

MCA

MANKATO CHRISTIAN ACADEMY

Student Life Handbook (rev. 7/26)

709 South Broad Street, Mankato, MN 56001

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SPIRITUAL LIFE & FORMATION

Mission
To prepare students for the future through a Christ-centered education.

Vision
We envision students who live out their faith as future servant leaders in their home, career, community, and world.

Purpose
To guide students into a deeper knowledge of their Lord and Savior, Jesus Christ in Whom they find their identity, strength, confidence, and authority.

Core Values
Truth and Wisdom
Character and Faith
Service and Leadership

Our Portrait of a Graduate:
Redeemed by God: Students trust that God sent His only Son, Jesus Christ, to make full satisfaction for their sins by living a perfect life, dying on the cross, and rising from the dead. Our hope is that students deepen their faith in Jesus as Savior unto eternal life in heaven.
Idolatry Discerning: Students seek truth by aligning their learning with the knowledge and person of Jesus Christ.
Beauty Creating: Students engage in creative work that enriches the world and reflects what is good, true, and beautiful.
Order Discovering: Students marvel at the evidence of God's fingerprints in the intricate, purposeful design of His creation.
Justice Seeking: Students practice justice by treating others with rightness and fairness as they trust God to bring about wholeness where there is brokenness.
Stewards of Creation: Students participate in creation care by preserving, cultivating, and enjoying the world God has entrusted them to steward.
Servant Living: Students follow the example of Jesus' selfless love by exercising kindness, empathy, and compassion for their neighbor, knowing that God blesses others through their work.
Image Bearing: Students recognize that all people are beautifully and wonderfully made in the image of God. Though perfection was lost in the fall into sin, believers are restored through Christ Jesus.

Statement of Faith
- We believe and teach that the Bible is the inspired and inerrant Word of God. (2 Tim 3:16)

- We believe that there is one true God, existent in three persons – Father, Son, and Holy Spirit. (Matt 28:19, 2 Cor 13:14)
- We believe God created the heavens and the Earth, and all things, visible and invisible. (Gen 1:1)
- We believe that all people are created by God in His image to glorify and reflect Him. However, all people have sinned and fallen short of God's glory and need salvation. (Gen 3:1-24, Rom 3:23)
- We believe God desires all people to be saved and experience His grace and know His Word of truth. (1 Tim 2:4)
- We believe that Jesus is the one and only begotten Son of God. (Acts 9:20, 1 John 4:15)
- We believe that Jesus was born of the virgin Mary, suffered under Pontius Pilate, was crucified, and died for our sins, was raised from the dead, and is seated at the right hand of the Father and will come again to judge the living and the dead. (Isa 7:14, Matt 1:20, Mark 15:25, Matt 28:6, Mark 16:19)
- We believe the only way to salvation is by grace through faith in Christ. (Eph 2:8-9, John 3:16)
- We believe the Holy Spirit brings us to faith and develops that faith through God's Word and the sacraments of Baptism and The Lord's Supper. (John 14:26, Rom 1:16, Matt 26:28, Acts 2:38-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 15:5, Eph 4:3-6)

Discipleship School

The administration, teachers, and curriculum at MCA seek to build up students as disciples of Jesus Christ in every aspect of the school: in the classrooms, in sports, in the hallways, in fine arts, through discipline, at weekly discipleship group meetings, at Chapel, on service days, on mission trips, in our social events and even through our admission process.

As disciples of Christ, all students, staff, and parents are to have high, God-centered expectations of themselves and others. Each disciple will consequently hold themselves and others more accountable to these standards and will see everything with a deep sense of meaning and purpose.

Chapel

Chapel takes place at MCA each Friday and is the time to gather as a school family to worship the one true God. Parents are invited to attend Chapel services and are encouraged to contact the school office for details.

As it is a major priority, students are asked to refrain from using the restroom or making other trips that would distract others in attendance during Chapel. Talking, studying, and other such activities are not appropriate during Chapel time. Students are asked to participate respectfully during worship time and to listen attentively to any speaker whether guest, staff, or student. Students are encouraged to be active listeners and to meditate on the message. No food or drink is permitted in Chapel at any time unless directed by a staff member for a particular activity.

Discipleship Groups

All MCA students participate in discipleship groups. Students will remain in the same discipleship group for all four years and have the opportunity to get to intimately know a small group of students. The purpose of discipleship groups is to foster healthy relationships among students, to provide each student

with a leader who knows him or her well and to whom the student can go with questions or concerns. Additionally, it is an environment in which each student is personally and communally challenged and encouraged to grow in their faith.

AGREEMENT OF INTEGRITY AND BIBLICAL MORALITY

1. In Christ, I agree to apply myself wholeheartedly to godly pursuits out of love for God and for service to my neighbor. Furthermore, I agree to make the whole counsel of God part of my life by the power of the Holy Spirit.

2. In Christ, I agree to cultivate good social relationships with others and to seek to love others as I love myself.

3. In Christ, I agree to maintain a teachable spirit, a moldable heart and an attitude of joyful submission to God's Word and to those He has placed in authority over me.

4. In Christ, I agree to honor God and glorify God in my actions, words, and deeds in my role as a student, whether on campus, in or out of the classroom, or while off-site representing MCA.

