying for admission to grades 1 through 12 will be required to take an entrance test. Testing is used to determine enrollment eligibility. Students' scores should be on or above the anticipated grade level. Prior to testing, parents must provide a current report card or transcript for applying students. High school transfer students from non-accredited schools and home school students will be required to take final exams for each individual subject to receive transfer credit.

Class Placement

Memorial Christian Academy will place students in the grade level that is appropriate to their age. While students may have educational needs that suggest they should be advanced or held back, concerns about social development will factor in to any enrollment decision. We do not promote ahead of grade level nor are we able to meet the academic and social needs of students who are behind their expected grade level.

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

Records Required for Admission

1. **Birth Certificate** Required establishing student's age; a passport may be substituted.
2. **Health Records** Current immunization record; current doctor's physical for all new students, all Pre-K students, and all students enrolled in before care or after care.
3. **Academic and Behavioral Records from previous schools** Memorial Christian Academy will request a copy of the student's records from the school(s) that they have attended. Official records must be sent through the mail and may not be hand-carried to the school.

Re-enrollment for existing students

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

Please complete the re-enrollment application; submit registration fee of \$100 during the registration window for returning families. The administrative team will make admissions decisions in the event there are more applications than available seats for a given grade. Once the priority enrollment window closes and open enrollment begins, returning families risk not having a seat if they wait too long to register.

Sibling Enrollment

Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the enrollment deadline and will generally be after the opening of re-enrollment and before open enrollment for new students.

Contact Information

It is the parent's responsibility to maintain and provide the school with current names, phone numbers and authorizations that make contact possible during school hours. Parents are responsible for notifying the school of any changes affecting the ability to contact them or other authorized designees. Enrollment and attendance signifies the parent/guardian's acknowledgement of this requirement. Parents should advise individuals they authorize to pick up their child to bring identification with them when picking up children.

Academic Policies

Academic Criteria

MCA has a rigorous academic program. Applicants for Kindergarten through 12th grade will be required to meet MCA's promotion requirements for their respective grade with a passing grade of "C" or better on grade level work in all major subjects. Students are expected to complete a significant amount of homework during their enrollment at MCA.

Arrival at School

Students may be dropped off for school between 7:45 am and 8:00 am. Only students who are enrolled in our Before Care Program may be dropped off prior to 7:45 am. All students arriving prior to 8:00 am are required to attend morning assembly. If parents want to drop off students earlier than 7:45 a.m. they must wait with them in the sanctuary until 7:45.

* Morning assembly for K-3 through 5th grade will be held in the sanctuary from 7:45-8:00 a.m.

* Middle School and High School grades will go directly to first period classrooms from 7:45-8:00 a.m.

Parents or guardians who escort their student into the building may deliver their student to the morning assembly and hand them off to their teacher or may stay with their student until after morning assembly. At 8:00 am, teachers will escort their students to the classroom. No one is allowed to enter a classroom before the teacher arrives. Elementary students must remain in the sanctuary until escorted to class by their teacher. Students are not allowed to roam the halls prior to the start of school. Parents are expected to say goodbye in the sanctuary. Teachers are not allowed to engage in academic or behavior conferences during pickup and drop off times as well as during the morning assembly.

Attendance

Memorial Christian Academy promotes and expects a high percentage of recorded attendance. A 92% attendance record (**per semester**) is required to be eligible for promotion to the next grade level or graduation (Kindergarten – 12th grade). Consistent attendance is a crucial component of a student's chances for success in school. Inconsistent attendance adversely affects the absent student, the teacher's lesson planning and the other students in the class.

After 10 absences, a face-to-face conference with the parent, homeroom teacher and school administrator will be held. Students accumulating more than 15 absences (excused or unexcused) during the school year may not be considered for promotion to the next grade level. Extenuating circumstances will be considered by an Academic Review Committee convened by the school administrator.

Additionally, any student who is picked up from school before 12:30 p.m. will be counted absent. If for a doctor's appointment, the absence will be considered excused. A note from the doctor's office must be provided.

If a student is going to be absent for an extended period of time and is aware of the absence in advance, the parents are required to complete the Extended Absence form prior to the absence. Approval from the school administrator is necessary. Without this form and approval, teachers will not be able to provide any work until after the absence.

Students will have one day to complete work missed for each day of absence. For example, if a student is absent on the day the assignment is due, the assignment is due on the day the student returns. If an assignment is made while a student is absent, the student will have one day past the due date to complete the assignment.

Excused Absences

MCA recognizes that absences occur from time to time for various reasons. Excused absences will be granted when a student returns to school **with an Absence Excuse** signed by a parent or guardian or licensed professional (physician, dentist, lawyer, etc). Students who miss three (3) or more consecutive days must have an **Absence Excuse** signed by a licensed professional (physician, dentist, lawyer, etc).

Students who are absent due to serious illness need to rest and recover. Teachers will generally not be sending home work for these students because we do not want students to be working ahead without a teacher's direction. Students who are home (for example, with a fever) but are able to do some schoolwork should refer to RENWEB daily lesson plans/homework and do what can reasonably be accomplished. Teachers have the discretion to decide whether or

not to send books and work home. Material missed will be reviewed by the teacher on the students return.

Unexcused Absences

Students who return to school without a signed Absence Excuse note will be given an unexcused absence. Students will be given five (5) school days to produce a signed Absence Excuse note to change an absence from an unexcused absence to an excused absence. In cases where a student receives three (3) or more unexcused absences, their performance will reviewed by an Academic Review Committee convened by the school administrator.

Perfect Attendance

Memorial Christian Academy recognizes and rewards perfect attendance each year. Any absence, excused or unexcused, shall prevent a student from receiving a perfect attendance award.

Tardiness

Tardiness causes significant disruption to the classroom. Teachers and other students shall be afforded the courtesy of uninterrupted class time. School begins promptly at 8:00 am daily. Elementary students are counted tardy if arriving five (5) minutes after classes begin at 8:00 a.m. Secondary students are tardy if arriving after 8:05 to homeroom or after the start of a scheduled class. Students arriving after 8:05 must check in at the school office and receive a tardy slip before proceeding to class. Students arriving after 10:30 am will be counted as absent and must have a signed Absence Excuse before proceeding to class. Habitual tardiness will have a negative effect on a student's academic performance. In cases where a student receives **eight (8)** or more recorded tardies in a year, that student will not be eligible for a perfect attendance award.

The following guidelines have been established for students with habitual tardies:

Per semester

1st tardy – Sign in at the office, phone call to parent, letter to parent; RenWeb report

2nd tardy – Sign in at the office, RenWeb report

3rd tardy – RenWeb report (6th – 12th grade – 5 demerits)

4th tardy – RenWeb report (6th – 12th grade – 5 demerits)

5th tardy – RenWeb report (6th – 12th grade – 5 demerits); All students – Before school detention (reports at 7:15 a.m.)

6th tardy – RenWeb report (6th – 12th grade – 5 demerits); All students – ½ day In-School suspension

7th tardy – RenWeb report (6th – 12th grade – 5 demerits); All students – 1 day In-School suspension

8th tardy – RenWeb report (6th – 12th grade – 5 demerits); All students – Saturday Detention (\$50 fee to cover the cost of the teacher/administrator required on duty; if your student is the only student assigned the parent must also attend for safety purposes)

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

Morning Drop-Off and Building Entry

In an effort to eliminate confusion and to ensure the safety of our students, MCA has limited entry into the building to three (3) areas. Please adhere to the Traffic Control diagram.

