

# *PARENT/STUDENT/ACADEMIC HANDBOOK*

## *2021-2022*



MCKINNEY CHRISTIAN ACADEMY

3601 Bois D' Arc Road

McKinney, TX 75071

214-544-2658

MCA Website: [www.mckinneychristian.org](http://www.mckinneychristian.org)

## Accreditations, Memberships and Associations

Association of Christian Schools International (ACSI)

AdvancED/Cognia

Southern Association of Colleges & Schools Council on Accreditation & School Improvement (SACS-CASI)

Texas Private Schools Association (TPSA)

Texas Private School Accreditation Commission (TEPSAC)

College Board (SAT, PSAT, AP)

ACT

National Honor Society (NHS)

National Association of Secondary School Principals (NASSP)

Texas Association of Private and Parochial Schools (TAPPS)

Association for Supervision and Curriculum Development (ASCD)

FACTS



Association of Christian Schools International



McKinney Christian Academy does not discriminate based on race, color, national, or ethnic origin in the administration of the admissions policies, educational programs, financial aid, athletic and other school administered programs.



# McKINNEY CHRISTIAN ACADEMY

## STATEMENT OF COOPERATION AND HONOR CODE

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

McKinney Christian Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.

We/I hereby affirm that we/I have read the Parent/Student Handbook and discussed its policies with my student.

We/I certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook. *As such, We/I will not take to social media nor encourage other families to do so should conflict arise with the school faculty or administrators. We/I will pledge to follow the Matthew 18 principle.*

We/I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

We/I understand that the services of the school are engaged by mutual consent, and that either the school or We/I reserve the right to terminate any or all services at any time. We/I understand that this Handbook does not contractually bind McKinney Christian Academy and is subject to change without notice by decision of McKinney Christian Academy's governing body.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Both parents must sign)

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(both parents must sign)



Additionally, students are expected to commit to the Honor Code, which states:

“I pledge that all course work that I submit at MCA is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at MCA: ‘Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy-- think about such things.’”

I hereby affirm that I have read the Parent/Student Handbook (located on the MCA website). I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind McKinney Christian Academy and is subject to change without notice by decision of McKinney Christian Academy’s governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of that privilege.

Student’s Name (Print): \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Classroom/Homeroom Teacher: \_\_\_\_\_

***Student signature is only required for sixth through twelfth graders. Please read the following statements carefully and sign below to indicate your agreement.***



## **GRIEVANCE/CONFLICT RESOLUTION**

(NOTE: For sexual harassment resolution, please use the steps outlined in Section VII.III of this handbook.)

**Open Door Policy:** If a problem or complaint is so delicate a matter that you feel compelled to obtain advice from a Principal/Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents in determining the most appropriate means by which conflict resolution can be achieved in accordance with the Matthew 18 Principle. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but **does not extend any deadlines** set forth in this or any other relevant MCA policies.

**Conflict Resolution Procedures:** If a situation occurs where a parent or student believes is unjust or inequitable, they are encouraged to make use of the Matthew 18 Principle and Conflict Resolution procedures. The grievant may discontinue the procedure at any point if the problem is resolved.

**Step One:** The grievant should present any problem privately to whomever caused the problem or whoever is involved in the conflict, in a positive and constructive manner, immediately, or within a reasonable timeframe.

**Step Two:** The grievant should advise the appropriate Principal/Administrator of the problem within ten calendar days of the incident or within reason. The Principal/Administrator should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, the grievant may proceed to step three within ten calendar days of bringing the conflict before the Principal/Administrator

**Step Three:** The grievant presents their conflict to the Head of School in writing. The Head of School reviews and considers the conflict. The Head of School will inform the grievant of his or her decision within thirty calendar days, and a copy of the written response will be retained in the student's file.

**Step Four:** Should the grievant feel that the Head of School has not followed the school policy and procedures for conflict resolution or not be satisfied with the decision, they may submit a written appeal to the Board of Trustees for review within ten calendar days of the decision of the Head of School.

**Final Determination:** The Board of Directors will make the final determination and will inform the grievant of the decision within thirty calendar days.

Not every problem can be resolved to everyone's total satisfaction. Only through understanding and discussion of mutual problems can parents, and students develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.



Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Both parents must sign)

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(both parents must sign)

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Classroom/Homeroom Teacher: \_\_\_\_\_

*Student signature is only required for sixth through twelfth graders. Please read the following statements carefully and sign below to indicate your agreement.*

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## School Contact Information

### McKinney Christian Academy

3601 Bois D' Arc Road, McKinney, TX 75071

Phone: 214.544.2658

MCA Website: [www.mckinneychristian.org](http://www.mckinneychristian.org)

### FACTS Family Portal

MCA Code: MCA-TX [www.mckinneychristian.org](http://www.mckinneychristian.org)

Find report cards, schedules, homework, grades, and other important information. Click on FACTS Family Portal on the homepage of MCA's website. Contact [renweb@mckinneychristian.org](mailto:renweb@mckinneychristian.org) if you need assistance with your FACTS Family Portal account.

### FACTS Parent Alert System:

- Text the word *START* to 22383 to ensure your cell provider does not block text alert messages
- Provide student cell phone numbers in FACTS Web Forms; Family Demographics if you wish for the student to receive text notifications from MCA

### FACTS Tuition Management, link in your FACTS Family Portal

View charges, make payments, view your account history.

### ACADEMIC OUTFITTERS [www.aoutfitters.com/portfolio-items/mckinney-christian-academy](http://www.aoutfitters.com/portfolio-items/mckinney-christian-academy)

Find information regarding store location, hours, phone number, sales. View approved uniform items, sizing charts, and pricing. Note refund policies, and free shipping qualifications.

**SPIRIT SHOP- located in room 504.** Shop online- select Spirit Shop from the MCA website's home page button. Reach the shop by phone at **ext. 1618**

**UNIFORM RESALE SHOP- located in room 503.** Reach the shop by phone at **ext. 1618**

## PARENT ORGANIZATIONS

### PARENT-TEACHER FELLOWSHIP (PTF)

Parent Teacher Fellowship President –Kim Jensen

All parents or guardians of children attending McKinney Christian Academy are members of the PTF. We urge at least one parent or guardian to attend each activity and encourage the attendance of both. These planned activities give you an opportunity to interact with faculty, principals, and other parents.

### MUSTANG ATHLETIC BOOSTERS

Mustang Athletic Booster President – Denise Scott

Mustang Athletic Boosters is a group of interested parents, grandparents, friends, and sponsors, whose primary goal is to encourage student participation in the athletic programs at MCA. SAC aims to recognize outstanding effort, sportsmanship, and achievement by MCA athletes, coaches, staff members, and supporters. The club's goal is to foster a supportive environment for student athletes to achieve both athletically, academically, and spiritually.

### MOM'S IN TOUCH -Coordinator – Emily Pogue

Moms in Touch is a group of MCA mothers who meet to pray for the school.



Dear Parents:

Thank you for your continued support and interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Parent/Student/Academic Handbook, which is located on our home page under each respective School's information section. The Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you agree with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to collaborating with you to educate your child in God's truth.

In Him,

Bob Lovelady  
Head of School



## **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of McKinney Christian Academy, as the local Body of Christ, and to provide a biblical role model to McKinney Christian Academy members, and the community, it is imperative that all persons employed by McKinney Christian Academy in any capacity, or who serve as volunteers, agree to, and abide by this Statement of Marriage, Gender, and Sexuality. (Matthew 5:16; Philipians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of McKinney Christian Academy.

## **Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).



## **Physical Privacy and Sexuality Policy**

### **I. Purpose**

In light of McKinney Christian Academy's Statement of Faith, Statement on Marriage and Sexuality, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the MCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other MCA facilities where individuals may be undressed in the presence of others.

### **II. Definitions**

Sex means the biological condition of being male or female as determined at birth.

Member of the MCA community means any MCA employee, volunteer, student, parent, or visitor.

### **III. Sincerely Held Religious Belief of Sexuality**

MCA's sincerely held religious belief is that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God. (Genesis. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

### **IV. Policy**

Notwithstanding any other policy, MCA restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other MCA facilities or settings where members of the MCA community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), MCA shall provide separate, private areas designated for use by members of the MCA community based on their sex.

MCA recognizes there may be instances where members of the MCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. MCA encourages members of the MCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

MCA, will always, interact with members of the MCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the MCA community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person-behavior that dishonors the Holy Trinity and the Word of God Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by MCA, which is cause for terminating his/her privilege of enrollment at MCA.

To preserve the function and integrity of MCA and to provide a biblical role model to members of the MCA community and community-at-large, it is imperative that all members of the MCA community agree to and abide by this policy.



## **MCA'S STATEMENT OF PHILOSOPHY**

McKinney Christian Academy embraces a Christian philosophy of education that is built on a biblical foundation, which views knowledge and truth as having their source in God. McKinney Christian Academy seeks to aid the student in developing his/her talents and learning to view God as the Lord of all of life.

A developmental, multi-sensory, broad-based curriculum that allows the student to learn to deal with issues and ideas is offered. The natural integration of biblical absolutes and principles is a vital part of the total daily program. Curricular and co-curricular activities are planned and implemented with the objective of guiding students in developing a Christian world and life view. Exposure to issues and ideas and learning how to deal with them biblically will aid in the preparation of each student to live in contemporary society for the honor and glory of the Lord. In addition, all areas of the arts are an integral part of the total learning experience.

Under the authority of Christ, and with the intent of serving and glorifying Him in all things, McKinney Christian Academy exists to:

- Create an environment of comprehensive discipleship through the Gospel bearing work of Christian staff, the modeling of genuine faith by all those who come before the students in our care, community service, and Christian fellowship.
- Develop authentic critical thinking with the intent of making students skilled in discerning absolute truth, grasping contextual understanding, and becoming learners and practitioners of the biblical worldview.
- Provide a covenant-based relationship in an ecumenical environment by collaborating with Christian families as they carry out their primary role in the loving, thorough education, and upbringing of their children.

“Therefore, gird up your minds, be sober, and set your hope fully upon the grace that is coming to you at the revelation of Jesus Christ. As obedient children do not be conformed to the passions of your former ignorance, but as He who called you is holy, be holy yourselves in all your conduct; since it is written, “You shall be holy, for I am holy.” I Peter 1: 13-16

## **MCA'S STATEMENT OF MISSION**

McKinney Christian Academy exists to honor Jesus Christ by teaching students to live biblically through education of mind, body, and spirit.

## **MCA'S STATEMENT OF VISION**

McKinney Christian Academy strives to be a springboard for students in the pursuit of lives, which encounter, enjoy, and express the love of God through excellence in every endeavor. It is the desire of all those associated with the academy that our students, for the rest of their lives, would be living witnesses of and for the grace, compassion, ethics, and sovereignty of our Almighty God.



## **MCA'S STATEMENT OF CORE VALUES**

### **Spiritual Goals:**

- To see students come to a personal, saving relationship with Jesus Christ
- To train children in all aspects of the Christian faith and help them develop a genuine, deep love for our Lord
- To create an understanding of how the Lord, in and through the Scriptures, creates a context for all things in our lives

### **Academic Goals:**

- To train students in the development of knowledge, learning skills, and the contextual application of all academic disciplines
- To teach all disciplines from a Christian worldview with a natural integration of biblical absolutes in all areas
- To prepare students for continual development and achievement, regardless of God's specific calling on their lives

### **Social Goals:**

- To aid students in understanding the importance of fellowship, cooperation, selflessness, and persistent service in the process of self-development
- To create an environment where each student can discover, examine, and utilize God-given gifts for personal good and the benefit of others
- To develop in students a sense of personal responsibility to God and His creation, including school, church, family, community, country, and the world
- To assist students with development of social skills regarding how they actively relate to others and to the world around them

### **Physical Goals:**

- To encourage an understanding that God has fearfully and wonderfully made us, with divine purpose and blessing in mind
- To develop the context for the proper and excellent use of physical skills, be they athletic, artistic, or otherwise
- To create an environment of opportunity and safety in every physical aspect, so that students may learn and grow in security and confidence



## **MCA's Statement of Faith**

We believe that only the Bible is the inspired, infallible, authoritative Word of God. II Timothy 3:16 II Peter 1:21

We believe there is only one God, existing eternally in three co-equal persons: Father, Son, and Holy Spirit. Matthew 28:19 I Peter 1:2 II Corinthians 13:14

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father in heaven, and in His personal return in power and glory. John 1:1 Titus 2:13 John 10:30 I Corinthians 15:3-4 Acts 1:11

We believe in the deity of the Holy Spirit, in His present ministry, and that He indwells all who receive Jesus Christ as personal Savior and Lord and enables them to live a Godly life. Acts 5:3-4 Romans 8:9 Galatians 5:22-25

We believe that mankind was created by a direct act of God in His image and likeness, that all have sinned and fallen short of the glory of God, and that salvation is a gift of God which cannot be received apart from a personal faith in Jesus Christ alone. John 14:6 Ephesians 2:8-9 Acts 16:30-31 Romans 3:23, 6:23

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful mankind. John 3:5-6 Titus 3:5

We believe in the resurrection of both the saved and the lost: those who have received Jesus Christ as personal Savior and Lord unto the resurrection of life and the everlasting punishment of the lost. John 11:25-26 John 3:16-18

We believe in the spiritual unity of all who know Jesus Christ as their personal Savior and Lord. I Corinthians 12:12-13 Galatians 3:26-28 Romans 12:4-5



## **SECTION I – ALL SCHOOL POLICIES AND PROCEDURES**

### **ADMISSIONS**

In keeping with McKinney Christian Academy's Mission Statement, the MCA admissions process considers the following:

- Families who are growing in their personal Christian walk and involved in their local church. McKinney Christian Academy requires that at least one parent be a Christian.
- Students whose academic records demonstrate proven capability to succeed in our program. Therefore, students' records are carefully evaluated prior to acceptance. MCA requires that students score at grade level or above on the admissions test.
- Students whose recommendations show a behavioral history that is in harmony with the behavioral expectations of McKinney Christian Academy.
- Students whose emotional maturity is appropriate for the grade applying for.

Teacher and Pastor recommendations are required for all applicants. Parent interviews are a significant part of the process (all students), and student interviews are required for students applying for Grade 4 through Grade 12. Priority is given to siblings, returning students, and students of employees. Specific guidelines and requirements for admissions are detailed on our website.

### **Continuous Enrollment:**

MCA's enrollment contract is a Continuous Enrollment contract. *On February 1st, student(s) will automatically be re-enrolled for the upcoming school year, unless the Admissions Office is notified in writing by Jan. 31st. Remember, the Continuous Enrollment Contract is financially binding.*

Parents are responsible for keeping the school informed with changes in their status, such as but not limited to address, medical, marital/divorce. Parents must also update all parent & student demographic information using Web Forms in their FACTS Family Portal.

### **ATTENDANCE** (also see **Lower School, Middle School and Upper School Sections**)

McKinney Christian Academy operates under the State of Texas Educational Code, which states that school attendance is required. Consistent attendance is essential if a student is to successfully acquire the necessary skills, concepts, strategies, and content for his/her grade level. Please notify your student's respective campus first thing in the morning should your student be absent for the day. This notification should be communicated through the MCA Attendance Reporting form located on the respective school website under Resources and Forms.

### **BIBLE**

McKinney Christian Academy is an independent, Christian school teaching that Christianity is truth, and the Bible is the only inspired, infallible, and authoritative word of God.

MCA children are taught the absolutes of Christianity. MCA does not take a position on specific denominational distinctiveness.

Included in absolutes are:

- *One true and living God who exists eternally in three coequal persons: Father, Son, and Holy Spirit*
- *The deity of our Lord Jesus Christ, His virgin birth, His substitutionary death on the cross, His resurrection, His ascension, and personal return in power and glory*
- *The deity of the Holy Spirit and that He indwells all who receive Jesus Christ as personal Savior and Lord*
- *Mankind was created by a direct act of God in His image and likeness*
- *Salvation is a gift of God only received through personal faith in Jesus Christ*
- *The resurrection of both the saved and the lost: those who have received Jesus Christ unto the resurrection of life and those who have rejected Him unto everlasting punishment*

Examples of denominational distinctives are:

- *mode of baptism*
- *Communion or the Lord's Supper: how served and frequency*
- *form and style of worship service*
- *demonstration of gifts in the individual believer and in corporate worship*
- *time of the second coming of the Lord Jesus Christ*

**CARPOOL- Please, no cell phones while the carpool line is moving.**

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas.

**All parents and student drivers are expected to follow the traffic flow patterns, directional signage on campus and the direction of MCA staff or McKinney Police Officer who will be monitoring and directing traffic in the parking lot during peak times.**

To ease congestion, maximize traffic flow and minimize the risk of injury, MCA requires that students, parents, and visitors always follow these guidelines and courtesies:

- **Entry into the carpool** area must be made from the west entry.
- **Cars must line up** and move in an orderly fashion in the carpool line.
- **No one may pass other cars** in the carpool line, unless directed to do so.
- **Never leave your vehicle** unattended in the carpool line. If you must leave your vehicle, park in one of the designated parking spaces.
- Drivers are expected to **re-enter the carpool line** if their riders are not ready for pick up. **Do not hold up others who are behind you nor park in the fire lanes.**
- **Lower School students must be dropped off at the Lower School office.**
- **Exception: If a MS parent is dropping off a LS student, then the MS student may also be let out at the LS office and proceed to the MS.**

**CHANGE OF ADDRESS OR PHONE NUMBER**

Any change of address or phone number should be changed by the parent on FACTS Family Portal using Web Forms; select the Family Demographics Form. It is very important for the school to have current information at all times.

## **CHILD ABUSE**

MCA personnel are mandated by Texas law to report any observed or suspected instances of child abuse to the appropriate public authorities within 36 hours.

## **CHILD CUSTODY**

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the school Registrar's office to be enrolled and in attendance at MCA. Additionally, we will need copies of any custody changes. Both parents have equal rights unless we have signed legal documents on file to state otherwise.

## **CLASSROOM OBSERVATION AND VISITS**

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Parents and other interested persons are always welcome to observe in a classroom by **appointment only**.

**Parents and visitors are not permitted to go directly to a classroom** to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office, and the office will make all deliveries to students.

If you wish to formally observe a classroom, please contact the school office and a visit will be scheduled. Observations are limited to 30 minutes. Please keep in mind that the classroom observation should in no way interfere with teaching time, and questions for the teacher should be deferred to a more appropriate time. Appointments to talk with the teacher and/or principals may be scheduled through the school office.

## **CLOTHING LABELS**

Parents are encouraged to label **ALL** school items, especially uniform items. Articles properly labeled can be easily identified and returned to the student. Items in Lost and Found without names are periodically donated to resale or Goodwill.

## **COMMUNICATION**

MCA is committed to keeping open lines of communication with its families. Many instruments are in place to enable parents to know what is going on at MCA and they are as follows:

- FACTS Family Portal – all MCA parents are eligible to view their student's information in the portal. Parents without accounts may choose to "Create New Account" on the login screen. Please contact [renweb@mckinneychristian.org](mailto:renweb@mckinneychristian.org) for help with your account.
  - Student grade access- grades 4 and up
  - MCA Student/Family Directory
  - Report Cards
  - Attendance
  - Discipline
  - Homework- grades 4 and up
  - Text notifications of school closings, delays, or activity cancellations
- Web Site – [www.mckinneychristian.org](http://www.mckinneychristian.org)

- MCA Facebook page; Instagram and Twitter
- The school online news, *The Mane Edition*, is accessible on the MCA
- Orientations
- Handbooks – are available for viewing in FACTS Family Portal
- E-mail & voicemail for each faculty and staff member
- Parent Teacher Conferences
- Marquee Sign – weekly reminders
- All School Weekly e-mail newsletter

Classroom Communication - any fliers, notices, or other communication to be sent home with the students or given out to parents or the public **must** be approved by the respective principal.

### **CONDUCT AND DISCIPLINE** (also see Lower School, Middle School and Upper School Sections)

At McKinney Christian Academy, a student is expected to conduct himself/herself in a manner that is consistent with the Christian faith so that Christianity is seen as genuine and valid by the community. Discipline is administered in a loving, positive manner, and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students are held accountable for their actions. The classroom teacher will handle most discipline, but any serious or persistent problems will be referred to the respective principal. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. The goals of helping students conform to classroom and school requirements and of guiding them in the development of self-discipline are always kept in mind.

In the event of serious or persistent problems, parents will be notified, and the parents, teacher, and principal will have a conference. The student may also be required to be present. Appropriate action will then be administered.

#### **Appeal of Campus Administrator's Expulsion**

***Level I Appeal*** – *The student's parent or legal guardian may appeal the expulsion to the campus principal. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the campus principal. The request for appeal must be received in the principal's office within three (3) days (parents should put this in writing to ensure proper timelines) of the date of the administrator removing the student. A conference with the student and parents will be held within five (5) days, after which a decision will be issued.*

***Level II Appeal*** – *If the parent or legal guardian is dissatisfied with the decision of the campus principal, the parent or legal guardian may appeal the expulsion. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the campus principal. The request must be received in the Head of School's office within three (3) days of the date of notification of the Level I decision. A conference with the student and parents or legal guardian will be held within five (5) days, after which a decision will be issued.*

***Level III Appeal – If the parent or legal guardian is dissatisfied with the decision of the Level II appeal, the parent or guardian may appeal to the Board of Trustees. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the Head of School’s office. The request must be received in the Head of School’s office within three (3) days of the date of notification of the Level II decision. The appeal will be heard at the next regularly scheduled board meeting***

Corporal punishment is not practiced.

## **CURRICULUM**

A broad-based curriculum lays a foundation that includes a verbal, written, and literary approach. Skills, strategies, and concepts are taught in a structured manner and viewed as tools for learning, not as ends in themselves. Students are taught to think and not just to “parrot” answers.

A developmental philosophy forms the basis for implementing the skills, concepts, strategies, and content. All areas of the arts, manipulatives, and active involvement in learning are utilized. A bibliocentric curriculum provides for the natural integration of biblical absolutes and principles into the academic, social, physical, and emotional areas of the curriculum. The development of a biblical worldview and mind are an integral part of the program.

Curriculum is viewed as all that transpires while the student is at school. The planned curriculum is based on the skills, concepts, strategies, and content that a student needs at a given level to be prepared for the succeeding level. Quality textbooks are one of the several tools used to ensure that these areas are acquired. Textbooks are selected based on several criteria. A chief criterion is that of permitting the learning process to proceed from a biblical worldview with the natural integration of biblical absolutes and principles.

Students’ learning styles are addressed through a multi-sensory approach.

MCA’s Pre-K and Kindergarten programs are developmental readiness programs that include pre-reading and beginning reading skills, literature, oral language development, listening skill development, science, and social studies. In addition to these core areas, students are exposed to Music, Spanish, Art, Creative Movement and Library.

First through fifth grades at MCA offer a curriculum that includes oral language development, creative and formal writing, math, science, social studies, a reading program that stresses all the comprehension and decoding skills with an emphasis on phonetic decoding and literature, and the integration of fine arts in all areas.

Art, Spanish, Physical Education, Music, Technology and Library time are offered at all Lower School levels. Bible (MCA uses NIV translation); chapel, scripture memorization, and prayer are an integral part of the planned curriculum at all grade levels.

The Middle School delivers a comprehensive academic program comprised of English, Mathematics, Science, Social Studies, **Technology**, **Study Skills**, Bible, Physical Education/Athletics, and Fine Arts.

The Upper School provides a complete program that is composed of English, Mathematics, Science, Social Studies, Foreign Language, Bible, Fine Arts, Academic Electives, Athletics/Physical Education and Chapel. Honors, Dual Credit and Advanced Placement courses are offered to students who qualify.

Additionally, Middle and Upper School students are assigned to discipleship groups and attend chapel led by faculty and the Director of Student Ministries & Student Activities.

### **DAMAGE TO SCHOOL PROPERTY**

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment, and school buildings. Report cards will be held until all fees are paid.

Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of MCA, as well as the property of faculty, staff, and other students.

### **DISASTER AND LOCK-DOWN DRILLS**

Fire, Lock Down and tornado drills will be held regularly during the school year.

Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior.

In case a disaster occurs during a regular school day, students will be released only to their custodial parents or those listed as Emergency Contacts in FACTS Family Portal. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of disaster to verify phone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than custodial parents or those listed as Emergency Contacts in FACTS Family Portal. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury when evacuating the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

### **DRUG AND SUBSTANCE ABUSE**

Because we believe that our bodies are the temple of the Holy Spirit, the possession, use, or distribution of drugs, alcohol, and tobacco product(s) is prohibited. This also includes the use of electronic nicotine delivery systems also known as e-cigarette, e-cigars, e-hookahs, and e-pipes.

Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of McKinney Christian Academy reserves the exclusive right to have the McKinney Police Department or 3<sup>rd</sup> party entity conducts routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs.

Students connected to any drug-related persons or suspected events, or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration

whether the events occur **on or off campus** and whether the parents have knowledge of the activity or not.