5. In Christ, I agree to keep myself from immoral and illegal acts and habits, whether on or off the school campus, as I abide in Christ and He in me. I will not engage in behavior that is a violation of this Agreement, the MCA Statement of Faith, the MCA Social Position Statement, the MCA Philosophy of Education. This includes, but is not necessarily limited to, participating in, supporting, condoning or promoting any form of sexual immorality that deviates from the biblical standard, such as adultery, premarital sex, pornography and same sex or bisexual activity. (I Corinthians 6:9-10, 13, 18-19; Exodus 20:13; Matthew 15:19; Romans 1:26-27). I will not condone or promote the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex or through medical intervention. (Gen.1:27, Gen. 2:18-24, Mark 10:6) In Christ, I agree to abide by the rules and regulations that may from time to time be adopted by MCA school administration and leadership.

I understand that my signature is my acceptance of the Agreement and will continue while I am a student at MCA. Further, my acceptance of the Agreement represents my commitment to grow in faith, love, and holiness through the work of Jesus Christ and by the power of the Holy Spirit.

By the grace of God and through the power of the Holy Spirit and with regard, understanding, and agreement with the above, I agree to proceed with deliberate integrity to uphold the tenets of the Mankato Christian Academy Agreement of Integrity and Biblical Morality Statement in intent, words, and actions.

GENERAL INFORMATION AND POLICIES

Animals in School

In the interests of safety and health, family pets of any kind are not allowed in the school during regular operating hours unless prior approval has been granted by the Head of School for a specific need or timeframe.

Service animals that have been specifically trained to perform tasks for an individual with a disability (ADA qualified) will be allowed in the school with the individual who requires assistance.

Building Decorations

Decorations to any part of the buildings (for notices, Homecoming Week, etc.) must be pre-approved by the school administration. All decorations must be secured using approved wall mounting tabs that do not tear or mark up the wall finishes. Such wall mounting tabs will be made available to students.

Cell Phone Policy

To promote the best possible learning and social environment, students may not use their cell phones during the school day. Each student will be assigned a personal Yondr Pouch and is expected to bring it to school every day. Students are also prohibited from using smart watches to text, make calls, or otherwise communicate during the school day.

Cell phones may not be left in vehicles during the school day. If a student does not bring their phone to school, a parent or guardian should notify the MCA front office by email.

Copier Use

Students may not use MCA copiers at any time except under direct teacher request and supervision. Copiers are not for personal use. If a student needs copies for classwork (i.e. study sheets, lecture notes, etc.) or MCA activities, the student must ask the classroom teacher or activity advisor to make the copies. Receptionists are expected to remain at the reception desk to answer phones and welcome visitors and guests. Therefore, students should not expect to have copies made for them by the receptionist.

Driving, Parking and Vehicle Registration

Vehicle Registration: All student drivers are required to register their vehicles with the receptionist.

Driving: Students driving to and from school are asked to drive safely and appropriately. Students should also choose music that reflects the standards expected of the MCA student.

For school-sponsored activities (concert rehearsals, lunch time for seniors with privileges or events during the school day), students may not ride with other students without signed permission from parents.

Parking Lot: The school parking lot will have specific areas for visitors, staff and the disabled. Students are not allowed to park in the visitors or staff areas. They are allowed to park in the disabled parking spots only with the proper identification on their car.

Parking lot speed should not exceed 10 mph. No “doughnuts,” tire squealing, driving with doors open, riding on the outside of the vehicle, or playing loud music is permitted in the school parking lot.

Electronic Devices

Headphones, earbuds, smart watches and air pods (and other similar devices) are not permitted for use during the school day unless a student is given permission by their teacher to use them for academic purposes. Students will be expected to remove them when outside the classroom (i.e., in the halls, at lunch, etc.) Students will be issued a YONDR Bag. Each day electronic devices are expected to be locked inside the YONDR Bag. Students will retain the bag on their person throughout the day.

Playing games, texting, listening to music, watching movies, etc. (not related to classwork) on any electronic device are not permitted during school hours unless permitted by the School Administration.

Consequences for improper use will be the same as for improper use of cell phones. See Cell Phone policy for more detail.

Food and Beverage Consumption (outside of lunch times)

Food: Food may only be consumed in the lunchroom and the outside patios. During class time, food may also be consumed in classrooms when allowed by the teacher.

Beverage: Energy drinks are prohibited on campus. Other outside beverages are permitted at staff discretion, provided they are consumed responsibly and do not disrupt the learning environment.

Graffiti

Graffiti is not allowed. Please do not write on walls, desks, lockers (inside or out), doors, etc.

Gum

Chewing gum is permitted in the school (unless prohibited by any teacher or staff member) provided wrappers and gum are properly handled. Abuse of this policy will result in restriction of privileges.

Lockers and Locks

MCA provides lockers with locks for all students.

Students should not share their locker combination with anyone other than their parents. Students must respect the privacy of others by not going into another student’s locker without that student’s express permission. This includes going into another’s locker for the purpose of borrowing textbooks, pens, pencils, calculators, or other items.

Students must ensure that all their property fits inside the locker and does not protrude or push out the locker, so as to damage it. Additionally, students must ensure that their locker remains closed at all times when not in use. Items should not be stored on top of the lockers.

Students are welcome to decorate the inside of their lockers with appropriate materials such as pictures, signs, cards, etc. Students are reminded, however, that they will be required to remove all items including tape and sticker residue at the end of each school year. Students are not to write on the inside or outside of lockers (even with dry erase markers). In addition, students may not post photos, posters, or other items that would be degrading or otherwise inappropriate inside or outside their lockers.

Students are responsible for any damage they do to the locker. MCA is not responsible for lost or stolen items kept in the school lockers.