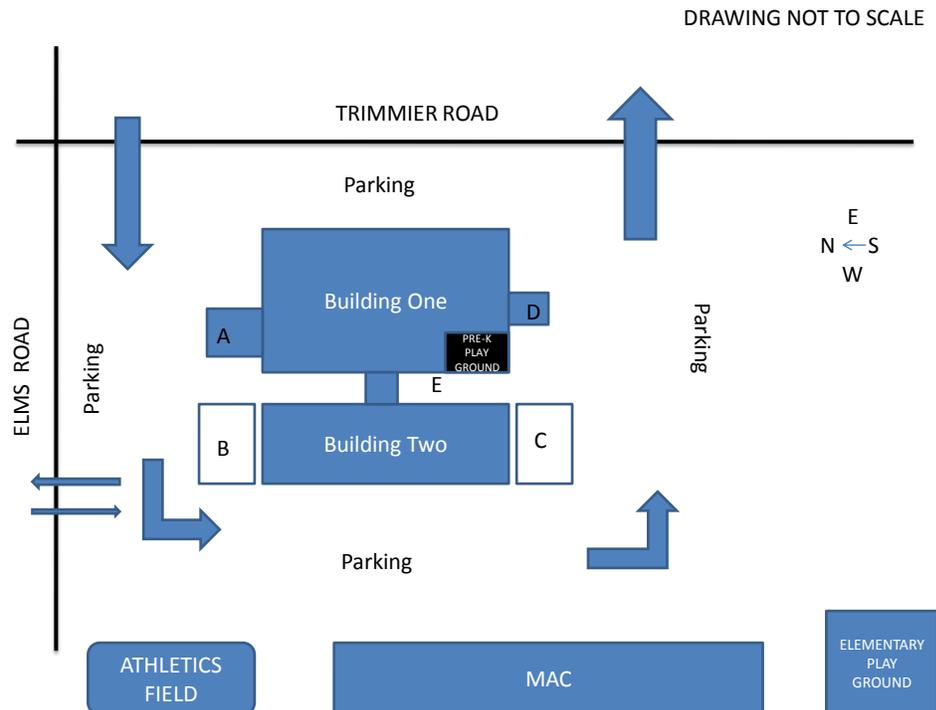
For student safety, the following revisions to the drop off procedure have been implemented:

PK3, PK4 and K5 Students

Parents should enter the Academy/Church grounds from the Trimmier Road entrance. Parents of students in PK3, PK4 and K5 are to park their vehicle in the area across from Area A and B. **PK3, PK4 and K5 students are to be walked across the parking lot and may be handed off to the adult on duty or walked into the building to the sanctuary.** The portico area will be blocked off (open only during inclement weather). No vehicles should park along the portico. All vehicles should exit the grounds from the Trimmier Road exit. This will prevent any cross traffic and dangerous situations.

1st through 12th grade Students

Parents should enter the Academy/Church grounds from the Elms Road entrance. Parents of students in 1st – 12th grade may park their vehicle in the area across from Area D and E and walk their student into the building or they may drop the student off to enter the building through Area D. The portico area will be blocked off (open only during inclement weather). No vehicles should park along the portico. All vehicles should exit the grounds from the Trimmer Road exit. This will prevent any cross traffic and dangerous situations.



End-of-Day Pick-up Procedures

Parents of students in PreK 3 and 4 classes will pick their students up from the classroom. Classes on the North side of the building one and two will be picked up in area B. Classes on the south side of building one and two will be picked up in area C. Areas B and C will be blocked off with cones/barriers for student safety. If there is inclement weather parents will need to enter the building and pick their students up. Aftercare students may be picked up from their classrooms or the playground.

Parent Conduct While on Campus

In order to promote a safe and secure environment, parents, guardians, and other responsible adults who drop off students in the morning or pick up students in the afternoon or otherwise attend MCA events are expected to conduct themselves in a safe, mature, civil, and polite manner. Drop off and pick up times are busy and congested times in our parking lot. Drivers must exercise caution, drive slowly, and yield to pedestrians. Drivers should exercise caution around the covered entrances. It is unacceptable for adults to be using profane and vulgar language on our campus whether it is directed at a staff member, another parent, or a student. This unacceptable behavior is grounds for administrative withdrawal from the academy or being prohibited from entering campus property.

Student Safety and Security

In order to maintain student safety, all doors will be locked at 8:05 a.m. except for the main entrance on the south side (area D). Parents or guardians are expected to exit the building once school starts. Parents or guardians with authorized business and all volunteers should report to the school office to receive a visitor pass. Students arriving after 8:05 a.m. should enter the building on the south side of the building by the school office (area D on Traffic

Control Diagram). Doors will remain locked throughout the day. **Please do not open the locked doors for anyone. This is for the safety of our students.**

Student Release-End of School Day

Academy dismissal is at 3:00 for K3-5th and 3:10 for 6th –12th grades. Students will not be released/signed-out during the last 30 minutes of the school day (K3-5th grade: 2:30 p.m.; 6th-12th grade: 2:40 p.m.). The last half hour of the school day can be very hectic. To prevent further disruption and/or jeopardize student safety, this guideline has been established. The doors to the school will be opened at 3 p.m. If you have appointments soon after school dismissal, you will want to plan accordingly – either pick your student up by 2:30 p.m. or be prepared to wait until the doors are open at 3 p.m.

Students not picked up by parents or individuals on the authorized pick up list in RENWEB by 3:15 for K3-5th and 3:25 for 6th-12th are taken to the office. Families of any student that is late being picked up will be assessed a \$20 fee.

Visitation

Visitor passes are issued by the office and must be worn and clearly displayed during visits. Parents are welcome to visit classrooms when coordinated with the Academy administrator and the teacher. Parents visiting classrooms may observe only and should not converse with students or teachers. Proof of identification is required prior to conducting a visit to students. Parents are welcome to eat lunch with their children and may bring lunch in for their children as long as it is during their regularly scheduled lunch period. Visitation privileges are extended to parents only. We generally do not allow non-family visitors, students from other schools, or any other visitors that might disrupt the school environment. Visitation will be restricted during times of standardized testing or when the administration feels it would be a distraction for the class. Parents who wish to deliver items to students after classes begin must drop them off at the office. Unauthorized or disruptive visitors will be escorted off the premises.

Parent-Teacher Conferences

Parents are requested to participate in at least one conference per semester with teachers. Parents may request conferences at any time they deem necessary. Teachers may also request a conference with parents. These conferences can be done in person or via phone. Parents shall first afford the teacher the opportunity to address any concerns or questions prior to requesting to meet with the administrator. When administrative conferences are scheduled, the classroom teacher shall be present unless circumstances warrant confidentiality. As a reminder, **teachers are prohibited from having academic or behavior conferences during pickup or drop off times.** Please contact your student's teacher via email or call the office and leave a message to schedule a parent-teacher conference. Aides and support staff are not authorized to schedule parent-teacher conferences. If parents have an issue regarding an aide or support staff, the matter should be referred to the administrator.

Grading, Awards, and Honors Policy

Students are recognized and awarded for their academic achievements, spiritual development, and/or citizenship each semester during scheduled Awards Ceremonies held for students and family members. K3 and K4 students are only honored for perfect attendance.

Academic, Attendance, and Honors Policy

Awards are given to students who meet the criteria below:

1. A Honor Roll - Given to students who earn a 90% average or above in all subjects for the year.
2. A/B Honor Roll - Given to students who earn an 80% average or above in all subjects with at least one of those core subjects being a 90% average or above for the year.
3. Perfect Attendance Award - Given to students who were at school every day. Tardies past 10:30 count as an absence. An excused absence is still an absence. Students with 8 or more tardies for the year will not be eligible for a perfect attendance award. This includes students who are picked up before 12:30 as they are counted absent.
4. Special Awards - Given to students who excel in special activities such as ACSI academic competitions, TAPPS academic competitions, Student Council, Christian Character and other special events as determined by the school.

Awards Assembly

Awards assembly will occur at the end of the school year at a date predetermined by the school and published in the school calendar. Parents are welcome and encouraged to attend. While MCA does strive to recognize all students who earn awards, at times an error may occur. We ask that you alert the school office during business hours so that we can remedy any errors.

Exemption from Exams (High School Only)

High School students who earn an “A” average for each 9 week term will be exempted from comprehensive semester exams.