MCA Administration has taken the following proactive steps to educate faculty, parents and students on Drug and Substance Abuse:

- In-service Drug Education for Faculty/Staff
- Parent/Student education seminars once a year, at a minimum
- Drug education articles to families
- Positive student peer accountability with anonymity

#### **SMOKING AND VAPING POLICY**

- *This Smoke Free Policy includes the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs, and e-pipes. To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, McKinney Christian Academy shall be entirely smoke free and vape free. This policy is effective immediately. Smoking and vaping are prohibited in all areas within the campus or on campus grounds without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer-owned or leased vehicles and all other enclosed facilities.*
- *Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars.*

#### **FIELD & EDUCATIONAL TRIPS**

Field trips are a vital part of the educational program. They are considered part of the regular school day.

**Only** parents authorized, in advance, may attend a school sponsored field trip. Authorization will include an approved background check. Other children and/or siblings may not attend the field trip.

Students may be required to wear special uniforms or dress for the field trip.

Parents will be notified in advance by the teacher of an upcoming field trip; students are not permitted to attend field trips without parent permission. Field Trip permission is authorized during initial enrollment in MCA through FACTS Family Portal. After initial enrollment, this permission may be updated in FACTS Family Portal, using Web Forms; choose the Student Permission Form within the Family Demographics Forms.

#### **FUNDRAISING**

As is the nature of any privately funded educational institution, all money needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways. ***This means that families should not commence their own fundraising efforts as this will hinder MCA's global fund-raising efforts.***

All fund-raising activities must be submitted to the Development Department in writing for approval prior to implementation.

## **GRIEVANCE/CONFLICT RESOLUTION**

(NOTE: For sexual harassment resolution, please use the steps outlined in Appendix A of this handbook.)

**Open Door Policy:** If a problem or complaint is so delicate a matter that you feel compelled to obtain advice from a Principal/Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents in determining the most appropriate means by which conflict resolution can be achieved in accordance with the Matthew 18 Principle. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but **does not extend any deadlines** set forth in this or any other relevant MCA policies.

**Conflict Resolution Procedures:** If a situation occurs where a parent or student believes is unjust or inequitable, they are encouraged to make use of the Matthew 18 Principle and Conflict Resolution procedures. The grievant may discontinue the procedure at any point if the problem is resolved.

**Step One:** The grievant should present any problem privately to whomever caused the problem or whoever is involved in the conflict, in a positive and constructive manner, immediately, or within a reasonable timeframe.

**Step Two:** The grievant should advise the appropriate Principal/Administrator of the problem within ten calendar days of the incident or within reason. The Principal/Administrator should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, the grievant may proceed to step three within ten calendar days of bringing the conflict before the Principal/Administrator

**Step Three:** The grievant presents their conflict to the Head of School in writing. The Head of School reviews and considers the conflict. The Head of School will inform the grievant of his or her decision within thirty calendar days, and a copy of the written response will be retained in the student's file.

**Step Four:** Should the grievant feel that the Head of School has not followed the school policy and procedures for conflict resolution or not be satisfied with the decision, they may submit a written appeal to the Board of Trustees for review within ten calendar days of the decision of the Head of School.

**Final Determination:** The Board of Directors will make the final determination and will inform the grievant of the decision within thirty calendar days.

Not every problem can be resolved to everyone's total satisfaction. Only through understanding and discussion of mutual problems can parents, and students develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment

## **HARASSMENT (also see Appendix A)**

MCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.



## HEALTH POLICY

### Immunizations

All students enrolled at MCA are required to have up-to-date immunization records on file at the beginning of each school year and a Medical Authorization form must be completed on FACTS Family Portal and updated as needed. All new admissions will have immunizations up to date prior to attending the first day of school. The nurse's office will notify parents by e-mail in advance of immunizations needing to be updated. Follow-up e-mails and phone calls will be made, if necessary. It is the parent's responsibility, not your child's responsibility, to deliver an updated immunization record to the nurse's office. Students who are delinquent in obtaining their immunizations, *after the first 30 days of school*, will not be allowed to attend classes.

Exemptions from immunizations are allowed for reasons of conscience in the state of Texas. You may elect to not immunize your child/children via the following ways –

- 1) An affidavit, available from the Texas Department of Health, must be submitted to the nurse's office. This is valid for two years.
- 2) Medical exemptions from obtaining immunizations are allowed. To claim an exemption for medical reasons, a student must have a statement signed by their physician who has examined the student and states that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. This exemption statement is valid for one year from the date signed by the physician.

MCA adheres to Texas state law, which requires that immunizations be up to date. Any student participating in sports must have an annual physical and turn in a signed physical form. This form is located on the website.

### Inhalers

The 77th Texas Legislature enacted House Bill 1688 which entitles a student with asthma to possess and self-administer prescription asthma medicine. A student may possess and self-administer asthma medicine on school property or at a school-related event, if the student has written permission from the student's parent and the student's physician or licensed health care provider.

The following requirements must be met prior to a student being allowed to carry his/her inhaler:

1. The parent has not requested that school personnel administer the student's asthma medication; and
2. The school receives annual written authorization from the student's parent for the student to self-administer, and
3. The inhaler is properly labeled for that student; and
4. The school nurse or other appropriate party assesses the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and enters a plan to implement safe possession and use of the inhaler into the student's school health record.

### Head Lice

McKinney Christian Academy has a Nit-free policy. If your child is sent home with head lice, the student must be checked in the nurse's office prior to readmission. Readmission is at the discretion of the School Nurse.

### *Dispensing medications*

Any prescription or over the counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. All medications must be in their original, and properly labeled container. The following information must be completed on an Authorization to Dispense Medication form available at the office or on the website:

- Student's name
  - Name of medication
  - Date(s) to be given
  - Time(s) to be given, or how often
  - Dosage (how much), which must include a physician's written direction if different than the recommended dosage
  - Signature of the parent or guardian
  - Date request written
  - Nonprescription medicine must be in the original container with original label and the student's name.
- The nurse's office will not accept medication in unlabeled bottles or zip lock bags.

If your child is to receive medication at school, it is the child's responsibility to report to the designated area in the nurse's office to take his/her medication. All medication, except for rescue inhalers for asthma, must be turned in to the nurse's office and not carried in the student's possession or stored in his/her locker. Students are never permitted to keep prescription or over-the-counter medications in their personal possession while on campus, including lunch boxes, personal bags, backpacks, or lockers. Students may keep cough drops in their possession, but not cough syrup. All medication (prescription or over the counter) must be registered in the nurse's office for authorized use and safekeeping. Failure to do so will be considered an infraction of the Code of Conduct.

The school nurse will provide students in grades 5-12 with acetaminophen, ibuprofen, Tums, and pseudoephedrine, provided a parent signs the medical release authorization in FACTS Family Portal.

If your child's medication is stored at the school nurse's office, it must be picked up before the last day of school. Any unused medication will be thrown away if not taken home.

NOTE: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

### *MCA Illness Guidelines*

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. Students have been returning to school too soon after an illness-related absence which then perpetuates the cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all our students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

### **COMMUNICABLE DISEASES/CONDITIONS EXCLUSION FROM SCHOOL**

To protect students from communicable illnesses, students infected with certain diseases are not allowed to

come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the campus nurse so that other students who might have been exposed to the disease may be alerted according to the Department of State Health Services. Students should be symptom free for 24 hours before returning to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with **any of the following symptoms** must not attend school until the student is free from symptoms listed below:

- Temperature of 100.0 degrees or more. Student must be fever free for 24 hours, without fever reducing medication, i.e., Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea, must be symptom free for 24 hours, without medication, before re-entry.
- Undetermined rash over any part of the body accompanied by fever
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair
- For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school.

Send home any child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

If a parent believes that they or the child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting; may be deemed necessary for reentry into school.

## **HOMEWORK** (also see Lower School, Middle School and Upper School Sections)

Your children need time to be children and young people, to participate in family activities, church activities, and to pursue special interests. Any assigned homework will be meaningful and not homework for homework's sake. It will include preparation for a lesson, reinforcement of an area covered, or aid for a student in an area of difficulty. Completing class work is not considered to be homework unless assigned as such.

## **INCLEMENT WEATHER**

In the event of a school closure, an announcement will be made via these media outlets: TV Channel 8 (WFAA) as well as the MCA website, Facebook, and FACTS Parent Alert. Text the word START to 22383 and enter your and your student's cell phone number in FACTS using Web Forms to ensure you receive these text alerts.

If the opening of school is delayed, classes will generally begin at 10:00 a.m. Every effort will be made to make this decision early enough to avoid any confusion. Please stay tuned to one or more of the above listed communication methods.

When the outside temperature is 40 degrees (F) or above, Lower School children will have regularly scheduled recesses. Please dress them accordingly and provide the proper outerwear for outside activities.

## **INJURIES**

Minor injuries will be given appropriate first-aid treatment by the school nurse or authorized staff member. Treatment will be limited to cleaning a wound and/or providing Band-Aids and/or applying ice packs.

In the case of serious injuries or other emergencies, paramedics will be called, and parents notified. If a parent cannot be reached, someone listed on the child's emergency contact list will be notified. Authorization to provide emergency medical care is given or declined in FACTS Family Portal.

## **LIBRARY**

The library seeks to encourage the love of reading, to develop reading skills, and to support and enhance the school curriculum. Library books, periodicals, reference materials, and computers are available. The library is open and staffed by a librarian throughout each school day, including a short time before and after school.

Overdue book fines are not charged, but **replacement fees are charged for damaged or lost books**. End-of-year report cards will not be issued until fees are paid or books are returned.

Monetary gifts or donations of new and gently used books may be given to the library anytime and can be used to commemorate special occasions such as birthdays or in memory of a loved one. Parent volunteers are invited to help with the lower grades and to assist with the annual book fair.

## **LOST AND FOUND**

All articles left on campus will be placed in the Lost and Found. Unclaimed articles will be disposed of periodically. McKinney Christian Academy does not assume responsibility for damage to personal property or lost articles. Please be sure all jackets, sweaters, sweatshirts, and other personal items are marked with the student's name.

## **LUNCH PROGRAM**

A daily catered hot lunch program is offered by Guess Who's Coming to Dinner and can be purchased by those students wishing to do so. Instructions on how to enroll in the lunch program is located on the MCA website.

Menu calendars are also available on our website.

A lunch account must be established with GWCTD for each student and either funds must be on deposit in the student's account or money sent to school before lunch can be purchased. A record of purchases will be kept, and this is administered by the catering company. Account balances may be checked by viewing your students lunch account. It is the responsibility of the parent and/or student to ensure that funds are always available in his/her lunch account if he/she intends to place an order. Orders received by the catering company for students who do not have money on deposit may not be processed.

**Outside lunches from area restaurants or fast-food establishments are not allowed to be brought by parents or others to the students. Parents or others may eat lunch with their student but only to eat what is on the menu by the caterer or to bring a brown bag lunch from home.**

Students are not permitted to eat in classrooms or during class time without the teacher's approval.

All students eat in a designated area and are supervised.

Students may not leave the campus during lunch, without advance approval of the principal.

### **PARENT INTERACTION**

Parents are viewed as ultimately being responsible for the **education and spiritual development** of their children. By placing their children in MCA, they agree to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school, please contact your child's teacher or principal. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or erroneous conclusions. It is in everyone's best interest not to leave questions or issues unanswered. Parents who show themselves to be in opposition to the philosophy and basic principles of the school may be asked to withdraw from MCA as stipulated in the enrollment contract.

### **PHOTOGRAPHING STUDENTS**

Students may be photographed or videotaped by the school during school activities. Parents may choose to allow their student's likeness to be used in promotional and/or advertising materials or opt out. After initial enrollment to MCA, this permission may be updated in FACTS Family Portal, using Web Forms; choose the Student Permission Form within the Family Demographics Forms.

### **SCHOOL HOURS**

**OFFICE HOURS**    7:30 – 4:00 (Monday-Thursday)  
                              7:30 - 3:00 Friday

|                  | <b><u>Monday-Thursday</u></b> | <b><u>Friday</u></b> |
|------------------|-------------------------------|----------------------|
| Pre-K & K        | 7:50-2:50                     | 7:50-12:50           |
| 1st – 5th Grade  | 7:50-3:10                     | 7:50-1:10            |
| 6th – 8th Grade  | 7:40-3:15                     | 7:40-1:15            |
| 9th – 12th grade | 7:30-4:10                     | 8:00-1:15            |

\*Zero hour and Athletics included

Early release times are: 11:30 AM for Pre-K-K; 11:45 AM for remainder of LS and 11:30 AM for MS & US.

## **SOCIAL MEDIA – ACCEPTABLE USE POLICY**

Students are responsible for using common sense, ethical & biblical standards, and good manners when online or texting. “Online” includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communications. Social Networking even sites marked as private are not always private. Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion.

Unacceptable communication is always forbidden and includes:

- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Smoking or vaping pictures and/or involvement

Statements to or about another student that may be interpreted as

- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative
- Threatening or disrespectful
- Bullying
- Knowingly post false or defamatory information about a person or organization

If you are asked by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

### **Purpose for Social Media Guidelines:**

McKinney Christian Academy (“MCA”) realizes that part of 21st century learning is adapting to the ever-changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these constantly changing digital environments is a part of 21st century learning. To this aim, MCA has adopted the following guidelines to provide direction for instructional employees, students and the MCA community when participating in certain online social media activities:

1. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. The responsible use of social media by MCA employees can be both a beneficial and effective way to communicate with the MCA community. While the First Amendment to the United States Constitution (Free speech) protects individuals, who want to participate in the use of social media, the law states, and courts have ruled,

that private schools can address the speech of students, employees, and parents if that speech, including personal online postings, substantially disrupts school operations.

2. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced and/or posted online by MCA employees, MCA students, and MCA families is a reflection on the entire School and may be subject to the School's Acceptable Use Policy and/or Code(s) of Conduct.
  - a. Personal postings, even if marked private, may also be subject to relevant MCA policies and procedures, in addition to relevant local, state, and federal laws.
  - b. Accessing, creating, or contributing to any online content, such as blogs, wikis, podcasts, or other social media that is in violation of MCA's Policies, or disparages or is disrespectful to MCA employees, students, or parents can result in consequences outlined in the School's Acceptable Use Policy and/or Code(s) of Conduct. Please read applicable MCA Policies carefully before participating in any social media application.

### **What is Social Media?**

User-created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other. Social Media sites may include but are not limited to: • Blogs (Blogger, WordPress, etc.) • Wikis (Wikispaces, Google Sites, etc.) • Social Networking sites (Facebook, Ning, TikTok, YouTube, LinkedIn, etc.) • Photo and Video Sharing sites (YouTube, Flickr, Snap Chat, Tik Tok, etc.) • Social Bookmarking (Diigo, Delicious) • Podcasting and Vodcasting.

### **Personal Responsibility**

*McKinney Christian Academy encourages school employees, students, and parents with a personal online presence, to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect, and consideration that you use face-to-face and in work-related settings. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy in social media, or on the World Wide Web.*

*The lines between public and private, personal, and professional are blurred in the digital world. By identifying yourself as an MCA employee, student, or parent online, you are now connected to colleagues, students, parents, and the school community. Use these connections wisely and well.*

**It is inappropriate to substantially disrupt MCA operations using e-mail, text messaging, instant messaging, or social networking sites to discuss school-related activities disparagingly or disrespectfully. This reflects poorly on all parties involved.**

*Teachers, students, and parents are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be disrupting and derogatory to the school or the school community, or threaten, demean, or bully students or faculty, or parents is prohibited.*

It is your duty and responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you have allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to “tag” or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook’s ability to allow “friends of friends” to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

### **Matthew 18:15 Principle**

If any issues occur, McKinney Christian Academy encourage the use of Matthew 18:15 principle:

- **“If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you’ve made a friend.”**

Utilizing these guidelines and not using social media to express your concerns will always provide a way for God’s grace and forgiveness to be applied.

### **Social Networking Sites**

The school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. Do not share anything through these Social Networking avenues that you would not be comfortable having your family or MCA see.

### **Website Postings**

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

### **STUDENT E-MAIL USE POLICY**

MCA provides e-mail accounts to students. E-mail has become a critically important tool to communication and other academic functions. As a part of MCA’s Google Apps services, these accounts will be used to promote student-to-staff and student-to-student communication and collaboration.

E-mail messages sent from/to students of McKinney Christian Academy are the property of MCA. MCA retains the right to scan and monitor student email use. All MCA students must sign and accept this policy before they are given access to MCA’s Google Apps domain.

The primary purpose of students using the services that come with MCA’s Google Apps domain is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Use of these services for personal business is prohibited. Use of these services



is a privilege, which will be removed upon graduation, withdrawal, or disciplinary action. Such accounts will be deleted.

The information contained in all emails and any attachments are confidential and may be subject to copyright or other intellectual property protection of MCA.

Any opinions expressed in email messages that a student sends or receives are not necessarily those of MCA.

All communications to/from students are confidential with that of the recipient/sender. If you are not the intended recipient, you are not authorized to use or disclose this information and the user must notify MCA's Technology Department and must delete/destroy the original message from their account.

Students will not identify their home phone numbers, cell phone numbers, or home addresses in any email correspondence.

Students will not indiscriminately send mass email messages to groups of people or the entire student body. Group messages are to be used solely for accomplishing a specific task that is oriented around a class activity, school-related event, or other school purpose.

Students will not send harassing messages to others in any way, whether those people be at MCA or outside of MCA. Such harassing messages include, but are not limited to, insulting language, profanity, or sexual content.

MCA automatically monitors all inbound/outbound emails for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chainmail, and known spam mailers.

Although MCA makes every effort to protect the student while using its email system, due to the constantly changing nature of technology and malicious users, it recognizes that it is impossible to completely, 100%, block inappropriate messages. Students agree to report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology department or a school principal for action. Students should not forward these messages, chain letters, jokes, or graphics files.

MCA makes every effort to scan all inbound and outbound emails and attachments for viruses but cannot guarantee that 100% of these messages are free from viruses. It is the responsibility of the recipient to make sure they he/she are protected with an up-to-date Internet security program. MCA accepts no responsibility for any damage caused by receiving emails from our email system.

MCA reserves the right to change a student's password at any time if it suspects a violation of this policy.

MCA reserves the right to intercept, store, archive, delete, or view emails for security/audit purposes and, where necessary, take appropriate disciplinary and/or legal action against the parties involved.

## **PHONE AND MESSAGES**

Phone use is restricted to important situations, such as cancelled activities or missed carpool rides. Calling your child at school should be reserved for emergencies or matters of extreme importance; however, a message can be communicated to your child by leaving it with the office staff. See also Cell Phones and Electronic Devices - Sections III, IV, and IV.

## **UNIFORMS AND DRESS** (also see **Lower School, Middle School and Upper School Sections**)

Uniforms are required for Pre-K-Grades 12. *Official uniform bottoms from Academic Outfitters must be worn.* All other uniform tops are sold at the MCA Spirit Shop. Students coming to school out of uniform or wearing non-Academic Outfitters' uniform items will be sent to the office. A student will not be permitted re-entry into the classroom until he/she is in proper uniform. Please be sure all articles such as sweaters, jackets, and sweatshirts are plainly labeled with the student's name.

## **VISITORS AND PARENTS ON CAMPUS**

**All** visitors, parents and guests **must** check in and out at the school office whenever they are on campus. Photo ID's must be presented to obtain an identification badge that must be worn for the duration of the visit. **Parents and visitors are not permitted to go anywhere on campus without signing in at the office first.**

### **Closed Campus:**

Parents, siblings, and alumni are welcome to visit during the day for lunch or Chapel services. Friends and non-family members are not permitted to visit the campus during the school day. Representatives from churches or other organizations may seek advance permission from the respective school principal to visit.

Visiting guests must wear clothing that is in **keeping with the modesty guidelines** and style of approved MCA uniform wear.

## **WITHDRAWALS**

- To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form. Withdrawal forms are to be submitted to the Registrar's Office.
- The student needs to turn in all textbooks and other school property to the school office. The withdrawal form will be processed internally at MCA through the office, library, athletic department, and business office.
- Records will not be released until all forms are completed and financial matters are resolved. Please allow 5 working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.
- Students may be asked to withdraw from school if it is concluded that MCA's program is unable to meet a student's educational needs.

## SECTION II - LOWER SCHOOL POLICY AND PROCEDURES

### ARRIVAL AND DISMISSAL

#### Transportation

*It is of the utmost importance that lower school students are safe and protected during carpool drop off and pick up times. The primary mode of arrival and dismissal is the carpool line, which effectively manages the large number of students coming and going from our campus. Parents are allowed to park and bring their child onto the Deck as well as pick their child up after 3:10 p.m. However, this is considered a secondary option for carpool. The crosswalk is in place to keep everyone safe. Please remember that our primary mode of arrival and dismissal is the carpool line.*

#### Arrival

Lower School gates will be open at 7:30 a.m. students go directly to their classroom. All students are encouraged to arrive by 7:45 a.m. Students are considered tardy if they are not in the classroom by 7:50 a.m.

#### Arrival Carpool Procedures

Lower School students are to be dropped off **only** in front of the main entrance of the Lower School. Staff will supervise general safety during morning carpool.

#### Dismissal

*The school issued carpool sign must be displayed in the windshield for pick up. Those without a school issued sign will be asked to park and come into the office to sign out their student. Extra signs can be requested in the front office.*

- **Pre-K and Kindergarten carpool vehicles** Pre-K and Kindergarten carpool vehicles must enter at the west entry at dismissal time and form a line on the left side in the Student Life Center driveway, **providing these drivers arrive between 2:30-2:50 PM (M-TH) and 12:40-12:50 PM on Friday.**
- Pre-K and Kindergarten carpool vehicles will be identified by different colored carpool signs.
- Kindergarten and Pre-kindergarten parents arriving after **2:50 (M-TH) and 12:50 PM on Fridays may not cut in the line** after the carpool line is forming for the older students.
- All other Lower School carpool vehicles will be issued carpool signs of a single identifying color. All Lower School carpool signs must be prominently displayed once a vehicle enters the carpool line.
- All cars picking up students in grades 1-5 must enter the west drive and wait in line behind the Pre-K and K parents. **Do not enter the carpool line before 2:50 PM (M-TH) or 12:50 PM on Friday.**
- Cars entering the carpool zone for student pick up should pull all the way forward to make room for multiple vehicles to be loaded simultaneously, with carpool name displayed clearly in the front window of the vehicle.
- Cars should only be loaded with assistance from the staff on duty.
- All cars will move forward to exit the parking lot at the east entrance. ***Do not pass any vehicle in the passenger loading zone.***
- For safety reasons, anyone needing to walk through the carpool line with their children ***must follow the***

*direction of the teacher on duty and cross at the crosswalk.*

- If riders are not ready to enter the vehicle, drivers will be asked to circle around through the carpool line a second time, so the carpool line will continue moving. ***DO NOT MOVE FORWARD AND WAIT IN THE FIRELANE IN FRONT OF THE MIDDLE SCHOOL FOR YOUR MIDDLE SCHOOL STUDENT. PLEASE DRIVE BACK AROUND IF THEY ARE NOT READY TO BE PICKED UP AT THE LOWER SCHOOL.***

**General Guidelines for Dismissal**

- Please be certain that any **substitute drivers** are informed concerning standard carpool procedures and regulations **before** they are designated to collect children.
- Students will remain in their classrooms until their carpool name is called.
- Parents who have immediate needs or must pick up their students early are required to park in the parking lot, walk to the front office and have the receptionist call their child for dismissal to the office. It is the responsibility of parents to ensure their child's safety when navigating through the parking lot in these situations.
- **Do not block traffic or leave cars in the fire lanes at any time.**
- If a student is not riding in regular carpool, a note or verbal permission is required. **Any change of carpool plans must be communicated to the LS office prior to 10:30 AM.**
- Picture identification will be required of anyone unknown to school personnel.
- After school supervision by MCA faculty is officially over at 3:30 p.m. Monday – Thursday and at 1:30 p.m. on Friday. Children remaining after these times will be directed to the ***Extended School Supervision*** program (see *Extended School Supervision program below*). Children will be expected to study and work quietly while waiting for the arrival of their carpool ride or parent. Parents will be charged if the student is checked in to the ***Extended School Supervision program***.

**Extended School Supervision Program**

**Early Dismissals**

Early dismissals will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours.

Appointments should be scheduled before or after school whenever possible. If time permits, students are expected to return to school from medical and dental appointments and must check in at the school office.

Some early dismissals will count as a half day absence.

Requests for early dismissal are to be made verbally or in writing. Any request, except in an emergency, should be made via email to the teacher or [lowerschool@mckinneychristian.org](mailto:lowerschool@mckinneychristian.org) or call the office 214-544-2658 ext. 1601

Students must be signed out at the school office.

