



Parent-Student Handbook

2023-2024

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Welcome to Medina Christian Academy,

Founded in 1981, Medina Christian Academy has been blessed to come alongside families as we educate and disciple the next generation. We believe that students discover their God-given gifts and flourish when they are in a Christ-centered, hands-on, interactive learning environment. At each stage of development, students are engaged academically, spiritually, and socially. Our goal is that if someone sat in any class at any time at MCA, it would appear significantly different than a similar class at any other school. God is front and center, as our students study His word and His world.

Medina Christian Academy believes that partnering with parents for excellence ensures success. When our parents, our churches and our school are communicating the same Biblical values, our children will know the importance of loving Jesus Christ and others. They will also benefit from a consistent set of Biblical principles taught and lived by those they love and respect.

Medina Christian Academy is more than just a school; it is a place to meet Jesus and grow in faith. In a rapidly changing world, we come along-side our students and families to guide them in finding a firm footing in biblical truths and prepare them to glorify God in their neighborhoods, communities, and across the globe. From preschool to graduation, we believe in excellence in education, compassionate character, and living a compelling life of faith. We love God, love others, and love learning.

Board of Trustees
Medina Christian Academy

BELIEFS

The Bible

The study of God's Word is a priority at MCA. Bible class is required for all grade levels and Biblical truths are integrated throughout the curriculum. Knowledge of the Bible is one of the greatest educational assets anyone can have, in addition to the moral and spiritual values resulting from the study of it.

Character development is the most important work of a school. No other course offered in the school affords so great an opportunity for laying the foundation for a good and sound character.

Statement of Faith

Medina Christian Academy believes the Bible is the inspired Word of God and the Christian's final authority from God (II Timothy 3:16-17). We accept the Genesis account of creation and believe man came from divine creation of God and not by evolution (Genesis 1 & 2).

The birth of Jesus Christ is evidence of His deity, in that He was virgin born and was God in the flesh (Matthew 1:18, 20-23). The blood of Christ, shed on Calvary, is the only atonement for man's sin, by the grace of God, through faith, apart from any works of man (Ephesians 2:8-9; John 14:6; Rom. 3: 19-28). We believe in the burial and the bodily resurrection of the Lord Jesus from the tomb and His ascension into Heaven (I Corinthians 15:3-8). The body of Christ, called also the church, is composed of all born-again believers, who have by faith accepted Christ as Lord (I Corinthians 12:3-27; Acts 20:28; Ephesians 5:23). The two ordinances of the church are baptism and the Lord's Supper. The blessed hope of the church is the personal, premillennial return of the Lord Jesus to earth (Titus 2:11-13). The believer's call to a life of holiness gives evidence to the world that Jesus saves, keeps and satisfies (Romans 12:1-2; James 2:26; John 17:20-24; John 13:34).

Medina Christian Academy holds that the Bible is infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is an adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the Word of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

The school cannot overemphasize the importance of regular, weekly attendance in a Christian church where God's Word is preached. This is vital in the support of the Christian home. One's commitment to Christian education as offered at MCA is evidenced by the family's commitment to the local church. The Christian school is not a substitute for regular family worship in church.

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

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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

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; Rom 10:9-10; 1 Cor 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 Medina Christian Academy.

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. (Ps. 139.)

If a parent or student has different beliefs, he/she must understand that we will operate and teach from a biblical, Christian viewpoint consistent with the Statement of Faith and must agree not to hinder or advocate against that teaching. Students must agree not to act inconsistent with, or advocate beliefs contrary to, the Statement of Faith.

Non-Discrimination Policy

Medina Christian Academy admits students of any race, color, nationality or ethnic origin. to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin.

FERPA and HIPAA Policy

Public health agencies view schools and education agencies as important partners in protecting children and adolescents from health threats. Sharing data between schools and public health agencies may, in some instances, be the only realistic and reliable method for getting the information necessary to conduct public health activities, such as tracking immunization rates. Federal privacy protections for student education records have created confusion and difficulties for public health efforts to conduct ongoing and emergency public health activities in schools. Medina Christian Academy follows all FERPA and HIPAA Policies.

FERPA

- Prevents the disclosure of personally identifiable information (PII) in a student's education record without the consent of a parent or eligible student (aged 18 or older) unless an exception to the law's general consent requirement applies.
- Grants parents and eligible students the right to review the student's education records maintained by the school and request correction of records they believe to be inaccurate or misleading.

HIPAA

- Prohibits covered entities from disclosing protected health information (PHI) to any third parties, unless the individual who is the subject of the information (or the individual's personal representative) authorizes it in writing or the rule otherwise permits the disclosure.
- Disclosure is required to be made to the individual/representative.

COMMUNITY EXPECTATIONS

As a MCA Parent, I understand the importance of:

- Earnestly praying for Medina Christian Academy.
- Fully cooperating with MCA and doing my best to make Christian education effective in the life of my enrolled children so that they may love and serve the Lord Jesus Christ.
- Meeting all of my financial obligations to MCA.
- Supporting the school with gifts as the Lord enables.
- Supporting all families within the MCA community.
- Undertaking volunteer duties and responsibilities for MCA as opportunities arise and as God provides time and resources.
- Recommending MCA to other Christian families as opportunities arise.
- Attending meetings and parent functions of the school regularly.
- Being respectful of school staff and students and displaying Christlike behavior in speech that is edifying. Any school related concerns need to be voiced only to those concerned following the Matthew 18 principle rather than spreading criticism or holding a negative attitude in my heart.
- Seeking, when possible, the advancement of MCA in all areas.
- Using discretion to dress modestly and appropriately at all on campus and school related events and activities.
- Knowing and adhering to all school policies. The responsibility for the educational and Christian development of each child belongs to the parents. It is, therefore, the fundamental responsibility of the family to train and educate the child.
- Exemplify a life consistent with the school's statement of faith.

The Christian school should function as an extension of both the Christian home and the Christian church. It is, therefore, the school's intention to supplement and complement the home and church never to supplant, subvert, or replace either of these God-Ordained institutions. The Christian school is not a substitute for the local church. The formation of a biblical worldview in the life of a student is best accomplished in a cooperative effort among the home, the local church, and the Christian school.

Admissions Process:

We want to partner with your family. You are not alone. This is a community where you can thrive alongside best friends, beloved teachers, inspiring coaches and trusted mentors.

- Start an application
- Schedule a family tour
- Schedule a Student Shadow Day
- Schedule Testing date time and submit transcripts
- Complete Family Interview
- Celebrate joining the MCA Family

Biblical Communication Expectations

As with any institution, there is the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we work together in harmony, always giving a "good report" and striving for unity. When conflicts, concerns, and disagreements occur, the following principles should be followed. These principles are based upon Matthew 5:23-24 AND Matthew 18:15-17.

Matthew 5:23-24:

- Be a reconciler- "Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, leave your gift there in front of the altar. First, go and be reconciled to them; then come and offer your gift."
- Reflect on your own actions often, and be quick to recognize and reconcile your mistakes

Matthew 18:15-17

- Make every effort to reconcile as quickly as possible
- Bring Glory to God with your attitude
- Keep the matter confidential, keeping the circle as small as possible, discussing with only those directly involved in the conflict.

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- Meet with the individual, be forgiving.
 - If conflict is not resolved, mutually and together agree to share the matter with the administration.
 - If still unresolved the administration will explain the conflict to the School Board President and he/she will report the conflict to the school board for final resolution.

Ken Sande's (2004) foundational book, *The Peacemaker*, presents a set of actions with which to approach conflict resolution. First, we are to attempt to handle the conflict personally (within ourselves) by overlooking and forgiving an offense; Not jumping to conclusions about the meaning of the other person's words, actions, and intentions; Remembering what we know to be good about the other person; and reminding ourselves of how blessed we are to already be forgiven by Jesus Christ.

Student Good Standing

Medina Christian Academy believes that participation in extracurricular and school activities are an important part of a student's school experience. We support these social events as privileges for students who have demonstrated good attendance, academic achievement, appropriate behavior, and family financial responsibility throughout the school year.

Students must meet the eligibility criteria listed below in each area to participate in events such as but not limited to; field trips, overnight trips, dances, late arrival/early release privilege, clubs, and sports (see athletic handbook for specific sports eligibility requirements)

Attendance: No attendance watch plans in place at the time of the event or during an ongoing event such as a club or sport, OR specific permission from your school principal to participate.

Academic Achievement: No academic watch plans in place at the time of the event or during an ongoing event such as a club or sport, OR specific permission from your school principal to participate. Some events may have specific academic requirements that must be met. These requirements will be communicated by the event leader.

Appropriate Behavior: No behavior watch plans in place at the time of the event or during an ongoing event such as a club or sport, OR specific permission from your school principal to participate. Some events may have specific behavior requirements that must be met. These requirements will be communicated by the event leader.

Family Financial Responsibility: All financial obligations must be paid on time, and necessary fees must be paid prior to events and activities.

*Administration has sole discretion on if Good Standing requirements are met and it is the student's/family's responsibility to monitor the student's status as a Student in Good Standing. Monies paid prior to an event will not be refunded if a student is not in good standing at the time of the event.

ATTENDANCE EXPECTATIONS

Closed Campus

It is understood that no student is to leave the campus for any reason without first receiving special permission from the Office. **Written or verbal parental permission identifying the reason for any departure is required before the student leaves campus.** Notes must be submitted to the office by the parent by 9:00 a.m. In an emergency, this matter may be cleared with the parent or guardian by school telephone.(not via student cell phone) In all cases, parents must notify the appropriate school building office of all anticipated absences. When any student leaves campus for any reason, he/she must sign out at the Welcome Center when leaving and sign in at the Welcome Center when returning. The “closed campus” policy remains in effect during exam days. Students are not permitted to leave campus during the lunch hour unless accompanied by a parent or guardian. Prior notification from the parent to the office is required. Parents requesting permission for their student to leave campus for other reasons, i.e. medical appointments, must communicate directly to the Attendance Office by a note or phone call by 8:30 a.m. Students who arrive after the start of the day must report directly to the Welcome Center.

Lower Campus (Elementary School) Hours - 8:30 am - 3:15 pm

Upper Campus (High School/Middle School) Hours - 8:15 am - 3:00 pm

Arrival before 11:45 will be counted as tardy, not absent. Arrival after 11:45 will be counted as absent for the day.