Promotion - Retention Policy

Students must meet the following criteria to earn promotion to the next grade level:

Kindergarten - 5th grade: Students must maintain a 70% or above yearly average in each of the following subjects: Math, Reading, Language Arts, and Bible. Students who fail any of these specified subjects will not be promoted to the next grade. The overall yearly average of all subjects must be at least 70% or above to be considered for promotion to the next grade.

6th - 8th Grade: Students must maintain a 70% or above yearly average in each of the following subjects: Math, Language Arts, **Science, Social Studies** and Bible. Students who fail in any of these specified subjects will not be promoted to the next grade.

High School: Must maintain a 70% average in each core subject (**Math, English, Science, Social Studies and Bible**) or required elective. Each semester stands alone and each subject stands alone. Students who fail core courses will most likely be unable to graduate on schedule and may not be reenrolled for future years.

National Honor Society (NHS)

The Academy’s chapter of NHS is for those eligible sophomores, juniors, or seniors. Membership is an honor based on outstanding scholarship, character, leadership, and service. Eligibility is determined by the student’s cumulative grade point average, which must meet or exceed our chapter’s standard for Scholarship currently set at 3.5 out of 4.0. Eligible students are invited to complete a Candidate Form and submit it along with 3 recommendations to be considered by the Faculty Council for induction in NHS. MCA’s chapter of NHS exists for the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, and developing character in high school students.

Graduation Ceremonies

Memorial Christian Academy recognizes the following academic accomplishments with formal graduation ceremonies. These ceremonies will be held on predetermined dates established by the school and published in the school calendar.

K-5 Graduation

1. Students must have completed all the course requirements for promotion.
2. Students must have completed the school year as an enrolled student.
3. Parents will be responsible for paying any graduation fees in order for their child to participate in the graduation ceremony.
4. Parents must be in good standing with the business office in regards to financial obligations concerning tuition and lunch accounts.
5. In order to participate in K5 graduation ceremony a student must be able to successfully complete practices and demonstrate the ability to follow all directions from the teacher and staff.

High School Graduation

1. Students must have completed all the course requirements and earned the appropriate credits required for promotion. The guidance counselor will inform students regularly concerning credit requirements for graduation.
2. Students must have completed the school year as an enrolled student.
3. Parents will be responsible for paying any graduation fees in order for their child to participate in the graduation ceremony.
4. Parents must be in good standing with the business office in regards to financial obligations concerning tuition and lunch accounts.
5. Students who conduct themselves in a way that is inappropriate or inconsistent with Academy expectations will

not be allowed to participate in graduation ceremonies.

Homework Policy

Elementary Department:

1. Students will receive timely and meaningful feedback on homework assignments.
2. Teachers will not leave homework unchecked, unmarked or without comment.
3. Homework will be part of the lesson plan and recorded in RENWEB, keeping parents aware of classroom expectations.
4. All assignments will be given with a reasonable timeframe within which to complete the assignment. If a student turns in work after the day it is due, the following will occur:
 - A. A 25 point deduction will be taken for any assignment that is late (An assignment is late when the teacher calls for the assignment.)
 - B. Work is due at the beginning of the class. If work is turned in later that same day, it will still receive the 25 point deduction for that day.
 - C. Students who miss school due to excused absences will be allowed time to complete the assignment without penalty. This time will not exceed the time allotted to the rest of the class. Example: If the class was given one week to complete the assignment and the student was absent three days that week, they will be given three additional days to turn in the assignment. Teachers retain the discretion to excuse students from homework when making up work would not be practical to do so due to the nature of the assignment or considering the total amount of work the student will have to make up.
 - D. Homework will not be done during class instruction time.
5. Generally, we will not assign homework on long weekends, holidays, or over Christmas or spring breaks.
6. At the elementary level, students in K-2nd grade should have no more than 30 minutes of homework and students in 3rd – 5th grade should have no more than 45 minutes of homework. Extended projects may not apply to this time frame.
7. At the elementary level, students should read nightly and practice math facts for automaticity (K5 = addition/subtraction 0-5; 1st grade = addition/subtraction 0-10; 2nd grade = addition/subtraction 0-20 in the first semester and multiplication/division 0-5 in the second semester; 3rd grade = addition/subtraction 0-20 in the first 9 weeks and multiplication/division 0-10 for the remainder of the school year; 4th grade and 5th grade = addition/subtraction facts and multiplication/division facts 0-12)

Secondary Department

1. Homework should serve one of three functions:
 - A. Practice activities which use skills previously taught.
 - B. Preparation activities guiding the student toward future content.
 - C. Extension activities which transfer skills or concepts to demonstrate skill mastery.
2. All classroom or homework assignments taken for grades **will** be reflected in RENWEB or be a direct result of not completing classroom assignments. Teachers **will** reflect homework assignments in RENWEB, but may assign work not completed in class as homework without posting it in RENWEB (this should be the exception, not the general practice).
3. All assignments should be given with a reasonable timeframe within which to complete the assignment. Although a teacher may exercise some discretion, if a student turns in work once the due date for the assignment passes, the following will occur:
 - A. A 25 point deduction will be taken for any assignment that is late (An assignment is late when the teacher calls for the assignment.)
 - B. It is expected that the assignment will be turned in no later than the next school day. This is especially critical in Math. Because of the spiral nature of the Math curriculum, missing even one homework assignment could prove to be detrimental to a student's understanding of future concepts.
 - C. Work is due at the time of the class. If work is turned in later that same day, it will receive the 25 point deduction for that day.
 - D. Students who miss school due to an excused absence will be allotted time to complete homework assignments without penalty depending on the length and nature of the absence. After that time has passed, the above procedures will take effect.
4. Teachers have the discretion to administer unannounced pop quizzes as a means of ensuring students complete assigned reading homework. These quizzes will be counted as a formative grade.
5. If a teacher is teaching a lesson, it is inappropriate for a student to be doing a previous day's homework during

that class unless the teacher specifically directs students to do so.

6. Teachers will not deduct points from a student if the RENWEB entry has not been created for that assignment that reflects the work is missing.

7. Middle School homework policy is to schedule no more than 30 minutes of homework per class nightly.

8. High School homework policy is to schedule no more than 45 minutes of homework per class nightly.

9. The 30/45 minutes of assigned homework is based on an estimation of what an average student can be expected to complete. While this is our goal, there may be exceptions to that time frame given the particular class and the difficulty of the assignment in question.

10. Homework generally will not be assigned on long weekends, holidays or over Christmas and spring breaks.

Middle School / High School Department Re-test policies

Students who fail a test may at the discretion of the teacher with concurrence of the school administrator, provide an opportunity for a student to take a test as an opportunity to salvage the grade. Students may take one retest per semester per class. If they retest the new grade cannot be higher than a B (80%). The old grade will be removed and replaced with the new grade. Parents must indicate that they are aware of the retest and have made every effort to ensure their child is ready for the retest. Teachers may or may not have the time to reteach or assist students in preparation for a retest. The student is ultimately responsible to prepare for any retest that may occur.

Plagiarism

Students at MCA are required and expected to do a great deal of writing. Plagiarism is taking the words of another and using them as their own without attribution or documentation. Examples of plagiarism include cutting and pasting from a web page such as Wikipedia into a research paper, copying the summary off the back of a book for a book report, or simply rearranging the word order of another's work. Students who plagiarize another's work will be given a zero for the assignment, and will face disciplinary consequences. The student may or may not be allowed to re-do the assignment at the discretion of the administrator. Multiple occurrences of plagiarism will serve as grounds for probation and/or a denial of reenrollment.

Academic Appeal Process

If a student and/or parent feel that a grade is unfair or incorrectly assessed, they may appeal by notifying the Administrator via email or in writing. The following procedures will be used:

1. The appeal must be made within 2 weeks of the grade being entered in RENWEB and prior to the end of the 9 weeks grading period.
2. The assignment will be graded by another teacher in the same academic discipline or similar grade level using the same rubric.
3. The results will be provided to the director of education or the Administrator who will review both grades and decide which grade is to be entered into RENWEB.
4. The student and/or parent will be notified as to the results.