**ATHLETICS**

The Li'l Stangs program will operate and coordinate an athletic program for MCA students in grades K-5th. MCA students will compete in organized sports with classmates. Students will be exposed to organized sports at

an early age and begin to refine athletic talents. It fosters school spirit. It serves as a marketing tool for MCA with our sports teams playing throughout the McKinney/Plano/Allen/Frisco area. It will serve as an early training ground for our Middle and Upper School athletic programs while honoring Jesus Christ by teaching athletes to live biblically through mind, body, and spirit.

The players will be coached in a similar format to our Middle School and Varsity programs. The Varsity coaches will be available for consultation for the volunteer coaches.

## **ATTENDANCE AND TARDIES**

### **Attendance**

When your child is absent from school, please contact the Lower School Office. The following procedures apply to absences:

- Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards and FACTS Family Portal.
- Parents **must call or email the school** the day of the absence or provide a written explanation of the absence to the office on the day of return.
- If a student misses more than a half day of school, he/she will be counted absent for the entire day.
- If a student is ill, homework assignments can be obtained from the teacher following the absence.
- If a student will be absent from school due to a planned family activity, educational trip, or vacation, ***approval must be received from the principal, prior to the trip.*** It is the responsibility of the student to complete all missed assignments and return them to the teacher no more than 2 days upon returning to class. ***Homework will not be issued preceding an absence.***
- Any student with **18 or more total absences** for the year will be required to repeat the grade unless approved by the Principal.

### **Tardies**

Students are tardy, if not seated, in their classrooms by 7:50 a.m. After 7:50 a.m. students must report to the office before going to class. Three unexcused tardies in a quarter will result in one absence.

Excused tardies are given for the following reasons:

- Doctor/Dental visits – note from doctor/dentist must be turned in to the office
- Traffic situations that result in many students being late.
- All other tardies will be considered unexcused.

## **BOOKS**

The student is responsible for lost or damaged books and will be required to pay a damage or replacement fee. Report cards will be held until all outstanding fees are paid.

## **CARPOOL - (see Carpool in Section I)**

## **CELL PHONES**

Lower School students are permitted to bring cell phones to school. However, they must be on “silent” and kept in the student’s backpack during school hours. Cell phones will be confiscated by the Lower School Principal if they are used during school hours.

## **CLASSROOM VISITS**

Parents are not permitted to visit a classroom unannounced. Those wishing to visit a classroom for an observation may schedule a thirty-minute increment of time with the classroom teacher or *the principal, by e-mailing lowerschool@mckinneychristian.org*. However, classroom visitations are not an appropriate time for Parent-Teacher dialogue. Teachers should not be expected to conference during this time. Classroom instruction must continue during a guest visit.

## **CONDUCT AND DISCIPLINE- (also see Conduct & Discipline in Section I)**

### **Major Infraction**

A Major Infraction will be issued by the Lower School principal and parents will be contacted regarding the action taken.

Major referrals include but are not limited to: Intentional class disruption, unacceptable language or vulgarity, open defiance for a figure of authority, fighting/physical harm/bullying/instigation, destruction of school property, dishonesty/cheating, misuse of technology, offensive touching, theft, insubordination: verbal or nonverbal refusal to comply. Major referrals may result in in-school suspension, out-of-school suspension, lunch detention, conference with the Principal, or recommendation to the headmaster for expulsion. Should the parents feel that the Head of School has not followed the school policy and procedures for problem resolution, they may submit a written appeal that will be submitted to the Board of Directors for review.

### **Minor Infraction**

Minor Infractions include but are not limited to failing to bring supplies or homework, uniform infractions, excessive classroom violations, disrespectful to authority figures, inappropriate item, or material, third or more tardies.

Excessive minor referrals in a quarter will result in one major referral. A minor referral will have varied consequences which may include parent contact, child verbally corrected, assigned specific duties as punishment, confiscation of items, loss of extracurricular activities or special privileges, verbal correction, change of seating arrangement or temporarily suspended recess and/or disciplinary probation.

## **EXTENDED SCHOOL SUPERVISION PROGRAM (see Arrival and Dismissal)**

Any Lower School student remaining on campus after 3:30 PM on M-TH and 1:30 PM on Friday and not in the care of a parent or another adult will be required to participate in MCA’s *Extended School Supervision* program.

This program is supervised by an adult and is provided for the convenience and safety of the students. The daily fee is \$30.00 per day or \$300.00 per month for students whose parents have planned to be enrolled in the program. All supervision ends at 6:00 p.m. Students remaining in ESS after 6:00 p.m. will be charged \$5.00 per minute, per student.

## **FIELD & EDUCATIONAL TRIPS**

- Students on disciplinary or academic probation may be excluded from participating.
- Field trip attire will be specified on the field trip notification form.
- All school policies are in effect on all field trips while on or off campus.
- Students who attend field trips must attend school on the day of the trip.
- Students are responsible for missed academic material due to a field trip or school activity.

## **GRADING**

A grading scale is not used for PreK-4 and Kindergarten. During these years children are acquiring basic skills that will enable them to become independent, lifelong learners. Parents will be provided with valuable evaluation information that will enable them to follow their child's academic growth and development during these important foundational years.

Grading Scale begins in grade one, based on tests, quizzes, and a variety of other academic criteria.

Conduct scale is used for Art, Music, P.E., and Spanish.

### **Grading Scale:**

|    |        |
|----|--------|
| A+ | 98-100 |
| A  | 93-97  |
| A- | 90-92  |
| B+ | 87-89  |
| B  | 83-86  |
| B- | 80-82  |
| C+ | 77-79  |
| C  | 73-76  |
| C- | 70-72  |

### **Conduct Scale:**

|   |                     |
|---|---------------------|
| E | - Excellent         |
| S | - Satisfactory      |
| N | - Needs Improvement |
| U | - Unsatisfactory    |

### **Honor Rolls:**

***Headmaster's Honor Roll: 4-quarter average of 95% and above***

***Principal's Honor Roll: 4-quarter average of 90-94%***

***Mustang Honor Roll: 4-quarter average of 80-89%***

## **HOMEWORK POLICY**

For Lower School students, the homework load will follow these approximate guidelines:

|         |                      |
|---------|----------------------|
| Grade 1 | 10 minutes per night |
| Grade 2 | 20 minutes per night |
| Grade 3 | 30 minutes per night |
| Grade 4 | 40 minutes per night |
| Grade 5 | 50 minutes per night |

It is not uncommon to find discrepancies within any classroom regarding how much time is necessary to complete a homework assignment.

Any concerns regarding homework should be discussed in a conference with your child's teacher.

Parents can assist their children with homework by providing an atmosphere which is conducive to studying in the evenings. It is also important that a student develop a teachable spirit and a desire to learn. Each student

needs to cultivate a sense of ‘calling’ concerning the learning process, doing all his/her work as ‘unto the Lord’. Self-motivation, self-discipline and responsibility are essential ingredients in the learning process. Homework also serves as the focal point to unite the students, parents, and teacher to affirm the learning process. The process is often more important than the product.

### **IMMUNIZATIONS-** (See Health Policy in Section I)

### **LIBRARY**

Students in K-5 will have a 30-minute library period each week to check out books. Parents of children in grades K-2 are encouraged to volunteer as the library helper for the class. The library helper escorts the class to the library, and together with the librarian, helps students look for and check out books.

All students are encouraged to return their library books weekly so that new books can be checked out. Book renewals are allowed. Overdue fines are not charged, but **replacement fees are charged for damaged or lost books**. End-of-year report cards will not be issued until fees are paid or books are returned.

The library supports the classroom Accelerated Reading (AR) program for students in grades 1-5 as a complement to our reading curriculum. AR provides a computerized reading assessment (STAR) to help identify a child’s reading level, and the library color-codes books to identify those within each reading level. Each grade may use AR in slightly different ways, however, all students in grades 1-5 are encouraged to participate in the AR program, working with their teacher to set and meet reading goals each quarter.

### **LOST AND FOUND**

Lost and Found items are kept in the Student Life Center. Items not claimed and without a name are donated to the uniform resale or Goodwill periodically throughout the year.

### **LUNCH PROGRAM**

A daily catered hot lunch program is offered by Guess Who’s Coming to Dinner Catering and can be purchased by those students wishing to do so. Instructions on how to enroll in the lunch program can be found on the MCA website.

Menu calendars are available on our website or in the school office.

A lunch account must be established for each student and either funds must be on deposit in the student’s account or money sent to school before lunch can be purchased. A record of purchases will be kept, and the balance and record of purchases is administered by the catering company. Account balances can be checked by viewing your account or by contacting them directly. It is the responsibility of the student to ensure that funds are always available in his/her lunch account if he/she intends to place an order. Orders received by the catering company for students who do not have money on deposit may not be processed.

Students may purchase drinks from the vending machine or from the catering company.

**Outside lunches from area restaurants or fast-food establishments are not allowed to be brought by parents or others to the students. Parents or others may eat lunch with their students but only to eat what is on the menu by the caterer or to bring a brown bag lunch from home.**

Students are not permitted to eat in classrooms or during class time without the teacher’s approval.



## **MEET THE TEACHER/BACK TO SCHOOL BASH**

Students are invited to attend this event with their parents prior to the beginning of the school year.

## **MISSION PROJECTS**

For Lower School students, Pre-K-Grade 5, actively participate in several school mission projects throughout the year.

## **PARENT CONFERENCES**

Parent conferences are encouraged and may be scheduled at any time by the principal, teacher, or parent. A parent can schedule a conference by calling the school office. Please do not call the teacher at home to schedule a conference.

The Lower School schedules a **mandatory** conference in the fall. Additional information will be distributed at conference time. Conferences are offered at pre-scheduled times. The mandatory fall conference days should never be considered vacation days.

## **PARENT NIGHT**

Parent Night is held specifically for parents. Children may not attend.

## **PARTIES**

### ***Holiday and Other Scheduled Parties***

Scheduled parties are Christmas, Valentine's Day, and Easter. There is no observance of Halloween at MCA.

All scheduled parties will be held on campus during the last hour of the school day.

Children will not exchange gifts at the Christmas party. On Valentine's Day the children may exchange valentines providing every member of the class receives one. No other items can be exchanged at school (boxes of candy, jewelry, stuffed animals, etc.).

Parents, who help with a class party, may **not** bring any other children or siblings with them to the party.

### ***Birthday Parties***

Children may celebrate their birthdays by bringing refreshments to school. Refreshments should be limited to simple snacks.

Arrangements need to be made in advance with the classroom teacher.

Treats will be shared at lunch or during the last half hour of the school day.

Favors are **not** permitted.

Invitations for any party to be held out-of-school may not be distributed at school unless the entire class is included, or all of a particular gender.

Early dismissal for parties is not granted.

Flowers, balloons, or cookie arrangements delivered to the school will be held in the office for pick up at carpool.

## **PROMOTION POLICY**

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. However, for some students this process can be difficult and trying. For these students, a lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, as well as learning disabilities.

During the year, the Lower School uses a variety of standardized tests, developmental screenings, and diagnostic tools to determine why a student may be experiencing academic difficulties. Using the test results, parent conferences and teacher recommendations, it may be determined that retention is necessary and in the best interest of the student. Most retention will take place at the kindergarten to first grade level, with a very few, if any, in the grade 2 – 5 level. When retention is necessary, the decision to do so has both negative and positive aspects, but the long-term benefit for the student generally outweighs any negative short-term concerns. Because MCA wants students to make academic progress, it is important that parents and students know what is needed to be promoted to the next grade level in the Lower School. The following information describes the academic measures used by the MCA Lower School staff to determine whether students are promoted. Parents are key partners in ensuring academic achievement; therefore, MCA strongly encourages parents to be familiar with the promotion standards in a college preparatory school.

**Pre-Kindergarten:** A decision to retain a student in the pre-kindergarten program shall be based upon the progress of the child, especially regarding the level of maturity attained and the ability to handle the academic rigors of kindergarten.

### **Kindergarten:**

A decision to retain a student in the kindergarten program shall be based upon the progress of the child, especially with regards to the level of maturity attained and the ability to handle the academic rigors of the first grade.

### **Primary grades 1-2:**

Retention in the primary grades will be due primarily to the lack of achievement in the language arts. Failure to read well will be a deterrent to achievement throughout the child's school career.

### **Intermediate grades 3-5:**

Promotion in grades 3-5 will be determined by the average of the grades the student receives in all academic areas. A student must have at least an overall cumulative year average of 70 percent to be promoted to the next grade.

***Teacher Requests*** – Please note that we do not take teacher requests in the Lower School. A great deal of thought, planning and prayer has gone into the composition of every class. The school administration has complete confidence that staff members are well equipped to make class divisions collaboratively. Furthermore, the school maintains that God causes all things to work together for good for those who trust Him and are called according to His purpose.

## **REPORT CARDS**

Report cards will be issued every nine weeks.

The first report card will be given at a scheduled Parent-Teacher conference. All remaining report cards will be sent via email and posted in FACTS Family Portal.

In grades Pre-K and K, the report card is designed to indicate a student's academic growth and development.

Beginning in grade 1, a grading scale is used based on tests, quizzes, and a variety of other academic criteria. Students in grades 1 – 5 will be graded using the scale found in the Grading section.

**SPECIAL DELIVERIES** - *Any special deliveries for a student will be held at the Lower School office for pick up in carpool.*

## **TESTING**

Individual results, MCA grade level averages and national norms are provided to every parent.

Students in grades 3-5 will take the ACT/ASPIRE test.

## **WEEKLY FOLDERS**

Graded assignments, notices of school events and communication from the faculty and PTF are sent home in the weekly folder with each student or Newsletter via email.

The folders, with any parent responses, are returned to the classroom with the student as designated by their classroom teacher. Any item to be included in the weekly folder must be directly related to MCA, the PTF or school students.

## **UNIFORMS AND DRESS**

McKinney Christian Academy dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

### ***Basic Assumptions Concerning Appearance***

- A student's appearance reflects their values. We do not want your child's appearance to conflict with the values espoused by MCA.
- A student's appearance affects his/her behavior and that of his/her peers. If a student's appearance is excessive or draws attention to itself in some way, then it is a distraction to the tasks at hand, which are education and maturity.
- A student's appearance sets the tone of the environment. That which is visible often reflects and represents that which is not visible.
- Community interests must take precedence over personal preferences. Our dress must reflect the distinctive mission of our school and encourage the personal growth of each student.

### **Hair Code Policy:**

#### **BOYS Guidelines:**

- Hair should be neat, clean, moderate, and a natural hair color. Hair length should conform to the following guidelines: above the eyes and not lower than the bottom of the collar of a dress shirt.

- Facial hair should be neat and cleanly trimmed.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
- No extreme hairstyles are allowed (e.g., man-buns, mohawks, no designs shaved in head etc.), and this will be left up to the discretion of the administration.

**GIRLS Guidelines:**

- Hair should be neat, clean, moderate and a natural hair color.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
- No extreme hair accessories will be allowed.
- No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

**General Lower School Dress Code Guidelines**

- Long sleeve t-shirts are allowed under short sleeve uniform shirts in solid colors: navy, red, white, and black
- Students may only wear approved uniform jackets or spirit wear in the classroom.
- All belts must be solid navy, brown or black with a traditional buckle. No decorative markings such as engraved names, rhinestones, oversized buckles, etc. will be permitted.
- Hats may not be worn at any time in the classroom or in any building on campus.
- All clothing should be in good condition and not in need of repair.
- All school uniform bottoms must be Academic Outfitters Uniform products. The only exception to this is official spirit wear and uniform tops available for purchase from the Spirit Shop.
- All body piercings, except for the earlobe for girls, is prohibited.
- Tattoos, temporary or permanent, are prohibited.
- Jewelry and/or accessories should be modest, understated, subtle and tasteful. Dangling earrings are not permitted. Staff members may ask a student to remove jewelry and/or accessories which draw excessive attention, distract the student, and/or prohibit normal student activity.
- Quality athletic shoes or shoes designed for outdoor play. All shoes must be closed toe and closed heel. No boots except on Fridays.
- Socks, tights, or leggings should be solid white, navy, black or red.
- Undershirts worn under uniform shirts must be solid white, red or blue without any logo or color trim.
- All skirts, shorts and jumpers must be fingertip length.
- Girls may wear lip gloss only. No other make-up is permitted.
- Modesty shorts must be worn under all jumpers and skirts.

## Lower School Dress Options

### Uniform Dress

- Crested uniform shirt with any Academic Outfitters blue pants, shorts, skirt and skort or Academic Outfitters plaid skirt or skort.
- Non-MCA sweatshirts are not to be worn as jackets to school.
- Quality athletic shoes or shoes designed for outdoor play. All shoes must be closed toe and closed heel. No boots except on Fridays.

### Other Special Day Dress Options

#### *Spirit Day (Fridays)*

Spirit shirts or uniform crested shirts with full-length blue jeans (*in good condition and with no holes*), capris, or any uniform bottom may be worn on Fridays. Colored denim jeans or leggings are not allowed. Boots can be worn on Fridays.

### VALUABLES

As a rule, valuables should not be brought to school. If a student brings a valuable item to use as part of a class demonstration, prior approval should be obtained from the teacher. This would include computerized and hand-held games. MCA is not responsible for broken or lost valuables.

### VERBAL THREATS (also see Appendix A)

Verbal threats are considered a very serious conduct offense and will result in an immediate out-of-school suspension and may result in expulsion upon investigation.

### VISITORS/VOLUNTEERS

Parents, volunteers, and visitors are not permitted to go directly to a classroom to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office and arrangements will be made for delivery to students. Additionally, pets are not allowed on school grounds, during school hours, except on designated days such as show-and-tell or with the teacher's permission.

If you wish to formally observe a classroom, please contact the school office ([lowerschool@mckinneychristian.org](mailto:lowerschool@mckinneychristian.org)) and a visit will be scheduled. Observations are limited to 30 minutes. Please keep in mind that the classroom observation should in no way interfere with teaching time, and questions for the teacher should be deferred to a more appropriate time. Appointments to talk with the teacher and/or principals may be scheduled through the school office.

## SECTION III - MIDDLE SCHOOL POLICY AND PROCEDURES

### ARRIVAL AND DISMISSAL

#### Arrival

Middle School students should arrive by 7:40 a.m. and report directly to their 1st period class. The library and courtyard are available to students beginning at 7:30 a.m.

#### Dismissal

Students on campus must be picked up in carpool lines except in the case of unusual circumstances, appointments, or involvement in a school activity. For safety reasons, no one is permitted to cross through the carpool line once pick up has begun. If your child is not ready for pickup, you will be required to move forward and re-enter the carpool line so that the flow of traffic is not restricted. Cars may not be left unattended in the carpool line.

*Middle School does not offer Extended School Supervision (ESS). Students may attend after school tutoring in a teacher's classroom by appointment. Students are expected to be off campus by 4:00 PM Monday-Thursday and by 3:00 PM on Friday.*

#### Early Dismissal

Early dismissal will be granted for emergencies and medical or dental appointments that cannot be scheduled outside of school hours.

Students requesting early dismissal will be required to bring a note to the office from their parent before the school day starts and be issued an Early Release Authorization. Parents may also make a verbal request by phone or send an e-mail to the Middle School office.

A student leaving campus for **any** reason must be signed out by a parent in the middle school office.

Appointments should be scheduled before or after school as much as possible. Students returning to school after appointments must sign in at the Middle School office.

Once on campus, students may not miss any class, assembly, lunch, or other school activity for any reason without prior administrative approval.

### ATHLETICS

All students participating in athletics are required to have on file, proof of insurance and a current medical release (physical form). These forms may be found on our website. Student fees related to athletics must be paid before a student can participate in a sport. Students must be re-enrolled for the coming year to be able to participate in spring football, summer volleyball, cheerleading, etc. All athletic fees are billed by the Business Office. Report cards may be withheld for unpaid athletic fees or athletic items that are not returned.

#### OFF CAMPUS P.E.

Middle School does not offer Off Campus PE

## ATTENDANCE AND TARDIES

### Attendance

When your child is absent from school, please notify the Middle School Office. Parents must call the school each day of absence and/or provide a written explanation for the absence to the office the day of the student's return.

Teachers will maintain an accurate record of attendance and tardiness. These records will appear on report cards and transcripts.

For any student who is **absent 3 consecutive days** to present a doctor's note upon returning to school if the absence is to be considered excused.

If a student is **present for at least  $\frac{3}{4}$  of the school day** (for example not arriving past 9:40 a.m. or not leaving before 1:15 p.m. M-TH), he/she will be counted as present. Students who are not present for  $\frac{3}{4}$  of the school day are not permitted to participate in co-curricular activities on that day without the principal's approval.

If a student is ill, please **do not call the school office** to request assignments. **Homework assignments** can be obtained from Google Classroom, a classmate, request by email to teacher or on FACTS Family Portal.

Students will have **one day for each day absent to make up work, provided the absence is excused**. A plan for making up work for an extended period of absence should be worked out with each teacher. If he/she misses only the day of an announced test or quiz, he/she will be required to take the test or quiz when he/she returns to school. If a student is going to be absent the day that a major assignment is due, the assignment must be submitted to the teacher by 7:45 a.m.

An **absence, which is initiated by the school** and given prior approval by the administration, is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all class work missed in these situations, and work must be turned in under the direction of their teacher following the guideline of one day for each day absent.

***Any absence without the knowledge and consent of parents or guardians and school officials*** is considered truancy. This includes leaving school before the end of the day without permission and staying out of any part or all of a scheduled class without permission. Students will be issued a zero for assignments or quizzes missed because of truancy. Parents will be notified of any truancy. **Students must be enrolled in classes for all periods of the school day** unless administrative approval is granted.

### Tardies

Any student arriving beyond 20 minutes into a 55-minute class, or 15 minutes into a 45-minute class will be considered as absent for the period.

Students are tardy if they are not in their classes by the 7:40a.m. bell and applies to all class periods. After 7:40a.m., students must **always** report to the office before going to class. Three unexcused tardies in a quarter in any given class will result in a detention and count as an absence from that class. The fourth and fifth unexcused tardies in a quarter in any given class will also result in a detention. The sixth unexcused tardy and any beyond the sixth in any given quarter in any given class **may** result in In-School Suspension.

### Academically Excused and Unexcused Absences

Due to our status as an attendance based accredited program, there are attendance requirements that must be maintained in order for a student to remain enrolled in a course. **All** absences excused or unexcused are counted with the student's total absences and recorded on the student's report card. Mandatory attendance policies require that any student with more than 9 absences per semester may not receive credit for the semester course and will be informed by the end of the semester of the issuance of a "no credit" status. When a "no credit" is issued, upon appeal, administration may review absences and accept extenuating circumstances. Excessive absences for a reasonable cause, as determined by the principal, may be reconciled through a supervised study before and after school. When a student "no credits" a class, the grade earned along with an asterisk \* will be recorded on the transcript and no credit will be granted. The asterisk denotes "no credit due to excessive absences."

#### Excused Absences

Absences will be considered academically excused if the school receives a note or a phone call from the parent. These absences are still reported with the student's total absences on the report card and transcript, but without penalty for makeup work or exams if made up during the designated period of time. Examples of academically excused absences include:

- illness of student or a doctor's appointment. **(must submit a doctor's note upon returning to school)**
- death in immediate family.
- unavoidable family emergency.
- court appearance.
- pre-approved absences.

#### Unexcused Absence

Any absence that does not fall under one of the above reasons will be counted as an unexcused absence. Personal reasons or running errands will not constitute an excused absence.

Work missed due to an unexcused absence should be made up. However, no credit will be granted for this work.

Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence may set up an appointment with the Principal to present the circumstances of their situation.

#### Planned Absences

If a student will be absent from school due to a planned family activity, educational trip, or vacation, a planned absence form, signed by a parent, must be given to the Middle School office at least 5 school days prior to the student leaving. Planned absences may be excused with the **Principal's advance knowledge and approval** if a student is in good academic standing (70% and above in all course work). A student may be permitted to complete and submit the missed coursework, **in advance of his/her absence or after he/she returns with permission from his/her teacher**, for full credit and without penalty.



## AWARDS

*“Whatever your hand finds to do, do it with all your might.” Ecclesiastes 9:10*

MCA acknowledges those students who work hard and exhibit Christian character. We do this by acknowledging students who excel academically and spiritually. Some examples of recognition awards given are per course awards for diligence and academic achievement, the perfect attendance award, honor rolls, as well as character awards.

### CHARACTER AWARD

The Living Bible award is given to students who faithfully and consistently live their faith out loud daily, showing that they are not ashamed of Christ modeling Romans 1:16 which proclaims: "For I am not ashamed of the Gospel, because it is the power of God that brings salvation to everyone who believes..." The light of Christ consistently shines in their lives through their actions, attitudes, and character.

### HONOR ROLLS

**Headmaster’s Honor Roll:** Four quarter average of 95% or higher (grades for each quarter will be averaged together to determine this percentage).

**Principal Honor Roll:** 4-quarter average of 90% or higher (grades for each quarter will be averaged together to determine this percentage).