Schools Hours

Preschool 3 year old 2-DAY (Tuesdays and Thursdays)	8:30 AM to 11:30 AM
Preschool 4 year old (M,W,F)	8:30 AM to 11:30 AM or 12:30PM to 3:15 PM
Kindergarten Prep	8:30 AM to 11:30 AM or 12:30 PM to 3:15 PM
Kindergarten (M-F)	8:30 AM to 3:15 PM
Grades 1-5 (M-F)	8:30 AM to 3:15 PM
Grades 6-12 (M-F)	8:15AM to 3:00 PM

Students should not arrive at the Upper Campus before 7:30 AM. All students will be required to stay in the Student Commons until the 8:10 warning bell under supervision by a staff member.

Students should not arrive at the Lower Campus before 7:00 AM. Students who arrive before or stay beyond the above-stated hours will become subject to an additional charge to cover their supervision.

Daily Attendance:

The programs at Medina Christian Academy are state-accredited programs. Because of this, attendance and timely arrival to school is very important and monitored. All students are expected to arrive at school on time each morning. We expect all students in all grades to be on time for school every day. Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. When in attendance, students are expected to be in all classes. Attendance and promptness to school is the responsibility of each student and his/her parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. Late arrivals and permitted leaves are considered absent periods/days when determining the total number of periods/days absent from class. Students will not be given permission to leave during the school day without parents' or guardians' consent. Students with repetitive absences/tardies/early dismissals may be placed on an attendance watch plan to help them improve their attendance. An attendance watch plan is specific to each student and involves the student, parent and building administration working together to create a plan for improvement and may affect the students “Good Standing” status.

The Ohio Department of Education has a definitely stated policy regarding absences from school (3321.04 RC). In brief, the policy is as follows: Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will disadvantage the student. Those reasons accepted by the State of Ohio and Medina Christian Academy are:

- Personal illness (may require doctor's verification).
- Illness in the immediate family (requiring doctor's orders or parental need that the student remains at home).
- Medical, Dental, or Legal appointments (may require formal verification).
- Death of a relative.
- Religious holidays. (A student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. In observance of such a holiday only requires attendance at a religious service, the student should attend such service before or after school, if possible.)
- Other emergencies or circumstances that constitute good and sufficient cause as determined by the administration.

Absence Reporting

Parents are responsible for informing the school of his/her child's absence and the reason for the absence before 9:00 a.m. on the day of the absence. The note or phone message should include the following information:

- Student's name and grade
- Date(s) of absence and return date, if known
- Reason for absence
- Phone number where parent/guardian can be reached

These notes/calls may be subject to verification by the School Office.

Upon receiving the absent list for the day, the school administrative assistant will telephone all parents who have not notified the school of their child's absence; therefore, parents/guardians shall provide the school with their current home, cell, and work telephone numbers as well as emergency telephone numbers. By law, the primary purpose of this contact is to ensure that the parent is aware of the student's absence from school.

A parent/guardian must provide a note or have made a call verifying a student's absence within two (2) days following the missed day/days or it will be deemed unexcused and no credit will be issued for work missed.

Students needing to leave school early for a valid reason must submit a signed parent/guardian note or phone call explaining the reason. Notes must be brought to the school office by 9am. An early dismissal will be granted for the same reasons allowed for excused absences listed above. Students must sign out upon leaving (and sign back in upon their return if they are planning to return during the same day).

If a student becomes ill while in school, he/she must report to the health room (or office if the health room is not available) and a parent/guardian will be notified and permission to leave granted by an administrator. No student should ever sign out and leave the building without obtaining permission from an administrator for any reason. Parents are asked to refrain from requesting that their child be allowed to "run errands" during the school day. No notes will be "kept on file" giving the student permission to leave "as needed."

***Phone calls and texts received by students from a parent/guardian will not be accepted as permission for any school absence/tardy/leave/dismissal. Calls must come through the school line.**

***Emails to teachers regarding absences will not be accepted as a form of notification of any absence/tardy/leave/dismissal**

Attendance and receiving credit

All Students:

Excessive absence from school shall be a factor when assessing a student's semester or yearly performance for credit purposes. After 8 (eight) absences in one semester, excused or unexcused, student will be placed on an attendance watch plan. The attendance watch plan may affect a student's "Good Standing" status.

9th-12th grade students:

Attendance in class: No credit will be given when a student exceeds the allotted number of days absent for that period of time unless the student, teacher and principal can agree on credit recovery. Maximum days a student is allowed to be absent from class excused or unexcused is ten (10) days per semester - (one semester = two quarters) Students must be in class more than half a period or they will be considered absent for the period.

Extended Planned Absences:

Medina Christian encourages time spent with family. We purposely build the schedule to accommodate many opportunities for families to spend time together traveling; such as several long weekends, a week at Thanksgiving, Christmas break, and Spring break. We also start school a week later than many other local schools and we finish school before Memorial day. We strongly encourage you to use these times to make memories and enjoy special times with your children. In the event you must remove your student from school for a planned absence you must follow the planned absence procedure below.

- Notify the administration directly by phone call at least two weeks in advance of any planned absences of 2 or more consecutive days
- For a student's planned absence to be excused he/she must be accompanied by his/her parent/guardian
- All missed work is the responsibility of the student to make up within the same number of days missed.
- Teachers may prepare work ahead of time for the student but are NOT required or expected to do so
- Lessons taught while the student is absent will not be re-taught by the teacher
- Planned absences are not to exceed 5 consecutive school days or 10 days in an entire school year. Planned absences beyond 5 consecutive days missed will need board approval (through the student's building principal)
- planned absences may not be approved for students who have already missed 5 or more days in that semester.
- planned absences during end of semester exam weeks, or state testing weeks will not be approved
- planned absences **DO** count toward the total number (10) of allowed absences per semester

Truancy

Ohio Revised Code: Habitually truant is defined as a school-aged child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year. "School month" is defined as four weeks.

Chronic truant is defined as a school-aged child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more school days in a month, or 15 school days in one year.

Legitimate excuses: (1) enrollment in another school, (2) physical or mental condition that prevents attendance, (3) home instruction, (4) demonstrated need to perform duties at home, (5) possession of age of schooling certificate.

Excused absence (1) illness (illness of a family member), (2) doctor/dentist/legal appointment, (3) funeral, (4) religious observation, (5) other emergency circumstances that constitute good or sufficient cause as determined by the school administrator.

Tardy

At the Elementary School, if a student arrives after 8:30 A.M. or is absent for part of the school day, a parent or guardian must sign the student in/out at the lobby desk upon arrival.

At the Upper Campus, if a student arrives after 8:15 A.M. or is absent for part of the school day, he/she must check in at the front desk to receive a pass. Students arriving to class late are not admitted without a pass.

Excused Tardy- Early morning dentist or doctor's appointment substantiated by an official note or phone call received by the school office from the student's parent/guardian; an accident or inclement weather on the roadways affecting many parents and as deemed excused by the administration.

***The administration will reserve the right to declare a day as risky due to weather or other events and will not be counted in the total tardy count.**

Unexcused Tardy- Running late, up late-night prior, oversleeping, etc. The discipline for unexcused tardies is as follows

- a lunch detention upon the 5th unexcused tardy during a semester
- a warning for the 6th unexcused tardy during a semester and placed on an attendance watch plan
- an after school detention for each additional unexcused tardy in a semester
- tardy detentions will be added toward all other school disciplines and the protocols for accumulated detentions will be followed

*Upper Campus 7th-12th grade: The disciplinary procedures for unexcused tardies apply to tardy morning arrival as well as tardy arrival to each class throughout the school day, including late return from lunch.

* Five unexcused tardies accumulate and equal one unexcused absence.

Junior/Senior Late arrival/early release privilege

Juniors (11th grade): Students in “Good Standing” AND having a study hall 8th period may be released from school after completion of 7th period.

- Student and parent will complete the proper paperwork prior to participating in this privilege.
- This is a privilege for upperclassmen and can be revoked/changed at the sole discretion of the highschool administration.

Seniors (12th grade): Students in “Good Standing” AND having study hall 1st, 2nd, 7th and or 8th period may arrive late or leave early, missing **no more than two (2) class periods per day** in one of these combinations:

- 1st and 2nd period, OR 1st and 8th period, OR 7th and 8th period.
- Student and parent will complete proper paperwork choosing the combination of their choice prior to participating in this privilege.
- Students participating in this privilege will not be permitted to deviate from the combination chosen on their paperwork. Student and parent will complete paperwork each semester.
- This is a privilege for upperclassmen and can be revoked/changed at the sole discretion of the highschool administration.

Illness

Whenever a student becomes ill at school and wants to go home, the student will report to the nurse's office or school office with a pass/note from his/her current teacher. At no time should an ill student remain in a restroom or unsupervised area. No student will be excused to go home unless one of the parents or guardians is personally contacted by the school nurse/office and the school is given permission to release a student.

***Phone calls and texts received by students from their parent/guardian will not be accepted as permission for any school absence/tardy/leave/dismissal. Calls must come through the school line.**

Children will be excluded from school if they have a fever, sore throat, skin rash or sores, red or inflamed eyes, discharge from ears, vomiting, diarrhea, severe cough, or swollen glands. **A child must be free of fever, vomiting, or diarrhea without medication for 24 hours before returning to school.** If your child is found to be ill at school, you will be notified as soon as possible. If you are not reachable, the emergency contact will be used. If the child is very ill and no answer can be obtained, your physician will be called to assume responsibility. Not receiving a prompt response from your physician may result in the student's transport to the ER listed on your medical authorization form.

Health Requirements:

MCA pre-school students are required to have the following:

- Four doses of DTaP, DTP, DT, in any combination
- Three doses of OPV or IPV
- One dose of measles, mumps and rubella (MMR) vaccine
- Three or four doses of Haemophilus B vaccine
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- Three doses of hepatitis B vaccine
- One dose of the varicella vaccination

Kindergarten through 12th-grade requirements are:

- All kindergarten students must have evidence of having received two doses of MMR and Var. vaccine.
- All kindergarten (only) students are required to have a fifth dose of DTaP/DTP/DT vaccine if the fourth dose was administered prior to the fourth birthday.
- All kindergarten (only) students are required to have a fourth dose of polio vaccine if they have received a combination of OPV/IPV.
- All kindergarten students are required to have three doses of hepatitis B vaccine.
- All seventh grade students are required to have one booster dose of Tdap (Tetanus, diphtheria and pertussis) or Td (Tetanus and diphtheria) vaccine prior to entering the 7th grade. Students entering middle school next year should submit documentation of this vaccine to the nursing office before school starts next year.
- All incoming 7th grade and 12th grade students in Ohio schools must have proof that they have the age-appropriate meningococcal vaccines.