Lockers remain the property of MCA and are subject to search by school personnel at any time with or without cause.

Lunch

Lunch will be served in the cafeteria. Students must clean up after themselves by disposing of all food and garbage.

Students will be allowed to eat lunch in the following areas:

- Lunchroom
- Upper-level patio (just outside the main entrance) may be used after students have been dismissed from the lunchroom, as the weather allows. Time outside, and the freedom it brings, is dependent on student behavior and care for the spaces. If there are behavioral issues, cleanliness issues or improper use of the space, this privilege will be restricted.
- Students may NOT eat lunch in any other areas of the school building.

Posters and Fliers

If you wish to post a flier or poster, an advisor or the school administration must approve it. Posters and flyers may be posted only on bulletin boards or in designated areas with advance permission.

School Hours

School building hours are 7:30 a.m. to 3:30 p.m.

School Closures (due to Inclement Weather, etc.)

The decision to alter our instructional day due to weather is never made lightly and includes a number of variables, but the center of our decision-making is always the safety of students and staff.

On challenging weather days when school is on-time and in session, parents and guardians make the final decision as to whether their child(ren) will attend school. If you do not send your child(ren), please call the school(s) to report the absence. On these days, student(s) will be excused but marked absent.

Mankato Christian Academy reserves the right to make judgements about when or whether to cancel school due to weather. When school is delayed or canceled, communication will be shared on Blackbaud, Social Media, and Email. It will also be provided on the following websites, radio and television stations.

● KTOE	● KDOG	● KXAC	● KYSM-AM and FM	● KATO	●KEYC12-TV
● KEEZ	● KMSU	● KRBI	● KMKO	● KRRW	● KFSP
● KSTP-TV	● KARE 11-TV	● WCCO	● FOX 9/MY29-TV	● www.isd77.org	
● keyc.com	● katoinfo.com	● mankatofreepress.com		● southernminnesotanews.com	

School Dances

In order to provide the opportunity to build unity and community in the student body, MCA will sponsor certain theme dances including but not limited to the following: Homecoming Dance, Winter Dances, Prom, and other similar types of dances. All proposed dances must be approved by the administration through the office of the Principal. Students who wish to bring a guest must have appropriate approval from the administration.

Statement of Non-Discrimination

As an expression of Christian faith, Mankato Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarship, and financial aid programs, and athletic or other school- administered programs.

Student IDs

At the beginning of the school year, every student will be issued an MCA Student ID. If the card becomes lost or stolen, students will need to formally request a replacement through the school office, and may be liable for replacement fee.

Visitors

All visitors are required to check in with the receptionist upon entering the building. Unauthorized visitors should be reported to the school office immediately.

Only prospective students may visit classes for the day. Some restrictions on visit days are in effect, and there is a maximum number of prospective students that may visit in each grade on any given day. Please contact MCA administration to make arrangements.

Alumni may visit after checking in with the receptionist, with the understanding that classes should not be disrupted, and students should not be delayed from class.

Youth pastors, after checking in with the receptionist, are allowed to visit students during the lunch period.

No others (including friends from other schools, etc.) may visit for lunch without prior permission from the school administration.

STUDENT HEALTH / SAFETY PROCEDURES

In the event of a medical emergency, students should notify a staff member as quickly as possible. MCA staff trained in first aid will respond, and if necessary, an emergency response team will be contacted. Parents will be contacted as soon as possible. Emergency information as provided by parents for each student is kept secure but easily available for the best response to any individual situation.

Nurses

MCA currently does not have nursing staff. All teachers and administrators are trained in CPR and first aid. Students who need to seek medical help are strongly encouraged to visit the office during their open hours and are required to obtain a pass from their classroom teacher (except in an emergency) before reporting to the office.

Building Emergencies

In the event of a building emergency, students will be evacuated to safe areas and parents contacted as quickly as possible. When appropriate, information will be provided through the same media as for weather emergencies.

Fire Drills

Fire drills are conducted throughout the school year so that students are familiar with emergency procedures. Instructions for procedures and directions to the nearest exit are posted in each room. All visitors to the building are also expected to evacuate in the event of a fire drill.

Lockdown Drills

Lockdown drills and training times are conducted throughout the school year so that students are familiar with emergency procedures. MCA works with local law enforcement as well as training materials from the Center for Personal Protection and Safety (CPPS.com). The school employs the "Get Out, Hide Out, Take Out" strategy (modified from CPPS) for training for such situations.

Tornado Drills

Tornado (shelter-in-place) Drills will be conducted periodically so that all students are familiar with the safe areas and procedures.

Academics

ACADEMIC LIFE

MCA students are challenged to examine all subject areas and different cultures, past and present, with Truth as the center-point. The MCA faculty encourages students to explore the basic questions of life: What is truth? Where do I come from? Where am I going? What is my purpose in life?

MCA students will be challenged to develop a mature, thoughtful Christianity where they will learn to thrive, not just survive.

High Academic Standards

MCA maintains high academic standards both in the challenges placed before students and in the level of expected achievement on coursework. While it may be necessary to re-evaluate the level of the academic standard on occasion, it is essential that the standard is set, and that it is consistently communicated and enforced.

It is the firm conviction of the administration and faculty that MCA cannot offer its high caliber of education without work outside of the normal school day. As such, MCA is committed to providing

reasonable amounts of homework. These amounts slowly increase over the students' four years of high school.

Course List and Recommended Plan

A complete description of courses and a recommended plan for class schedules are available in the Curriculum Guide and are available on the school's website, including prerequisites, grade level requirements and sequences.