**Mustang Honor Roll:** 4-quarter average of 85% to 89% (grades for each quarter will be averaged together to determine this percentage)

**All courses are counted toward the 4-quarter average for Honor Rolls except PE/Athletics.**

### CARPOOL (also see Carpool in Section I)

It is recommended that the parents of Middle School students allow time after the end of the dismissal bell for their students to go to their lockers and socialize with their friends for a short period of time (5 –10 minutes). This will assist in avoiding unnecessary waiting and congestion in the carpool line.

### CELL PHONES AND OTHER ELECTRONIC DEVICES (also see Phone & Messages in Section I)

The free use of cell phones and other electronic devices will only be allowed in non-classroom settings (passing periods, lunch etc.) Cell phones **must be turned off and out of sight** during classes unless permission is granted by the teacher. Detentions will be issued if a cell phone is seen or heard during class.

## CLASS SCHEDULE

### **Registration for Courses**

In the spring of each year, students are given an opportunity to indicate the courses they would like to take the following school year. Individual guidance will be given, if requested, to fill out the course request sheet. The form is to be returned by the given deadline. The schedule will be based upon the student’s choices on the form as closely as possible. Students may not request specific teachers or sections of a course. **No schedule changes**

**will be made after school begins without the academic counselor's or principal's approval.**

### **CO-CURRICULAR ACTIVITIES**

Co-curricular participation is defined at MCA as participation in activities, events, performances, etc. which are part of the curriculum of a class in which the student is enrolled, such as Fine Arts Concerts or Drama performances. Although co-curricular participation may require time outside of class time, these time commitments are for a grade in the class and the eligibility guidelines do not apply.

### **COMMUNITY SERVICE**

One of the goals of McKinney Christian Academy is to promote the spiritual growth and maturity of each student. Spiritual maturity may be well described as developing the character of Christ. Jesus stated that he came "...not to be served, but to serve..." With the goal of developing Christian character, we want to provide students reasonable, rewarding, and character-building opportunities to discover the joy of serving others through community service.

### **CONDUCT AND DISCIPLINE- (also see **Conduct & Discipline in Section I**)**

The school seeks to provide a positive and safe environment conducive to the teaching/learning process. Christian love requires us to protect and seek God's best for others. When self-discipline breaks down, peer discipline becomes important. The purpose of discipline is for growth (Hebrews 12:11). It can also serve as a deterrent for others. Each student needs to realize his/her behavior affects not only himself but also many others. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, suspension, or expulsion.

The process of discipline at McKinney Christian Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions.

Guidelines are imposed to encourage proper habits, enabling the student to become self-disciplined. Clear and concise guidelines will be presented to the student by the faculty and administration. Students violating major school rules inside or outside of school or at school activities will be subject to disciplinary action.

Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action as deemed appropriate by the individual teacher. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem.

#### **Detention**

Detentions may be issued when students fail to comply with classroom procedures or school regulations. Parents will be notified of a detention beforehand by email and will need to make necessary transportation arrangements.

A detention will also be issued after 3 unexcused tardies in the same class in one quarter. Parents will be notified by email.

**Detentions for excessive tardies will be served on Fridays during lunchtime. All students assigned a tardy detention are required to serve a detention hall from 12:00 - 12:30 p.m. in Middle School Office on the Friday immediately following the issuance of the detention. Students must bring their lunch from home.**

Failure to report to detention, tardiness to detention or disruptive behavior during detention will result in further disciplinary action up to reassignment of the detention and/or In School Suspension.

Students who need to defer a detention **must** have the advance approval of the Principal to do so.

### **Probation and Non-invite**

A student may be placed on disciplinary probation after repeated minor infractions or a major infraction of school policy. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from school at the end of the semester in which the probation was initiated. Students may also be placed on academic probation for unacceptable academic performance. Unacceptable academic performance is defined as one F, or a GPA less than 2.0.

Once students are placed on academic probation, they will be given one semester (two quarters) in which to improve their academic performance to a level of 70%. If this is not achieved, the student may be required to withdraw from school at the end of the applicable semester.

Students placed on academic or disciplinary probation at the end of the first semester will not be invited to re-enroll. If the student has made satisfactory academic and/or behavioral improvement by the end of the school year, the probation status will be lifted, and re-enrollment will be permitted, providing there is space available in that grade at that time.

Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment.

Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

### **Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the MCA Code of Conduct.

- A Principal or the Head of School has the authority to suspend a student. Should a parent feel the Head of School has not followed the school policy and procedures for problem resolution, he/she may submit a written appeal that will be submitted to the Board of Directors for review.
- A suspension may occur in-school or out of school depending upon the infraction
- The length of suspension will be one to five days as determined by the administration.
- School work during a suspension will be required to be made up.
- Absences due to suspension are added to the student's total number of absences.

Very specific changes in attitudes and actions will be expected prior to being permitted to return to MCA.

Disciplinary probation may be invoked when a student is suspended from school.

Students are **not permitted to participate in co-curricular activities while on suspension** and may be further disciplined by the coach or sponsor of their co-curricular activity after returning from suspension.

### *Expulsion*

Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of MCA. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

### **Conduct**

#### *Code of Conduct*

Attendance at McKinney Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty.

Students are expected to abide by the following rules, policies, procedures, guidelines, and standards always. Please review these carefully with your student.

#### *Code of Conduct Expectations include, but are not limited to:*

- Students are expected to be prompt and demonstrate courteous obedience to all school personnel, staff members and campus guests.
- Students are expected to remain out of any unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.
- Students are expected to arrive to each class on time and come prepared with books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
- Students are always expected to listen attentively to teachers as well as other students when appropriate.
- Students are expected to respect the property of others. Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full financial liability for all damages (including textbooks and lockers) incurred at school or at school sponsored functions and activities because of their child's actions.
- Students are expected to assume personal responsibility for doing their part to keep the Upper School campus looking neat and clean. This means that students are expected to keep personal property off the sidewalks and breezeways, to place their trash in the appropriate receptacles, and to keep their locker doors shut at all times.
- Students are expected to behave and conduct themselves in a manner that is reflective of Christ, showing respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically, either overtly or surreptitiously.

- Students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing, or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
- Students are expected to use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.
- Students are expected to not chew gum on campus at any time.
- Students are expected to dress appropriately and follow the modesty guidelines, showing a demonstrative willingness and cooperative spirit in adhering to the MCA dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, sports programs, and any other special MCA sponsored off-campus functions.
- Students are expected to not sell products or solicit sponsors for any fund-raising activities while on campus unless approval has been obtained from the principal in advance.
- Students are expected to refrain from any public displays of affection (**holding of hands, hugging, etc.**) while on campus or at any school-sponsored function or activity.
- Students are expected to commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them. Students are exhorted to follow the precepts of Matthew 18 in all interpersonal areas, humbly submit to God and voluntarily seek counsel from others in leadership if they experience personal problems.

### **MAJOR INFRACTIONS OF THE CODE OF CONDUCT**

Although not all-inclusive, the following may result in suspension or immediate expulsion from the school:

#### **Abusive or Profane Language and Disrespect**

Using abusive or profane language, showing disrespect to teachers and classmates, insolence, verbal abuse, and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating language or causing bodily harm to any person or property, as well as interference with the rights of others.

#### **Academic Dishonesty**

McKinney Christian Academy will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students, and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of MCA to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

#### **Academic Dishonesty is defined as, but not limited to:**

- Any attempt to gain an unfair advantage on an assignment, quiz, or test.
- Copying, faxing, or duplicating assignments that will each be turned in as one's own work.
- Exchanging assignments by printout or electronic transfer, and then submitting them as originals.
- Preparing for cheating in advance, including:
  - a. Writing formulas, codes, key words, etc. on one's person or objects for use during a test when the teacher has prohibited such.

- b. Using hidden and/or unauthorized reference sheets (cheat sheets) during a test.
- c. Using programmed materials in electronic or battery- operated devices when they have been prohibited by the teacher.

- Exchanging answers (either giving or receiving answers) with others when prohibited.
- Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work.
- Giving a (completed) assignment to someone else for the purpose of submitting it as their own.
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source.
- Taking credit for group work when little contribution was made to the established assignment criteria.
- Not following additional specific guidelines for academic honesty as established by a teacher, class, or department.
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets.
- Unauthorized use of teacher's computer files and/or grading programs.
- Use of a cell phone during a test or quiz will result in an automatic zero and is considered a major offense.

**Academic Dishonesty is *not*:**

- Peer tutoring (when permitted by the teacher) to better understand.
- Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given.
- Submitting work done alone or with the help of the teacher.
- Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

**DRUG AND SUBSTANCE ABUSE- (also see Drug & Substance Abuse in Section I)**

Because we believe that our bodies are the temple of the Holy Spirit, the possession, distribution, or use of any illegal substance, drug, alcohol, tobacco, or substance that imitates an illegal substance, drug, or alcohol including possession of or use of cigarettes, e-cigarettes, personal vaporizers, lighters, matches, or any paraphernalia is prohibited on or off campus.

Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of McKinney Christian Academy reserves the exclusive right to have the McKinney Police Department or other 3<sup>rd</sup> party entity conducts routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs.

Students connected to any drug-related persons or suspected events, or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur **on or off campus** and whether the parents have knowledge of the activity or not.

**Fighting**

Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are

reminded that with the first offense fighting results in suspension, to be followed by a parent conference in order for the student to return to school.

### **Fire Safety**

Violations of fire regulations - include tampering with fire alarms, using matches, lighters, or fireworks.

### **Gambling**

A dictionary definition of gambling states: “the act or practice of consciously risking money or other stakes without being certain of the outcome.” We may therefore infer that gambling is an act involving risk and competition, by which one student consciously risks personal money or other personal stakes in the hopes of gaining something at someone else’s expense without giving anything of value in return. The fact that the parties involved agree to this transaction is irrelevant and does not justify it; an agreement to do something wrong is in itself wrong, a clear violation of a biblical principle.

MCA recognizes that student attitudes concerning gambling are taught within the framework of parental responsibility and authority. Therefore, the underlying issues concerning stewardship, addiction, idolatry, exploitation, and conscience relating to gambling should be addressed in the context of parental teaching, instruction, and discussion.

MCA is committed to uphold biblical principles and will exercise its responsibility and authority to prevent and prohibit the misuse or misappropriation of funds between students through various forms of gambling.

Card playing, rolling dice, pitching, or matching coins to gambling (as defined above), or any other games of chance for profit is forbidden on campus or any other school-related activity.

Betting for money or profit is never permitted, and under no circumstances should money and/or goods ever exchange hands as the result of winning odds or a bet.

### **Immorality**

Unbiblical sexual conduct to include inappropriate contact, whether on or off campus.

### **Plagiarism**

Plagiarism is defined as a “presentation of another person’s words or ideas as your own and not properly giving credit to the author of those words.” A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when in fact, this is not true.

#### **Examples of plagiarism include, but are not limited to:**

- word for word copying of another’ person’s writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student’s work, or any written ideas and words that are not your own. Any verbatim use of someone else’s work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.
- a mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people’s words, ideas, and thoughts, with the student’s sole contribution being that of working the pieces together.

- paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- purchasing a prepared paper from a third party and submitting it as your own original work.

McKinney Christian Academy cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in.

**Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own or needs CLARIFICATION SHOULD consult with their teacher or the director.**

### **Stealing**

Being in possession of property that does not belong to the student.

### **Truancy**

Missing school without parent's permission or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom. Students who miss more than 20 minutes of class without permission will be considered truant.

### **Vandalism**

Destroying or defacing of school property, including textbooks.

### **Weapons**

The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapons such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

### **DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)**

The Duke TIP program was suspended by Duke University in 2020-21 and we await announcements on the transition to a new program MCA has been an active participant in identifying our own highly talented students based on percentile scores on standardized testing.

### **EXTRA CURRICULAR PARTICIPATION**

Extracurricular participation is defined at MCA as participation in any competitions representing MCA. Examples include athletic team competitions, fine arts competitions, and TAPPS or ACSI academic competitions. Eligibility guidelines apply to all extracurricular participation.



## Eligibility Guidelines

### Middle School

**Full Eligibility:** Student earns a 70 or above in all classes. No change to current policy.

**Conditional Eligibility:** Student earns a class average below 70 in one class. In this scenario, a student retains eligibility. However, they must attend a minimum of two academic tutoring sessions per week in the class they failed. Tutoring sessions would be from 3:15-3:45. Failure to attend the required minimum of two would move the student to status of "Ineligible" until the next grade check. Full eligibility may be restored at the next assigned grade check if they are passing all classes. If at the next grade check a student is still failing any one class, their status remains at "Conditional Eligibility."

**Ineligible:** MCA's current policy with the change being if a student's class average is below a 70 in two or more classes. Mandatory academic tutoring sessions minimum of two per week would be required.

### Academic Eligibility Guidelines

- Grades in all classes are checked on the date report card grades are posted (the school day after the end of a quarter or semester). Quarter grades and also semester 1 grades in all courses are evaluated.
- Status changes are effective at school dismissal time on the day the status is determined
- Ineligible students
  - are ineligible for a minimum of **14 calendar days**
  - must be passing ***all*** classes on the scheduled date grades are checked to regain eligibility
  - have grades checked on the **14th day** for the first opportunity to regain eligibility
  - have subsequent opportunities to regain eligibility every **7th day or in cases of school closure, the school day following the 7th day**
  - may return to full participation at school dismissal time on the date eligibility is regained
- *Online courses* in progress for MCA credit are considered in the grade check. Adequate progress (using course pacing) and a passing average are required for eligibility.
- *Late (past due) work* is not accepted after the last day of the quarter. (Assignments cannot be turned in for credit after the quarter has ended).
- *A missing or pending assignment*, including past due make-up work, shall be considered a zero if the assignment is past due.
- An eligibility determination will be postponed for students who have substantial outstanding work due to absences in accordance with the policy of 1 day per day absent to submit the work. **Incompletes become failing grades if not completed within 5 days of the grade check.**
- Students may not drop courses to regain eligibility.
- **Students who are ineligible:**
  - *Are not* permitted to travel with the team/group, such as academic, athletic, and fine art teams/groups, to competitions ("away competitions").
  - *Are not* permitted to dress in the team/group uniform if attending the competition.
  - *Are* allowed to continue to practice with the team/group.
  - *Are* allowed to attend the team's/group's competitions taking place on the MCA campus ("home

competitions”).

### **Eligibility Communication:**

- An email communicating the ineligible status is sent to students and parents the day of the determination. Status updates are provided on each grade check date until the student regains eligibility.
- The names of ineligible students are provided to the directors of academic, athletic, and fine arts departments. Status updates are provided on grade check dates.
- Ineligible students who are involved in extracurricular activities impacted by the eligibility must check with the MS office after 1:00 on the grade check date for a release to return to full participation.

### **Eligibility Determination Dates:**

- Follows the MCA School Calendar
- Grades for all students in all courses are checked on the eligibility determination dates
  - the school day following the end of a quarter  
If a quarter exceeds 9 weeks, grades are checked on the first day of the tenth week of school.  
*For 2021-22, quarter 4 is scheduled to be ten weeks, requiring a grade check on May 9th.*
  - the school day following the end of semester 1.
- Grades for students declared ineligible are checked on the 14th day of ineligibility.
- Grades for students who remain ineligible after the 14th day, will have grades checked every week (7 days) until they become eligible, or the quarter ends and a new evaluation is completed for all students.

### **Attendance Eligibility Guidelines:**

- A student must be present at least  $\frac{3}{4}$  of the school day in order to participate in co-curricular and extracurricular activities on that day, including practices and competitions. This includes leaving campus and returning later the same day, arriving late, or leaving early for any reason without the Principal’s prior knowledge and advance approval.

#### Examples:

- Present 5 hours 45 minutes M-Th or 3 hours 55 min F
- Arriving by 10:00am Monday-Thursday
- Not leaving before 1:00 Monday-Thursday

### **FIELD TRIPS AND EDUCATIONAL TRIPS**

Any student on disciplinary or academic probation may be excluded from a field trip.

School policies are in effect on all field trips on or off campus. Failure to abide by the Code of Conduct will result in disciplinary action.

Students are responsible for any academic material missed while on a school field trip or school activity.

There may be expenses related to the trip for which the student will be responsible.

## **GRADING AND TESTING**

Grades are used in all subjects. Grades are based on tests, quizzes, and a variety of academic assessments.

See the course syllabus for specific grading distribution and policies for a class. Report cards will be available on FACTS Family Portal following each quarter.

The grading scale for the Middle School is as follows:

### **Grading Scale:**

|    |              |
|----|--------------|
| A+ | 98-100       |
| A  | 93-97        |
| A- | 90-92        |
| B+ | 87-89        |
| B  | 83-86        |
| B- | 80-82        |
| C+ | 77-79        |
| C  | 73-76        |
| C- | 70-72        |
| F  | 69 and below |

### **Conduct Scale:**

|                             |
|-----------------------------|
| I-Incomplete                |
| P-Pass (with no GPA credit) |

High school credit courses completed in middle school do not earn grade points (calculate) in the high school cumulative GPA. The course and grade earned is reported on the student's permanent high school academic record (transcript).

## **EXAMS**

No exemptions for middle school exams. Exams are 10% of the student's semester grade.

In grades 6-8, the semester average is calculated by counting each quarterly grade as 45% of the semester grade and the semester exam as 10%. Therefore, a semester exam counts as 10% of the semester average for grades 6-8.

Middle school students who are enrolled in a course that counts as high school credit will have the semester average calculated using the grades 9-12 criteria.

## **HOMEWORK**

The following deductions will be taken for late homework:

For 6<sup>th</sup> Grade – 10-point deduction per day

For 7<sup>th</sup> Grade – 20-point deduction per day

For 8<sup>th</sup> Grade – 30-point deduction per day

## **ACADEMIC DETENTIONS**

A student will be assigned an academic detention by the teacher for homework not completed. The detention will be assigned and served on the same day the homework is due. Extra-curricular practice and/or games does not exempt a student from serving academic detention.

## HONOR CODE

Students are expected to commit to the Honor Code which states:

“I pledge that all course work that I submit at MCA is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at MCA: ‘Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.’”

## LIBRARY

The library contributes to the qualitative academic process, offering books, periodicals, reference materials, and computers for student use. The library is open and staffed by a librarian throughout each school day. Students are welcome to use the library before or after school or during study hall, with teacher permission. On occasion a class will come to the library as a group, and high school students may stop by during the lunch period.

There are no overdue fines, but **replacement fees are charged for damaged or lost books.** End-of-the-year report cards will be held until fees are paid or books are returned. To help us take care of our library and computers, students are asked not to eat or drink in the library.

## LOCKERS

Students will be issued a locker at the beginning of the school year. **Students who choose to secure their items will need to purchase a lock and provide the combination to the middle school office. If the student purchases a lock with a key, the middle school office will not be responsible for storing the extra key. MCA has the right to remove any lock when necessary.** Students are expected to keep their lockers neat, tidy and to treat them with care.

Lockers should always be considered the property of MCA and not the private property of the student.

**Lockers are to be closed and latched whenever not in use by the student.**

**Lockers are to be locked when the student leaves the campus for the day.**

Students are required to respect the property of other students. Students may not handle, touch, take or use any of the contents in a locker that does not belong to them. Any student who does not adhere to this policy will be subject to disciplinary action.

Students are not to leave any valuables in their lockers. MCA is not responsible for lost or stolen items belonging to any student.

Students are not permitted to exchange locks or swap lockers with another student under any circumstances.

Students are responsible for the lock and locker that is assigned to them for the year. Locker combinations are not to be given to others, to give them access.

Locks that are not issued by MCA are not permitted.

Locker checks will be performed periodically to ensure that food and trash are not being stored in the lockers. Students who habitually fail to keep their lockers in an acceptable state of cleanliness will be subject to

disciplinary action.

The Administration may search a student's locker at any time.

### **LOST AND FOUND**

Personal property including uniform pieces should be clearly marked with the student's name. MCA is not responsible for lost personal property.

Lost and found items such as spirit wear, school uniforms and personal student belongings will be stored for one week in the Lost and Found. Items not claimed after a reasonable period of time will be discarded. Unclaimed uniform items will be donated or turned over for resale. The lost and found will be in a central location. Students are encouraged to check the box for their belongings.

Textbooks that are found lying on the sidewalks or not stored properly in a student's locker overnight will be seized and held in the administrative office. Students must pay a fine in order to get back any textbooks that have been confiscated due to mishandling.

### **MUSIC AND DANCING**

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits, which gives strong witness to the biblical view that God created man in His own likeness. As such, MCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at MCA. It is the desire of MCA that students learn to make choices in the areas of music, drama, visual and literary art, and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same way we evaluate other art forms. It has the same potential to reflect the beauty of a God-given creative nature of fallen man. Dance which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite or is sexually suggestive is inappropriate and does not reveal the image of God created in us.

McKinney Christian Academy students are requested to refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

### **PARENT CONFERENCES AND COMMUNICATION WITH FACULTY**

Parent conferences are encouraged and may be scheduled at any time by a parent, teacher, or the Principal.

A parent can schedule a conference by calling the school office or by contacting the teacher directly via e-mail.

**Please do not call the teachers at home or on their cell phone to schedule conferences.**

The school has set aside a conference time in the fall. First quarter report cards will be issued at this time. Since students have more than one teacher, the school can schedule conference times with the teachers for parents wanting a group conference.

MCA faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way:

- If you have a brief question about schoolwork or class procedures, contact the teacher via their MCA e-

mail (first name. last name @mckinneychristian.org) or leave a message in their voice mailbox at the school office. You may also write a note to the teacher and have your child deliver it. The teacher will respond with an e-mail, or a phone call. Teachers will attempt to return calls within 24 hours.

- Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principals.
- If a conference is necessary, you may make your request through an e-mail, a written note, or a phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory, a conference may be requested with the Principal but only after the matter has been first addressed in a teacher conference.
- “Drop in” conferences before or after school are **not** workable at any time. Teachers and administrators schedule their use of time carefully and have duties that are particularly heavy at both the beginning and end of the day.
- To keep informed about your child’s activities and coursework, log on to FACTS Family Portal.

### **PUBLIC NOTORIETY**

Students are expected to represent McKinney Christian Academy in a positive manner, even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to McKinney Christian Academy in a negative manner. Negative actions, which cause notoriety, could result in a student’s expulsion from the school.

### **SEARCH AND SEIZURE**

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. The Administration of McKinney Christian Academy reserves the exclusive right to have the McKinney Police Department do routine and random checks for illegal drugs anywhere on campus. Students also understand and agree that MCA shall have the right to monitor or examine any electronic device at the school or any MCA activity. Additionally, MCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example “Facebook, Instagram”, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the student themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, ourselves, and McKinney Christian Academy.

### **SCHOOL SPONSORED SOCIAL EVENTS**

Specific guidelines will be established for each sponsored student event. Some social events such as the Spring Formal will require girls to present and model their dress selections prior to the event before a staff committee for approval. Dresses not meeting the established guidelines will require alterations before being approved. It is advisable to consider the guidelines before making a purchase. A chaperone from the staff committee will be present at the function to ensure all guidelines have been followed.

Students who plan to bring an outside guest to one of the school's dances will be required to complete and submit a guest request form and obtain administration approval in advance. Invited guests must be high school students or no more than 1 year out of high school.

### **SPORTSMANSHIP CODE OF CONDUCT**

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, parents, and students to represent MCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

### **STANDARDIZED TESTING- ASPIRE**

The ASPIRE is administered in April to all students in grades 6- 8. Students are automatically enrolled in the testing and there is no fee for the testing. ASPIRE is a test written by the American College Testing (ACT). Score reports will be returned mid to late summer.

### **STUDENT ACTIVITIES**

A student activity sponsored by McKinney Christian Academy, where a written invitation has been extended through the school to every member of the class, is considered an MCA-sponsored activity. Sponsors and chaperones are required for these activities and the purpose for the activity should be in keeping with the philosophy of the school. McKinney Christian Academy does not accept the responsibility for activities of a social nature which may include MCA students but were not planned under the direction of the school.

### **TECHNOLOGY ACCEPTABLE USE POLICY STATEMENT** (see Appendix C)

### **TEXTBOOKS**

Textbooks are the property of McKinney Christian Academy and will be issued to students at the beginning of each school year by subject area. When a textbook is issued to a student, the registration is recorded by the teacher and the condition of the textbook at issuance is noted.

Students are responsible for the care and condition of the textbooks that are issued to them throughout the year and must follow these guidelines:

- Textbooks must be **properly covered** with sturdy paper book covers (no stretchy covers unless they are the extra-large size, no duct tape, no plastic bags etc.)
- Textbooks are **never to be tossed** or placed on the sidewalk at any time
- Textbooks are **never to be left exposed** to the elements overnight or on weekends; they must always be taken home or placed securely in a student's locker for safekeeping
- Textbooks are **never to be marked in, written in, or defaced in any way** with pen, pencil or any other material or object
- Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is

damaged, the following charges will be applied.

- If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
- If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged. The administration will hold a student's report card at the end of the year until all books are returned or charges are assessed

## **UNIFORMS AND DRESS**

The administration reserves the right to determine if a student is dressed or groomed appropriately. MCA has chosen to implement the dress code policy using a uniform program.