All students entering MCA for the first time must be current with their immunizations. These immunizations should be taken care of through your physician or local health department authorities. No child may be admitted to the classroom until this is completed as required by the State of Ohio. An emergency medical authorization is also required for each student. Students are expected to arrive at school clean, well dressed and meeting minimal hygiene standards. When this does not occur, students will be referred to the school nurse, and parents will be notified.

BEHAVIORAL EXPECTATIONS AND STUDENT GUIDELINES

Code of Conduct

In order to best fulfill the goals of the discipline process, Medina Christian Academy has established a Code of Conduct that defines expected student behavior, and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Medina Christian Academy can affect a student's standing at MCA; therefore, it is the expectation of the administration that students adhere to the Code of Conduct. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Medina Christian Academy and its employees, including when riding a school bus or attending a school function or activity. Students are expected to demonstrate the following behaviors and characteristics:

- Respect for self, Medina Christian Academy and its employees and students
- Stewardship of the property, supplies, and equipment of Medina Christian Academy, as well as wise stewardship of personal items
- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (I Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Medina Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of MCA, both on and off campus. These general guidelines for student conduct Code of Conduct are listed below:

- Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
- Respect the authority of teacher, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and I Thessalonians 5:12-13.)
- Abstain both on and off campus from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19-20.)
- Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
- Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school/personal vehicle or at any school sponsored activity.
- Do not give or receive answers on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Honesty is a Christian virtue that all students should display.
- Do not plagiarize. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them." All students and parents will be given a copy of our Integrity Policy which defines the definition of plagiarism, examples of plagiarism, and the consequences associated with plagiarism.
- All school rules apply on all field trips and on all school-sponsored events, both on the school campus and off campus including transportation to and from school and events.

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- Students are expected to refrain from inappropriate public displays of affection and to cultivate, by God's grace, purity of mind and heart, discretion, and self-control.
 - All sex-specific restrooms, locker rooms and changing areas are to be used by the designated biological sex only on and off campus.

Because we believe that the Scriptures also clearly teach that man was created by a special, immediate, formative act of God, and in the image of God, as male and female, determined biologically at conception, students are also expected to dress in accordance with student appearance standards pertaining to their gender as determined by biological sex, and to use only the corresponding restrooms, locker rooms, and changing facilities. Students are expected to abide by these Standards of Conduct throughout their enrollment whether at home, school or elsewhere.

Christ honoring relationships are imperative for servants of Christ. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating, supporting or condoning sexual immorality, homosexuality activity, bisexual activity, or transgender identity promoting such practices; or being unable to support the moral principles of the school. (See Lev. 20:13 & Rom. 1:27, I Cor. 6:9-20 & Mat. 19:4-6)

The Bible teaches that the believer should walk a separated life from the thoughts, intents and deeds of the world (I John 2:15-17, James 4:4). The Bible sets forth some excellent standards whereby we may discern that which is right or wrong. Does it:

- Enslave? (I Corinthians 6:12)
- Cause others to stumble or be offended? (Romans 14:13)
- Build me up in the faith? (I Corinthians 10:31)
- Leave a continuing doubt after it has been analyzed? (Romans 14:23)
- Glorify the Lord? (I Corinthians 10:31)
- Aid me in drawing others to Christ? (I Corinthians 9:19)

As Christians, we should be extremely sensitive, cautious and careful in all these areas. Our goal is, by love, to serve one another (Galatians 5:13, I Corinthians 8:9).

Discipline

Students and their parents are expected to respond to disciplinary consequences with a proper attitude. We expect full cooperation from both parents and students in the education of the student. If parents are not supportive of the administration, students may be withdrawn from MCA at the administration's discretion.

The purpose of discipline in a Christian school is two-fold, to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship (Hebrews 12). To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit (1 Corinthians 12). Indeed, the goal of all outward discipline is self-discipline within the framework of positive relationships between them. Positively, the school seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents and material possessions (Proverbs 19: 20-21).

MCA seeks, in other words, to build Godly character traits into the lives of its students and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony. As an expression of Medina Christian Academy's mission, the Upper Campus discipline policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. As such, the primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing support to parents, and reflecting scriptural principles of conduct and influence.

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom rules in accordance with Christian principles and discipline as set forth in the Scriptures. Students who persistently violate classroom rules, defy a teacher's authority, deface or destroy the property of the school or others, or put themselves or others in danger will immediately be referred to the office. Consequences may include any or a combination of the following: parental conferences, behavioral contracts, loss of privileges, detentions, disciplinary probation, suspensions and in the case of persistent or serious behavioral problems expulsions.

In keeping with this purpose, the scriptural principles that provide the foundation for the discipline policy are as follows:

- The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-8)
- Confrontation, restoration, and separation (Matthew 18:15-17)

Under the guidelines of these scriptural principles, the goal of Medina Christian Academy through the disciplinary process is to:

- Work alongside of parents within the process of discipline
- Provide an environment of order and respect that promotes an atmosphere conducive to learning
- Apply necessary and appropriate consequences for choices
- Guide in the restoration of relationships with Jesus Christ and with Medina Christian Academy, its faculty and staff, and its students Use relational influence to produce spiritual growth, correction, and right choices
- Do so in a context that seeks the best interest of both the involved parties and the student body as a whole .

Prohibited Activities

In order to inform our MCA family, the following prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed, are provided. While the actions described below represent a cross-section of activities, no compilation can be all-inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

Attendance Parameters

- Unexcused tardiness to school or class
- Leaving school campus without permission
- Being in halls during class time without permission
- Being in locations where students are not normally allowed
- Excessive time out of class
- Failure to sign out when leaving early
- Unexcused absences
- Failure to attend class
- Failure to attend detention
- Truancy

Academic Parameters

- Not being prepared for class
- Failure to meet classroom responsibilities
- Failure to employ good study habits after repeated warnings (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)
- Failure to return documents by due date
- Forging signatures or altering documents
- Altering grade reports

Behavior Parameters

- Failure to conform to the expected dress code
- Careless Behavior/Rowdiness
- Running in the halls or in the classroom
- Purposely holding door to classroom closed, or slamming doors
- Throwing or shooting objects in the building
- Improper behavior on the bus
- Reckless driving on school property or at any school event
- Disruptive behavior that impedes the educational process

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- Eating food or candy during class other than when approved by teacher
 - Other items: Any item that disrupts a class will be taken to the office. Usually for the first offense, the student will be allowed to pick up the object at the office at the end of the school day. For subsequent offenses, parents will be required to pick up a confiscated item. They must pick it up within one month or the item will be discarded.
 - Unauthorized possession of electronic equipment
 - Misbehaving in class (including talking out of turn) or disturbing the class

Physical/Verbal Behavior

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)
- The possession and/or distribution of pornographic materials and information, including the distribution of sexually suggestive material via cell phones, computers, or any other electronic devices
- Possession of impure or suggestive literature, writing, symbols, drawings, or recordings (audio or video). (Distribution of such will result in a more severe penalty)
- Sexually harassing another individual (see Anti Harassment Policy)
- Immoral sexual conduct (including, but not limited to, homosexual or extramarital sex activity)*
- Harassment/Intimidation
- Sexual harassment including all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance or which create an intimidating, hostile or offensive atmosphere
- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment.
- Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful will result in disciplinary action. The believer's talk should build up, not put down.
- Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in zero for the assignment and automatic detention; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)

Disrespectful Behavior

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Disturbance or rude behavior in Chapel
- Circumventing school procedure, including short-circuiting the school-home communication process
- Defacing of any kind of school, student, or faculty property
- Postering, rallies, sit-ins, sit-outs and other similar forms of protest
- Non-compliance with regulations pertaining to driving to school
- Direct disobedience to any teacher or Administrator
- Deliberate destruction or damage to school, student, and/or faculty property
- Disrespect by word or action toward any faculty, staff member, or student
- Display of any advertisements of items in whatever form (e.g., posters/stickers on books, lockers or on any personal possessions brought into the school) that are in conflict with the values of the school

Prohibited Items and Activities

- Use or possession of weapons and/or dangerous items (i.e., guns, knives (including pocket knives), explosive devices, etc.)
- The use and/or possession of tobacco, vaping, alcoholic beverages, illegal drugs, and the abuse of prescription medication. The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is in serious question.

***Students must meet the requirements of being In Good Standing”(see page 7) in order to be given various privileges at Medina Christian.**

Discipline Procedures and Process

For behavior resulting in physical harm, threats of physical harm or damage to property, more severe consequences may result. Any major disciplinary action will involve the student’s parent(s) and administration before final action is taken.

Disciplinary action will be taken for infractions of school policy and rules. These may include detention, probation, suspension, or expulsion. Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

- Personal conference with the teacher and student.
- Teachers will employ encouragement, warning and in-class consequences. Only when these discipline strategies have been exhausted, will the student be sent to the administration. After identifying and verifying the issues at hand, administrative disciplinary actions may be taken.
- First offense: call or note home to parent(s); loss of privilege
- Second offense: call or note home to parent(s); loss of privilege
- Third offense: meeting with parent(s); detention
- Fourth offense: meeting with parents(s); in-school suspension
- Notification of behavior problems to parents
- Detention (lunch, after school or Saturday)
- Student conference with the Administrator
- A parent-teacher-student or parent-teacher-administrator conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Lunch Detention
- After School Detention
- Conference with the Administrator and/or teacher
- Probation, combined with appropriate application of consequences relevant to the offense
- In school or out-of-school suspension
- Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on probation
- Expulsion

Level I : problems involve classroom/hallway behaviors and attitudes that require resolution by a teacher, but may involve parents and administration. If a RenWeb notification will be issued, then the parents are notified. Listed below are appropriate consequences for Level I violations.