Graduation Requirements:

Department	***Minimum Required Credits***
English	4
Bible	4
Social Studies	3.5
Mathematics	3 (4 recommended)
Science	3 (4 recommended)
World Language	2
Fine Arts	1
Choir	1
Personal Finance	.5
Physical Education	.5
Health	.5
Electives	4
Total Credits	**27**

MCA Mathematics Placement and Credit Policy

At Mankato Christian Academy, we want every student to build a strong foundation in mathematics and be well prepared for what comes next. Our math pathway is designed to provide students with a consistent progression of skills while also recognizing that students may enter high school at different levels of readiness.

Incoming Freshmen

All incoming freshmen will begin with Intermediate Algebra as their standard math placement.
We recognize that some students may have already completed Intermediate Algebra or be ready for more advanced coursework. Students who would like to begin beyond Intermediate Algebra will have the opportunity to take an MCA math placement assessment. Students who demonstrate readiness may be placed into the next appropriate math course.

MCA Math Sequence
MCA students are required to complete three years of mathematics credit to meet graduation requirements.

Our standard high school math sequence is:

Intermediate Algebra → Geometry → Algebra II

Students who demonstrate readiness through the MCA math placement assessment and begin high school in Geometry will follow an accelerated sequence:

Geometry → Algebra II → Pre-Calculus or CIS Math

Students who are ready to continue beyond Algebra II will have opportunities to pursue additional and advanced mathematics coursework.

Foundations of Algebra
For some students, additional time strengthening foundational math skills is the best path toward future success. Foundations of Algebra will be available for students who would benefit from that additional preparation. Foundations of Algebra will be recorded as an elective credit rather than a mathematics credit toward MCA graduation requirements. Students who take Foundations of Algebra will then continue into Intermediate Algebra and the standard MCA mathematics sequence.

Transfer Students
We recognize that students joining MCA come from many different schools and math programs. Transfer students will be placed in the course that best matches their previous coursework and demonstrated readiness. When needed, an MCA math placement assessment may be used to help determine the best starting point.

Schedules and Schedule Changes

Schedule changes may be requested throughout the summer, up until the posted deadline. After that time, changes in CORE classes only may be made for the first two weeks of the school year. While students may petition to transfer into or out of classes after this time, it is likely that the student will be at an academic disadvantage by changing classes mid-year, and great caution should be used in making such requests. In addition, the school reserves the right to grant credit only for classes completed as full credits. Transfers mid-semester may jeopardize a student's earned credits for that semester, and ultimately, graduation, should the student not meet minimum graduation requirements. Schedule changes may be requested by contacting the student's Counselor. Any class changes made after the 2-week deadline require the permission of the teachers and school administration before the student will be allowed to transfer.

Add/Drop Policy

Students may add or drop courses in the first two weeks of the semester and must maintain sufficient credits toward graduation. Students must receive permission from their parents/guardians or School

Administration to add/drop a class. Students must submit a MCA “Schedule Change Request Form” in order to add or drop a course. Forms may be found in the MCA Administration Office or on Blackbaud.

If a course is dropped after the first two weeks of the semester, the transcript will indicate either a W, WP, or WF – withdraw, withdraw pass, or WF – withdraw fail. None of these designations are used in calculating the GPA or in determining class rank. If the course is dropped before mid-semester (End of Quarter 1 or Quarter 3), then the student transcript will read a “W”. However, if the course is dropped after midsemester, then a WP or WF will be listed on the transcript depending on the student’s current performance.

Course changes resulting from incorrect level placement (i.e. a student is placed in a math course when they should be in a more advanced level) are made in consultation with the student, teacher, and parents/guardians, and do not need an Add/Drop form.

Grading and GPA Scales

Mankato Christian Academy uses letter grades. Teachers are responsible for grading the assignments and tests within their class in a manner that challenges the students to do their best and to learn those things that are genuinely important. Errors in calculations should be directed to the teacher so that corrections may be made. Such errors should be brought to the teacher's attention as soon as possible so that the correction is made within the term, or no later than two weeks after the end of the term. MCA uses weighted grades.

- CIS (College-in-the-School) classes taught at MCA for dual credit will be graded on a 5.0 scale.
- All other classes, including online PSEO courses, will be graded on a 4.0 scale.

Percentage	Grading Scale	Standard MCA	5.0 MCA Scale
92.5%	A	4.0	5
89.5%	A-	3.75	4.75
86.5%	B+	3.25	4.25
82.5%	B	3	4
79.5%	B-	2.75	3.75
76.5%	C+	2.25	3.25
72.5%	C	2	3
69.5%	C-	1.75	2.75
66.5%	D+	1.25	2.25
62.5%	D	1	2
59.5%	D-	.75	1.75
	F	0	0

Progress Reports

Parents and students are strongly encouraged to track academic progress as course grades are updated on regular intervals during each semester in every class. Updates will be posted and communicated at mid-quarter and end of quarter.

Students who fall behind or struggle in their coursework may, at the discretion of the teacher and MCA administration, be required to arrive at school during staff hours on Tuesdays and Thursdays, from 8:00 - 8:45 AM. This time will be reserved for students to receive appropriate guidance by a teacher or staff member to support their academic progress.

Late and Makeup Work

All assignments should be completed on time. Students have two weeks to turn in late work or they may receive a zero on the assignment(s). Each MCA teacher establishes his or her own penalty for late work within the first two weeks and will communicate it in writing at the beginning of the year.