**It is required that all school uniform items be from Academic Outfitters and the Spirit Shop and are in good repair.** Shirts and pants may not be torn; pockets must be intact and collar buttons must be kept sewn on and buttoned. Sweatshirts and other spirit wear may not be worn if there are holes, rips, or torn cuffs.

Students need to be fully dressed and in compliance with the MCA dress code upon arrival on campus.

All uniform items must be limited to the listing of MCA options, which Academic Outfitters will provide, or are available in the Spirit Shop. The only exception to this is the jacket, sweatshirt and other approved spirit wear that will be available from the MCA Spirit Shop.

There are clear biblical principles which ought to govern choice for dress:

- Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally. (I Timothy 2:19)
- Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan. (Deuteronomy 22:5)
- Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself. (I Corinthians 6:19- 20)

### **Hair Code Policy:**

#### **BOYS Guidelines:**

- Hair should be neat, clean, moderate, and a natural hair color. Hair length should conform to the following guidelines: above the eyes and not lower than the bottom of the collar of a dress shirt.
- Facial hair should be neat and cleanly trimmed.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
- No extreme hairstyles are allowed (e.g., man-buns, mohawks, no designs shaved in head etc.), and this will be left up to the discretion of the administration.

#### **GIRLS Guidelines:**

- Hair should be neat, clean, moderate and a natural hair color.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.



- No extreme hair accessories will be allowed.
- No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

### Uniform Options

#### **Boys Shirts** (purchased in the MCA Spirit Shop or the online MCA Campus Store):

Navy Polo Shirt, short sleeved, may be worn untucked

Navy  $\frac{3}{4}$  Zip Shirt, long sleeved, may be worn untucked

#### **Boys Pants** (purchased at Academic Outfitters):

Khaki long pants

Khaki shorts

#### **Boys Outerwear** (purchased at the MCA Spirit Shop or the online MCA Campus store):

MCA Logo Crewneck Sweatshirt

MCA Logo Fleece

MCA Logo Apex Style

MCA Sherpa  $\frac{3}{4}$  Zip Jacket

MCA Puffy Jacket

#### **Girls Shirts** (purchased in the MCA Spirit Shop or the online MCA Campus store):

Navy Polo Shirt, short sleeved, may be worn untucked

Navy  $\frac{3}{4}$  Zip Shirt, long sleeved, may be worn untucked

#### **Girls Skirts & Pants** (purchased at Academic Outfitters):

Khaki Long Pants

Khaki Skirt

Plaid Skirt

#### **Girls Outerwear** (purchased in the MCA Spirit Shop or the online MCA Campus store):

MCA Logo Crewneck Sweatshirt

MCA Logo Fleece

MCA Logo Apex Style

MCA Sherpa  $\frac{3}{4}$  Zip Jacket

MCA Puffy Jacket

### General Dress Code Guidelines

- Students may only wear approved school logo coats, jackets, or sweatshirts for outerwear on campus.
- Uniform shirts must be worn under sweatshirts. Students may wear solid white or athletic **gray** crew

neck or V-neck T-shirts underneath their uniform shirt.

- Belts may be worn with shorts or pants. All belts must be solid navy, brown or black with a traditional buckle. No decorative markings as engraved names, rhinestones, oversized buckles, etc. will be permitted.
- Socks must be solid navy, brown, black, white or the socks sold in the spirit shop. Socks must be worn with all athletic shoes.
- Pants or shorts must be worn as they are designed to be worn; they may not bag or sag abnormally on the body; the hems must not be frayed or dragging on the ground.
- Shoes that are mismatched in size or color or shoes that have an open toe or open heel are not permitted. All other types of styles are permissible. Heels may not exceed 1 ½ inches.
- Hats - caps, beanies, berets, etc. may not be worn on the school campus during school hours.
- Tattoos and body piercing are not permitted to be visible on campus or at any MCA function – except earrings for girls.

### *Girls Dress*

- Skirt length is not permitted to be shorter than 4 inches from the crease in the back of the knee. Skirts must be worn properly with the zipper done up completely and the waistband buttoned.
- Modesty shorts are always to be worn under skirts.
- Jewelry and/or accessories should be modest, understated, subtle and tasteful.
- Improperly fitted shirts are not permitted; this includes shirts that are too tight and/or too short.
- Shirts may not be unbuttoned below the second button. A white tank top or camisole may be worn underneath the shirt.
- Knee socks, leggings, tights, or hosiery must be flesh tone, white, navy, or black in color.
- Shorts worn for on or off campus activities must be mid-thigh in length. (Shorts sold in the spirit shop may be considered acceptable for off campus activities.)
- Leggings must be ankle length only.

### *Modesty Dress Guidelines*

- No cleavage or tight-fitting tops
- Spaghetti straps must be covered with a sweater or jacket
- Skirt/dress length – no more than 4” above the bend in the back of the knee

### *Boys Dress*

- Hair must be combed and kept neatly above the back collar, the eyebrows and halfway on the ear. **Hair may not cover the eyes.** Boy’s hairstyles must be reasonable and neat in appearance. Any student who does not exercise good judgment regarding what would be considered appropriate for school will be asked to leave campus and not permitted to return until it is fixed. Absences related to hair issues will be considered unexcused.

- Unnatural hair colors are not permitted.
- **Face must be clean shaven.** Boys must shave all facial hair **before** arriving on campus. Boys who fail to do so will be asked to shave with a razor provided by the school before being allowed to attend class. Boys who arrive at school unshaven will be issued a detention.
- Sideburns may not extend below the bottom of the ear.
- Boys may not wear earrings or other body piercing on campus or at school-sponsored activities.

### *Business Field Trip Dress*

Business Dress attire is designated by the teacher for field trips when a dressier, business appearance may be desired.

#### *Boys BD:*

- Dress shirt and a tie will be worn.
- Dress pants and dress shoes will be expected.

#### *Girls BD:*

- Dress or skirt and blouse will be expected. Sleeveless clothing is not permitted.
- Dress shoes (pumps or flats) will be required; sandals, flip flops are not permitted.

### *Casual Field Trip Dress*

Any MCA uniform shirt or approved spirit t-shirt worn with uniform shorts, pants, or appropriate denim pants. No baggy or jeans with holes or non-uniform shorts are permitted.

### *Special Dress Days*

**A student may have a spirit dress day on the last Monday of their birthday month.** If they are absent that Monday, then they forfeit their free dress day. All students who have a summer birthday will be given their free dress the last Monday in May. **Non-uniform shorts are not** allowed. Follow the modesty dress guidelines.

### *Uniform Field Trip Dress*

The school uniform is required to be worn. Any exceptions to required field trip dress will be noted on the field trip notification form. Students not wearing field trip dress will not be allowed to participate in the field trip.

### *Spirit Day Dress*

Students may wear spirit wear t-shirts with traditional blue jean pants (**no torn or holes in the jeans**) each Friday. Girls may wear Capri traditional blue jeans (**no jeggings**) as well as full length traditional blue jeans. Athletic jackets, sweatshirts, and game jerseys (if approved by the coach) can be worn on Spirit Dress Days. Colored denim jeans or shorts are not permitted.

## **SECTION IV - UPPER SCHOOL POLICY AND PROCEDURES**

### **ARRIVAL AND DISMISSAL**

#### **Arrival**

*Students arriving after the beginning bell (late for their first class) must sign in through the Upper School office to obtain an Admit Slip.*

*The upper school campus is available to students beginning at 7:15 each day. The library is open at 7:30am for students not enrolled in a zero-hour class and arriving on campus more than 10 minutes before their 1st period class.*

#### **Dismissal**

Students are dismissed when the ending bell rings; they proceed to the carpool area for pick up or to the student parking lots for authorized student drivers. For safety reasons, no vehicle is permitted to cross through or pass other vehicles in the carpool line once school has been dismissed. For the safety of our students, if your child is not ready for pickup, you will move forward with the carpool line, exit the driveway, and re-enter the carpool line. Cars may not be left unattended in the carpool line.

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

A student arriving late or leaving campus during school hours for **any** reason is required to sign in/out in the office.

Students who arrive late for the day may be required to check in through the nurse's office prior to admittance to school.

Early dismissal will be granted with parent notification for emergencies and medical or dental appointments that *cannot* be scheduled outside of school hours.

Students requesting an absence from school for an appointment during school hours (arriving late or dismissing early) will be required to bring a parent note to the office upon arrival to school that day. If they will be dismissed early, an Early Release Authorization will be issued to the student. Parents may also make a verbal request by phone or send an email to the Upper School office.

Please note that attendance is marked daily in each class. See the Attendance section regarding absences.

### **ATHLETICS**

All students participating in MCA athletics are required to have on file, proof of insurance and a current medical release (physical form - found on our website under Athletics, Forms and Resources). Student fees related to athletics must be paid before a student can compete in a sport. Students must be re-enrolled for the coming year to be able to participate in spring football, summer volleyball, cheerleading, etc. All athletic fees are billed by the Business Office. Report cards may be withheld for unpaid athletic fees or athletic items that are not returned.

See [Athletic Handbook](#).

## **ATTENDANCE AND TARDIES**

### **Attendance Policy**

As an attendance based accredited program, students must attend 90% of class days (per course) in order to earn credit for the course. Any student with more than 9 absences per semester in a single class may not receive credit for the course in that semester; in this situation, students and parents will be informed by the end of the semester of the issuance of a “no credit” status. When a student “no credits” a class, the grade earned along with an asterisk \* will be recorded on the transcript and no credit will be granted. The asterisk denotes “no credit due to excessive absences.” An appeal process is in place for extenuating circumstances.

#### **Absence is defined as either**

- Not present in the classroom during the assigned class period for any reason *not initiated & approved in advance by the school*
- Not present in the classroom for 20 minutes of a 55-minute class, or 15 minutes of a 45-minute class (e.g., excessively tardy, dismissing early, being in another location on campus)

#### **Tardy is defined as**

- Not seated in the scheduled class with necessary materials when the beginning bell rings

**All** absences and tardies, including excused or unexcused, are recorded daily in each class and are reported on the student’s permanent academic records (report cards & transcripts). Attendance records are visible in FACTS Family Portal.

#### **Attendance Codes:**

|     |                                                                                                 |
|-----|-------------------------------------------------------------------------------------------------|
| A   | Absent: evaluation of excused vs unexcused is pending                                           |
| AE  | Excused Absence                                                                                 |
| AU  | Unexcused Absence                                                                               |
| AT  | Unexcused Absence Due to Tardies (3 Unexcused Tardies in 1 quarter = 1 Absence)                 |
| SE  | School Sponsored Event resulting in student missing class (e.g., field trip, MCA athletic game) |
| ISS | In School Suspension                                                                            |
| OSS | Out of School Suspension                                                                        |
| T   | Tardy: evaluation of excused vs unexcused is pending                                            |
| TE  | Excused Tardy                                                                                   |
| TU  | Unexcused Tardy                                                                                 |

*Dual Credit students* must abide by the college’s attendance and academic policies. Missing an exam could result in a 0; the student personally must contact the professor first thing in the morning (prior to the exam) to report the unexpected cause of the absence and ask for guidance.

### *Absences Considered Excused*

Parent permission to miss class *does not* equate to an excused absence.

Examples of academically excused absences include:

- illness of student or a doctor's appointment that *cannot* be scheduled outside school hours (doctor's note required to excuse an absence of 3 or more consecutive days)
- death in immediate family
- unavoidable family emergency
- court appearance
- pre-approved absences (DMV appointments, planned family absences)

Make up work is accepted for full credit if submitted during the designated period of time.

### *Absences Considered Unexcused*

- an absence not reported to the office by a parent the day of the absence
- any absence that does not fall under one of the above excused reasons
- missing 20+ minutes of a 55-minute class, or 15+ minutes of a 45-minute class for an unexcused reason
- receiving 3 unexcused tardies in one class in the same quarter
- **absent 3 consecutive days** without a doctor's note
- missing a class event/concert/competition outside of school hours which is stated as mandatory in the course syllabus
- personal reasons
- running errands

Make up work from unexcused absences should be completed for student learning, though *no credit* will be granted.

Parents who feel they have legitimate, reasonable grounds for an absence that is deemed unexcused may set up an appointment with the Principal to present the circumstances of their situation.

### *Tardy Policies:*

Students must check into the Upper School Office upon arrival if late for their first scheduled class of the day. An Admit Slip is required.

Every third unexcused tardy in one class in the same quarter is converted to one absence at the end of the quarter.

Morning Detentions are assigned for the week in which a student is marked with a 3rd, 4th, or 5th unexcused tardy in the same class during one quarter.

In School Suspension is assigned for the sixth and subsequent unexcused tardies in one class in the same quarter.

### *Truancy*

Any **absence without the advance knowledge and consent of parents or guardians and/or school officials** is considered truancy. This includes arriving late or leaving school before the end of the day without permission and staying out of any part of a scheduled class, chapel, or activity without permission. Any assignments or quizzes missed because of truancy will become 0's and students may be suspended from school. Parents will be notified.

Unauthorized absence of any portion of a class, assembly, lunch, or other school activity for any reason is skipping class or truancy.

### *Attendance and Co-Curricular Participation*

Students must be present for  $\frac{3}{4}$  of the school day to be eligible for co-curricular participation on that day. **Students who are not present for  $\frac{3}{4}$  of the school day are not permitted to participate in co-curricular activities, such as after school practices, on that day without the Principal's approval.** For example, if a student arrives late and checks in by 10:00am then attends all remaining classes on a full school day (M-Th) , he or she will be considered present for  $\frac{3}{4}$  of the day; likewise, if a student is present all the way through 1:00 and dismisses early on a full school day, he or she is considered eligible to participate. (Present 5 hours 45 minutes M-Th or 3 hours 55 min F)

Any mandatory participation in an event as part of a course curriculum will be clearly stated in the course syllabus. A student may not be excused from these events even when they occur outside of regular school hours; should a student miss a mandatory event, a zero will be given on the grade. Examples would be a fine arts concert or competition, theatre production, art show, etc.

### *Attendance Procedures*

#### *Planned Absences*

- A student may be required to complete and submit the missed coursework **in advance of his/her absence** and will otherwise submit the work for full credit and without penalty in accordance with the make-up work policy.
- Dual credit assignment due dates do not change for a planned absence. Students may not plan an absence that will cause them to miss a dual credit course exam. Refer to the college course syllabus for attendance policies.

Half Day or Less: Appointments that cause a student to miss a portion of a school day should be reported by parents prior to the absence using the online [Attendance Reporting Form](#) or calling the Upper School Office.

#### Full Day or Multiple Days:

Complete and submit a [Planned Absence Form](#) to the Upper School Office 5 days before the scheduled

absence. Parents must sign the form indicating the absence is for a family activity, educational trip, or vacation; students will obtain each teacher's signature as validation that the student is in good standing (passing average).

- Planned absences within these parameters may be excused with the **Principal's advance knowledge and approval** if a student is in good academic standing (70% and above in all course work).
- Planned absences not approved will result in 0's for assignments missed.

### **College Visit Planned Absences**

An absence for an **official college campus visit** may be considered an educational/school event (SE) if requested **one week in advance by submitting the [College Visit Planned Absence Form](#)** to the Academic Counselor. To receive approval, the student must be passing all classes and provide written documentation of the campus visit upon return to MCA.

Requests with less than one-week notice or exceeding the allowed number of days will be considered excused absences (AE).

Juniors are permitted 2 pre-planned college visit days.

Seniors are permitted 2 pre-planned college visits days.

### **School Events**

Events initiated and approved in advance by the school that cause a student to miss one or more class periods are reported in advance to the school office by MCA faculty, staff, and coaches. These are recorded as SE and do not appear as absences on the student's academic record.

Students are responsible for notifying teachers personally in advance and obtaining instructions for missed assignments, including arranging time to complete missed quizzes or tests.

### **Unplanned Absences**

Parents must report absences for any MCA student; students cannot self-report.

Parents complete the online [Attendance Reporting Form](#) or call the Upper School Office or by 9am EACH day of your child's absence whenever possible.

### **Make Up Work Due to Absences or School Events**

For *unexpected absences*, students should use the online resources available (FACTS Family Portal, LMS, class websites) and communicate directly with the teacher via email while absent to obtain the information on missed assignments. Please do not call the school office to request assignments.

For *planned/known absences and school events*, students are expected to personally communicate directly with the teacher(s) prior to the absence and again upon return in addition to utilizing the online resources to obtain lesson material and assignments. Too much communication is not possible.



- Assignments are due *prior to the absence* from class unless otherwise instructed by the teacher; this would include making prior arrangements with the teacher(s) for taking a test(s) or quiz or submitting a major paper/project.
- If a test/quiz/project/paper was due during the absence and NO NEW MATERIAL was taught in class, the student will be required to complete or submit the assignment the first day back to school. Advance planning is imperative.
- College policies apply to dual credit courses; all work must be completed as scheduled unless the professor has agreed to other arrangements in advance.

Students have **one school day for each day absent to make up work**, regardless of the reason for the absence. **Credit will be granted for work submitted in this timeline if the absence is excused.** For extended absences or extenuating circumstances, students should meet with the Academic Counselor to prepare a plan considering all factors to complete the missed work in a reasonable time.

*Academic Accountability for Athletes: see the Athletic Handbook: <http://www.mckinneychristian.org/athletics>*

### **The Perfect Attendance Award**

The award is given to students with no absence, excused/unexcused, for any class period throughout the entire school year. Missing more than 20 minutes of a 55-minute class, or 15 minutes of a 45-minute class is an absence.

**CARPOOL** (also see **Carpool in Section I**) We recommend that parents of Upper School students allow time after the end of day dismissal bell for their students to go to their lockers and socialize with their friends for a short period of time (5 –10 minutes). This will assist in avoiding unnecessary waiting and congestion in the carpool line.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES** (also see **Phones & Messages – Section I**)

The use of cell phones will only be allowed in non-classroom settings (passing periods, lunch etc.)

Cell phones **must be turned off and out of sight** during classes unless otherwise directed by the teacher for class participation activities.

**Cell phone USE is not permitted in any school restroom at any time.**

Detentions will be issued if a cell phone is seen or heard during class or observed in a restroom.

Earbuds used in conjunction with cell phones or other electronic devices will not be allowed during student time on campus other than if directed by a teacher during class.

### **CLASS SCHEDULE**

#### **Planning and Requests**

Course requests are submitted in the spring for the following school year. Academic guidance sessions and individual meetings are offered to assist families in developing and reviewing the student's four-year plan and making appropriate course requests. The four-year plan is prepared prior to high school and is re-evaluated annually.

The plan and requests will be evaluated for

- Meeting graduation requirements
- Meeting requirements for students' intended diploma plan
- Preparing the student for potential college fields of study

The school's master schedule is prepared based upon the course requests submitted by the stated deadline. Changes to the students' course requests are not available after the deadline. The drop/add period at the beginning of the semester is offered for necessary changes.

### Class Schedule

Students must be enrolled in classes all periods of the school day unless administrative approval is granted. Seven credit courses per semester is considered full-time status.

Students are placed in classes according to their needs for graduation requirements and meeting prerequisite requirements for requested courses. Space is limited.

### Schedule Changes:

Students may request schedule changes within the drop/add period. Changes are not guaranteed. Consideration will be given to the student's four-year plan, graduation requirements, space availability, and institutional needs.

**The drop/add period begins the first week of each semester.**

- Academic courses - 2 weeks
- Elective courses – 1 week
- Dual Credit courses – follow the deadlines established by the college.

**Any drops for academic reasons in an AP or Honors course after the week period are handled on a case-by-case basis according to teacher recommendation.**

### CO-CURRICULAR ACTIVITIES

Co-curricular participation is defined at MCA as participation in activities, events, performances, etc. which are part of the curriculum of a class in which the student is enrolled, such as Fine Arts Concerts or Drama performances. Although co-curricular participation may require time outside of class time, these time commitments are for a grade in the class and the eligibility guidelines do not apply.

### COMMUNITY SERVICE

One of the goals of McKinney Christian Academy is to promote the spiritual growth and maturity of each student. Spiritual maturity may be well described as developing the character of Christ. Jesus stated that he came "...not to be served, but to serve....". With the goal of developing Christian character, we want to provide students reasonable, rewarding, and character-building opportunities to discover the joy of serving others through community service.

### *MCA Community Service Days*

As part of the curriculum for MCA students, school days will be set aside for community service and mission work.

### *Mustang Community Service Program*

One of the objectives of McKinney Christian Academy is to teach our students how to share the love of Christ with the world around them. This can mean being involved with things like foreign missions, personal witnessing, and an active church life, but it also involves supporting those in our community outside of our typical circles in meaningful, tangible, measurable ways. Students are encouraged to participate in a variety of community service projects throughout their high school career. This is an **optional program**; however, all students are encouraged to devote themselves to the biblical principles of Christian service.

Special recognition will be awarded to those students who achieve noteworthy levels of achievement as outlined in the following sections.

**All community service for these awards and to satisfy the honors diploma requirements must be approved, tracked, and recorded through the Principal's office quarterly. Additionally, community service hours earned at a prior school must be submitted to the Principal's office within two (2) months after transferring to MCA.**

### *The Mustang Community Service Award Program*

The Mustang Community Service program adds a genuine depth of practice to our school's message of Christian faith and love. From the ninth grade through the senior year, MCA students are encouraged to engage in working with people and non-profit organizations that can benefit from the gifts and abilities with which they have been so richly blessed.

In order to recognize the efforts of MCA students who willingly dedicate service to their community, two honors will be recognized.

#### *The Mustang Community Service Award*

150 - 199 cumulative hours of community service completed during his/her high school career at MCA, recorded in accordance with the guidelines below. A student who achieves at this level will be presented with a green honor cord at graduation.

#### *The Samaritan Award*

200+ cumulative hours of community service completed during his/her high school career at MCA, recorded in accordance with the guidelines below. A student who achieves at this level will be presented with a purple honor cord at graduation.

### *Community Service Credit Guidelines*

Anytime student(s) are granted school approved time off during a regular calendar school day (Spring Term Missions; Community Service Outreach, etc.) for the purpose of completing community service, it is a curriculum related activity and therefore not eligible for personal community service credit. Community service credit will be granted only when the student performs those hours outside of school hours and/or outside of scheduled school or class events.

To qualify for the Honors Diploma, a student must complete 40 hours of community service.

Service that may be considered for community service credit must meet the following guidelines:

- *be pre-approved according to the procedure below.*
- *be completed at a non-profit organization facility or event or a business working on a not-for-profit program.*
- Vacation Bible School service is limited to 10 hours per session.
- Maximum of 20 hours will be awarded for any single service activity, including work related to church services (e.g., teaching Sunday School, participating in worship band, etc.). Any exceptions to the 20-hour guideline for a single service activity **must** be pre-approved and assessed upon completion.
- Service hours will only be entered as complete when the procedure below is followed.

Work that is **not** considered as community service includes work:

- that benefits students personally (e.g., receiving credit hours for a school or class function, serving as an intern)
- submitted for duplicate or dual credit to meet any other requirement and/or recognition for another organization such as Boy Scouts, Girl Scouts, NHS, Service Leagues, court mandates, etc. or for any other personal gain or purpose.
- completed during MCA school hours or MCA mission week providing free services (e.g., Babysitting, lawn care) (Not for non-profit)
- service done for a family member. (Not for non-profit)
- related to fundraising

#### **Procedure for Requesting Community Service Credit**

- Students must submit a Community Service Form with the top section completed in advance of the service work for review by the principal's office. Approval is based upon the parameters above and is not guaranteed.
- If approved, the form is returned to the student for him/her to complete at the time the service is completed. The supervisor of the work must sign to verify the time and service.
- The student must submit the completed and signed form to the principal's office *by the end of the current quarter.*
- The community service hours will be recorded in FACTS Family Portal and appear on the student's high school transcript. Students and parents may view the recorded community service in FACTS Family Portal under Family Information.

#### **Summer and Special Circumstance Community Service Hours**

Students wishing to complete service hours over the summer should get those hours pre-approved in the same manner as the regular approval process.

If a student has an opportunity in the summer to complete a community service but does not have any means of obtaining pre-approval, he/she may submit the Community Service Form noting the special circumstances. There is **no guarantee** that these hours will be approved for credit after the fact.

## **CONDUCT AND DISCIPLINE – (also see Conduct & Discipline in Section I)**

The school seeks to provide a positive and safe environment conducive to the teaching/learning process. Christian love requires us to protect and seek God's best for others. When self-discipline breaks down, peer discipline becomes important. The purpose of discipline is for growth (Hebrews 12:11). It can also serve as a deterrent for others. Each student needs to realize his/her behavior affects not only himself but also many others. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, suspension, or expulsion.

The process of discipline at McKinney Christian Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions.

Guidelines are imposed to encourage proper habits, enabling the student to become self-disciplined. Clear and concise guidelines will be presented to the student by the faculty and administration. Students violating major school rules inside or outside of school or at school activities will be subject to disciplinary action.

Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action as deemed appropriate by the individual teacher. We believe that parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem.