Dress Code - Student

MCA regards the appearance of our students, both at school and at school sponsored events (on site and off site), as a reflection of the image we choose to project. MCA has adopted a dress code policy that seeks to honor God, the school, and our community. The following dress code is in effect for K-3 through 12th grade students. All students and parents are expected to abide by and support the dress code policies. Students not in conformity to the Academy's dress code will not be allowed to enter the classroom until the infraction is corrected. Any work missed due to inappropriate dress will be counted as an unexcused absence and not made up.

Shirts / Tops

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

- Shirt color should contrast the trouser/skirt color so students are not wearing black shirts with black trousers etc.

- **On Fridays only**, students may wear MCA spirit shirts. **During the 2015-16 school year, spirit shirts from previous years may be worn.** Only the Navy warrior spirit shirt will be available for purchase. **Special event shirts (golf tournament, 5K runs, theater, this includes track hoodies) may be worn in 2015-16.**

Pants/Trousers / Jeans

- Pants/Trousers/ may be worn on regular school days. Trousers will be chino cloth/ twill fabric cotton/cotton & synthetic blends such as Dockers style and must be Khaki, Navy, or Black in color.
- Jeans may be worn on Fridays with the school spirit shirt. Jeans must be plain in design. No designs, patches or hand-written messages are allowed. **Jeans may not be cut or contain any holes. This includes jeans that have purposeful tears, rips or holes with a second layer of fabric intended to cover skin or flesh.**
- Trousers and jeans must be worn at the natural waist line. No bagging, sagging or dragging. Underwear must be covered at all times. Students will not wear athletic shorts under slacks/jeans.
- If jeans or trousers are loose, then a belt must be worn.
- Shorts are allowed for PreK 3 through 12th grades. Trousers will be chino cloth/ twill fabric cotton/cotton & synthetic blends such as Dockers style and must be Khaki, Navy, or Black in color. Shorts must be knee length. Middle and High School students who do not conform to this policy will have this privilege revoked.
- Cargo pants and **cargo shorts may be worn to** school by middle and high school students.

Skirts / Capris

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

Dresses/Jumpers

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

Coats, Jackets, Sweaters and Hoodies

- Coats and jackets may be worn to school and during cold weather. **Once in the classroom, coats and jackets that are not of an approved style or color, will not be worn throughout the school or in the classroom. If a student attempts to wear the coat/jacket, the teacher will take the coat/jacket and will keep the item until the end of the day, at which time the student may retrieve the item.**
- **Coats/Jackets must be zippered or buttoned up style.** They may not contain any images or language referencing alcohol, tobacco products, drugs, sex or obscenities or other objectionable images.
- **Fleece-type zippered jackets with hoods in approved school colors (navy blue, black, white, and gray) with minimal logo (no larger than a quarter) may be worn. Hoods may not be worn in the building.**
- **Pull-over style hoodies may not be worn. The exception to this policy are the hoodies purchased to support an athletic team or program. The pull over hoodie may be worn, but the hood may not be worn in the building.**
- Cardigan style sweaters in approved colors (navy blue, black, gray, white) may be worn in class.
- To prevent loss, coats, jackets, and sweaters should be conspicuously marked with the student's name.

Physical Education (Middle/High School only)

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

Shoes and Socks

- Gym shoes, boots, and Mary Jane style shoes are recommended footwear for students. Open toe shoes are

not permitted.

- The following footwear is not acceptable for students: sandals, flip flops, Crocs, heeleys, light up shoes.
- Boot or shoes that are distracting to learning environment are not permitted.
- Socks and tights must match each other and must complement the student's attire with colors that match or closely conform to the approved school colors. Neon colors, multi-colored patterns, or other socks, tights or leggings that draw undue attention to a student's appearance and inconsistent with established MCA dress code standards are not authorized.

Hair

- Hair must be clean and neatly groomed (combed or brushed) at all times. Male students will not wear excessively long hair.
- Hair may not be colored in a shade that is not a natural human shade.
- No words, pictures, designs or symbols may be cut into the hair.
- Styles may not be faddish. **Note: Mohawks, faux hawks and spikes are not acceptable.**

Tattoos and Body Markings

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

Jewelry

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

Cosmetics

- Facial make-up must not be a distraction. Female students may wear modest cosmetics that are not faddish. **Any excessive make-up or make-up that draws undue attention to the student is not authorized.**

Prohibited items

- Hats/caps inside the building (exceptions: field trips and sporting events at the gym)
- Sunglasses (exceptions: field trips and sporting events)
- Bandanas
- "Do rags"
- Picks or combs in hair

Students who do not conform to the dress code will not be allowed to join their class until the particular infraction has been fixed. All discrepancies, conflicts, and decisions will be referred to the administrator. All decisions regarding dress code lie with the administrator and are final.

Child Abuse or Neglect

State law requires the reporting of suspected child abuse or neglect by teachers and/or administrators. Our school is vitally interested in the health and welfare of every student and will abide by the law for reporting suspected cases. The school will report all suspected cases of abuse or neglect. If a student or another person reports suspected or actual abuse or cases of neglect to school personnel then they in turn will also generate a report by the school to state authorities. **The Academy may also report incidents between students that involves inappropriate touching or acting out.**

1. The school will contact the Texas Department of Family and Protective Services.
2. Once a report is filed, the police or social worker will take over the investigation. At this time MCA relinquishes authority to investigate any allegations.
3. Department of Family and Protective Services or Killeen Police will contact the parents-guardians in accordance with their policies.

4. Department of Family and Protective Services or Killeen Police will be given full access and cooperation to interview students without parents' permission or presence when they are investigating a claim of abuse or neglect.

Weapons

A student shall not possess, handle or bring on to school property, nor attend any school activity, function or event with any item that may be considered a weapon (or look alike weapon) or munitions of any type. If discovered in the possession of a student, local law enforcement officials shall be immediately notified. Play guns and play knives will be confiscated and appropriate consequences will be assessed. In accordance with state law, firearms are not allowed on campus premises.

Prohibited Items

Toys, cards, electronic devices, play guns, water guns, hand-held computer games, radios, personal music devices, CD players, skateboards, roller skates, Heeleys or any other item not specifically required for the purpose of completing assigned class work or projects are not allowed at school. These items will be confiscated and released only to the parents or guardians. Meals-Ready-To-Eat (MRE's) are not authorized on school property. These items will be confiscated and returned only to the parents or guardians. Personal electronic items are not authorized in before care or after care. MCA will not be responsible for any damaged, lost or stolen electronic items or accessories. **(Exceptions: Personal readers such as Nooks and Kindles that are used for reading and for certain long distance athletics events/field trips.)**

Cell Phone Policy

Memorial Christian Academy respects the usefulness of cell phones in relation to after-school activities and athletic events. However, to prevent cell phones from becoming a disruption in the classroom, the following policies have been developed. Parents who need to contact their student in the event of an emergency may do so through the school office.

1. Students are allowed to have cell phones in their possession on campus.
2. During the school day (from the time a student arrives on campus until the end of school, defined as dismissal), cell phones must be **turned completely off** (sound and vibration) and kept out of sight in a student's locker, book bag or purse. (Pockets or coat pockets are not acceptable).
3. While students are riding on MCA provided transportation (field trips and sporting events), the cell phone policy is in effect just as if the student were in the classroom. Teachers/Coaches will direct when appropriate times for students to use cell phones are.
4. The following events would constitute a violation of the cell phone policy.
 - a. The cell phone rings or vibrates (this means the cell phone was turned on).
 - b. The cell phone was seen by a teacher or staff person.
 - c. If the cell phone was found anywhere but in a student's locker, back pack or purse.
5. Consequences for violating the cell phone policy:
 - a. First offense - phone confiscated and returned at the end of the day
 - b. Second offense - phone confiscated and returned only to parent
 - c. Third and subsequent offenses – phone confiscated, returned only to parent, one day **in-school suspension**

Parents expect MCA to provide a quality education for children. Students who disrupt classes/activities by making calls, receiving calls and texts or sending texts during the school day, undermines the education process for your student and all the other students in the classroom. We ask for parental support in monitoring this policy. This policy does not allow for parents to give their children conflicting guidance in this area i.e. telling a student to leave their phone on during the school day. If parents need to contact their child/children during the day, please call the office. Likewise, students may contact their parents from the phones at the office.