Students who have been absent must take the initiative to contact each of their teachers regarding makeup work. A Prearranged Absence Form must be completed by any student missing 3 or more days of school. Students may pick up this form from the Administrative Assistant and then submit it to the office once completed.

- Students who are absent due to an extended illness should make individual arrangements with each of their teachers regarding makeup work.
- Students who are going to miss class because of a vacation or other family event are encouraged to turn in all upcoming assignments prior to their absence or make arrangements with their teacher.

Students and their families need to be aware that completing missed assignments will not necessarily make up for all of the class content missed due to absence. Students who miss lectures, explanations, and discussion may experience a negative impact on their grades for future tests and assignments. MCA teachers are not expected to revise tests to account for information or skills taught during a student's absence.

Report Cards and Transcripts

Report cards are available after the semester ends. Official report cards may be held if financial obligations are not met, or if books, uniforms, or other school equipment have not been returned.

Good Standing/Satisfactory Progress

A student is making satisfactory academic progress and considered "in good standing" by maintaining at least a 2.0 cumulative GPA, by failing no classes and earning no more than one D.

Academic Honors

MCA utilizes a High Honors rankings, based on a weighted grade point average, to recognize student achievement in academics. These rankings are as follows:

- High Honors- GPA of 3.90+
- Honors- GPA of 3.65-3.89

Valedictorian and Salutatorian: The top student(s) in the graduating class of MCA will be selected based on cumulative GPA.

Conflicting Tests or Projects

The staff makes a concerted effort to schedule tests and projects, so students do not have more than two tests per day or more than one major project due per week. However, elective choices sometimes make this difficult to determine correctly for all students. Students who find themselves with a higher number of tests or projects should inform their teachers so that a reasonable solution can be established. Such a solution may include various alternatives arranged on a class-wide or individual basis and is at the teacher's discretion within the spirit of this policy.

Final Exams

Mankato Christian Academy schedules final exams at the end of each semester. All students must remain in the testing room to which they are assigned for the full testing period unless released by the teacher/administrator.

Students should not be removed from school on final exam days. Except in the case of serious illness, final exams must be completed on the scheduled days only.

Exams will be worth no more than 10% of a student's final grade for any given semester.

Academic Probation

MCA is committed to assisting students throughout the semester by monitoring grades and student progress regularly. A student is expected to maintain Good Academic Standing (as defined above) at the time of scheduled grade updates or at the end of a semester. At such time, the administrative staff will review student grades in order to assist MCA staff in identifying students who need additional support. In the event a student continues to struggle academically, a student may be placed on "probation", which may or may not also carry with this Ineligibility for co-curricular activities. There are various levels of probation, and the following consequences will be enforced. MCA administration reserves the right to move students up or down levels as needed, per the student's academic progress.

- **Level I Probation**

  Definition: a student with no F's but has 2 D's at semester end.
  - The student will be assigned to the Learning Lab for the remainder of the semester/term and grades will be evaluated on an ongoing basis.
  - The student may be ineligible for co-curricular activities in their current or upcoming co-curricular season for 3 weeks.
  - A letter will be sent home to parents notifying them of the student's academic status.
  - If the student does not finish the next semester in good standing, he/she will be moved to Level II Probation.

- **Level II Probation**

  Definition: a student with 1 F *or* more than 2 D's at the end of the semester.

- The student will be assigned to the Learning Lab for the remainder of the semester/term and grades will be evaluated on an ongoing basis.
- Senior privileges will be taken away until the student is back in good academic standing.
- The student may be ineligible for co-curricular activities in their current or upcoming co-curricular season for 3 weeks.
- An Administrator will meet with the student and parent(s) to address consequences of academic probation.
- If the student does not finish the next semester in good standing, he/she will be moved to Level III Probation.

- **Level III Probation**

  Definition: a student with multiple F's at the end of the semester or failing to meet the expectations of Level II Academic Probation.
  - The student will be assigned to the Learning Lab for the remainder of the semester/term and grades will be evaluated on an ongoing basis.
  - This is a serious academic situation where the student's continued enrollment at MCA is in question. A meeting with the Administrator, along with the student and his/her parent(s) will be held to determine whether the student will remain at MCA in the upcoming semester.
  - A Formal Contract will be required, laying out the conditions for continued enrollment, which must be signed by the student and at least one parent or guardian.
  - Failure to adhere to the conditions of the contract will result in immediate expulsion.
  - If the student does not finish the next semester in good standing, he/she will not be allowed to return the following semester.

Incomplete Grade Policy

An "Incomplete" (I) grade may be issued when a student is unable to complete required coursework by the end of the grading period due to documented extenuating circumstances, provided the student was demonstrating satisfactory progress prior to the issue.

Eligible Reasons

An Incomplete may be granted only for documented circumstances such as:

- Serious illness or injury of the student
- Death or serious illness in the immediate family
- Other significant emergencies approved by administration

Incompletes will not be granted for poor time management, minor absences, or undocumented reasons.

Completion Requirements

Students with an Incomplete must complete and submit all outstanding work within **four (4) weeks** after the end of the semester. The four-week timeline may be modified on a case-by-case basis for

extraordinary circumstances (e.g., prolonged hospitalization), with written approval from the teacher and an administrator.

If work remains unsubmitted after four weeks:

- Outstanding assignments, exams, or assessments will receive a zero (0).
- The final grade will be calculated using all completed work plus zeros for missing items.

Students must promptly contact the teacher upon return to arrange completion of work. Questions should be directed to the teacher or administration.