### **Detention**

Detentions may be issued when students fail to comply with classroom procedures or school regulations. Parents will be notified of a detention beforehand by email and will need to make necessary transportation arrangements.

A detention will also be issued after 3 unexcused tardies in the same class in one quarter. Parents will be notified by email.

**Detentions will be served on the Friday immediately following the issuance of the detention from 7:15 - 7:55 a.m.**

Detentions may disqualify a student from selection to NHS, Student Government, Worship Band, and other societies and campus organizations.

Failure to report to detention, tardiness to detention or disruptive behavior during detention will result in further disciplinary action.

Students who need to defer a detention **must** have the advance approval of the Principal to do so.

### **Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the MCA Code of Conduct.

A Principal or the Head of School has the authority to suspend a student. Should a parent feel the Head of School has not followed the school policy and procedures for problem resolution, he/she may submit a written appeal that will be submitted to the Board of Directors for review. **(See Section I Conduct & Discipline**

**Appeal Process)** A suspension may occur in-school or out of school depending upon the infraction. The length of suspension will be one to five days as determined by the administration.

#### **Out-Of-School-Suspension (OSS)**

- **Out of School Suspension is considered an unexcused absence. Students will be allowed to make up all missed work for credit.**
- **Students are not permitted to participate in co-curricular activities while on OSS and may be further disciplined by the coach or sponsor of their co-curricular activity after returning from suspension.**
- **Students are not allowed on MCA campus and may not attend any MCA sponsored activities on the days of suspension.**

#### **In School Suspension (ISS)**

- **Students will report to the Upper School office and will be allowed to complete any missed assignments for credit.**
- **Students will wear full school uniforms to ISS.**
- **Students are considered excused absent, and absences are added to the student's total number of absences.**
- **Students' FACTS family account will be charged a \$100.00 fee for each ISS day if it is necessary to hire a substitute teacher to monitor ISS.**
- **Students may attend extracurricular practices/rehearsals but may not participate in games/competitions on the days of the suspension.**
- **Students may not have a cell phone when serving an ISS.**

Very specific changes in attitudes and actions will be expected prior to being permitted to return to MCA. Disciplinary probation may be invoked when a student is suspended from school.

#### **Expulsion**

Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of MCA. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

**Students expelled from school may not return to campus for any reason or attend MCA school events.**

#### **Probation and Non-invite**

A student may be placed on disciplinary probation after repeated minor infractions or a major infraction of school policy. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan

with improved conduct and behavior will be asked to withdraw from school at the end of the semester in which the probation was initiated.

Students may also be placed on academic probation for unacceptable academic performance. Unacceptable academic performance is defined as one grade of F or a GPA less than 2.0.

Once a student is placed on academic probation, they will be given one semester (two quarters) in which to improve their academic performance to a level of 70%. If this is not achieved, the student may be required to withdraw from school at the end of the applicable semester. Seniors will lose off-campus privileges.

Students placed on academic or disciplinary probation at the end of the first semester will not be invited to re-enroll in January. If the student has made satisfactory academic and/or behavioral improvement by the end of the school year, the probation status will be lifted, and re-enrollment will be permitted, providing there is space available in that grade at that time.

Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment.

Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

## **Conduct**

### ***Code of Conduct***

Enrollment at McKinney Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty.

Students are expected to abide by the following rules, policies, procedures, guidelines, and standards always. Please review these carefully with your student.

### ***Code of Conduct Expectations include, but are not limited to:***

#### ***Students are always expected to***

- be prompt and demonstrate courteous obedience to all school personnel, staff members and campus guests.
- remain out of any unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.
- arrive on time and prepared for each class with books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
- listen attentively to teachers as well as other students when appropriate.
- **NOT use their cell phones in the restroom**
- **NOT use their cell phone in the classroom unless under the direction of the teacher.**
- respect the property of others. Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full financial liability for all damages (including textbooks and lockers) incurred at school or at school sponsored functions and activities because of their child's actions.

- assume personal responsibility for doing their part to keep the Upper School campus looking neat and clean. This means that students are expected to keep personal property off the sidewalks and breezeways, to place their trash in the appropriate receptacles, and to keep their locker doors always shut.
- behave and conduct themselves in a manner that is reflective of Christ, showing respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically, either overtly or surreptitiously.
- maintain appropriate self-control in their classroom conduct. Passing notes, tossing, or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
- use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.
- not chew gum on campus at any time.
- dress appropriately and follow the modesty guidelines, showing a demonstrative willingness and cooperative spirit in adhering to the MCA dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, sports programs, and any other special MCA sponsored off-campus functions.
- not sell products or solicit sponsors for any fund-raising activities while on campus unless approval has been obtained from the principal in advance.
- refrain from any public displays of affection (**PDA**) while on campus or at any school-sponsored function or activity.
- commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them. Students are exhorted to follow the precepts of Matthew 18 in all interpersonal areas, humbly submit to God and voluntarily seek counsel from others in leadership if they experience personal problems.

### **Major Infractions of The Code of Conduct**

Although not all-inclusive, the following may result in suspension or immediate expulsion from the school:

#### **Abusive or Profane Language and Disrespect**

Using abusive or profane language, showing disrespect to teachers and classmates, insolence, verbal abuse, and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating language or causing bodily harm to any person or property, as well as interference with the rights of others.

#### **Academic Dishonesty**

McKinney Christian Academy will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students, and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of MCA to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.



**Academic Dishonesty is defined as, but not limited to:**

- Any attempt to gain an unfair advantage on an assignment, quiz, or test.
- Copying, faxing, or duplicating assignments that will each be turned in as one's own work.
- Exchanging assignments by printout or electronic transfer and then submitting them as originals.
- Preparing for cheating in advance, including:
  - a. Writing formulas, codes, key words, etc. on one's person or objects for use during a test when the teacher has prohibited such.
  - b. Using hidden and/or unauthorized reference sheets (cheat sheets) during a test.
  - c. Using programmed materials in electronic or battery- operated devices when they have been prohibited by the teacher.
- Exchanging answers (either giving or receiving answers) with others when prohibited.
- Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work.
- Giving a (completed) assignment to someone else for the purpose of submitting it as their own.
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source.
- Taking credit for group work when little contribution was made to the established assignment criteria.
- Not following additional specific guidelines for academic honesty as established by a teacher, class, or department.
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets.
- Unauthorized use of teacher's computer files and/or grading programs.
- Use of a cell phone for any purpose during a test or quiz will result in an automatic zero and is considered a major offense.

**Academic Dishonesty is *not*:**

- Peer tutoring (when permitted by the teacher) to better understand.
- Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given.
- Submitting work done alone or with the help of the teacher.
- Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

**Fighting**

Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity. **Fire Safety**

Violations of fire regulations - include tampering with fire alarms, using matches, lighters, or fireworks.

**Gambling**

Betting for money or profit is never permitted, and under no circumstances should money and/or goods ever exchange hands as the result of winning odds or a bet.

## **Immorality**

Unbiblical sexual conduct to include inappropriate contact, whether on or off campus

## **Plagiarism**

Plagiarism is defined as a “presentation of another person’s words or ideas as your own and not properly giving credit to the author of those words.” A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when in fact, this is not true.

### **Examples of plagiarism include, but are not limited to:**

word for word copying of another person’s writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student’s work, or any written ideas and words that are not your own. Any verbatim use of someone else’s work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.

a mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people’s words, ideas, and thoughts, with the student’s sole contribution being that of working the pieces together.

paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person’s language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.

purchasing a prepared paper from a third party and submitting it as your own original work.

McKinney Christian Academy cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in.

**Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own or needs CLARIFICATION SHOULD consult with their teacher or the director.**

## **Repeated Code of Conduct infractions**

Repeated violation of the Code of Conduct becomes a major infraction. Minor infractions include but are not limited to gum chewing, dress code violations, tardies, etc.

## **Stealing**

Being in possession of property that does not belong to the student.

## **Student Communications**

Students who choose to participate in chat rooms, blog communications, text messaging or other forms of internet or wireless communication, whether on or off-campus, in an inappropriate manner will be subject to disciplinary action. Inappropriate blogging, e-mailing, texting, posting on social media, etc. will not be tolerated. (This could be considered a major infraction). **(See MCA Social Media Policy)**

## **Truancy**

Missing class without a parent's permission or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving the classroom. Students who miss more than 20 minutes of class without permission will be considered truant.

## **Vandalism**

Destruction or defacing of school property, including textbooks.

## **Weapons**

The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapons such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

## **DRUG AND SUBSTANCE ABUSE- (also see Drug & Substance Abuse Section I)**

Because we believe that our bodies are the temple of the Holy Spirit, the possession, distribution, or use of any illegal substance, drug, alcohol, tobacco, or substance that imitates an illegal substance, drug, or alcohol including possession of or use of cigarettes, e-cigarettes, personal vaporizers, lighters, matches, or any paraphernalia is prohibited on or off campus.

Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of McKinney Christian Academy reserves the exclusive right to have the McKinney Police Department conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs.

Students connected to any drug-related persons or suspected events, or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur **on or off campus** and whether the parents have knowledge of the activity or not.

## **EXTRA CURRICULAR PARTICIPATION**

Extracurricular participation is defined at MCA as participation in any competitions representing MCA. Examples include athletic team competitions, fine arts competitions, and TAPPS or ACSI academic competitions. Eligibility guidelines apply to all extracurricular participation **with the exception of during the school break between semesters.**

## **Academic Eligibility Guidelines**

- A student loses eligibility to participate in any extracurricular school-sponsored activity or competition if he/she earned a class average below 70 in any class on a quarter (1, 2, 3 or 4) or the semester one report card grade.
- Grades in all classes are checked on the date report card grades are posted (the school day after the end of a quarter or semester).
- Status changes are effective at school dismissal time on the day the status is determined
- Ineligible students
  - are ineligible for a minimum of **14 calendar days**

- must be passing ***all*** classes on the scheduled date grades are checked to regain eligibility
- have grades checked on the **14th day** for the first opportunity to regain eligibility
- have subsequent opportunities to regain eligibility every **7th day or in cases of school closure, the school day following the 7th day**
- may return to full participation at school dismissal time on the date eligibility is regained
- ***Dual credit courses* are evaluated on the grade check dates using progress grades provided by the college.**
- ***Online courses* in progress for MCA credit are considered in the grade check. Adequate progress (using course pacing) and a passing average are required for eligibility.**
- ***Late (past due) work* is not accepted after the last day of the quarter. (Assignments cannot be turned in for credit after the quarter has ended).**
- ***A missing or pending assignment*, including past due make-up work, shall be considered a zero if the assignment is past due.**
- An eligibility determination will be postponed for students who have substantial outstanding work due to absences in accordance with the policy of 1 day per day absent to submit the work. **Incompletes become failing grades if not completed within 5 days of the grade check.**
- Students may not drop courses to regain eligibility.
- Seniors in jeopardy of not graduating on time based on grades through the third quarter, will not be eligible to participate in any extracurricular school programs the remainder of the year.

**Students who are ineligible:**

- *Are not* permitted to travel with the team/group, such as academic, athletic, and fine art teams/groups, to competitions (“away competitions”).
- *Are not* permitted to dress in the team/group uniform if attending the competition.
- *Are* allowed to continue to practice with the team/group.
- *Are* allowed to attend the team’s/group’s competitions taking place on the MCA campus (“home competitions”).

**Eligibility Communication:**

- An email communicating the ineligible status is sent to students and parents the day of the determination. Status updates are provided on each grade check date until the student regains eligibility.
- The names of ineligible students are provided to the directors of academic, athletic, and fine arts departments. Status updates are provided on grade check dates.
- Ineligible students who are involved in extracurricular activities impacted by the eligibility must check with the Registrar after 1:00 on the grade check date for a release to return to full participation.

**Eligibility Determination Dates:**

- Follows the MCA School Calendar
- Grades for all students in all courses are checked on the eligibility determination dates:
  - the school day following the end of a quarter
    - If a quarter exceeds 9 weeks, grades are checked on the first day of the tenth week of school.
  - the school day following the end of semester 1.
- Grades for students declared ineligible are checked on the 14th day of ineligibility.
- Grades for students who remain ineligible after the 14th day, will have grades checked every week

(7 days) until they become eligible, or the quarter ends and a new evaluation is completed for all students.

**Attendance Eligibility Guidelines:**

- A student must be present at least ¾ of the school day in order to participate in co-curricular and extracurricular activities on that day, including practices and competitions. This includes leaving campus and returning later the same day, arriving late, or leaving early for any reason without the Principal’s prior knowledge and advance approval.

Examples:

- Present 5 hours 45 minutes M-Th or 3 hours 55 min F
- Arriving by 10:00am Monday-Thursday
- Not leaving before 1:00 Monday-Thursday

**FIELD TRIPS AND EDUCATIONAL TRIPS**

Any student on disciplinary or academic probation may be excluded from a field trip.

School policies are in effect on all field trips on or off campus. Failure to abide by the Code of Conduct will result in disciplinary action.

Students are responsible for any academic material missed while on a school field trip or school activity.

There may be expenses related to the trip for which the student will be responsible.

**GRADING AND TESTING**

Grades are used in all subjects. Grades are based on tests, quizzes, and a variety of academic assessments.

See the course syllabus for specific grading distribution and policies for a particular class. Report cards will be available on FACTS Family Portal following each quarter.

**Grading Scale:**

**Grading Scale:**

|    |              |     |
|----|--------------|-----|
| A+ | 98-100       | 4.3 |
| A  | 93-97        | 4.0 |
| A- | 90-92        | 3.7 |
| B+ | 87-89        | 3.3 |
| B  | 83-86        | 3.0 |
| B- | 80-82        | 2.7 |
| C+ | 77-79        | 2.3 |
| C  | 73-76        | 2.0 |
| C- | 70-72        | 1.7 |
| F  | 69 and below | 0   |

I-Incomplete  
P-Pass  
F-Fail

**Weighted GPA:**

AP Courses = +1  
Dual Credit Courses = +1  
Honors Courses = +.5

## HONOR CODE

Students are expected to commit to the Honor Code which states:

“I pledge that all course work that I submit at MCA is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at MCA: ‘Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.’”

## LIBRARY

The library contributes to the qualitative academic process, offering books, periodicals, reference materials, online databases, and computers for student use. The library is open and staffed by a librarian throughout each school day. Students are welcome to use the library before or after school or during study hall, with teacher permission.

There are no overdue fines, but **replacement fees are charged for damaged or lost books.** End-of-the-year report cards will be held until fees are paid or books are returned. To help us take care of our library and computers, students are asked not to eat or drink in the library.

## LOCKERS & STORAGE

Students will be issued lockers at the beginning of the school year. Students are expected to keep their lockers neat, tidy and to treat them with care.

Students are not permitted to swap lockers with another student under any circumstances.

Students are responsible for the locker that is assigned to them for the year. Locker combinations are not to be given to others, so as to give them access.

Lockers are the property of MCA and not the private property of the student.

**Lockers are to be closed and latched whenever not in use by the student.**

**Lockers are to be locked when the student leaves the campus for the day.**

Students are required to respect the property of other students. Students may not handle, touch, take or use any of the contents in a locker that does not belong to them. MCA is not responsible for lost or stolen items belonging to any student.

Locker checks will be performed periodically for the purpose of ensuring that food and trash are not being stored in the lockers.

The Administration may search a student’s locker at any time.

## LOST AND FOUND

Personal property including uniform pieces should be clearly marked with the student’s name. MCA is not responsible for lost personal property.

Lost and found items such as spirit wear, school uniforms and personal student belongings will be stored for

one week in the Lost and Found. Items not claimed after a reasonable period of time will be discarded. Unclaimed uniform items will be donated or turned over for resale. The lost and found will be located in a central location. Students are encouraged to check the box for their belongings.

Textbooks that are found lying on sidewalks or not stored properly in a student's locker overnight will be collected and held in the administrative office.

## **MUSIC AND DANCING**

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits, which gives strong witness to the biblical view that God created man in His own likeness. As such, MCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at MCA. It is the desire of MCA that students learn to make choices in the areas of music, theatre, visual and literary art, and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same way we evaluate other art forms. It has the same potential to reflect the beauty of a God-given creative nature of fallen man. Dance which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite or is sexually suggestive is inappropriate and does not reveal the image of God created in us.

McKinney Christian Academy students are requested to refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

## **PARENT CONFERENCES AND COMMUNICATION WITH FACULTY**

Parent conferences are encouraged and may be scheduled at any time by a parent, teacher, or the Principal.

A parent can schedule a conference by contacting the teacher directly via email. **Please do not call the teachers at home or on their cell phone to schedule conferences.**

The school has set aside a conference day in the fall shortly after the issuance of 1st quarter report cards for the purpose of individual teacher and group conferences. Since students have more than one teacher, the office can schedule conference times with the teachers for parents wanting a group conference.

MCA faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way:

- If you have a brief question about schoolwork or class procedures, contact the teacher via their MCA e-mail (first name.last name @mckinneychristian.org) or leave a message on their voice mailbox. The teacher will respond with an email, a phone call. Teachers will attempt to return calls within 24 hours.
- Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principals.
- If a conference is necessary, you may make your request through an email or a phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory,

a conference may be requested with the Principal but only after the matter has been first addressed in a teacher conference.

- “Drop in” conferences before or after school are **not** workable at any time. Teachers and administrators schedule their use of time carefully and have duties that are particularly heavy at both the beginning and end of the day.
- To keep informed about your child’s activities and coursework, log in to FACTS Family Portal.

### **PUBLIC NOTORIETY**

Students are expected to represent McKinney Christian Academy in a positive manner, even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to McKinney Christian Academy in a negative manner. Negative actions, which cause notoriety, could result in a student’s expulsion from the school.

### **SEARCH AND SEIZURE**

Authorized school personnel may conduct a reasonable search of a student or his/her locker, vehicle, and/or belongings when they have reasonable suspicion to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. The Administration of McKinney Christian Academy reserves the exclusive right to have the McKinney Police Department do routine and random checks for illegal drugs anywhere on campus. Students also understand and agree that MCA shall have the right to monitor or examine any electronic device at the school or any MCA activity. Additionally, MCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal websites, social networking sites, for example “Twitter”, “Instagram”, “Snap Chat” and “Facebook”, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. (See MCA Social Media Policy) Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, ourselves, and McKinney Christian Academy.

### **SCHOOL SPONSORED SOCIAL EVENTS**

Specific guidelines will be established for each sponsored student event. Some social events such as Homecoming Dance, High School Winter Formal and Prom will require girls to present and model their dress selections prior to the event before a staff committee for approval. Dresses not meeting the established guidelines will require alterations before being approved. It is advisable to consider the guidelines before making a purchase. A chaperone from the staff committee will be present at the function to ensure all guidelines have been followed.

Students who plan to bring an outside guest to one of the school’s dances will be required to complete and submit a guest request form and obtain administration approval in advance. Invited guests must be high school students or no more than 1 year out of high school.

### **SPORTSMANSHIP CODE OF CONDUCT**

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.



We expect our coaches, players, parents, and students to represent MCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

### **STUDENT ACTIVITIES**

A student activity sponsored by McKinney Christian Academy, where a written invitation has been extended through the school to every member of the class, is considered an MCA-sponsored activity. Sponsors and chaperones are required for these activities and the purpose for the activity should be in keeping with the philosophy of the school. McKinney Christian Academy does not accept responsibility for activities of a social nature which may include MCA students but were not planned under the direction of the school.

All MCA dances will have dress and guest guidelines posted on the school website prior to the event.

Prom is a dance set aside for MCA Seniors, Juniors, and Sophomores only. In addition, all dates must also be Sophomores, Juniors, Seniors at their current high schools or no more than one year out of high school. (Dates over 21 years of age will not be allowed to participate.)

### **STUDENT VEHICLE REGISTRATION**

All students who drive to school and park their vehicle in the MCA parking lot MUST:

- register their vehicle with the Upper School Office
- display their parking permit on their front windshield
- park only in designated student parking areas
- provide proof of insurance
- provide a copy of a valid Texas driver's license and vehicle tag information

A permit will be issued by the Upper School Principal's Office once the application has been received, reviewed, and approved. Students are responsible for keeping this information up to date by notifying the office of any changes in their license, insurance and/or vehicle within 5 working days of the change.

***Both students who drive to school and their parents will be required to sign the Statement of Acknowledgement on the Application for Student Parking Permit and Vehicle Registration form annually and which reads as follows:***

“I understand that driving to school and parking in the campus parking lot is a privilege and not a right. I will properly register all vehicles I drive to school. I will drive safely and responsibly, and I will not violate any school guidelines concerning vehicle operation and/or parking. I also understand that school administration has the right to revoke and/or suspend my driving and/or parking privilege for failure to comply with the guidelines stated above. I further understand that I am parking on campus at my own risk and that MCA assumes no responsibility for any damage to my vehicle due to theft, vandalism, accidental or malicious actions of others, acts of nature, etc..... “

### ***MCA Guidelines for Driving and Parking on Campus***

- Speed limit is 10 mph.

- All students must park in their assigned student parking space. Cars must display the parking permit.
- Reckless behavior and/or careless driving will not be tolerated on campus at any time.
- Students are not permitted to go to their cars during school hours without administrative approval.
- Students are not permitted to move cars between their arrival on campus and departure from campus for the day without administrative approval.
- Drivers will not transport other students during school hours or transport them to school activities without administrative and parent knowledge or approval.
- Drivers will not permit another student to drive their vehicle while on school property.
- Students holding temporary permits, or no permits are not allowed to be behind the wheel of a vehicle unless accompanied by their parent(s).
- Current driver's license information and vehicle insurance information must be provided.
- Students must be courteous, attentive, and compliant to any instruction, request or limits given them by the carpool monitors.
- Use of Third-Party Security Enforcement: the school shall retain the right to utilize third party resources such as security guards, police department, canine units, etc. to further establish a secure zone on the MCA campus.

Additionally, writing, pictures, or symbols displayed on any vehicle, which promotes a philosophy contrary to the philosophy of MCA is not permitted. **Loud music is not permitted to be played in the vehicles while on school property or at school activities.**

Violation of any of the above regulations may result in not being able to drive on school property for a specified period, or other disciplinary action.

## **TECHNOLOGY ACCEPTABLE USE POLICY STATEMENT** (see Appendix C)

### **TEXTBOOKS**

Textbooks are the property of McKinney Christian Academy and will be issued to students at the beginning of each school year by subject area. When a textbook is issued to a student, the registration is recorded by the teacher and the condition of the textbook at issuance is noted.

Students are responsible for the care and condition of the textbooks that are issued to them throughout the year and must follow these guidelines:

- Textbooks must be **properly covered** with sturdy paper book covers or appropriately sized stretchy covers.
- Textbooks are **never to be tossed** or placed on the sidewalk at any time
- Textbooks are **never to be left exposed** to the elements overnight or on weekends; they must always be taken home or placed securely in a student's locker for safekeeping
- Textbooks are **never to be marked in, written in, or defaced in any way** with pen, pencil or any other material or object

- Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges and consequences will be applied.
  - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
  - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged.
  - The administration will hold a student's report card at the end of the year until all books are returned or charges are assessed

## **UNIFORMS AND DRESS**

The administration reserves the right to determine if a student is dressed or groomed appropriately. MCA has chosen to implement the dress code policy through the use of a uniform program.

**It is required that all school uniform items be from Academic Outfitters and the Spirit Shop and are in good repair.** Shirts and pants may not be torn; pockets must be intact and collar buttons must be kept sewn on and buttoned. Sweatshirts and other spirit wear may not be worn if there are holes, rips, or torn cuffs.

Students need to be fully dressed and in compliance with the MCA dress code upon arrival on campus.

All uniform items are limited to the listing of MCA options with Parker Uniform or are available through the MCA Spirit Shop

There are clear biblical principles which ought to govern choice for dress:

- Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally. (I Timothy 2:19)
- Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan. (Deuteronomy 22:5)
- Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself. (I Corinthians 6:19- 20)

### **Hair Code Policy:**

#### **BOYS Guidelines:**

- Hair should be neat, clean, moderate, and a natural hair color. Hair length should conform to the following guidelines: above the eyes and not lower than the bottom of the collar of a dress shirt.
- Facial hair should be neat and cleanly trimmed.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
- No extreme hairstyles are allowed (e.g., man-buns, mohawks, no designs shaved in head etc.), and this will be left up to the discretion of the administration.