Lockers and Backpacks

Students in grades K5 and up are required to maintain an assigned locker. Parents shall provide a suitable combination lock for their student to utilize. No high security disk locks are allowed to be used. The Academy may, at its own discretion, conduct random locker and backpack searches to preserve the safety, health, and welfare of the school. Further, the Academy may conduct a specific search of a student's locker or backpack when it has reasonable suspicion of a violation of this policy or in order to protect the safety, health and welfare of the school. The Academy is not responsible for lost or stolen personal items. Lockers are a student privilege and subject to

revocation in the event of abuses, such as excessive malicious destruction, cluttering or the storing of contraband. Backpacks may be of any color or design as long as they do not cause a distraction. Wheeled backpacks are authorized; however, backpacks must have straps or handles that will enable students to carry them when walking up/down stairs, as they may not be rolled in stairwells. Misuse of rolling backpacks may result in loss of privilege, therefore resulting in student being required to use backpacks without wheels. Definition of “misuse” is determined by the classroom teacher or administration. This will be communicated to the student and their parents in the form of written notification. Both lockers and backpacks can be searched at any time along with pockets and purses.

Field Trips and Events

Field trips or school sponsored events are planned for enrolled students and their parents/legal guardians. Parent participation requires the teacher’s approval, space availability, and a current Parent Release of Liability to be on file. Children who are not enrolled are not allowed to be transported on school sponsored vehicles. Students participating in field trips depart AND return via school sponsored transportation, except in cases of emergency. Individual or group field trips are self-supported events and attendance is voluntary. Care for non-participating students is a parent-legal guardian’s responsibility and non-participating students shall not be counted absent in such cases.

Chapel

Chapel is held weekly to foster a student’s spiritual growth and development. It provides students and teachers the opportunity to worship, sing, and learn together. Our intent is to give each student the opportunity to respond to the Bible and the Holy Spirit’s work in their hearts. Students will learn of Jesus Christ, and salvation through faith in Him. Parents are invited and encouraged to attend Chapel Services. (See Visitation)

Discipline

Students are subject to disciplinary action any time they are on campus or within campus structures, or on a school activity off campus. All students, while on campus or at a school activity, regardless of time or location, are subject to the school’s disciplinary authority and are expected to adhere to its rules, regulations and policy. Consequences, to include legal and financial, may be imposed on the families of students who are found in violation. Severe violations are grounds for expulsion and/or administrative withdrawal. Specific: The school does not allow corporal punishment to be administered. Discipline is managed through visuals, reports, rewards, demerits, parent-teacher conferences, and similar age appropriate measures. Teachers will use a combination of rewards for positive reinforcement and consequences for inappropriate behavior to manage their classrooms. Teachers provide parents-guardians a classroom discipline plan during the first two weeks of the school year.

Philosophy

At Memorial Christian Academy we believe every student has a right to a quality education free of distractions and/or disruptions. Our learning environment is one in which all students are able to learn and all teachers are able to teach. All our students are the responsibility of all our faculty and staff. We have high expectations for our students and ourselves. Discipline is Biblical. As we work with students we will always make connections to God’s Word and our consequences will be appropriate to the situation, the age of the student and the severity of the offense. While forgiveness is freely given, consequences will still be administered.

Teacher/Staff Expectations

Our Memorial Christian Academy families can expect:

Our teachers and staff will model Christ-like character.

“Whoever says he abides in him ought to walk in the same way in which he walked.” 1 John 2:6

Our teachers and staff will use Godly wisdom in their interactions with others and in their decision-making.

“But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere.” James 3:17

Our teachers and staff will exercise fairness as is age and grade appropriate.

My brothers, show no partiality as you hold the faith in our Lord Jesus Christ, the Lord of glory.” James 2:1

Our teachers and staff will be well-prepared daily with quality, engaging instruction and meaningful assignments.
“Prepare your work outside; get everything ready for yourself in the field, and after that build your house.”
Proverbs 24:27

Our teachers and staff will communicate clear expectations for academics and conduct.
“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness . . . ” 2 Timothy 3:16

Our teachers will create a positive, safe, caring learning environment.
“The name of the Lord is a strong tower; the righteous man runs into it and is safe.” Proverbs 18:10

Our teachers will consistently uphold classroom and school-wide policies and procedures.
“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1

Our teachers will demonstrate a love of teaching and an enthusiasm for their grade level/subject area.
“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23

Our teachers will model respect through their words and actions.
“Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us.”
Titus 2:7-8

Student Expectations

Memorial Christian Academy expects the following from our students:

Our students are expected to conduct themselves in a Christ-like manner on and off campus doing everything as unto the Lord.
And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

Our students are expected to be honest and truthful.
“Righteous lips are the delight of a king, and he loves him who speaks what is right.” Proverbs 16:13

Our students are expected to make satisfactory growth as is age appropriate in the areas of obedience and self-control.
“For this very reason, make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these qualities are yours and are increasing, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ” 2 Peter 1:5-8

Our students are expected to accept responsibility for their words and actions.
“Therefore, confess your sins to one another and pray for one another, that you may be healed. The prayer of a righteous person has great power as it is working.” James 5:16

Our students are expected to behave in a way that builds a positive learning environment.
“Whatever you do, work heartily, as for the Lord and not for men”. -Colossians 3:23

Our students are expected to strive for excellence in academics, extracurricular activities and in community service.
“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”
-Philippians 4:8

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

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

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

“Whoever is slothful will not roast his game, but the diligent man will get precious wealth”. -Proverbs 12:27

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

“Let the wise hear and increase in learning, and the one who understands obtain guidance.” -Proverbs 1:5

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

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

K-3 through 2nd Grade

K-3 through second grade students will use the color system (green, yellow, and red) to identify inappropriate behavior. Students will be given a warning before the first color is changed. During the course of a given school day, when a child has been placed on red and the student is sufficiently disruptive, the student may be referred to the office for further action and/or may be suspended from school for the day.

Any time a student receives a red, a RenWeb report will be written.

If a student earns 3 yellows in one week that will equal 1 red and a RenWeb report will be written.

3 RenWeb reports – Face to face parent teacher conference

6 RenWeb reports – Face to face parent, teacher, administrator conference

9 RenWeb reports – Face to face parent, teacher, administrator conference – individual behavior plan developed

12 RenWeb reports – Face to face parent, teacher, administrator conference – adjustments to individual behavior plan and student placed on probation

Child Biting

Students in the Pre-K program (K3-K5) who bite other students or staff shall be suspended from attending classes for a full 24 hour period. If there are subsequent biting incidents, students will be disciplined accordingly.

Students in the 1st grade and up who exhibit biting behavior shall be immediately suspended at the administration’s discretion for a minimum of 24 hours but not to exceed 2 class days. Subsequent biting incidents for students in grades 1 and up are grounds for expulsion.

3rd Grade through 5th Grade

Third through fifth grade teachers will develop a classroom discipline management plan consistent with our school’s philosophy and expectations. Teachers will use minor and major infractions to determine if/when RenWeb report is to be written. A similar system as described for PK3 - 2nd grade will be used.

Parents will receive a copy of each teacher’s classroom management plan. After reviewing the plan, the parent and student should sign and return the last page to insure all parties have an understanding of behavioral expectations.