Behavior	Consequences
<ul style="list-style-type: none">• Hallway and bathroom violations or disturbances• Classroom Tardiness• Leaving classroom without permission• Intentional misuse of property (including classroom cleanliness)• Continuously or intentionally disrupting the learning environment• Playground misbehavior• Careless behavior/rowdiness• Excessive talking• Teasing/name calling• Not following expectations/procedures• Tattling• Failure to stay on task• Misuse of materials• Refusal to complete work• Disrespect to staff or students (tone, eyeroll, talking back, etc.)	<ul style="list-style-type: none">• Loss of privileges• Lunch detention• Removal from classroom• after school detention• Replacement of property• Documentation and parent notification through RenWeb under behavior• Recurring violations will result in more severe consequences as outlined in Level II

<ul style="list-style-type: none"> • Mild arguments/disagreements between students • Lying • Misuse of technology • Throwing items in classroom • Minor misuse of technology 	
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Level II : violations include activities and attitudes that show a lack of respect for authority or peers. Level II violations will result in RenWeb notification, and parent contact. Listed below are the appropriate consequences for Level II violations.

Behaviors	Consequences
<ul style="list-style-type: none"> • Multiple instances of Level I Offenses • Slander/Cyber/Verbal Bullying • Viewing, possession, or distribution of inappropriate images or language including pornography, violent content, or adult content. • Cheating/Plagiarism (Elementary/Middle School) • Stealing • Physical aggression/Intimidation • Skipping class • Inappropriate language/gestures • Defiance/Disrespect for authority both verbal and nonverbal (repetitive) • Unwanted physical contact (pushing, shoving, hitting, kicking, ect.) • Persistent non-compliance (chronic refusal to work over time) • Property misuse (intruding on others' personal property) • Intent to harm and/or targeting others • Damage to property 	<ul style="list-style-type: none"> • Referral to administration • Documentation and parent notification through RenWeb under behavior • After School detention • Removal from the class • Replacement of property • Loss of privileges (including extracurricular activities such as school trips, athletics and arts programs, events, etc.) • In School Suspension • Recurring Level II offenses will result in more severe consequences, which may include expulsion

Level III : behaviors include unlawful acts, activities that seriously threaten the safety of the student or others, acts that show gross lack of respect for authority or property, or acts that violate Biblical and moral codes of conduct. This also includes any act of disobedience. All Level III violations will result in a RenWeb notification and call to parents. Listed below are the appropriate consequences for Level III violations.

Behavior	Consequences
<ul style="list-style-type: none"> • Multiple instances of Level II Offenses • Defacing school property • Cheating/Plagiarism (High School) • Sending or distributing texts, messages, and photos which include sexually explicit language, profanity, or inappropriate content including pornography • Leaving campus without permission • Fighting and other excessive physical abuse • Possession or use of tobacco, vaping, marijuana, alcohol, drugs, or any related paraphernalia • Possession of any weapon or explosive • Sexual harassment/insultation • Physical Bullying • Racially/Discriminatory motivated incidents 	<ul style="list-style-type: none"> • Immediate referral to Administration • Immediate parent contact • Documentation and parent notification through RenWeb under behavior • Notification of proper authorities if needed • Loss of privileges (including extracurricular activities such as school trips, athletics, and arts programs, events, etc.) • Removal from the class • Replacement of property • Probation • In School or Out of School Suspension • Recurring Level III offenses will result in more severe consequences, which may include loss of school trip privileges, expulsions

Classroom Management

As a general rule, classroom actions that evidence disrespect, lack of courtesy, general disturbance, incomplete homework, lateness and other offenses shall be handled by the teacher. In-class consequences that may be assigned by the teacher include, but are not limited to: loss of privileges, removal from class, and additional work (i.e. essay on the consequences of the misbehavior). Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Administrator. These situations will be dealt with as seems most helpful to the individual and the student body as outlined under the guidelines.

Suspension

Any student on disciplinary probation who has exhausted the above-outlined discipline procedures, fails to develop acceptable behavior patterns, refuses to comply with the terms of the probation or commits a major infraction of school policies will be subject to suspension.

When a student is to be suspended, a conference will be held with the parent(s), student, and administration to explain the reasons for, as well as the terms of the suspension. Classwork that can be made up will be done during the suspension and submitted to the classroom teacher. In addition to classroom work, the student may be given an assignment from the administration to assist in learning the biblical standard that is being violated.

Suspension Parameters

Suspended students may not attend school activities, including home or away athletic events.

- Suspensions normally result in a student being placed on behavioral probation.
- Suspensions may be assigned for a variety of reasons, such as, but not limited to, those listed below:
- Academic Dishonesty—Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or copying another's homework. Academic dishonesty is reported to parents and administration. Consequences may include loss of credit, suspension, or dismissal.
- The company has been Destruction or Damage of Property—Students will also be required to make restitution for the damage.
- Serious Disrespect or Insubordination—The student has committed serious violations of the general student conduct code.
- Theft—Students will also be required to make restitution.
- Truancy (unauthorized departure from campus)—MCA is a closed campus (including exam days). Written parental permission stating the reason for leaving campus is required during school hours.
- Unauthorized Possession and/or Use of Fireworks (or any items that disrupt the school atmosphere during school, on school grounds, or at a school-sponsored event)
- Theft of Testing Materials/Unauthorized Distribution or Possession of Testing Materials—If testing material comes into a student's hand illegally, or in any unauthorized manner, it is the student's obligation to inform the teacher and the administration.
- Unauthorized Presence in Locked, Restricted, or Unmonitored Areas.

Any single, serious violation of the school discipline code may be deemed by the administration to be sufficient cause for dismissal. Any student, who when questioned during an investigation, knowingly withholds information pertaining to serious violations of the school discipline code by him, her or by a student may be subject to suspension or expulsion.

Note: MCA reserves the right to suspend or dismiss a student for misconduct on or off the school campus, without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off-campus. Any single serious violation of the school's discipline code can lead to dismissal from MCA.

Expulsion

Expulsion may be assigned for persistent violation of the school discipline code, including a mocking attitude; or possession and/or use of weapons (during school, on school grounds, or at a school/sponsored event).

Any student who is repeatedly placed on disciplinary probation will be subject to expulsion without the benefit of a tuition refund. Prior to a student being expelled, a hearing will be held with the parent(s), student, principal, and administration. Students who are expelled will not be considered for re-admission until the start of the next Academic year.

Behavior Watch Plan

Persistent rebelliousness, insubordination that is a bad influence on other students, or deliberate and continued disobedience, which has an adverse effect on MCA's testimony will result in disciplinary probation. In order to invoke a behavior watch plan, a conference will be held with the parent(s), student, and administration to explain the reasons for and terms of the probation. Students on disciplinary probation cannot participate in extracurricular activities or co-curricular activities (i.e. field trips, etc.) until the terms of probation are met.

1. Purpose: This is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.
2. Criteria: This program should be initiated at the discretion of the administration. It is to be administratively subjective. Some criteria to direct the administration in making this decision are if the student has manifested a physical threat to other students or faculty if the student has become a negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.), if a student has been a habitual offender of the disciplinary policy of the school; at the discretion of the respective principal, the student can be placed on disciplinary probation.
3. Program: A written notice of a student bordering on the need for a behavior watch plan will be initiated by the Principal. The respective Principal will notify the parents of the possibility of probation. At the Administration's discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide on whether or not this particular student merits probation or expulsion. If the Administration deems it beneficial to place the student under disciplinary probation, a Behavior Watch Plan will be drafted for the student outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the watch plan.
4. Procedure: The Behavior Watch Plan is to be seen and signed by all parties involved (i.e. student, parent(s), and administration). Copies are distributed to all respective parties. It will be the responsibility of the Principal to ensure that the contract is being upheld. Violation of the contract on behalf of the student will be communicated to the administration and written consequences will be followed through by the respective Principal. Grounds for withdrawal or dismissal will be communicated to the administration by the Principal.
5. Restoration: The Academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest to not allow readmission. The request for readmission should be in writing to the appropriate principal. Restoration at a Christian school is always a difficult matter. Students who have been expelled from MCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait to obtain administrator permission before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the respective principal and administrative staff to determine the student's reinstatement.
6. Readmission: Any student dismissed from Medina Christian Academy, or allowed to withdraw, may make requests for readmission. Requests for readmission should be made in writing to the administration. The Academy reserves the right to deny readmission.
7. Continued Enrollment: The Academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment. The principal may interview students and their parents who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at MCA to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

Bullying Policy

Ohio law [Ohio Revised Code (ORC) 3313.666(B)(E)] defines bullying, harassment, and intimidation in Ohio schools as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both 1) causes mental or physical harm to the other student; and 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Bullying includes but is not limited to physical intimidation or assault, extortion, verbal intimidation, oral or written threats, teasing and putdowns, name-calling, intimidation or threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation. Cyber Bullying is defined as electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device that a student has exhibited toward another particular student/school personnel more than once and the behavior both: 1) Causes mental or physical harm to the other student/school personnel; and 2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

It is the policy of Medina Christian Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. Bullying is defined as a repeated, targeted behavior towards another.

What Bullying is Not

There are distressing behaviors that occur that are not bullying, even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action.

1. Mutual conflict: In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one party becoming targeted repeatedly for 'retaliation' in a one-sided way.
2. Social rejection or dislike: Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
3. Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation: Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying. However, since the school has a duty of care to provide a student with a safe and supportive school environment, single episodes of nastiness or physical aggression will be dealt with accordingly.

Examples of Bullying

1. Verbal: name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (via cell phone, internet, etc.)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, mimicking, initiating or forcing inappropriate touching, etc.
3. Social: ostracism or exclusion, ignoring, alienating, spreading rumors, encouraging others to socially exclude someone, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Cyber-bullying (online bullying): the bullying, harassment and/or humiliation by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, any social media (ex. Instagram, SnapChat, Facebook etc.), and websites.
6. Miscellaneous: any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Bullying Awareness

As part of the required in-service training for all school staff, the administration, division principal, or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, locker rooms, cafeteria, etc.

Bullying Reporting

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action up to, and including, expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports. Any member of the school staff receiving a suspected bullying report shall address the matter with the principal as soon as possible, preferably before the end of the school day. The administration shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom (not all conflict constitutes bullying). The principal will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully privately. If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The principal shall notify the parents/guardians of both the victim and the offender preferably before the end of the school day or within 24 hours. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The principal will inform the student that he/she may be monitored, and the student's movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease.

Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the MCA community and beyond. Students must recognize that information posted on the internet is public and permanent and can have a long-term impact on an individual's life and career. Even those posts made in a private forum or on a private account can end up being publicly shared. Expectations for student behavior online are no different than face-to-face interactions. Students who participate in online interactions must remember that their online behavior reflects on the entire MCA community, and as such, is subject to the same behavioral standards set forth in the Student Code of Conduct. Students are encouraged to use the following biblical principles to guide their online interactions and postings: Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person (Col. 4:6). Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear (Eph. 4:29). A gentle tongue is a tree of life, but perverseness in it breaks the spirit (Prov. 15:4). Have nothing to do with foolish, ignorant controversies; you know that they breed quarrels (2 Tim. 2:23). So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Cor. 10:31) Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. (Matt 5:16) Failure to abide by this Policy, as with other policies at MCA, may result in disciplinary action as described in the Student Handbook, or as determined by Medina Christian Academy's sole discretion.

Anti-Bullying Expectations

Everyone at Medina Christian Academy is committed to making our school a safe and caring place for all students and employees. We will treat each other with respect, and we refuse to tolerate bullying in any form. Students at Medina Christian will be taught biblical principles.

- Show respect for others
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to join in when another is bullied
- Report bullying to an adult. Bullying is a behavior that clearly is not consistent with the biblical philosophy of Medina Christian Academy

Cell Phones:

PreK - 5th-grade students - Student cell phones and electronic devices shall be left in their backpack at all times during the school day. Students are not permitted to have their cell phones or electronic devices during morning arrival or afternoon ALC.

6th-8th grade students: Student cell phones and electronic devices shall be left in their backpack at all times during the school day. Students may have their cell phones or electronic devices during morning arrival or afternoon ALC.

9th-12th-grade students - Student cell phones, electronic devices (including Smart Watches-**unless a doctor note is provided**), and airpods/headphones should remain on silent and left in their backpacks or lockers at all times during the school day. Exceptions may include before school, during lunch, and after school. Any use of cell phones, electronic devices, and airpods/headphones in a restroom, locker room, or changing area is strictly prohibited.

Middle and High School students are being reminded that if they are using their cell phone, electronic devices, airpods/headphones after school, before school or other above-mentioned times, any use of their phone (viewing a video, what they search, social media, etc.) should glorify God. Anything that would violate our student code of conduct is not allowed. This also includes social media, etc. even if it doesn't occur on campus. Our students are representing Jesus Christ and Medina Christian Academy and are expected to follow a certain code of conduct. In our world today, with older students and adults, cell phones are a part of our daily function. As with anything, whether it's watching television, viewing something online, our interactions with each other, everything should be done to glorify and honor God. So we want to teach them to use their cell phones in the same manner.

Technology Expectations

The Purpose of this section is to inform parents, guardians and students of the rules governing the use of MCA-owned devices. This includes, but is not limited to, while on or near school property, in school vehicles and at school-sponsored activities as well as the school's technology resources via remote access.

Medina Christian Academy is pleased to offer students access to MCA-owned computers, Chromebooks, the Internet, and an array of technology resources to promote educational excellence. Upper Campus students are issued a Chromebook for school and home use. Only school-issued Chromebooks may be used in school. In order to comply with our IT partner's standards, no personally owned devices (i.e., personal computers) may be used in school. This is a matter of security to the Medina Christian Academy network as well as the Internet safety of all students.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of any State or Federal law or regulation, or school policy is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violation of these rules, may result in cancellation of privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

In order to verify compliance with these guidelines, Medina Christian Academy reserves the right to monitor, review, and inspect any (not all encompassing):

- Directories
- Files
- Documents
- Messages
- Network Activity

The Internet and information system available through Medina Christian Academy is to support learning, instruction, and support the school's business and practices. The use of Medina Christian Academy's network is a privilege, not a right and should not be utilized in any way that might disrupt or interfere with the learning or the work of Medina Christian Academy employees and students.

Medina Christian Academy may restrict or terminate access without prior notice if deemed necessary to maintain availability or the security of users.

Respect for Others

Users should respect the rights of others using the network by:

- Using assigned workstations in the Tech Lab and/or their own Chromebook.
- Students should NOT log into another student's chromebook at any time.
- Being considerate with scarce resources.
- Always logging off workstations after finishing work. (Tech Lab)
- Not deliberately attempting to disrupt system performance or interfere with the work of others.
- Leaving equipment and room in good condition for the next user.
- Never adding or removing apps, icons or applications from computers.
- Being respectful of other student's devices, be it personal or school owned.

Ethical Conduct for Users

It is the responsibility of the user to:

-
- Use only his or her account or password.
 - Recognize and honor the property of others.
 - Not read or modify, unless invited, files owned by others.
 - Use the resources in a manner that is consistent with the mission of the school.
 - Help maintain the integrity of the school information system.
 - Refrain from offensive, obscene, or harassing language.
 - All software on the devices must be properly licensed.
 - Not manipulating settings to override software installed on devices.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products the school may legally use.

- Medina Christian Academy will not be held liable for damaged personal devices in or on school property.
- The students will utilize care when handling devices provided by the school during school hours and those devices issued to them for the school year to take home.
- The students are to use appropriate language for messages, private messages, and material posted on the web.
- Students will not post information that could cause damage or a danger of disruption.

Passwords

- Students will create a password for their email. This will be their log-in to their MCA issued Chromebook.
- Parents should request their student's password for their student's MCA school email account.

E-Mail

- Students should only email teachers and/or other MCA students if it is homework related.
- Emails are for school use only and should not be used to set up any social media accounts.
- A student email account may only be used to set up a Quizlet or any account the teacher deems necessary for a project, should the teacher recommend doing so.

Chromebooks are the property of MCA and therefore governed by the same standards as mentioned above in the Tech agreement.

- Each student in grades 7-12 have a \$150 technology fee incorporated into their FACTS payments
- MCA Chromebooks are covered for most damages. MCA students are covered for 1 broken screen. After that, the repairs must be paid by the parent/guardian.
- Chromebooks will be monitored by GoGuardian. GoGuardian allows the Technology Director, Administration, and Vinson IT Management to monitor and filter the Chromebook wherever it is located, be it at home, MCA, or elsewhere. Students must abide by the above standards anytime they are using the Chromebook.
- Chromebooks should be brought to school each day it is in session **fully charged**. When students come to class with non-charged Chromebooks, penalties could be given according to the guidelines set by that particular teacher.
- It is recommended that each student find a case that is appropriate for protecting their MCA Chromebook, although it is not required. Recommendations can be made by the Technology Director if so desired.
- Chargers should be kept at home and not brought to school.
- There will be a \$25 fee for lost chargers.

We want to partner with you, the parents, in this area of Technology and Digital Citizenship. We want to work with you as we navigate through this digital world in doing our best to provide a safe environment for everyone. Philippians 4:8 states, "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."

ACADEMICS

Medina Christian Academy is chartered by the State of Ohio. We are also a member of the Association of Christian Schools International (ACSI), the Greater Cleveland Christian Administrators Association (GCCAA) and have excellent standards for our teachers and administrators.

Academic Excellence

It is our commitment to academic excellence that drives us to constantly evaluate and improve the curriculum. We intentionally integrate the Bible and the Christian worldview into our classes. Our students receive academic knowledge and are taught how to apply their knowledge by integrating what they are learning with the Christian worldview.

Faculty

Every teacher is a born-again believer in Jesus Christ and is called by God into this ministry. Perhaps the greatest asset possessed by this educational ministry is our teaching staff.

Curriculum

Our approach is to challenge every student to work up to his or her God-given ability. Each subject is taught from a Christian viewpoint following the premise that if there is any truth in any subject, it must be God's truth since He is Truth.

Preschool and Kindergarten

To adequately develop a child's knowledge and curiosity about the world in which he/she lives, it is necessary to provide a wide variety of learning experiences. Since children learn by doing, we attempt to provide stimulating opportunities to learn by experience using love, understanding and practical common sense.

We realize all children do not learn in the same manner. Therefore, we strive to help each child to achieve his/her fullest potential in social, physical, emotional, cognitive, and creative aspects of his/her life.

Academically, it is our goal to expose each child to as many learning experiences as possible. Our basic emphasis will be placed on phonics, numbers, and reading readiness as well as social interaction and development.

Elementary

Kindergarten through 5th grade will have Grade Level Classroom and Community Skill Sets located under the Homeroom Class. These skill sets show proficiency in areas such as to conduct, work ethic, and listening and speaking skills.

- 3= exceeds grade-level expectations
- 2= meets grade-level expectations
- 1= does not meet grade-level expectations

Grading Scale

Students in grades K-12 will earn grade points as follows:

Percentage	Letter Grade Received	Standard 4.33 Scale	Honors 4.8 Scale (.5 point bump)	AP/CCP 5.33 Scale (1 point bump)
98-100	A+	4.33	4.83	5.33
92-97	A	4.00	4.50	5.00
90-91	A-	3.67	4.17	4.67
87-89	B+	3.33	3.83	4.33
82-86	B	3.00	3.50	4.00
80-81	B-	2.67	3.17	3.67
77-79	C+	2.33	2.83	3.33
73-76	C	2.00	2.50	3.00
70-72	C-	1.67	2.17	2.67
67-69	D+	1.33	1.33	1.33
63-66	D	1.00	1.00	1.00
60-62	D-	0.67	0.67	0.67
0-59	F	0.00	0.00	0.00

High Honor: Students who earn a GPA of 4.0 or higher and receive no more than one grade below an A- will be named to High Honor.

Honor Roll: Students who earn a GPA of 3.5 - 3.99 and receive no more than one grade below a B- will be named to Honor Roll.

Merit Roll: Students who earn a GPA of 3.0 - 3.49 and receive no more than one grade below a B- will be named to the Merit Roll.