## **GIRLS Guidelines:**

- Hair should be neat, clean, moderate and a natural hair color.
- Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
- No extreme hair accessories will be allowed.
- No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

## **Uniform Options**

### **Boys Shirts** (purchased in the MCA Spirit Shop or the online MCA Campus Store):

Navy Polo Shirt, short sleeve, may be worn untucked

Navy ¾ Zip Shirt, long sleeved

### **Boys Pants** (purchased at Parker Uniform Store):

Khaki long pants

Khaki shorts

### **Boys Outerwear** (purchased in the MCA Spirit Shop or the online MCA Campus Store):

MCA Logo Crewneck Sweatshirt

MCA Logo Fleece

MCA Logo Apex Style

MCA Letter Jacket

MCA Puffy Jacket with hood

MCA Sherpa

### **Girls Shirts** (purchased in the MCA Spirit Shop or the online MCA Campus Store):

Navy Polo Shirt, short sleeved, may be worn untucked

Navy ¾ Zip Shirt, long sleeved

### **Girls Skirts & Pants** (purchased at Parker Uniform Store):

Khaki Long Pants

Khaki Skirt

Plaid Skirt

### **Girls Outerwear** (purchased in the MCA Spirit Shop or the online MCA Campus Store):

MCA Logo Crewneck Sweatshirt

MCA Logo Fleece

MCA Logo Apex Style

MCA Letter Jacket

MCA Puffy Jacket with hood

MCA Sherpa

### **General Uniform Dress Code Guidelines**

- Shirts may be worn untucked.
- Approved uniform outerwear includes multiple choices (see above).
- Students may wear **solid white or gray** T-shirts underneath their uniform shirt.
- Belts must be worn with shorts or pants. All belts must be solid navy, brown or black with a traditional buckle. No decorative markings as engraved names, rhinestones, oversized buckles, etc. will be permitted.
- Pants or shorts must be worn as they are designed to be worn; they may not bag or sag abnormally on the body; the hems must not be frayed or dragging on the ground.
- Shoes that are mismatched in size or color or shoes that have an open toe or open heel are not permitted. All other types of styles are permissible. **Heels may not exceed 3 inches.**
- Socks worn must be solid white, navy, black or socks sold in the spirit shop.
- Hats - caps, beanies, berets, etc. may not be worn on the school campus during school hours.
- Tattoos and body piercings are not permitted to be visible on campus or at any MCA function – except earrings for girls.

### **Girls**

- Skirt length is not permitted to be shorter than 4 inches from the crease in the back of the knee. Skirts must be worn properly with the zipper done up completely and the waistband buttoned. **Skirts should not be rolled at the waist.**
- Modesty shorts are always to be worn under skirts.
- Jewelry and/or accessories should be modest, understated, subtle and tasteful.
- Improperly fitted shirts are not permitted; this includes shirts that are too tight and/or too short.
- Leggings, tights, or hosiery must be flesh tone, black or navy in color.
- Shorts worn for on or off campus activities must be mid-thigh in length. Acceptable length shorts may be purchased from the spirit shop for off-campus activities including retreat, 5K, and field trips where shorts are allowed.
- Leggings must be ankle length only. (No capri length leggings)

### **Boys**

- Boys may not wear earrings or other body piercing on campus or at school-sponsored activities.

### **Spirit Dress Day Guidelines:**

#### **Shirts:**

All MCA past and present t-shirts approved athletic wear and any MCA Logo outerwear may be worn on Fridays or other designated Spirit Dress Days.

#### **Pants:**

Blue denim jeans. (Jeans may not be distressed, torn, frayed, have holes or patches.)

Blue denim capri length (below the knee) jeans may be worn by girls

Uniform khaki shorts for boys

Clothing should be in good repair.

No leggings or jeggings.

### **Modesty Dress Guidelines**

*These guidelines are to be followed for special events, ceremonies, class presentations or field events requiring professional dress.*

- No cleavage or tight-fitting tops
- Spaghetti straps must be covered with a sweater or jacket
- Skirt/dress length – no more than 4” above the bend in the back of the knee
- Heels above 3” cannot be worn

### **Business Field Trip Dress**

Business Dress attire is designated by the teacher for field trips when a dressier, business appearance may be desired. Follow modesty dress guidelines in addition to the following:

#### ***Boys BD:***

- Dress shirt and tie will be worn.
- Dress pants and dress shoes will be expected.

#### ***Girls BD:***

- Dress or skirt and blouse will be expected. Sleeveless clothing is not permitted.
- Dress shoes (pumps or flats) will be required; sandals, flip flops are not permitted. Heels cannot be above 3”.

### **Casual Field Trip Dress**

Any MCA uniform shirt or approved spirit t-shirt worn with uniform shorts, pants, or appropriate denim jeans. No baggy jeans or non-uniform shorts are permitted. If shorts are approved for girls, they must be the MCA shorts available from the Spirit Shop.

### **Birthday Dress Days**

**A student may wear spirit wear on the first Monday of their birthday month.**

June, July, and August birthdays are recognized on the first Monday in May.

Students who are absent during their designated Monday forfeit the birthday dress day.

### **Special Event Days (homecoming, wild week, etc.):**

Follow spirit and modesty dress guidelines in preparing costumes/outfits.

No shorts (not even with leggings underneath) permitted except for khaki uniform shorts – both boys and girls

Costumes that might fall outside these guidelines must be pre-approved by the principal.

### **Uniform Field Trip Dress**

The school uniform is required to be worn. Any exceptions to required field trip dress will be communicated to students and parents. Students not wearing field trip dress will not be allowed to participate in the field trip.

### **Resources for Upper School Families:**

MCA Website, Upper School Page:

<http://www.mckinneychristian.org/cms/One.aspx?portalId=4803322&pageId=4910974>

Naviance Student/Parent: <https://student.naviance.com/mckinney>

School Account: mckinney

FACTS Family Portal (formerly ParentsWeb) (for students and parents): <https://mca-tx.client.renweb.com/pw/>

District Code: MCA-TX

FACTS Family Portal Learning Management System (LMS) (for upper school students):

<https://lms.renweb.com/dashboard>

Upper School Resources & Forms Library (forms and document downloads):

<http://www.mckinneychristian.org/cms/One.aspx?portalId=4803322&pageId=4914230>

## **SECTION V - ACADEMIC POLICIES AND PURPOSE**

### **ACADEMIC GRADING AND REPORTING**

#### **Grading and Reporting**

The school year is comprised of two semesters, each consisting of approximately 90 days, divided into two quarters.

Grades are used in all subjects and are based on a variety of assessments. See course syllabus for specific policies and procedures of each course.

Grades will be accessible through FACTS Family Portal

<https://online.factsmgmt.com/register/3CFC2/instlogin/reg-message> (district code MCA-TX) in order that parents and students can check on class progress. Each student in middle and high school should establish his/her own student FACTS Family Portal account for use in accessing homework assignments, class resources, and viewing grades.

Report cards are issued via email in approximately nine-week intervals, referred to as quarters.

Cumulative exams are given at the end of each semester in grades 6 – 12; seniors are exempt from all spring semester exams.

In any one-semester, high school course, a final average of 70% is required for the successful completion of the course. If the semester (final) average is less than 70% for a one-semester course, students are required to repeat the course through an accredited school. In any full year, middle or high school course, a final average of 70% or higher for the entire year is required for the successful completion of the course. The final grade for each full year course shall be determined by averaging the two semester grades.

Semester grades for high school level courses are calculated by counting each quarterly grade of the semester as 40% of the semester grade and the semester exam as 20% equaling 100% of the semester average. Therefore, a semester exam counts as 20% of the semester average for grades 9-12.

Courses taught as dual credit or equivalent are graded on a semester system. No quarter grades are issued. The progress grade at the end of the MCA quarter is used for eligibility determination.

All attempted high school courses are recorded on the transcript.

Transcripts are available from the Registrar's office by **written** request and require up to 5 business days for processing; they are not available through ParentsWeb. Transcript requests for college and scholarship applications should all be submitted through Naviance Student in order to properly authorize MCA to release the student's personal and confidential records. Access Naviance Student on the MCA website middle school or upper school pages. The account name: mckinney.

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

Grade points shall be awarded for high school credit courses based upon the grade earned in the course and



designation of the course as Standard, Honors or Dual Credit/Advanced Placement (AP). Students enrolled in an Honors course will have an additional .50 grade points per semester added to their overall grade. Dual Credit (DC) and Advanced Placement (AP) classes taught at MCA will have an extra 1.0 grade points added to their overall grade per semester upon passing the course.

A student's GPA is determined by dividing the total number of grade points earned by the number of credits earned in courses awarded numeric grades. This calculation is cumulative and done by semester.

Courses counted toward a student's Grade Point Average include all high school courses completed at MCA except those courses listed below:

- PE/Athletic courses
- Course credit obtained by credit by examination
- Dual credit classes taken off the MCA campus
- Online transfer credit high school courses
- Transferred courses
- Pass / Fail courses
- Courses taken in middle school for high school credit

Note: These courses will count towards graduation credit even though they are exempted from a student's GPA. If a student fails a semester, but passes the year, he/she receives full credit for the course, but earns zero grade points in the calculation associated with the semester not passed.

### Grading Scale

|    | GRADE        | DUAL CREDIT or<br>AP COURSE | HONORS COURSE | STANDARD<br>COURSE |
|----|--------------|-----------------------------|---------------|--------------------|
| A+ | 98-100       | 5.30                        | 4.80          | 4.30               |
| A  | 93-97        | 5.00                        | 4.50          | 4.00               |
| A- | 90-92        | 4.70                        | 4.20          | 3.70               |
| B+ | 87-89        | 4.30                        | 3.80          | 3.30               |
| B  | 83-86        | 4.00                        | 3.50          | 3.00               |
| B- | 80-82        | 3.70                        | 3.20          | 2.70               |
| C+ | 77-79        | 3.30                        | 2.80          | 2.30               |
| C  | 73-76        | 3.00                        | 2.50          | 2.00               |
| C- | 70-72        | 2.70                        | 2.20          | 1.70               |
| F  | 69 and below | 0.00                        | 0.00          | 0.00               |

### **Valedictorian, Salutatorian and Class Rank**

To be Valedictorian or Salutatorian at MCA, students must accomplish the following requirements:

- meet all requirements for graduation
- be eligible to earn an Honors Diploma

A student must be enrolled in MCA for three full, consecutive years of high school to be considered for Valedictorian or Salutatorian.

The Valedictorian will be the student who has the highest cumulative weighted grade point average, calculated at the end of the 3rd quarter grading period of the senior year. (The 3rd quarter weight will be .20)

The Salutatorian will be the student with the second highest cumulative weighted grade point average, calculated at the end of the 3rd quarter grading period of the senior year.

Should a tie occur, the decision will be determined by looking at these factors, in the order listed:

1. Total number of Honors, Dual Credit and AP courses taken in grades 9-12.
2. Grade point average earned during the junior and senior years.
3. If a tie still exists, students will share the honor.

Grade point average will be assessed for the Valedictorian and Salutatorian honors at the thousandth decimal point (.000)

Class Rank is based on the weighted grade point average. As a standard practice at MCA, rank is not reported

on transcripts or to colleges.

### **Graduation Guidelines**

It is always the responsibility of the student and the parents to know how many credits the student has earned and how many additional credits he/she needs to meet the requirements for graduation.

Students are advised to develop a four-year plan with the assistance of the Academic Counselor to ensure that all graduation requirements are met.

Students must meet all requirements for graduation as outlined in this handbook.

In order for a student to receive a diploma from McKinney Christian Academy, he/she must be enrolled as a full-time student for the entire senior year. A full-time student for a senior is defined as enrolled in 6 MCA courses for credit each semester.

### **Graduation Requirements**

#### ***College Preparatory Diploma***

| Credits | Course                      | Course Notation                                                                                                       |
|---------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|
| *       | Bible*                      | Must be enrolled in an MCA Bible class for each year in attendance; World & Church History can satisfy a Bible credit |
| 4       | English                     | 1 per year                                                                                                            |
| 4       | Mathematics                 | Algebra I, Geometry, Algebra II + 1 higher level math course (Must be enrolled in a math class each year of HS).      |
| 4       | Science                     | Biology, Chemistry and two higher level sciences                                                                      |
| 4       | Social Studies              | World Geography, World History, US History, U.S. Government (.5), Economics (.5)                                      |
| 2       | Foreign Language            | Two sequential years of the same language                                                                             |
| 1       | Physical Education          |                                                                                                                       |
| 1       | Fine Arts                   |                                                                                                                       |
| ½       | Communications Applications |                                                                                                                       |
|         | Electives                   |                                                                                                                       |
| 27      | Total Credits               |                                                                                                                       |

## Honors Diploma

To receive the Honors Diploma, students' must

- Maintain a minimum **3.75 cumulative weighted GPA**.
- Earn a minimum of **4 credits from AP or Dual Credit courses** – may be in any subject.
- Be enrolled in a **math course every year** during grades 9-12.
- Complete **40 hours of community service** during grades 9-12.
- Meet the graduation requirements for the College Preparatory Diploma **AND** complete the following additional credits:

| <u>Additional Credits</u> | <u>Course</u>     | <u>Course Notation</u>                      |
|---------------------------|-------------------|---------------------------------------------|
| 1                         | Foreign Language  | Three sequential years of the same language |
| 1 OR<br>2                 | Fine Arts<br>STEM |                                             |

### ADVANCED PLACEMENT (AP®)

The AP program is approved by the College Board, the governing agency for all AP programs. Students must have teacher recommendation and meet curricular and academic grade prerequisites to enroll. All requests are subject to approval by the counselor and AP instructor in advance of placement in any AP course.

All students enrolled in an AP course will take the AP Exam for the subject in May. The exam fee will be added to the family's MCA account when exams are ordered in the fall semester. In order to earn the added GPA weight (+1) for an AP course, the student must take the AP Exam.

### AWARDS

*“Whatever your hand finds to do, do it with all your might.” Ecclesiastes 9:10*

MCA acknowledges those students who work hard and exhibit Christian character. We do this by acknowledging students who excel academically and spiritually.

**Headmaster's List:** GPA greater than 4.20 for the current year

**Academic Excellence Award:** GPA 3.70-4.19 for the current year

**Perfect Attendance Award:** no absence recorded for any class period throughout the entire school year

#### Timothy Award

*“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” I Timothy 4:12*

The Timothy Award is given to one male and one female student in each grade. The selection is made by the faculty to recognize students for demonstrating a commitment to Christ, willingness to serve others, teachability, and for exhibiting Christ-like speech, conduct, love, faith, and purity.

### **Course Awards:**

**Academic Award**

**Diligence Award**

### **CONCURRENT ENROLLMENT / DUAL CREDIT**

Dual credit courses are university courses offered to eligible MCA students on our campus during the regular school day. Students are dually enrolled in both MCA and the partner university. Students are responsible for college enrollment, tuition payment and obtaining textbooks. All college policies apply. Students must meet academic criteria to be considered for dual credit course enrollment. See the Academic Planning Guide for details. Current dual credit partner institutions are LeTourneau University and John Brown University. Failure to complete enrollment and pay tuition by the stated deadlines will result in removal from the course. Refer to the [Dual Credit page](#) of the MCA website for current details.

Upon successful completion of a dual credit course, the student earns credit at the college through which the course was taught. The grades earned in the dual credit course are reported on the student's permanent college transcript. Transcript requests for the college credit are submitted through the college registrar's office.

### **COURSE ENROLLMENT AND COURSE LOAD**

Students may not enroll in courses outside of MCA to earn credit toward their high school graduation requirements if the course is offered at MCA unless circumstances prevent the student from being able to take the MCA course and administrative approval is granted.

Minimum Course Load:

- Must be enrolled in a minimum of 7 courses in grades 9-11
- Must be enrolled in a minimum of 6 courses in grade 12 as long the student will meet graduation requirements
- Must be enrolled in at least 6 courses on the high school campus

Maximum Course Load:

- 3 AP/DC courses per semester for students with 12+ hours of extracurricular commitments per week

Dual Credit Enrollment requires the student to complete the college enrollment, registration, and tuition by the stated deadlines.

## **DIRECTED STUDIES PROGRAM SERVICES**

Directed Studies offers consultations with families and referrals for diagnostic evaluations.

The Directed Studies program provides educational services for students with mild to moderate diagnosed learning differences. Services range from accommodations only to small group, multisensory math and English classes and study strategies classes. Fees in addition to MCA tuition are charged for students utilizing these services.

Students who qualify for accommodations for medical reasons also may participate in the Directed Studies program to receive services.

Students who receive accommodations in school may request accommodations on College Board (PSAT, SAT, AP) or the ACT tests through the Directed Studies office.

Students who receive accommodations at MCA and enroll in dual credit courses, must separately submit a request for accommodations to the college's office for academic support. MCA accommodations do not apply.

## **EXAM EXEMPTIONS**

9-11th Upper School students may be exempt from 2<sup>nd</sup> semester exams for a course with a 4-quarter grade average of 93% (all four quarter grades will be averaged together to determine this percentage).

9th Grade - allowed a maximum of 1 exemption

10th Grade - allowed a maximum of 2 exemptions

11th Grade - allowed a maximum of 2 exemptions

\*DC and AP courses have grading policies outside of the exemption guidelines and students cannot choose to be exempt from those final exams.

Seniors: Academic courses for the spring semester other than DC or AP will not have semester exams.

## **FUTURE COLLEGE ATHLETES / NCAA ACADEMIC ELIGIBILITY**

Students who intend to play in a competitive college athletic sport should contact the Athletic Director for a copy of the most current NCAA Guide for College-Bound Student-Athletes. It is the student's responsibility to become familiar with NCAA guidelines for eligibility and recruitment. Students should obtain a copy of the NCAA Guide as early as possible during high school to best plan for meeting high school course requirements, G.P.A., and college admission testing scores. Sophomores and Juniors should register with the NCAA Clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Requests for transcripts to be sent to NCAA should be made through Naviance (NCAA is listed as a college). The student athlete's NCAA ID# should be given to the registrar to include on any transcripts submitted to NCAA for the student.

Students interested in NAIA - refer to NAIA website. Requests for transcripts to be sent to NAIA should be made through Naviance. (NAIA is listed as a college).

## **GUIDANCE PROGRAM**

Academic Guidance programs are made available to students in grades 9-12. Students and parents are made aware of services that promote academic achievement and facilitate the transition from school to college or other post-secondary options. The student should pursue a course challenging enough to ensure the kinds of options that his/her aptitudes and abilities permit. The student learns how to chart a realistic, graduation plan – one that ensures that post-secondary admission and/or training requirements are met.

Students and parents have access to Naviance Student, a web-based college and career planning tool MCA provides. Ample opportunity will be given to explore the full range of post-secondary educational and career alternatives. The necessary resources will be made available during the exploration process. College admission and financial aid representatives will be given the opportunity to interface with students during the junior and senior years. This will provide students an occasion to be guided in an orderly fashion to complete the application procedures for the institutions to which they wish to apply.

Students will be advised of the role which standardized tests play in the admission process, including test preparation and orientation. Finally, information about financial aid (grants, scholarships, loans) and other related forms of financial assistance are disseminated along with guidance in how to apply for these various forms of assistance.

MCA maintains a collection of catalogs and other resources, which list entrance requirements and other information. Parents are encouraged to visit the Academic Guidance Office to discuss appropriate course selections and the requirements necessary to meet graduation requirements.

Further information on the Guidance Program is located on the MCA website:

[http://www.mckinneychristian.org/all-schools/upper\\_school/academic\\_guidance/](http://www.mckinneychristian.org/all-schools/upper_school/academic_guidance/)

Parent Guidance Nights are conducted in the Spring of each year for all incoming 9<sup>th</sup> – 12<sup>th</sup> grade students' parents. Information will be grade specific and include four-year course plans, college and career preparedness, and the college application process.

Student Guidance Sessions will be held throughout the year with students in classrooms.

Junior College Application Workshop is held to guide and prepare students for the college application process.

Individual Family/Student Meetings with the Academic Counselor are available upon request. All sophomores and juniors are encouraged to meet individually with the counselor to plan for the final year(s) of high school.

Naviance Student is available for all middle and high school families. Students and parents should use Naviance to begin researching and planning for college, career, and scholarships. High school students will receive instruction and training on how to use Naviance. Contact the Academic Counselor for a username and password.

- MCA's school account: **mckinney**

- Access on the MCA website: <https://student.naviance.com/mckinney>

## **HOMEWORK AND SUPPLEMENTAL SUPPORT**

MCA believes that homework must have a distinct purpose and not just be given as “busy work.” The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and the student may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on organization, use of time, homework environment, and other factors. Teachers at the 9<sup>th</sup>-12<sup>th</sup> grade levels work together to schedule major projects and/or tests in a realistic manner for the student.

School assignments submitted late are penalized at the following rates:

- Day 1: 30-point deduction
- Day 2: 60-point deduction
- Day 3: receives a 0

Extra credit to improve a student’s grade is not offered.

Supplemental support is available from each teacher during the normal school hours of 7:30 to 4:00 for students who want extra help. Teachers may recommend parents arrange outside tutoring for students with significant or ongoing needs for additional help. Visit the MCA website Upper School Academics for a list of available academic support resources.

## **PHYSICAL EDUCATION / ATHLETICS**

Physical education credit is earned through participation in ATHLETICS for MCA athletes. One semester of participating in ATHLETICS 4 days a week = ½ credit. The same attendance requirements as all other classes apply to ATHLETICS (no more than 9 days per semester to earn credit). See [Athletic Handbook](#).

A student may not earn more than 1.5 credits toward meeting graduation requirements.

Students who are not MCA athletes and are participating in credible and consistent athletic opportunities outside of MCA (i.e., gymnastics, ballet, etc.) may request permission from the Academic Counselor to earn P.E. credit for their off-campus sport. Pre-approval is required at the beginning of the school year or semester.

## **PROMOTION AND PROBATION POLICY**

Each student varies in his or her academic and behavior maturation. MCA makes every effort to help students cope with the difficulties they face. As a college preparatory school, there are times when students who are struggling academically may be asked to consider another educational option. Students in this situation are placed on academic probation and are given a specified period of time to meet a defined goal.

See Summer School section



## **STANDARDIZED TESTING**

### **PSAT**

The PSAT is administered in October to all students in grades 10-11. Students are automatically enrolled in the testing and there is no fee. PSAT is a College Board test and is the practice test for the Scholastic Aptitude Test (SAT), college entrance examination. The junior year PSAT is the qualifying exam for the National Merit Scholarship Competition. Score reports contain an individual online access code to the student's answers; students are encouraged to use this code to identify their weaknesses and to practice and prepare for the SAT. PSAT scores may be used to qualify for some dual credit courses offered in eleventh grade.

### **PreACT**

The PreACT is administered in April to all students in grades 9-10. Students are automatically enrolled in the testing and there is no fee for the testing. Students are encouraged to use the test booklet and score report to evaluate their scores and to practice and prepare for the ACT. PreACT scores for tenth grade may be used to qualify for some dual credit courses offered in eleventh grade.

### **ACT**

The ACT college admissions test will be administered on a school day in spring at MCA. All juniors will automatically be registered for the test and a reduced test fee will be added to the family's FACTS account in March. This is an official ACT test administration, and scores are accepted by colleges for admissions decisions.

## **SUMMER SCHOOL**

Summer school classes may be taken by a student for credit recovery or credit advancement or as needed to meet graduation requirements on time. All summer school classes must have the advance approval of the Academic Counselor.

Students in Directed Studies may be offered extended year services on a case-by-case basis.

### **Credit Recovery:**

All transfer credit coursework must be completed through an accredited institution. Credit recovery courses must be successfully completed, and an official transcript presented before the first day of fall semester classes. A 70% average is considered passing; no grade points are awarded for transfer credits. The student is automatically placed on Academic Probation for the following school year.

### **Credit Advancement:**

Students may be approved for summer coursework for advancement or enrichment on a case-by-case basis. They are not permitted to take courses to replace courses they are scheduled to take at MCA except in the case of schedule conflicts or to advance in a subject. An official transcript must be provided to MCA by the first day of fall classes; a final average of 70% is required to earn credit.

See Promotion and Probation Policy.

### **TRANSFER CREDIT POLICY**

Students transferring into MCA from an accredited school will receive credit for approved courses completed with final averages of 70% or greater based on the official transcript from the previous school. *MCA does not award grade points for transfer credits*, so transfer credit will apply, as approved, to MCA graduation requirements but will not affect the student's MCA's grade point average calculation.

If a transfer student is enrolled in a program of studies which is non-accredited, they may be tested either through (1) an accredited online school, (2) credit by examination, or (3) enroll in the course(s) needed to receive credit and therefore meet graduation requirements from McKinney Christian Academy. MCA students must have written permission from the academic counselor to enroll in courses outside of MCA. This applies to summer school courses, online courses, college courses or web-based courses.

Students transferring into MCA from a home-school environment will be subject to a review of awarded credits and may be required to take subject exams to verify their academic record.

Students repeating any coursework for credit must attain a minimum average of 70% for successful completion of the course. It is the responsibility of the student to provide MCA with an official transcript for coursework that is completed at another accredited institution.