Middle and High School

Scope—MCA’s discipline policy applies to all students when school is in session and at all school sponsored activities and events. Parents are responsible for a student’s behavior outside of school hours and events. While the school does not usually take disciplinary measures for actions outside the school environment, it does take notice and reserves the right to make decisions about students who impact the school’s testimony and reputation. A student’s enrollment status with the school can be jeopardized by publicly bringing discredit to the school. That student may be administratively withdrawn, expelled, or denied re-enrollment for subsequent semesters or school years. Examples of this include inappropriate texting, posting inappropriate material on social networking sites, or

violations of the law.

In order to provide a positive learning environment for all students in middle and high school, students are expected to follow certain classroom rules and procedures. Each student is required to sign and obey the school's honor code.

When a student commits an infraction, the fellowship between that student and other students or teachers is broken. Teachers will attempt to follow a cycle that results in the restoration of relationships. The restorative cycle—the true goal of discipline includes: Recognition—Student acknowledges their behavior for what it is; Repentance—Student experiences a change of mind that results in a change of action; accompanied by remorse; Restitution—Student repairs, restores, or attempts to compensate for actions; Restoration—Students are welcomed back to the class, activity, relationship, or other situation.

Each teacher is given the responsibility of enforcing classroom rules and school policies. Administrative staff will be available to assist as needed. Our aim is to treat all students with dignity and fairness. Factors that are considered when administering disciplinary consequences include the seriousness of the offense, the student's age, the frequency of misconduct, and the student's attitude.

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

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

Minor Infractions

Behaviors handled by the classroom teacher; after repeated violations these will become a RenWeb report

Disruptive behavior (talking, singing, beating, tapping, pencil whacking, etc. – brief/low intensity)

Failure to bring appropriate materials to class

Horseplay

Non-compliance – brief/low intensity failure or hesitation in responding to adult requests. This includes lip smacking, delayed response to authority, gestures

Not doing work or participating in class

Property misuse – low intensity misuse of property. This includes rocking in chairs, making slight marks on desks and books that can be erased.

Public displays of affections

Sleeping in class/chapel

Throwing objects

Using God's name in any way other than prayer (OMG)

Using slang words that represent cuss words

Willful refusal to work

Major Infractions

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

Aggressive physical contact

Biting

Bullying/cyberbullying

Cheating

Disrespect/talking back

Disrupting instruction – severe/high intensity

Fighting – physical and/or verbal

Harassment/teasing/taunting

Improper behavior or speech toward others

Inappropriate displays of affection

Lying

Obscenity/Profanity (verbal, hand signals, pictures – hand-drawn/copied for another source)

Off campus misconduct detrimental to the reputation of the Academy
Plagiarism
Possession of any object viewed as a weapon
Possession or use of tobacco, drugs, alcoholic beverage
Posting negative information/comments/pictures on social media in regards to staff, students or school
Repeated violation of school rules
Spitting
Theft/forgery
Threat (implied or direct; verbal or physical)
Unauthorized use of electronics during school hours
Violence (either verbal or physical)
Willful damage, destruction or defacing of school property

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

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

Home and school cooperation

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

Restriction-Students who fail any course as reflected on scheduled progress reports or report card issue dates will not be allowed to participate in extra-curricular activities, to include athletics, student activities, or other Academy activities, until the next scheduled progress report or report card demonstrates a passing grade in that subject. Restricting students from participating due to a failing grade as reflected on a progress report allows the student to focus on their academic coursework in time to make necessary corrections. Events that are part of a class, such as a field trip, play, or musical production do not count as extracurricular activities. The student may be reassigned another role or part, or removed from a part completely if that student needs to focus more on their academic achievement.

Probation- The administrative team will meet as needed to discuss students who demonstrate behavioral issues or academic issues that give the Academy cause for concern. If a student has multiple behavior reports in RENWEB or is failing or close to failing a core subject or multiple subjects, the administrator may convene a probation committee to discuss the student's behavior and/or grades. Factors that will be considered include grade, years at MCA, previous retentions (if any), specific academic concerns, behavioral concerns (especially recurring behaviors), parent conferences, and any assessments or testing data. If the Academy is unable to meet the student's academic needs, or

the student has repeatedly demonstrated an inability or unwillingness to conform to MCA student expectations, that student will be placed on academic and/or behavioral probation. Students who are placed on probation and do not conform to school expectations and continue to disregard rules and policies will be administratively withdrawn or denied reenrollment. Written notification will be provided to parents for students who are placed on probation. Probation may extend into a new school year.

Suspension-Students who commit acts that are deemed serious will be suspended. Incidents that warrant suspension include fighting, vandalism or other infractions that are so egregious that they threaten the safety and well-being of the Academy.

Expulsion-Students who commit very serious acts will be expelled. These acts may be referred to the appropriate civil authorities (police, Department of Family Protective Services etc.) and include any incidents involving weapons, drugs, alcohol, and tobacco among others. The term “expelled” means that a student is no longer eligible to be a student at Memorial Christian Academy or to participate in any school sponsored activity or event whether on or off campus. Expulsion for most offenses will be permanent. When a student is expelled, they will be informed whether they may be allowed to re-apply at a future date. If a student re-applies for admission, there should be strong evidence that the student has changed their life, has learned from their mistakes, and would be able to contribute positively to the school environment. There should never be an assumption that an expelled student will automatically be readmitted. All reapplications for admission are at the discretion of the administrator of the school. If a family wishes to appeal a matter to the school board, please contact the school administrator in writing for those procedures.

Because there are so many possible infractions, the school reserves the right to define and decide any matter not specifically spelled out in this policy and take action on it.

Required Service Hours (Branch Out)

As part of Memorial Christian Academy’s mission, to make disciples, we believe an important part of this mission is to serve others. All secondary students are required to earn a minimum of four (4) hours per quarter. More specific guidance on this matter is provided through the Branch Out program. The full document is at the end of this handbook.

Illness-Injury, Immunization and Medication Policy & Agreement

Student Injury or Illness

The school nurse will be available to assist students for most of the school day. The Academy will care for minor injuries occurring at school but is not responsible for the treatment of injuries brought to school. Parents shall be notified immediately in the event of serious illness or injury. If neither parent can be reached in the event of a serious injury, illness or if the emergency is too serious, then the school will get immediate emergency medical attention for the child and continue attempting to contact parents. All emergency or medical service expenses requested by the school related to serious injury or illness of any student are the responsibility of the parent or guardian. The school does NOT provide accident, medical, or dental insurance for students and enrollees, or reimbursement for expenses related to emergency medical treatment. The parent’s responsibility to provide accurate and updated emergency contact information is extremely important.

Illness and/or Injury

The following policies and procedures shall be observed by the Academy.

These policies and procedures are in accordance with the Department of Protective and Regulatory Services, Licensing Division, section 1800.

- a. Parents must be notified in case of illness or injury.
- b. A child whose illness requires them to be sent home will be separated from the group or class.
- c. Ill children will be located in either the Nurse’s station or the Academy office for the authorized person to pick up.
- d. An ill child will not be admitted to school or child care if any of the following exist:
 1. The illness prevents the child from comfortably participating in facility activities;

2. The illness results in greater need for care that the staff can provide without compromising the health, safety, and supervision of the other children;
3. The child has a temperature of 100 degrees or higher;
4. The child has signs and symptoms of possible severe illness (such as lethargy, uncontrolled breathing or diarrhea), uncontrolled being defined as 2 (two) or more episodes within a 24 hour period;
5. The child vomits;
6. The child has mouth sores that are accompanied by any drainage;
7. The child has eye irritation that is accompanied by drainage or crusting;
8. The child has been diagnosed with a communicable disease.

Readmission

The Academy will not allow readmission policy exceptions for any ill student. This policy's guidelines shall not be altered except by the Administration or a school committee action. It is in place for the benefit of all students and the school community. We acknowledge that a student's illness causes much inconvenience to working parents but this inconvenience does not negate our responsibility to provide a non-contagious environment to other students. The school will exhaust the designated contacts parents have provided until the student is picked up.

Fever, Diarrhea, and Vomiting Due to Illness:

The child must be FREE of these symptoms for 24 hours before returning to the facility.