Class Rank

Class rank represents a student's academic performance as reported by a cumulative high school Grade Point Average (GPA) as compared to the GPAs of the other members of his or her class. Cumulative high school GPA includes all high school coursework, including high school credits attempted/earned at Medina Christian Academy or transferred to Medina Christian Academy, as well as dual credit college/university courses. Medina Christian Academy ranks students at the beginning of the senior year, at the end of the first semester of the senior year, and at the completion of the senior year. Ranking will be reported on the transcript only for students ranking in the top 10% of the class. Note: Medina Christian Academy has a large proportion of high-achieving students, so a student's class rank does not always accurately represent his or her individual academic accomplishments.

Valedictorian and Salutatorian

The recipients of the two highest academic recognitions given at Medina Christian Academy, valedictorian and salutatorian, are determined by cumulative high school GPA. Cumulative high school GPA includes all high school coursework, including high school credits attempted/earned at Medina Christian Academy or transferred to Medina Christian Academy, as well as dual credit college/university courses. Final determination of valedictorian(s) and salutatorian(s) are made when second-semester grades are complete. Student(s) with a cumulative high school GPA of at least 4.250 are honored as

salutatorian(s), and student(s) with a cumulative high school GPA of 4.500 or greater are honored as valedictorian(s). If no member of the graduating class qualifies by the above standards as valedictorian and/or salutatorian, Medina Christian Academy administration will determine valedictorian(s) and salutatorian(s) holistically considering cumulative high-school GPA, the rigor of academic program pursued, and total credits earned. Note: While both valedictorian(s) and salutatorian(s) will be recognized and honored at commencement, they are not necessarily the student commencement speakers. Student commencement speakers are selected separately by the graduation committee composed of administration and faculty.

Graduating with Academic Honors

For a student at Medina Christian Academy to graduate with academic honors, he/she must meet the following criteria:

SUMMA CUM LAUDE (with highest honor)

Weighted GPA of 4.50 or higher

or

Unweighted GPA of 3.98 or higher

MAGNA CUM LAUDE (with great honor)

Weighted GPA of 4.25-4.49

or

Unweighted GPA of 3.85-3.97

CUM LAUDE (with honor)

Weighted GPA 4.00-4.24

or

Unweighted GPA 3.70-3.84

Semester Exams

Semester exams will be administered in all 7th -12th-grade classes at the end of each semester. Semester exams are comprehensive, covering material taught during the entire semester. Semester exam grades are included on report cards account for 10% of the final semester in grade 7th and 8th grade.

Semester exam grades are included on report cards and account for 20% of the semester course grade for all high school credit courses.

Seniors who will be graduating at the end of the year are exempt from taking 2nd-semester exams in classes in which they have maintained a B- or better during both 3rd and 4th quarters of the course.

Academic Expectations

A student must maintain a pattern of academic success while attending Medina Christian Academy. A student failing to do so at the conclusion of each quarter will be declared academically ineligible and will be placed on Academic Warning. If the student's grades do not improve in the subsequent quarter, the student will be placed on Academic Probation. The administrative team may suggest the withdrawal of a student who has been on Academic Probation.

Academic Warning is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the quarter grading period. A student who earns two Ds or one F at the quarter will be placed on Academic Warning for the next quarter.

Academic Warning requires a student to:

- Attend a meeting with a parent and academic advisor at the beginning of the probationary term.
- Meet with the academic advisor regularly to review grades, discuss current academic standing, and to develop an academic plan for successful improvement.

Academic Probation is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods. A student does not need to be on Academic Warning to be placed on Academic Probation; any student with two or more F's is automatically placed on Academic Probation.

The final decision as to whether a student will be allowed to continue as a Medina Christian Academy student after being placed on Academic Probation for two consecutive semesters will be made on a case-by-case basis.

The Academic Advisor will meet with students who receive an “F” in any course to devise a plan for making up the course. Students are required to remediate any F in order to graduate from Medina Christian Academy. Remediation of Fs should take place the semester or summer following the grade report.

Add/Drop Policy

During the first two weeks of school, class changes may be made without penalty. However, the student must realize that he/she will be responsible for all material taught before he/she enters a class.

Beginning the third week of school, a course may be changed only if the high school advisor deems it necessary and the change is approved by the principal.

If after the first grading period, a student realizes that he/she does not have the background necessary to handle a particular course, a comparable course that the student can handle may be substituted with the permission of the teacher, the student’s parents or guardian, and the academic advisor or principal.

A course may not be dropped if it leaves the student with more than one study hall in his/her adjusted schedule. Exceptions will be at the discretion of the principal.

Students dropping a course after the first three weeks of school may receive a WP (withdraw passing) or WF (withdraw failing) on his/her transcript for the dropped course, depending on his/her grade at the time of the drop. Please take this into consideration before making a final decision to drop a course.

CCP classes follow the various drop guidelines established by the college offering the course.

Advanced Placement

Advanced Placement year-long high school class culminating in a national exam in May. Students enrolled in an AP course are required to take the exam in the spring. Teacher permission is needed to drop an AP class even at semester break. High scores on this exam may earn college credit. Sufficient enrollment is required for these courses to be offered. Students who wish to register for an honors, AP, or dual credit course must meet the following requirements:

Minimum cumulative GPA of 3.0, Minimum grade of B in all prerequisite coursework, Approval of the honors or AP instructor.

College Credit Plus

Medina Christian Academy offers several College Credit Plus courses on our campus. A CCP course is a college-level course taught at MCA for both high school and college credit. Courses are designated on the high school transcript by a CCP and use the CCP/AP grading scale. Rigid application procedures apply to participation in the College Credit Plus Program. A CCP meeting is held once each school year for parents and students. The State of Ohio specifies that attendance at this meeting by at least one parent is mandatory for participation in the CCP Program. Honors, AP, and dual credit classes are available to qualified students. Students who wish to register for an honors, AP, or dual credit course must meet the following requirements: Minimum cumulative GPA of 3.0, Minimum grade of B in all prerequisite coursework, Approval of the honors or AP instructor.

Credit Recovery

Students may retake an MCA course, with administrative approval, during their high school career to improve a grade. Students may take a failed course to recover credit for the failed class. Both classes with earned grades will be listed on the transcript, but credit will be granted only once for the class receiving the higher grade. Students may only recover a total of 4 failed classes in their high school career.

National Honor Society

Membership in this society is one of the highest honors that can be awarded to a high school student. Students may apply to begin in their junior year. Students must first meet the stringent standard of carrying an unweighted cumulative grade point average of at least a 3.5 on a 4.0 scale in order to be considered for nomination. They will complete an application showing demonstrated excellence in the areas of character, scholarship, leadership, and service. Applications are reviewed by a National Honor Society Teachers Review Panel. Membership is more than an honor. It incurs a responsibility and an obligation to continue to exhibit these outstanding qualities.

Report Cards and Progress Reports

Report cards will be emailed at the end of each 9-week grading period. If your child has an outstanding balance on any accounts, those accounts must be paid before the report card will be released.

Class Materials

Coming to class without necessary materials could affect the academic grade for that class. Students must come to school and to class prepared. Student notebooks/materials with inappropriate writing, decorating, or symbols that the administration deems questionable must be replaced immediately. Students will be charged for any missing or damaged school property. Fines need to be paid before the release of a report card, transcript, or high school diploma.

Homework

Believing that homework is an integral part of the learning process, each teacher is at liberty to give homework to aid the students in advancing in their studies. Therefore, each student is required to complete homework assignments on time. We do request the parent's cooperation in seeing that assignments are completed. Delinquent homework or homework not turned in will impact the student's grades.

Student Transcripts

It is a standard policy that a student's records and transcripts are sent directly from our office to the office of the receiving school. Transcript requests must be made in writing. Additional transcripts are \$5.00 per transcript for current students and \$10.00 per transcript for alumni. No information will be given either verbally or in writing until all financial accounts are paid and all books and materials returned.

Transfer Students

Incoming students are required to take an entrance examination. Grade placement is determined by the administration. The school reserves the right to refuse admittance to students who have not been sufficiently prepared to meet the school's academic standards or to ask students to transfer if they persistently fail to achieve an adequate level of proficiency toward such standards.

Textbooks

Textbooks are property of Medina Christian Academy. Excessive damage to textbooks may incur fees.

Field Trips

In order to supplement classroom instruction, teachers may schedule field trips to appropriate areas that will enable the students to learn through actual observations of the material and/or principles being taught. There may be a charge for some events for admittance.

For all field trips, every child under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9" or taller. Parents must send in their child's booster seat on the day of the field trip and take it home at the end of the day. Siblings are not permitted to attend class field trips.

Siblings may not be picked up early from class if the field trip your other child attended ended early. If the teacher has given permission for a student not to return to class, you will need to pick up your other children during regular dismissal time. This helps eliminate the interruptions of other classes.

All parents need permission to attend any field trip and must be background checked. Please contact the Lower Campus for information on how to obtain an MCA approved background check.

Withdrawals

Withdrawals from school must be handled through the school office. Parents will need to fill out a withdrawal form stating the reason for withdrawing their child. Transcript records or diplomas will not be released without classroom and office clearance. All financial obligations must be discharged at the time of withdrawal. All application and registration fees are non-refundable.

ATHLETIC MANAGEMENT

For information regarding athletics at Medina Christian Academy please refer to the athletic handbook.

GENERAL SCHOOL INFORMATION

Music on Campus

Music played for school-wide events must be pre-approved by the Athletic Director and/or administration.

Office Areas

Students are not to be in office areas, the Teachers' Resource Center or workrooms without permission.

Recording Policy

The use of recording function(s) of any device that has recording capabilities of any kind, audio or video or still, is prohibited on campus except with explicit permission from an instructor for educational purposes.

Hallways

Passing through the halls should be done quietly. Respect for teachers' teaching and students' learning should be observed at all times. Shortcuts through the auditorium and gym are not permitted. Students' voices should never exceed normal speaking volumes in the halls. Pushing, running, or other horseplay is not permitted.

Toys

Toys are not allowed to be brought to school. Students who are permitted to use electronic devices such as a DS, iPods, cell phones and other electronic devices by their bus drivers should store them appropriately during the school day in the lockers or book bags.

Lockers

Fourth through twelfth-grade students are assigned a locker for use during the school year. The locker is to be used for books, lunches, coats and other items brought to school for student use. MCA is not responsible for stolen articles. Lockers are not to be "slammed" shut.