Failed Classes and Repeated Courses Policy

Failure of one or more classes at the end of a semester will result in academic probation and co-curricular eligibility restrictions taking effect.

- If a student fails a class for the year, s/he may not be able to return to Mankato Christian Academy the following year. Though a student's desire to remain at MCA may be based on the importance of caring teachers or friends, mere desire to attend MCA is insufficient reason to retain a student who is not making satisfactory academic progress.
- If the student is permitted to return, the student will be placed on academic probation for the following semester. The student may also be ineligible for co-curricular activities for the following semester. Please see the page Co-Curricular Activities for more detail.
- If a student is allowed to return to MCA, and the failed class is in English, Bible or Social Studies, the student must retake the course as well as take all other required English, Bible and Social Studies courses before graduation.
- If a student fails any class or credit required for graduation, the student must retake the **entire** course before advancing to another course in that subject area. Please see graduation requirements in the Curriculum Guide on the MCA website.
- Students may be eligible to enroll in MCA's Summer Credit Recovery Program on a case by case basis. This provides the opportunity for students to recover credit in classes they did not pass in the previous academic year, or to demonstrate sufficient competency in a course they have not yet taken (via placement test) under the guidance of the teacher of record normally assigned in the academic area.

Test Retake Policy

While it is the standard practice of MCA to not offer test retakes, the administration and faculty recognize that a student may occasionally face unique challenges. For this reason, requests for an additional testing opportunity will be evaluated on a case-by-case basis to determine if the specific situation justifies an exception.

Transcript Revision Policy

Our school maintains strict guidelines for transcript revisions to ensure academic integrity. Revisions to official transcripts or grade reports are considered only under exceptional circumstances, such as:

1. Clerical errors

2. Instructor miscalculations
3. Successful grade appeals

To request a revision, students or parents must submit a petition form, available on the Blackbaud Resource Board. The form should detail the reason for the request and include supporting documentation.

The revision process involves:

1. Submitting the completed petition form to the Registrar's office
2. Review by the Academic Review Committee
3. Final decision by the Head of School or Dean of Faculty

Only the MCA administration has the authority to approve and implement transcript revisions. Decisions are typically communicated within 10 business days of petition submission.

The school reserves the right to deny revision requests that do not meet the established criteria or lack sufficient evidence.

College Coursework

Online Classes and Post-Secondary Enrollment Options
(On/Off Campus)

MCA students may enroll in Post-Secondary Enrollment Options (PSEO) courses through various institutions but must receive approval from MCA's school administration for the courses they would like to take. *MCA does not allow for full-time PSEO students.* Students interested in pursuing PSEO courses for the first time should apply for admittance to the institution from which they wish to take classes during the spring registration period as some institutions have application deadlines as early as April 1. Upon acceptance, and for each new semester that students wish to take PSEO courses, they should submit the state PSEO form for the institution in which they are enrolling, along with MCA's PSEO/DE/IS Enrollment form to school administration.

PSEO/Dual credit courses that carry a minimum of three (3) college-level credits will be awarded (.5) high school credit and *may* fulfill corresponding graduation requirements at Mankato Christian Academy. MCA reserves the right not to accept the credit for PSEO courses. If approved to satisfy MCA requirements, these courses must be successfully completed through an accredited post-secondary institution, and must earn a minimum grade of a "C" to satisfy requirements for a corresponding MCA requirement. Credit earned will be documented on both the student's high school transcript and college transcript, supporting the student's progress toward both high school graduation requirements and post-secondary education.

To ensure alignment with MCA's educational standards and curriculum, if MCA offers a particular college-level class (either directly or through an approved partner), we will not accept credit for the same or substantially equivalent class taken at another institution. In cases where MCA does not offer

the class, we will generally accept it for credit upon review and approval; however, MCA reserves the right to determine whether the course fulfills core graduation requirements, elective credits, or other academic needs. As a Christian academy committed to a Biblical worldview, all external courses will be evaluated to ensure they support or do not contradict our foundational principles of integrating faith, learning, and character development in education. Students are encouraged to consult with school administration early in the planning process to confirm course eligibility and alignment with MCA's mission.

ATTENDANCE, COMMITMENT AND CONSEQUENCES

As followers of Jesus Christ, every student, faculty and staff member is indwelled by the Holy Spirit and are urged to "walk in step with the Holy Spirit" (Galatians 5:25) … for the glory of God. As such, we are all held to a high level of behavior.

MCA holds students to a high standard of behavior and has instituted the following guidelines for direction and loving correction as the case may be.

The goal of discipline is a changed heart, and the evidence of a changed heart is changed behavior (Proverbs 4:23, Luke 6:45). MCA tries to be clear, but not rigidly specific, in discipline policies, so that students develop self-control (Galatians 5:23) as a result of the work of the Holy Spirit. Although the school has specific rules and policies students are expected to honor, MCA seeks, whenever possible, to use guidelines that encourage a student to change internally.

Attendance

Students are expected and required to be in attendance and on time every school day regardless of homework load, co-curricular activities, or other events that may lead to a late night.

Absence

The "Maximum Absence Rule" = Students will not receive credit for a class in which absences reach 12 (including excused and unexcused) in one semester, including those accumulated through tardies (3 tardies = 1 absence) and excluding school authorized absences. **Exceptions to the Maximum Absence Rule** may be made for chronic/long-term illness (verified by a doctor) or for unusual circumstances authorized by a school administrator.