Mouth Sore or Eye Drainage:

The child will be required to present a doctor's note upon return to the facility stating the sore or drainage is not contagious.

Communicable Disease:

The child will be required to present a doctor's note upon return to the facility stating the time communicability ends or the child is no longer contagious.

Medication Policy

Our school will NOT administer medication of any kind unless prescribed by a physician. The parent is required to give the first prescribed dose in the morning. Only midmorning and afternoon dosages will be given by the facility, according to written physician's orders.

Children placed on ANTIBIOTIC therapy for "contagious illnesses" must have (1) one full day's dose (24 hours) in their system before returning to school.

- a. In order to administer medication, the nurse/facility must have written authorization, signed and dated, by the ordering physician. *This includes "over the counter" medications such as Tylenol or ibuprofen.*
- b. The medication must be in the original container, labeled with the child's name, date, and the prescribing physician's name.
- c. The physician's order must include the time medication is to be given.
- d. The school nurse will supervise the security and storage of ALL medications.
- e. Medications of any kind are not permitted to be kept in any classroom or carried by students.

Parents may want to request 2 (two) separate bottles of medications, one for home, one for school, to eliminate the need to deliver medications to school each day.

Head Lice

Any child infested with lice will be excluded from the facilities until they are FREE from lice and nits. Students who return to school after exclusion due to lice must be checked by the nurse (or other designated person) prior to reentry.

Communicable Diseases

The school reserves the right to make the final decision necessary to enforce its communicable disease policy or prevent students from entering class if attempting to take action to control the spread of a communicable disease. Parents are required to disclose known or suspected communicable diseases, as required by law and school policy,

pertaining to their children or family when a member of the same is enrolled and attending.

The school desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A parent, guardian, teacher, employee or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administration. Some of the more common communicable diseases are:

- Strep
- Staph Infections
- AIDS (Acquired Immune Deficiency Syndrome)
- Diphtheria
- Tuberculosis
- Human Immunodeficiency Virus (HIV)
- Rocky Mountain Spotted Fever
- Meningitis
- Mumps
- Meningococcal Disease
- Pertussis
- Pink Eye
- Scarlet Fever, Fifth Disease
- Ringworm

A complete list may be found at the following website: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. An independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease, is required to return to school specifically stating when the student may return. The School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take action to control the spread of such diseases within the school or facility. The Academy may, at its own discretion, conduct routine exams of students when reported or suspected communicable and contagious illnesses are brought to its attention.

Immunizations

Fully immunized students unable to produce immunization records may be provisionally enrolled for 20 days while awaiting record transmittal or delivery. Students without immunization records but who produce proof that immunizations have begun may be provisionally enrolled provided immunizations are completed within the time frame prescribed by the school nurse and/or school officials. “Proof” consists of personal records validated by a physician or public health clinic with signature or rubber stamp. Failure to adhere to normal immunization and school immunization requirements will result in immediate administrative withdrawal of the student. We respect a parent’s rights regarding immunization decisions for their children. Parents must obtain a valid state waiver for immunizations if religious or personal convictions prohibit the child from being vaccinated. Enrollment shall be denied/revoked for instances when this policy is not followed. Additional immunizations may be required at any time as advised by the county health department or public health officials.

Minimum State Vaccine Requirements for Texas Children can be found at the following website:

<http://www.dshs.state.tx.us/immunize/school/#requirements>

Physicals

All K3/K4 students, all first time students and students enrolled in before care/after care regardless of grade are required to have a physical prior to enrollment. The school generally will accept whatever form the doctor’s office generates and does not require a specific form for physicals. All students participating in athletics must have a sports

physical prior to practicing or playing on any school athletics team. Please contact the Athletics Director for more information on sports physicals. Students participating in TAPPS/TCAL High School athletics must have a yearly physical that is documented on a TAPPS/TCAL specific physical form.

Financial Terms and Conditions Agreement

Tuition and Fees

Financial obligations are categorized by fees or tuition. Fees are typically non-recurring charges for specified items or activities. Tuition charges cover a term, or period of time, for private education and care. The Academy's installment programs are not month-to-month charges. Installment programs simply provide families a method of extending the financial obligation and help manage the family budget for their student's private education and care. The school collects tuition installments by electronic funds transfer (EFT) via a professional, highly rated, and secure funds management company (FACTS).

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

- a. Single Installment Plan. A full program's tuition paid in one lump sum before August 1.
- b. Bi-annual Plan. A full program's tuition paid in two equal installments. The first payment is due by August 1st and the second payment is due by January 5th.
- c. Installment Plan. This is a full school year's tuition divided into ten separate installments. Payments will run August thru May. All families using the installment plan must enroll in FACTS tuition management service to have payments drafted. A onetime installment processing fee of \$41.00 is assessed at the beginning of each year when selecting this option. If the pay in full option is chosen, full payment must be made by August 1. At that time if payment in full is not received then the family must enroll in FACTS draft or be removed from school rolls. Unresolved balances with FACTS must be resolved prior to re-enrolling for the following school year.

Program Fees

- a. FEES are due upon the Academy's final admissions approval in order to confirm class enrollment slot.
- b. All FEES are non-refundable and non-transferable.

Prepayment and Credits on Account

Families may make prepayment (advanced payments) on their installment plans or accounts. Prepayments may be applied to any future charge incurred on the account. Unapplied prepayments are refundable subject to adherence to proper student clearing procedures (not applicable to account credits). Credits or discounts are non-cash transactions on family accounts. They are typically adjustments or journal entries that reduce an account balance. Credits or discounts are separate and distinct from prepayments. Credits or discounts may be applied to account balances but are not refundable or convertible to cash reimbursement.

Late Payment Penalty Fees

- a. Installment draft requests returned to FACTS for non-sufficient funds are subject to a late fee assessed by FACTS. The school is not responsible for NSF or other fees incurred by families who do not have funds available when FACTS drafts from your account.
- b. Families must maintain FACTS accounts. The school does not process monthly payments at the office except for past due amounts for which FACTS has attempted three drafts in one month. These past due amounts must be paid at the school office in order to continue enrollment.

Delinquent Accounts

- a. Account delinquency occurs when a tuition installment payment is overdue. Accounts overdue for longer than 45 days will result in an administrative withdrawal. Financial responsibility for installment *plans* remains in effect. Student records and transcripts are not released nor transferred until accounts are paid in full.
- b. Lunch accounts must be kept up to date and should maintain a positive balance. Lunch accounts must be maintained in order to have uninterrupted access to RENWEB. Families with delinquent accounts will not be able to access RENWEB or receive grade reports.

Returned Checks or NSF Bank Notices

Accounts that have repeated returned checks or NSF notices may be subject to a “CASH OR MONEY ORDER ONLY” payment policy.

Discounts

Discounts MAY NOT be combined and do not apply to FEES. Discounts are applicable to TUITION only. The school offers the following discounts:

- 1) Single (Lump-Sum) Payment Tuition Discount;
- 2) Multiple (3+) Student Tuition Discount;

Single (Lump-Sum) Payment Tuition Discount. Families that make one single payment for a pro-gram’s full cost, prior to 1 August, receive a standard tuition discount (\$100) at the time of payment and avoid installment processing fees. Discounts may not be combined.

Adjustments

No daily rate calculations will be made. Parents may enroll or withdraw at the time which is most advantageous for them, but attendance in any day of a particular month requires tuition. No refunds for a particular installment payment in a given month will be given if the student attended during that month.

Yearly Tax Statements

Yearly tax statements are provided only to those who pay in full at school office. All others must call FACTS Tuition Management generates yearly tax statements for those who utilize the installment plan. FACTS phone number is 1-866-412-4637. MCA’s tax identification number is 11-3699984.

MCA will only provide tax statements for deductible tuitions (PreK 3/4; Before Care/After Care for students 12 years and younger).