Locker checks and inspections can be done any time at the discretion of administration. These may be either announced or unannounced. Nothing can be placed on the outside of any locker except with permission from the MCA staff. The inside of the lockers are not to be "decorated" with inappropriate symbols, signs, bumper stickers, pictures, etc. Permanent stickers, tape or marks of any kind should not mar locker interiors. Lockers should also be arranged in an orderly, efficient fashion. At no time should papers or other objects project around the edges of the door. Any broken or loose hinges, etc., should be reported to the office immediately. Students are not to switch lockers without permission. School administration may search a locker at any time.

Lunch

- Parents may load money into their student's lunch account by logging into PaySchools and using a credit card or ACH debit from a checking account. Students may also bring in cash on the day of purchase or bring in cash or check to be credited to their lunch account.
- Student lunch orders will be taken by the teacher during attendance time in the morning.
- Students must have the permission of the supervising teacher or lunch aide to leave the lunchroom area.
- Students are to eat in an orderly manner, observing proper manners and courtesy. Students' voices should be no louder than a normal speaking volume.
- Each student is responsible to remove all papers, food, and trash from their table when their class is finished and will place them in the trash receptacles.
- No food or drink is to be consumed outside the lunchroom. This includes candy, gum, mints, etc.
- Students are not allowed to purchase pop during regular school hours.
- Students are not allowed to leave school for lunch unless accompanied by their parents or guardian and signed out with the office. No "extended" lunchtime shall be allowed without prior permission.
- If lunch is forgotten, a basic lunch will be provided by the school. The student should bring in the owed amount the following school day.

Before and After School Management

Elementary School

Students are not permitted in the building before 7:30 AM unless they are signed into the Academy Learning Center (ALC). There is a financial charge for use of ALC from 7:00 AM to 7:30 AM. K - 5th-grade students are permitted to be in the gym and will be under the supervision of MCA teachers between 7:30AM and 8:25 AM. At 8:25 AM students will be escorted to their classrooms by their teachers. Students must be in class by 8:30 AM or they will receive a tardy.

Parents who pick their child up after school must line up in the car line. They will be excused and walked to their appropriate car by a staff member. Please watch for the lane monitor at the front of the rows to instruct you to go. All students must leave the building by 3:30 PM unless they are signed-in to ALC. Students are not to loiter in the hallways after school.

All unaccompanied students after 3:30 PM in grades K-5th will be placed in the ALC and the family will incur a financial charge. After school ALC hours are 3:30 PM to 5:30 PM. Students who remain at school after 5:30 pm will be charged \$1.00 a minute after that time.

Middle and High School

Students may arrive at school at 7:30 AM. Upon arrival, students will report directly to a specified, supervised location until the 8:10 AM warning bell. Students must be in class by the 8:15 AM tardy bell. Students who are not in class by 8:15 AM must report to the welcome center for a tardy pass.

Parents who pick up their child after school must line up in the car line. All students must leave the building by 3:15 pm. Students who remain on campus must report to ALC. Families will not be charged a fee if their student is picked up by 4:00PM. All students must be picked up by 5:30 pm. There will be an hourly charge from 4:00-5:30 pm. Students who remain at school after 5:30 pm will be charged \$1.00 a minute after that time.

Severe Weather

In the case of weather that is severe, we will close for the day. School closings will be announced on TV, and you will receive an automated phone call. Students who live in another school district will receive an excused absence if their local school district closes due to severe weather and Medina Christian Academy is not closed.

Transportation

Bus transportation is provided by many of our local school districts. Parents need to contact their local school's Transportation Department with concerns regarding transportation.

Visitors

All visitors must sign the guest registry located at the welcome desk. Visitors must make prior arrangements through the office staff to visit classrooms.

Volunteers

Parents who are able to volunteer their services are greatly appreciated. All volunteers must sign the guest registry book upon entering the school and wear a visitor's name tag. Volunteers must have a background check dated within the year. Any fees are the responsibility of the volunteer. A CCW license is no longer a valid alternative to a background check.

Birthdays (Elementary School)

If your child would like to celebrate his or her birthday, a sealed bakery treat or individual treats/snacks that may be shared after lunch or at a scheduled snack time is acceptable. All arrangements must be pre-approved by your student's homeroom teacher ahead of time. No birthday celebrations during lunchtime are allowed.

Lost and Found:

Lost and found articles may be picked up in the school office. Items that are not picked up will be donated.



Middle School Schedule

Monday, Tuesday, Wednesday, Thursday Schedule

Bell	Time
Warning Bell	8:10
1st Period	8:15-9:03
2nd Period	9:06-9:50
3rd Period	9:53-10:37
4th Period	10:40-11:24
5th Period-7th & 8th Grade	11:27-12:11
Lunch-6th Grade	11:27-11:52
5th Period -6th Grade	11:55-12:39
Lunch-7th & 8th Grade	12:14-12:39
6th Period	12:42-1:26
7th Period	1:29-2:13
8th Period	2:16-3:00



High School Schedule

Monday, Tuesday, Wednesday, Thursday Schedule

Bell	Time
Warning Bell	8:10
1st Period	8:15-9:03
2nd Period	9:06-9:50
3rd Period	9:53-10:37
4th Period	10:40-11:24
5th Period- 9th & 10th Grade	11:27-12:11
Lunch- 11th & 12th Grade	11:27-11:52
5th Period -11th & 12th Grade	11:55-12:39
Lunch -9th & 10th Grade	12:14-12:39
6th Period	12:42-1:26
7th Period	1:29-2:13
8th Period	2:16-3:00

Middle School Schedule

Friday Chapel Schedule

Bell	Time
Warning Bell	8:10
1st Period	8:15-8:51
2nd Period	8:54-9:30
Connections	9:33-10:03
Chapel	10:06-10:36
3rd Period	10:39-11:15
4th Period	11:18-11:54
5th Period-7th & 8th Grade	11:57-12:33
Lunch-6th Grade	11:57-12:22
5th Period -6th Grade	12:25-1:01
Lunch-7th & 8th Grade	12:36-1:01
6th Period	1:04-1:40
7th Period	1:43-2:19
8th Period	2:22-3:00

High School Schedule

Friday Chapel Schedule

Bell	Time
Warning Bell	8:10
1st Period	8:15-8:51
2nd Period	8:54-9:30
Chapel	9:33-10:03
Connections	10:06-10:36
3rd Period	10:39-11:15
4th Period	11:18-11:54
5th Period- 9th & 10th Grade	11:57-12:33
Lunch- 11th & 12th Grade	11:57-12:22
5th Period -11th & 12th Grade	12:25-1:01
Lunch -9th & 10th Grade	12:36-1:01
6th Period	1:04-1:40
7th Period	1:43-2:19
8th Period	2:22-3:00

Middle and High School 2-Hour Delay Schedule

Bell	Time
Warning Bell	10:10
1st Period	10:15-10:50
2nd Period	10:52-11:22
3rd Period	11:24-11:54
4th Period	11:56-12:26
5th period A	12:28-12:57
Lunch B - MS	12:59-1:24
Lunch A - HS	12:28-12:53
6th Period	1:27-1:57
7th Period	1:59-2:29
8th Period	2:31-3:00

STUDENT APPEARANCE STANDARDS

The Medina Christian Academy Appearance Standards are designed to serve as a guide for students and their parents on the proper attire for our student body. Knowing how to present oneself properly within the school community. We also strive to prepare the students of Medina Christian Academy for future professional environments. Our desire is to prepare and partner with families to instill this important life skill. The biblical principles of unity, modesty, and respect are the standards applied. As Christians, our goal is to glorify God in everything and be an example to those around us.

“Whatever you do, do it all to the glory of God.” *I Corinthians 10:31*

“Do not 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*

“Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind.” *Romans 12:2*

Students have the primary responsibility to understand and adhere to the student appearance standards. Parents are responsible to guide and reinforce the beliefs of Medina Christian Academy Student Appearance Standards in all circumstances. Items not listed on the below list are not permitted.

Guidelines for all Medina Christian Academy should be to dress in such a way to respect and honor God, themselves, and others. Clothing should be neat, modest and appropriate.

Student Appearance Standards for Young Men

Shirts	<p>Medina Christian Academy apparel must be worn every day. This apparel can be found exclusively on the MCA Website and the BSN Athletic Sideline Store. All MCA extracurricular specific and Mission shirts may be worn every day. Please see the Medina Christian website to purchase all approved shirts.</p> <p>Sizing considerations: Choose a loose-fitting business attire Choose lengths that overlap pants and shorts or can be easily tucked in.</p>
Shorts/Pants	<p>Uniform style pants/shorts (must be worn with an appropriate belt) Uniform style as follows: Tan-khaki, or Black (all cotton or cotton/poly blend, polyester or twill); Pleated or flat front; Slit or welt pockets no external (patch) pockets, no stitching that gives the appearance of patch pockets. No rivets, carpenter loops or bell-bottoms; must not be ripped, split or frayed Must adhere to business-attire standards for proper fit, and must avoid noticeable low rise. Worn with a business-attire belt; solid black, solid brown, solid gray or solid white.</p> <p>Shorts (Tan-khaki, or Black) should maintain the look of the longer style shorts, not calf-length. Short Length is to be not higher than two inches above the top of the knee. No visible external pockets, no cargo shorts. No crop or capri length pants. No leggings permitted (alone or under shorts) Rolled shorts/pants are not permitted. Shorts are worn August, September, October, April, and May.</p>