### **Resources for Middle and Upper School Students:**

Naviance Student: <https://connection.naviance.com/familyhttps://student.naviance.com/mckinney-connection/auth/login/?hsid=mckinney>

FACTS Family Portal: <http://mca-tx.client.renweb.com/pw/>  
District Code: **MCA-TX**

Turnitin.com: [http://turnitin.com/en\\_us/login](http://turnitin.com/en_us/login)

Research Databases: [http://www.mckinneychristian.org/all-schools/all-school/library\\_corner/](http://www.mckinneychristian.org/all-schools/all-school/library_corner/)

Middle School Test Calendar:  
<http://www.mckinneychristian.org/cms/One.aspx?portalId=4803322&pageId=5397429>

Upper School Test Calendar:  
<http://www.mckinneychristian.org/cms/One.aspx?portalId=4803322&pageId=4914329>

Upper School Resource Library:  
<http://www.mckinneychristian.org/cms/One.aspx?portalId=4803322&pageId=4914230>

**APPENDIX A - STUDENT BULLYING/HARASSMENT POLICY**  
**(Employee-Student and Student-Student)**

**Anti-Bullying and Harassment**

McKinney Christian Academy is committed to providing a safe, caring, and positive environment to enhance the learning experience and opportunities for all students. It is a violation of school policy for any student to bully, harass or intimidate another student.

**Definitions**

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gestures, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft/Stealing or hiding backpacks or other personal possessions
8. Sexual, religious, or racial/ethnic harassment
9. Public humiliation.
10. Repeated or taunting, name calling, belittling, mocking putdowns
11. Damaging or Destruction of property
12. Placing a student in reasonable fear of harm to his person or property
13. Cyber-bullying
14. Cyber-stalking

**Conduct that would not ordinarily be considered bullying may include but is not limited to:**

1. Mere teasing
2. “Talking trash”
3. Trading insults
4. Not liking someone
5. Being excluded in a game (i.e., only six can play)
6. Accidentally bumping into someone

**Harassment:**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

**Bullying and harassment also encompass:**

- a. Retaliation against a student or school employee for asserting or alleging an act of bullying or harassment.

MCA prohibits any retaliation against anyone who submits a report. If the investigation determines that a violation has occurred, MCA will take disciplinary action against those who engaged in the misconduct. Reporting an act of bullying or harassment that is not made with honest intentions is considered retaliation and may result in disciplinary action.

- b. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law.

**Cyber-bullying**

Cyber-bullying means bullying using technology or any electronic communication.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identify of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the

posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

1. Cyber-stalking means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic email to electronic communication, directed at a specific person, causing emotional distress to that person, and serving no legitimate purpose.

2. Parent means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

Expectations Standards of student behavior are set cooperatively through interaction among students, parents or legal guardians, staff, and community members.

Students are required to:

a. conforms to reasonable standards of socially acceptable behavior.

b. respect the person, property, and rights of others.

**The bullying of any student or school employee is strictly prohibited:**

a. During any school-related or school-sponsored program, function, or activity

b. While on school transportation

c. While off campus

d. Through the use of any computer, technology, or electronic device ,if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school, regardless of who owns the computer, technology, or electronic device or where the computer, technology or electronic device is located.

**Procedures for Reporting Acts of Bullying or Harassment**

School personnel must report all incidents of bullying to the respective Principal whether they personally observe the incident or learn of it by some other means. There will be an immediate, thorough, and objective investigation of all complaints.

a. The Head of School, Principal, teacher, or staff shall be responsible for receiving complaints of bullying or harassment.

b. All school employees are required to report alleged bullying or harassment to the principal, or dean.

c. Students and parents are encouraged to report any act of bullying or harassment to principal or dean.

Such complaints may be made anonymously, in-person, or in writing. However, formal disciplinary action may not be based solely because of an anonymous report. Any written or oral report of an act of bullying or harassment will be considered an official means of reporting and will be documented.

### **Investigation of Complaints**

The investigation of a reported act of bullying or harassment will be investigated by the principal. The investigation shall begin no later than the next school day. The investigation must include documented interviews of the victim, alleged perpetrator, and witnesses. Everyone must be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts, including, but not limited to:

- a. A description of the incident(s) including the nature of the behavior.
- b. The context in which the alleged incident(s) occurred.
- c. How often the conduct occurred.
- d. Whether there were past incidents or past continuing patterns of behavior.
- e. The relationship between the parties involved.
- f. The characteristics of the parties involved, i.e., grade, age, etc.
- g. The identity of individuals who participated in bullying or harassing behavior.
- h. Where the alleged incident(s) occurred.
- i. Whether the conduct adversely affected the student's education or educational environment.
- j. Whether the alleged victim felt or perceived an imbalance of power because of the reported incident; and
- k. The date, time and method in which parents or legal guardians of all parties involved were contacted.

### **Prevention Practices School Wide Policy to Prevent Bullying**

- a. Clearly defines bullying behavior and provide examples
- b. Clearly establishes school rules and expectation for all students
- c. Communicates rules and expectations to all students (classroom teachers)
- d. Staff communicates rules and expectations to all students
- e. Encourage students to take personal responsibility for creating a safe learning environment
- f. Make sure "hotspots" (locker room, hallways, and cafeteria) have adult supervision
- g. School encourages and reinforces students' reporting of bullying incidents

### **After an investigation of the facts**

- a. Principal will decide whether there has been a violation of the bullying policy based on the facts and circumstances.

b. Referral: In conjunction with the disciplinary consequences, steps may be recommended to stop the bullying or harassing behavior.

c. A final report must be kept on file.

The report must include each incident of bullying or harassment and the resulting consequences, including discipline, interventions, and referrals. A report that does not meet the criteria of bullying or harassment must be kept on file.

d. Notification to parents of all students involved shall take place on the same day an investigation has been initiated

e. Respond and obey authority Consequences

When facts and surrounding circumstances reveals that a student has engaged in bullying, consequences can range from after school detention, referral to counseling, suspension, or expulsion. Consequences will be enforced for those who are found to have wrongfully and intentionally accused another of bullying or harassment. Retaliation against any person who makes a report of bullying or harassment will not be tolerated. Consequences for those who are found to have committed an act of bullying or harassment shall be determined by the administration.

### **Counseling Intervention**

A teacher or parent may request an informal consultation with the school counselor to determine the need for counseling to address the bullying or harassment that is alleged to have occurred. Victims of bullying or harassment may be referred to the school counselor for problem-solving techniques, support, and interventions to address the needs of the victim. Perpetrators of bullying and/or harassment acts may be referred to the school counselor to determine the need for counseling and/or interventions to address the behavior of the students who bully or harass others. Example, but are not limited to anger management. Parents may also be referred to outside agencies or provided with assistance or support as deemed appropriate.

### **Policy**

MCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this will be subject to discipline, up to and including termination or expulsion.

### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions

affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. unwanted sexual advances or propositions.
2. offering academic benefits in exchange for sexual favors.
3. making threatening reprisals after a negative response to sexual advances.
4. visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. verbal conduct such as making or using derogatory comments, epithets, slurs, and/or jokes.
6. verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letter, notes or invitations; and
7. physical conduct such as touching, assaulting, impeding, or blocking movements.

### **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited.

### **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited.

### **What to do if you Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Head of School.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a staff member as soon as possible.

All complaints will be promptly and thoroughly investigated.

### **Where to Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Bob Lovelady  
Head of School

Dr. Lee Brock  
Board Chairman



### Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as the circumstances warrant.

### Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

### Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately initiate an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## APPENDIX B – PERSONAL PROFESSIONAL COUNSELING

MCA provides a Licensed Professional Counselor (LPC) for all students and their families. The personal counseling department provides a safe and loving place for all students and parents to seek Christ-centered, confidential care, spiritual-formation, and resources so that the students and families may continue to grow in Christ's likeness with more faith, more hope, and more love.

### Biblical Counseling

- Christ-centered, comprehensive, compassionate, and culturally-informed biblical counseling depends upon the **Holy Spirit** to relate **God's inspired truth** about **people, problems, and solutions** to human **suffering** (through the Christian soul care arts of **sustaining** and **healing**) and **sin** (through the Christian spiritual direction arts of reconciling and guiding) to empower people to **exalt** and **enjoy God** and to **love others** (Matthew 22:35-40) by cultivating **conformity** to Christ and **communion** with Christ and the Body of Christ. (Kelleman, 2011)

### Services

- Confidential individual counseling regarding anything personal, relational, spiritual, etc.
  - o Play/Activity Therapy – LS students
  - o Talk Therapy – MS and US students
- Confidential parent consultations regarding student, family, parenting, etc.
- Small group discussions – gender specific topic discussions
- Classroom seminars and trainings – Bullying, Social Media, etc.
- Parent seminars – Parenting, Social media, etc.

- Student Mentoring program
- International Student support and wellness
- Staff consultations regarding students
- Outside referral resources

How to Access Counselor?

- Parents
  - o Contact the professional counselor directly via email or phone to set up a parent consultation
- Teachers' referral
  - o Teachers may contact parents and recommend a meeting with the professional counselor
- Students
  - o MS and US students are encouraged to drop-in, schedule a meeting, and/or through a parent consultation
  - o LS students will be scheduled through a parent consultation

**APPENDIX C-MCA Professional Counseling - POLICY REGARDING LEGAL MATTERS**

I do not testify in court. In most cases, clients are discouraged from having me subpoenaed or having me provide records for the purpose of litigation. Because I can only provide a testimony that conforms to the facts of the case in accordance with my professional opinion, it could mean that such testimony will not necessarily be in the client's favor. Clients **seeking records or testimony will be financially responsible for fees for services rendered, regardless of the content and implications of the records and/or testimony.** In the case of marriage or couples counseling, in which individuals are seen separately as well as together, an obvious conflict of interest is present when records and/or testimony is sought against the other or is in favor of one over the other. Therefore, mutual consent from both parties would be necessary for release of information or when testimony is sought. This is in the interest of the maintenance of trust, which is of utmost importance in counseling relationships with clients.

If I am to receive a subpoena (for records or testimony), the attorney (or his or her office staff) will need to call and set up a time for the subpoena to be served during business hours. I request a minimum of 72 hours' notice of any court appearance so that schedule changes for my clients can be made within a reasonable time frame.

*Please note: If a subpoena or notice to meet with attorney(s) is received without a minimum of 48 hours, there will be an additional \$250 express charge.*

When a signed authorization to release form is included with the subpoena, the counselor will release **only the relevant and the minimum necessary information**, unless otherwise ordered by the court. This includes disclosure of confidential information regarding family members who were part of family therapy or other people in the client's life who were discussed in therapy or who attended one or two sessions. The counselor may discuss with the client any issues that he or she believes may be clinically or legally damaging to the

client and maintains the right to withhold the release of such information that is deemed as potentially damaging. In some situations, the counselor may offer to provide a summary of the records rather than producing the entire records.

When it comes to court action, the following fees are in effect even if the subpoena is sent from the opposing side of the case and even if our ongoing relationship has ended:

1. Preparation Time (including the copying of records, submission of records, and writing summary reports): \$220/hr.
2. Record copying fees are \$.50 per page
3. Phone Calls: \$220/hr.
4. Depositions: \$250/hr.
5. Time Required in Giving Testimony: \$250/hr.
6. Travel Expense: \$.55 mile (plus the actual cost of meals and lodging, if needed).
7. Time Away from Office Due to Deposition or Testimony: \$220/hr.
8. All attorney fees and costs incurred by the therapist because of legal action.
9. Filing Documents with the Court: \$100 per document plus any fees incurred for filing
10. The minimum charge for a court appearance: \$2000

A non-refundable retainer of \$2000 is due at least 72 business hours before the scheduled court appearance. The remainder of the costs will be billed after the court appearance and will be due upon receipt. If the therapist is subpoenaed and the case is reset with less than 72 business hours' notice prior to the beginning of the day of the scheduled subpoena, trial, and/or the testimony, then the client will be charged \$500 (in addition to the original retainer of \$2000 to appear in court).

**All fees listed above are doubled if the therapist is scheduled to be going out of town.**

Bills are presented to clients on a weekly basis and payment is due upon receipt. If payment is not made within a week of date of the invoice, the client agrees to a 15% surcharge to be added to the balance. A zero balance will always need to be kept.

You are responsible for any legal fees that I incur as related to your case or treatment.

#### **APPENDIX D – TECHNOLOGY USE POLICY**

##### **Technology Code of Ethics**

All users of MCA's technological resources will adhere to the following code of ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will make a conscious effort to be a good witness to my fellow

students, faculty members, and others as I use the school's equipment and communicate my ideas to others. I will strive to apply Philippians 4:8 and Titus 2:7-8 to all my academic work and electronic communication:

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” - Philippians 4:8*

*“In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.” - Titus 2:7-8*

### **General Statements**

The MCA network and computer equipment are available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information.

Report any hardware or software problems and any knowledge of inappropriate usage to:

[techsupport@mckinneychristian.org](mailto:techsupport@mckinneychristian.org)

### **Acceptable Uses**

The use of the school network and computing equipment by an MCA employee or student must be for the purpose of conducting one's job responsibilities or educational opportunities. MCA has the right to place restrictions on the material that users' access through the school network. The transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to copyrighted material, threatening or obscene material or material protected by trade secret.

### **Unacceptable Uses**

Users will not attempt to gain unauthorized access to the MCA network or go beyond their authorized access on the network. These actions are illegal, even if only for the purposes of "browsing." Unauthorized access includes attempting to log on through another person's account or accessing another person's files.

Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Employees and students should not provide their network password to any other person.

Users will not make deliberate attempts to disrupt the operation of the MCA network, other networks or vandalize any of the technology equipment. Vandalism is defined as any malicious attempt to harm or destroy

hardware or software, another person's data files, or any other networks connected to the MCA network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action.

**Student Technology Use Guidelines:**

Computers located on teachers' desks or in the offices are not available for students to use. Computers in the library, two computer labs, mobile laptop/Chromebook carts or other designated locations are available for student use. Some Lower School classrooms also have two additional computers available for student use upon the teacher's permission.

Each student is assigned a unique login (username and password). He/she may only use the login assigned to them and may not use another person's login for any reason. Students should not share their username or password with anyone else. Students will NOT be able to change their passwords at all; all passwords are set by the Technology Dept. and are shared with the parents. If a student's account is not working properly, he/she should contact the Helpdesk and/or an IT staff member.

Students should use the computer provided in designated locations. Remember to save your work frequently, especially before exiting and logging off. Always, log off or lock your computer before leaving your desk for an extended duration. This will prevent others from using your account and allow them to use the computer when you are not there. After several minutes of inactivity, a screensaver will activate. This screensaver will require your password to regain access to the computer. When finished using a computer, you are expected to log off it.

Students are not permitted to install software, download program files or zipped files from the Internet, or add files to any computer unless expressly authorized to do so by the Technology Department. Students are encouraged to save all files to their Google Drive as much as possible so that they can access those files at home or any other location with an Internet location. As an alternative location, they may still may also use their HOME Drive (H:). Remember, if you save it in a shared folder, it will be accessible to others that use that location.

Printing on paper is no longer a recommended practice, but, when necessary, each student will be given access to print to the nearest printer. Printers should only be used for MCA school purposes. Students will each be given a unique printer code that will allow them to print to any printer in the school. Students will be given a set number of pages that they can print per month. If they need to print more than this amount, they may make a request for additional copies via their school principals.

Students can transfer documents between school and home either by using USB drives, their Google Drive, or by sending an email with attached documents to themselves. Students may also use their Google Drive to share

documents with their teachers. Students are not allowed to share documents with people outside of the MCA Google domain.

Oftentimes, we find ourselves eating lunch or snacking while we work. If you choose to do so, be very careful. Food and computers do not work well with each other. Keep your food/drinks at a distance so as not to drop or spill it on your computer.

Magnets are strictly forbidden to be used near any of the computers or near electronic equipment anywhere on the school campus.

When leaving for the day, all students are required to log off their system. Do not just lock the computer and leave. Frequently the Technology Dept. conducts routine maintenance and needs to reboot the computers after conducting such tasks. Failure to log off will impede this maintenance, cause interference in the nightly and weekend backups, and prohibit your computer from receiving Windows and antivirus updates. MCA will not be held accountable for any loss of unsaved data.

**Students are NOT permitted to:**

- Play games during school hours (7:00am-4:00pm, Mondays-Fridays).
- Stream music or videos through the Internet, as this can hinder the work of others during school hours. This includes using sites like Pandora, Netflix, Spotify, or TuneIn Radio.
- Use social media sites during school hours. These include, but are not limited to, Facebook, Twitter, LinkedIn, Pinterest, Tumblr, or Snap Chat.
- Use peer-to-peer file sharing tools (e.g., LimeWire, Kazaa, BearShare, etc.).
- Browse threatening, obscene, pornographic, drug-related, piracy, terrorist, or other inappropriate websites.
- Access proxy sites or anonymizing sites to bypass web filtering or firewall rules.
- Download installable programs, toolbars, or zipped files from the Internet, unless given permission from the Technology Department.
- Use any online storage locations except for their Google Drive. Other locations, like DropBox or OneDrive are not permitted. If a student needs temporary access to other locations, then a written request must be submitted to the Technology Department, which may be accomplished by using the MCA Helpdesk.

All accounts are subject to monitoring, students will be held accountable for all activity registered under their username and password. All activity is logged electronically. Abuse of equipment, either by failing to adhere to the Technology Acceptable Use Policy or inappropriate use will result in disciplinary action.

Files stored on the computers, network or within the MCA Google domain are analogous to school lockers; that is, these accounts will be treated as school property, subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords will be kept on file by the administration in case an inspection is warranted. Access codes or passwords may be changed at any time by the school when warranted.

## **Wireless Network Acceptable Use Policy**

### **Wireless Overview**

McKinney Christian Academy's (MCA) intentions for publishing a Wireless Acceptable Use Policy are not to impose restrictions that are contrary to MCA, but to establish a culture of openness, trust, and integrity, to promote MCA's mission and vision. MCA is committed to protecting its employees, students, and community from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP, and other services are the property of MCA. These systems are to be used for business/educational purposes in serving the interests of the school, and of our students and community during normal operations. For employees, a complete guide of all of MCA's technology acceptable use policies is in the Employee Handbook, and for parents and students these policies are included in the Parent-Student Handbook. Effective security is a team effort involving the participation and support of everyone who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

### **Purpose of Wireless Policy**

The purpose of this policy is to outline the acceptable use of MCA's wireless network. These rules are in place to protect the school and its employees, students, and community. Inappropriate use exposes MCA to risks including virus attacks, compromised network systems and services, and legal issues.

### **Wireless Scope & Access**

This policy applies to employees, students and visitors who wish to use MCA's wireless network. This policy applies to all equipment that is owned or leased by the school, including the various wireless access points (WAP's) to which users will be connecting.

MCA's public wireless network, "MCA-PublicAccess", is available to students, parents, and other visitors while on the school's campus. This network is password protected for security and encryption purposes. Signs are posted in various locations of the school with instructions on how to access and log into this wireless network.

MCA's private wireless network, "MCA-PrivateAccess", is only accessible to MCA-owned computers, laptops, and mobile devices. Student-owned personal mobile devices are prohibited from connecting to the "MCA-PrivateAccess" wireless network.

### **General Use and Ownership**

Users are responsible for exercising good judgment regarding the reasonableness of personal use.

For security and network maintenance purposes, authorized individuals within the school may monitor equipment, systems, and network traffic at any time.

MCA reserves the right to audit user accounts, networks, and systems on a periodic basis to ensure compliance with this policy.

### **Security and Proprietary Information**

Students must keep passwords secure and may not share accounts. Authorized users are responsible for the security of their passwords and accounts. Students will NOT be able to change their passwords at all; all passwords are set by the Technology Dept. and are shared with the parents.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off when the computer is unattended.

Each Wireless Access Point (WAP) is password protected and MCA's Technology Dept. reserves the right to change the password for either the public or private wireless networks at any time if it deems necessary for security purposes.

For security purposes, MCA encrypts all traffic between the user's device and the WAP that the user is connecting to.

Because information contained on portable computers is especially vulnerable, special care should be exercised. Each user is responsible to protect his/her own computer or mobile device.

All devices that are connected to MCA's computer network, whether owned by the user or by MCA, must have an approved virus-scanning or Internet security package with a current subscription and an up-to-date virus definitions database installed.

Students must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email/logic bombs, Trojan horses, worms, or other forms of malicious software.

MCA does as much as it can to protect the user and the school from inappropriate websites. However, the user must also understand that it is impossible to completely block all of these websites and must therefore be responsible to immediately close out of such websites when opened inadvertently and then notify the Technology Department by sending an email to [techsupport@mckinneychristian.org](mailto:techsupport@mckinneychristian.org).

### **Unacceptable Use of Wireless Network**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to monitor or disable the network access of a computer/laptop/mobile device if that host is disrupting production services). Under no circumstances is an employee or student of MCA authorized to engage in any activity that is illegal



under local, state, federal or international law while utilizing this company-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by this company.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which this company or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes letting a fellow student or co-worker use of your assigned account. This also includes family and other household members when work is being done at home.
6. Revealing passwords to MCA's wireless network to outside users without the consent of the Technology Dept.
7. Using one of this company's computing assets to actively engage in procuring or transmitting sexually pornographic material or any material that is in violation of laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any of MCA's accounts.
9. Making statements about warranty or guarantees, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior written request and approval is made of MCA's Technology Dept.
12. Executing any form of network monitoring which will intercept data not intended for the user.
13. Circumventing user authentication or security of any host, network, or account.
14. Interfering with or denying service to other users (for example, denial of service attack).

15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing confidential information about our students, employees, families, or school proprietary information to parties outside of MCA.

### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, phone, paging or text messages, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the user's own email account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within this company's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by this company or connected via this company's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **Enforcement of Wireless Policy**

Any employee or student found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or expulsion from school, and possible legal action.

### **MCA Bring Your Own Device (BYOD) Program**

MCA encourages the use of technology (i.e., personal laptops, tablets, and smartphones) in the classroom as a means of supplementing the curriculum. Teachers can decide when mobile devices will be allowed in the classroom. Other devices, such as MP3 players and gaming devices are NOT allowed.

### **Platform**

The choice of operating system (or platform) is left to the students or their parents. Students must know how to operate their own devices and are responsible for keeping their own devices charged and ready for use in the classroom. Students are responsible for safe-guarding and protecting their own devices. MCA is not responsible for any lost or stolen devices.

### **Device Security & Encryption**

With the implementation of this BYOD program, all mobile devices connecting to an MCA Google account

must have a password or PIN code activated to protect their devices. Devices that are not secured with a password or PIN code will be restricted from accessing MCA Google accounts.

All MCA data on a mobile device must be encrypted.

MCA will also be giving users the option to have their mobile device remotely located or wiped clean, should it be lost or stolen. This can be done by sending a message to the MCA Helpdesk at [techsupport@mckinneychristian.org](mailto:techsupport@mckinneychristian.org). These features are only available if the device is still turned on and connected to the Internet.

Mobile devices that follow these security policies will be allowed to connect to MCA's private wireless network, granting access to network printers and network file shares.

**Allowed or Recommended Apps:**

\* indicates required apps

- \* Google Apps Device Policy
- \* Google Mail (Gmail), unless it is being used as a chat service.
- \* Google Calendar
- \* Google Tasks (gTasks)
- \* Google Classroom
- \* Google Drive
- \* Google Docs
- \* Google Sheets
- \* Google Slides
- Google Keep
- Google Hangouts, only when instructed by the teacher
- Google Authenticator
- Google Translate
- \* Bible Gateway
- Bible+
- Chrome Remote Desktop
- EverNote
- Faithlife Bible
- Kahoot!
- LastPass
- Mazec (7 notes)
- MetaMoji Note
- \* Merriam-Webster Dictionary

NearPod  
OliveTree Study Bible  
\* QR Code Reader  
Turbo Editor

Other apps may be recommended by the classroom teacher. When doing so, please review the Privacy and Terms of Use statements before installing.

**Acceptable Uses of BYOD:**

All mobile devices must only be used to supplement what is going on in the classroom and what the teacher is instructing. The teacher has the right to say when and if mobile devices are allowed to be used in the classroom. The following activities are suggested examples of technology integration in the classroom:

- Using the Bible Gateway app or similar Bible app to look up verses related to the lesson.
- Using digital curriculum that came with the class textbook, if any.
- Taking notes in class, using MetaMoji Note or other note-taking apps.
- Keeping track of homework assignments and projects with gTasks or similar apps.
- Using Google Calendar to keep track of homework assignments or other important dates and events.
- Using Google Docs, Sheets or Slides for completing a homework assignment or project.
- Using Google Classroom to retrieve an assignment or submit an assignment to the teacher.

**Inappropriate BYOD Uses:**

- Doing any activity that is not related to the classroom lesson or activity.
- Playing games solely for personal entertainment is strictly forbidden. This is only to be done after school hours, which are 7:00am - 4:00pm on weekdays. Instructor-led games are allowed.
- Instant messaging, social media sites, and texting others are forbidden, except under the direct instruction of the teacher.

Students are not allowed to record video or audio in the classroom without the teacher's permission. Recording video or audio of any staff member(s), student(s) or other person(s) without the consent of that person or group of people. You must ask **EVERY TIME**. One-time permission does not grant you permission to do so for future events/activities.

**MCA retains the right to modify these policies at any time.**

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Signature – Parent

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Signature - Student