Notification to MCA by parents

Parents are required to notify the school office (507-262-1864) as soon as they know that their son or daughter will be absent or tardy. If the parent/guardian cannot be contacted and does not report an absence, it will be counted as an unexcused absence. Notification of absence does not necessarily make the absence excused.

It is strongly recommended that medical and dental appointments are made outside of school time. If a medical/dental appointment, driving test, or college visit must be scheduled during school hours, parents should contact the school no later than one day prior to the date of the impending absence. If a student will be missing classes due to a family vacation or another planned event, the parents are requested to notify the school one week in advance of the absence. Students should notify their teachers of any upcoming absence so that they can acquire any assignments they will be missing.

Parents should also be aware that absence from class may have a detrimental impact on a student's learning (and consequently his or her grade) because it is not possible to fully recreate the classroom situation, nor is it reasonable to ask a teacher to do so on most occasions.

Students are responsible for schoolwork missed and should initiate attempts to obtain information from teachers regarding topics discussed and classmates regarding discussions or class activities. Teachers are happy to provide such help to students who initiate the request.

Absence: Excused

Excused absences are those resulting from illness, injury, family emergencies and funerals, medical and dental appointments, driver's test, and other school-related events. Excused absences require notification by a parent/guardian, and the administration reserves the right to determine whether an absence is excused.

If possible, all medical/dental appointments and driving tests should be scheduled after school, on school holidays or during vacation periods. Any behind-the-wheel training should be scheduled outside of school hours. Parents are also asked to do their very best to schedule vacations around the school calendar.

When possible, teachers will provide advance notice of work or activities that a student will miss when a planned absence is necessary. Pre-Arranged absence forms are available from the receptionist.

An excused absence gives the student the opportunity to make up work that has been missed during the absence.

Absence: Unexcused

Unexcused absences, counted in the Maximum Absence Rule, are absences not school authorized or verified and are those due to reasons not mentioned in the above section on excused absences. Such absences include, but are not limited to:

- Any absence which occurs without parental permission.
- The following are unexcused absences even with a parent note: finishing homework or studying for tests, sleeping after completing a paper, failed alarm clock, traffic, missed ride, birthday, work, entertaining visiting friends or relatives, or a mental health day.
- Car trouble (unless there is a note from parents within 48 hours).
- Absences resulting from accumulated unexcused tardies. (3 tardies equal one unexcused absence).
- An unexcused absence may result in an automatic zero for any assignment due that day. It is up to the individual teacher and the Director of Student Services to determine whether the student will be allowed to take an exam or turn in a major paper/project missed due to an unexcused absence.

Absence: Excessive Absences

- If any student misses five class periods of the same class in a semester due to excused or unexcused absences, a letter of caution from the Administration will be sent home to the parents. If, after the letter of warning, the student is absent twice more from the same class (7

absences total), there will be a conference held with the student, parent(s), teacher(s), and Administration to determine the student's future standing in the specific course(s).

- Students will earn the following grade reductions based on the number of excused or unexcused absences each semester. (This policy does not apply to absences that are required because of school events.)

Number of Unexcused Absences	**Class Grade Reduction**
1-7 absences	no reduction in grade. A parent meeting will be scheduled at 5 absences.
8-11 absences	5% reduction in overall grade
12+ absences	Maximum absence rule goes into effect, and the student is subject to not earning credit for the class.

Attendance and Eligibility for Participation in Co-Curriculars

Please refer to the page discussing Co-Curricular Activities for more detail.

Punctuality and Tardies

Students are expected to be in their assigned classrooms at the beginning of each school day and at the beginning of each class period. Being consistently tardy is a hindrance to academic progress, both for the student and the others in the classroom.

A note explaining tardiness does not necessarily excuse the tardiness. The following reasons will be deemed as an "unexcused tardy," including, but not limited to:

- oversleeping or failed alarm clock,
- carpool, traffic, car trouble, or missed ride, or
- bad weather, if known in advance. (Tardiness due to bad weather will be determined on a case-by-case basis.)

Tardies due to doctor/dental/orthodontic appointments will be excused only if accompanied by a note from parent/guardian or the doctor.

# of Tardies Per Class	**Consequence**
1-4	No consequence (grace) (Though 3 unexcused tardies equals one unexcused absence)
5	Detention
6-8	No consequence (grace)
9	Detention
10	Family Meeting

	Seniors: Senior Privileges suspended (2 weeks) Non-Seniors: Break time suspended (for 2 weeks)
11	Saturday School
13	1 Day In School Suspension

A “tardy” will be given to students when they are late/tardy to any class (at the beginning of the day or any class period) throughout the day. Individual classroom teachers will enforce what is tardy in their classes and effectively communicate that policy to their students. Any consequences assigned by the administration are in addition to consequences given by individual teachers. The administration reserves the right to determine whether a tardy is excused.

Students will receive a clean slate for tardies at mid-term and at the end of each semester for detention purposes only. Tardies will accumulate and count towards the Maximum Absence Rule throughout the entire semester. (cf. p. 19)

Truancy

A student is truant if s/he is absent without parental or school permission, leaves school grounds, or misses more than 30 minutes from any class without permission and notification to the teacher. The student’s choice to be truant is a serious matter and the administration will assign the following consequences for truant behavior:

1st Offense	Student will receive a detention. Student may not be allowed to participate in co-curriculars for that day.
2nd Offense	Student and parent conference with an Administrator. Student will receive a detention. No co-curricular participation for that day (includes practice).
3rd Offense	Minimum of one day in school suspension. Student/parent conference with an Administrator and possibly the Head of School to determine the student’s future standing at MCA.