Sweaters/Sweater Vests	<p>Monogrammed pullover crew neck,v-neck,vest or cardigan (sold exclusively on the MCA Website).</p> <p>All sweaters must be worn only over a white dress shirt.</p> <p>Must adhere to business-attire standards for proper fit.</p>
Sweatshirts	<p>Medina Christian Academy sweatshirts and hoodies may be worn everyday.</p> <p>These sweatshirts are found exclusively on the MCA Website.</p> <p>These sweatshirts also include all MCA extracurricular and Mission specific shirts.</p> <p>Sweatshirts may be worn only over a uniform shirt.</p> <p>Hoods may not be worn on the head inside of any school building.</p>
Athletic Wear	<p>Black MCA athletic jackets and half zips (sold exclusively on the MCA website) may be worn only over a uniform shirt.</p>
Socks	<p>Socks are required to be worn.</p> <p>Any style or color sock that maintains a respectful design is appropriate (i.e., footie, crew, knee length)</p>
Shoes	<p>Must have a closed toe.</p> <p>Any reasonable shoe material except Croc style plastic; clean and in good repair.</p> <p>No Crocs.</p> <p>No open-toed shoes.</p> <p>No shoes with more than 2 inch heels.</p> <p>No sandals, rain boots, five finger shoes or vented water shoes.</p> <p>No boots unless in winter.</p> <p>Check with the MCA office if you have questions.</p>
Chapel Attire (optional as of 2022/2023)	<p>White oxford or other type of white button down dress shirt, short or long sleeve.</p> <p>Tan-khaki, or Black pants, belt, shirts must be tucked in; belt is optional for Kindergarten students.</p> <p>Any sweater that is listed on the MCA dress code sold exclusively on the MCA website.</p> <p>Athletic jackets and half zips sold exclusively on the MCA website.</p> <p>Ties (Long or bowties with a respectful design)</p> <p>*Upper Campus young men may wear jeans, as Chapel is now scheduled for Fridays.</p>
Accessories	<p>Young men may wear a reasonable amount of business attire jewelry. No ear rings.</p> <p>All students are to keep their hair neat and well-groomed. Extreme hairstyles (examples: hair with shaved portions, spikes, or unnatural hair color such as blue, green, pink etc.) are not acceptable. Hair color must be natural looking. Hair must be worn out of the face. Hair may not cover either or both eyes. Young men: hair may be kept pulled back to accomplish this purpose. Young men are allowed to have facial hair, but it must be well-groomed. Pierced body parts are not in code. Tattoos are not to be visible at any time. Young men are not permitted to wear makeup or nail polish.</p>

MCA Day Friday Attire:	<p>MCA tops, spirit wear, sports teams, theater, missions trips, club shirts.</p> <p>Jeans (blue or black), Tan-khaki, or Black pants/skirts (or shorts during designated months)</p> <p>Fashionable boots (not snow boots) allowed if wearing jeans.</p> <p>Jeans must be free of holes and not too tight.</p> <p>No leggings permitted.</p> <p>If not participating, students must wear regular school uniform.</p>
Dress Down Days	<p>The administration will announce special days where students will be allowed to dress down for the day. Jeans must be free from holes. Pants must be worn properly around the waist. No baggy pants. No Yoga pants, spandex or leggings. A student may wear jeans; dress code pants, dress code shorts (during approved seasons, dress code length) with any appropriate shirt or sweatshirt.</p>

Student Appearance Standards for Young Women

Shirts	<p>Medina Christian Academy apparel must be worn every day. This apparel can be found exclusively on the MCA Website and the BSN Athletic Sideline Store. All MCA extracurricular specific and Mission shirts can be worn on every day. Please see the Medina Christian website to purchase all approved shirts.</p> <p>Sizing considerations: Choose a loose-fitting attire. Choose lengths that overlap pants and skirts or can be easily tucked in. No part of the midriff can ever be exposed.</p>
Skirts/Skorts	<p>Solid tan-khaki, or black skirt/skort.</p> <p>Plaid skirt designated by MCA (sold exclusively at Schoolbelles).</p> <p>Length is to be not higher than two inches above the top of the knee.</p> <p>Black, full-length leggings MUST be worn underneath skirts for 6th-12th grade (Upper Campus) students</p> <p>Skirts may not be rolled at the waistband.</p>
Shorts/Pants	<p>Uniform style pants (must be worn with an appropriate belt).</p> <p>Uniform style as follows: Tan-khaki, or black (all cotton or cotton/poly blend, polyester or twill); Pleated or flat front; Slit or welt pockets no external (patch) pockets, no stitching that gives the appearance of patch pockets. No rivets, carpenter loops or bell bottoms; must not be ripped, split or frayed; no corduroy; must adhere to business-attire standards for proper fit, and must avoid noticeable low rise.</p> <p>Short Length is to be not higher than two inches above the top of the knee.</p> <p>No visible external pockets.</p> <p>No cargo shorts.</p> <p>No crop or capri length pants.</p> <p>Rolled shorts and pants are not permitted.</p> <p>Shorts may be worn August, September, October, April, and May.</p>
Sweaters/Sweater Vests	<p>Monogrammed pullover crew neck,v-neck,vest or cardigan (sold exclusively on the MCA Website).</p> <p>All sweaterst must be worn only over a white dress shirt.</p> <p>Must adhere to business-attire standards for proper fit.</p>
Sweatshirts	<p>Medina Christian Academy sweatshirts and hoodies may be worn everyday. (exclusively on the MCA Website).</p> <p>These sweatshirt also include all MCA extracurricular and Mission specific shirts.</p> <p>Sweatshirts may be worn only over a uniform shirt.</p> <p>Hoods may not be worn on the head inside of any school building.</p>

Socks/Tights/Leggings	<p>Socks are required to be worn if a student is not wearing tights.</p> <p>Any style or color sock that maintains a respectful design is appropriate (i.e., footie, crew, knee length).</p> <p>Hosiery/tights must be nude, solid black, white, gray or tan-khaki;</p> <p>No fishnet hose.</p> <p>Tights/leggings may NOT be worn under shorts.</p> <p>Lower Campus may wear tights or leggings under skirts. Upper Campus MUST wear full-length, black leggings under skirts.</p>
Shoes	<p>Any reasonable shoe material except Croc style plastic; clean and in good repair.</p> <p>No Crocs.</p> <p>No open-toed shoes.</p> <p>No shoes with more than 2 inch heels.</p> <p>No Sandals, rain boots, five finger shoes or vented water shoes.</p> <p>Boots are permitted in the Winter.</p> <p>Check with the MCA office if you have questions.</p>
Chapel Attire (optional as of 2022/2023)	<p>White dress shirt oxford or other white blouse, dress shirt, short or long sleeve. Sheer shirts must be worn with a white t-shirt underneath or a sweater over top.</p> <p>Solid tan-khaki, or black skirt/skort</p> <p>Plaid skirt designated by MCA (sold exclusively at Schoolbelles).</p> <p>Because of recess and gym activities, Lower Campus (K-5th) girls should wear shorts underneath skirts. The shorts should not go below the skirt hem.</p> <p>Plain socks that are white, grey, khaki or black (black, grey, khaki or white leggings allowed for K-5th)</p> <p>*Black full length leggings are required under skirts for 6th-12th grade all year.</p> <p>Any sweater that is listed on the MCA dress code sold exclusively on the MCA website.</p> <p>Black athletic jackets and half zips sold exclusively on the MCA website.</p> <p>*Upper Campus young women may wear jeans, as Chapel is now scheduled for Fridays.</p>
Accessories	<p>Young ladies can wear a reasonable amount of business attire jewelry.</p> <p>All students are to keep their hair neat and well groomed. Extreme hairstyles some examples would be hair with shaved portions or spikes and unnatural hair color (i.e. blue, pink, green, etc.) are not acceptable. Hair color must be natural looking. Hair must be worn out of the face. Hair may not cover either or both eyes. Pierced body parts other than ears are not in code. Tattoos are not to be visible at any time. Makeup must be natural looking. No excessive length fingernails.</p>
MCA Day Friday Attire	<p>MCA tops, spirit wear, sports teams, theater, missions trips, club shirts.</p> <p>Jeans (blue or black), Solid tan-khaki, or black/skirts (or shorts during designated months)</p> <p>Fashionable boots (not snow boots) allowed if wearing jeans.</p> <p>Jeans must be free of holes and not too tight.</p> <p>No spandex, leggings, or yoga pants.</p> <p>If not participating, students should wear regular school uniforms.</p>
Dress Down Days	<p>The Administration will announce special days where students will be allowed to <i>dress down</i> for the day. Jeans must be free from holes. Pants must be worn properly around the waist. No baggy pants. No yoga pants, spandex or leggings. A student may wear jeans, dress code pants, dress code shorts/jean shorts (during approved seasons, dress code length) with any appropriate shirt or sweatshirt.</p>

The administration reserves the right to amend the student appearance standards as needed to address new trends and styles. If a dress code infraction pertains to modesty, the student will be required to change their attire or have a parent bring appropriate clothing to school. Students will remain in the office until dressed appropriately. Cross-gender dressing is not permitted within the Medina Christian Academy community. Each infraction will be handled as a disciplinary matter and formally documented in Renweb. The administration has the final decision on all Student Appearance Standards decisions.

Student Appearance Standards Method of Enforcement

While taking attendance, teachers will note (and remedy immediately, if possible) any student appearance infractions. For example, if a student is wearing non-MCA outerwear/sweatshirt/jacket they will be asked to take it off. If a student is repeatedly asked to remedy the same infraction the below actions will be taken. Other Student Appearance Standards infractions will also be handled as follows: *The general process will be sending an email to the student and parents informing of the type of infraction and that the next infraction will result in a specific consequence.

First report

- Student/parent email
- Next infraction = lunch detention

Second report

- Student/parent email
- Student = lunch detention
- Next infraction = After-school detention

Third report

- Student/parent email
- Student = After-school detention
- Next infraction = Half-day, in-school suspension and student/parent meeting with Administration

Fourth report

- Student/parent email
- Student = Half-day, in-school suspension and student/parent meeting with Administration
- Next infraction = One day in-school suspension, and Loss of apparel privilege if applicable. (For example, student may lose the option to wear a skirt/hoodie/shorts)

Note: Student Appearance Standards may be modified as deemed necessary by the MCA Board of Trustees and Administration. When purchasing clothing for school, students and parents should follow the guidelines for the acceptable Student Appearance Standards.

*For severe code violations, where administration deems necessary, a student may be removed from class until the violation can be remedied.

RESERVATION OF ALL RIGHTS

Medina Christian Academy, Inc. hereby reserves all right to change or modify all student regulations at any time.

We have read the 2023-2024 Parent-Student handbook.

We will faithfully uphold the standards, policies and procedures as presented herein.

For students and parents of students in 6th -12th Grade:

_____ **Student Name (Print)** _____ **Grade**

_____ **Student Signature**
(only required for students in 6th-12th grades)

_____ **Parent Signature**

_____ **Parent Name (Print)**

For parents of students in Kindergarten - 5th Grade:

_____ **Student Name (Print)** _____ **Grade**

_____ **Parent Signature**

_____ **Parent Name (Print)**