Student Withdrawals

As a courtesy, MCA requests written notice of withdrawal to be submitted to the Business Office 30 days in advance. Financial responsibility remains in effect for students withdrawn with or without required notice. Attendance in any day of month requires tuition. No refund for the month of withdraw will be given. Refunds may be available for the months a student was not enrolled in school. Parents shall be notified of pending administrative withdrawals. The following applies to all withdrawn students, **regardless of reason**:

- a. Monthly Installment Plan Accounts: No refunds are authorized for any month in which the student attended a class. The current installment remains due and payable for any month in which a student attended a class regardless of the number of days class attended. Only unapplied prepayments may be refunded in accordance with policy.
- b. Lump-Sum (Single) Installment Accounts: Entitled to a partial tuition refund. This refund amount is calculated by the Business Office and is equal to the number of months for which prepayments have not been applied to scheduled charges or installments. Refunds are based on Installment Schedules, not monthly or daily rates.
- c. Students withdrawn prior to the first day of school may be refunded pre-paid tuition. Fees are non-refundable.
- d. Refunds require 15 days to process and shall be mailed to the address on the student’s account. Requests for mailing refunds must be submitted in writing. Refunds may be picked up at the office if requested in writing.

Before and After Care

Enrollment in Before and After Care is not intended to be a short term pay as you go system. Multiple enrollments and disenrollments in a single year are not allowed. Please consider carefully whether you need Before and/or After Care for your child.

Late Pick-Up Fee

In the event students are not picked up by 3:15 for K3-5th and 3:25 for 6th-9th, a “flat rate” late pick-up fee of \$20 is incurred. After exhausting emergency contacts, students not picked up by 6:30 pm will be referred to Child Protective Services or local authorities. In such cases, the school shall presume parents and/or emergency contacts

are unable to pick up the student or are involved in an emergency that prevents them from picking up their students. The school shall attempt to contact others on the pickup list. Assessed fees are posted to the family account and are payable at the office within 24 hours.

Meal Program

- A. Pre-Ordering Lunches. Lunch menus are posted monthly on RENWEB. Teachers will ask during attendance who wants a hot lunch. At that time he/she will mark the child with a hot lunch and the Family account will be charged \$3.00 for grades PreK3-2nd grades and \$3.25 for grades 3rd -12th.
- B. Prepayment for Meals. Payments for lunch accounts should be paid in person at the Cashier's Office. Meals requested must be paid for. If your child does not have a sack lunch you will be charged for a school lunch. The school is not responsible for cash sent to school with a student. Students who happen to forget their lunch, or otherwise have nothing to eat for the lunch meal shall be served a school lunch and their account will be charged the daily rate of \$3.00 for K3-2nd or \$3.25 for 3rd -5th grades. Middle and High School students may elect not to eat. Parents may be notified of secondary students who habitually skip meals. Home lunches must consist of a meal meeting the nutritional standards required by state guidelines or the child will be given a hot lunch and their account charged the daily rate. After 9:30 any student who requested a school lunch will be charged for the hot lunch even if it is not consumed i.e. parent decided to bring lunch or the student is checked out or goes home sick. This is due to the fact that the kitchen prepares food amounts based on meal requests.
- C. Once a student has reached a lunch "charge" balance of \$10.00, they will begin to receive an alternative meal (sandwich, fruit, milk). Parents will be notified of these charges and should then take the appropriate steps to correct the problem.

Students are not allowed to bring meals requiring preparation assistance before being consumed. Examples are meals that need to be heated, microwaved, boiled, or requiring hot water. Teachers will not be able to help prepare these type meals for students. Students who bring meals needing preparation will be served a hot meal during lunch and charged the appropriate lunch meal fee.

Secondary students may be afforded the opportunity to participate in athletic fundraisers that involve food from outside vendors.

Library Book Check Out Program and Fees

Library books may be checked out by students in 1st grade and up. Books may be checked out for a period of 5 (five) days. Books may be rechecked for "three (3) consecutive 5 (five) day periods." Books not returned after a one month period will be presumed lost. Parent will be assessed a replacement fee. Assessed fees will be added to the family's account. Parents who do not want their students to check out books must provide the library with a letter stating their desire. The students will have their library privileges modified and not be allowed to check books out. Parents may change this option at any time.

BRANCH OUT

“I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing.” -John 15:5

Memorial Christian Academy believes that part of our responsibility in training young men and women to be disciples of Christ is to help them **put into practice** the Christ-centered instruction they receive in the classroom. Servant leadership calls on students to lead like Jesus led by serving those around them. By serving in Christ’s name students are truly able to “Branch Out” from the vine and bear fruit within the Killeen/Ft. Hood community. Students are encouraged to serve in one of the following areas sometime during the year:

- **THE LOCAL CHURCH-** This includes serving the staff that work at your church.
- **LOCAL COMMUNITY-** This involves meeting the needs of those in the Killeen/Ft. Hood area but outside of your local church.
- **INTERNATIONAL COMMUNITY-** This involves finding ways to meet the needs of those in other countries. This could include participating in mission trips or helping organizations that serve overseas.
- **MILITARY-** The Ft. Hood community provides a unique opportunity for students to honor and serve members of our armed services.
- **MEMORIAL CHRISTIAN ACADEMY COMMUNITY-** There are needs within our own school that could likely be met by MCA servant leaders.
- **OUTREACH AND EVANGELISM-** While meeting the physical needs of those we serve is important, we must not forget their most significant need, to know Jesus Christ and the power of His resurrection.

Guidelines for Service

In order to qualify for the students Branch Out Servant Leadership hours, these guidelines must be followed:

- The service performed must be voluntary (no compensation received).
- Service should be completed for non-profit organizations.
- Service, if performed for an individual, should be done for someone outside of the immediate family.
- Service should be performed to meet a legitimate need (it must be performed to help others and/or the environment).
- Students are responsible for locating a place to perform their Branch Out service. Mrs. Ellison has a list of organizations and contact information of local non-profit organizations.
- Volunteer service and hours must be recorded on the *Branch Out Service Evaluation Form*. Completed forms should be returned to Mrs. Ellison to receive credit for service performed.

Service Hour Requirements

6th-7th Grade Students	6 th and 7 th grade classes will have the opportunity to serve through grade level service projects. Students are guided to realize that every student must do their part for the project to succeed. Students actively participate through collecting, organizing, and delivering designated products to assigned agencies.
8th-12th Grade Students	Students will serve a minimum 4 hours per term (16 hours per school year).
Student Council and National Honor Society Members	StuCo and NHS members will serve a minimum 8 hours per term (32 hours per school year).

*A minimum 50 hours served per year during a student’s 8-12th grade years will earn them a silver cord at graduation.

Memorial Christian Academy is also a Certifying Organization (CO) for the President’s Volunteer Service Award (PVSA) program. This organization seeks to encourage United States citizens to live a life of service through presidential gratitude and national recognition. Service hours are measured over a 12-month period (June-May) and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of service achievement. Levels include bronze, silver, gold; award recipients will receive a personalized certificate, an official pin, and a congratulatory letter from the president of the United States.

Hour Requirements for the PVSA Program (June 2015-May 2016)

Hours By Award	Bronze	Silver	Gold
Kids (5-10)	26-49	50-74	75+
Teens (11-15)	50-74	75-99	100+
Young Adults (16-25)	100-174	175-249	250+
Group Award (MCA has the opportunity to earn a group award in addition to individual awards. The group consists of members that have served 25 or more hours in a 12 month period)	200-499	500-999	1,000+



MCA Service Evaluation Form

Date form turned in _____

Part One: Student's Log Sheet and Personal Reflection

Name _____ Grade _____

Name of Organization _____

Responsibilities _____

Dates and Hours of service _____ Total hours completed _____

Personal Reflection – please write a brief summary about your experience and how you feel it affected you personally.

Part Two: Supervisor's Evaluation

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

Please check one:

- Satisfactory** - Student displayed exceptional service; attitude of graciousness; punctual; friendly
- Unsatisfactory**- Student displays unsatisfactory service; not punctual; poor attitude about serving

Supervisor Name (please print) _____

Supervisor Signature _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____