Any truancy will also be considered and counted as a “tardy” for consequences.

School Detention

Detentions can be assigned to students by a teacher or administrator for issues related to tardiness, truancy, and improper behavior. Parents will be informed via email or phone call if their son or daughter receives a detention.

Typically, school detentions are 30 minutes long and are served before or after school at a designated time. If detention is missed, it will be rescheduled in addition to an automatic second detention assigned. Co-curricular activities and work are not valid reasons for missing a detention. If a student misses two detentions, a conference with the parents will be arranged in addition to a possible suspension.

Saturday School

The school reserves the right to assign Saturday School at its discretion for issues including, but not limited to, excessive tardiness, truancy, and inappropriate behavior. Parents may be notified via email or phone if their student is assigned Saturday School.

Saturday School is typically four hours in length and may be scheduled during the morning, afternoon, or evening on a Friday, Saturday, or Sunday, as is determined by the school.

Failure to attend an assigned Saturday School may result in additional disciplinary consequences, including a minimum one-day suspension.

Suspension

Suspension is a disciplinary consequence that may be assigned when a student's behavior warrants removal from the regular school environment. Suspensions may be assigned as either in-school suspension or out-of-school suspension, depending on the circumstances of the situation.

An in-school suspension requires a student to complete assigned academic work in a designated setting away from the regular classroom environment.

An out-of-school suspension requires a student to remain off campus under parent/guardian supervision for one or more days.

, Reentry into the student body after a suspension will require a conference between an Administrator, the student and parents discussing the reason for discipline and conditions for reentry. Suspensions will be reported on the student's official record.

Expulsion/Dismissal

On rare occasions, it may become necessary for a student to be expelled (or dismissed) from MCA. These are rare situations and are taken on a case-by-case basis. Details about grades, transfer credits and follow up plans will be discussed with the families.

BEHAVIORAL EXPECTATIONS

Boundaries – Physical

Students are to treat one another with respect in the way they interact physically. This means maintaining a reasonable distance, not fighting, or hitting, and not hanging on one another, whether boys or girls. MCA students in dating relationships should refrain from public displays of affection. Such actions can put other students in uncomfortable and awkward situations. Respectful and appropriate interaction within reason is encouraged: comforting, appropriate hugging, praying for one another, etc.

Boundaries – Verbal

Students are to respect verbal boundaries in speaking to one another. Some subjects ought not to be discussed between members of the opposite sex and out of courtesy and protection, students are asked to respect such boundaries. In addition, some subjects ought not to be discussed even when not in

mixed company, and the dignity of all persons should be respected as students talk to and about one another. Students are asked to step forward to stop inappropriate talk when they hear others use it. This is a demonstration to all that they are trustworthy and will give a good report themselves when the opportunity arises.

It is also inappropriate for students to use foul language, cursing, or to take the Lord's name in vain. Even in jest, such language is a sign of disrespect for the person being addressed and for those who are subjected to hearing it.

Ridicule or unkind jesting is offensive and unloving. Students are encouraged to build one another up rather than tear one another down and use the scriptural teaching to guide conversation.

> Ephesians 4:29: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Bullying and Harassment

We affirm that all humans are created in the image of God, and that each individual human is of eternal value. As a result, God expects all people to be treated with respect and honor. Bullying is the conscious, willful, deliberate, and hostile activity intended to intimidate others. Not only are Christians called not to bully, but they are called to an even higher standard. Scripture directs all Christians to love, bless, serve, grant grace and mercy, as well as encourage one another as we strive for unity (Mk. 12:29–31; I Jn. 4:19–20; Eph. 4:1–3). This does not mean that we will not disagree or even strenuously hold to another opinion on certain matters. It does mean that all bullying, whether it is physical, verbal, cyber, written, or relational, is sin and completely unacceptable. In summary, the MCA community commits to behaving in a manner that honors Jesus Christ and His teachings in the Bible as well as holding each other within our community to act similarly.

Bullying: It is the policy of MCA that all employees, volunteers, parents, and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Harassment and/or bullying includes, but is not limited to, easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging, forms of harassment and/or bullying, such as graffiti, epithets and that which is targeted at an individual or group. The school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites or through apps or using other forms of technology to engage in harassment or bullying.

Sexual Harassment: All persons in the MCA community are obliged to take instances of sexual harassment seriously and inform the Head of School. Examples of sexual harassment include, but are not limited to: sexual advances, visual conduct: leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations; and physical conduct: touching, assault, impeding or blocking movement.

Reporting: All students share in the responsibility for keeping the MCA environment free from the negative influences listed above. Students must report incidents of harassment or bullying to their teachers or administrators. When the MCA administration becomes aware that harassment or bullying

may be occurring on campus, it will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the MCA community who falsely accuses another member of harassment is subject to disciplinary action.

Cheating

No MCA student will unfairly advance or inhibit the academic progress of himself or another in any way. If cheating is discovered, a written report will be submitted to the Dean of Faculty, parents will be notified, and a detention will be given. Repeating this offense will result in a minimum one-day suspension. In addition, teachers will administer academic consequences they deem appropriate. Students who have knowledge of cheating should report it to a staff member or may be subject to the same consequences as if they had participated in the cheating directly. (See also the discussion on plagiarism found below.)

Drugs, Alcohol, and Tobacco

Use or Possession

Mankato Christian Academy students are not to possess or use drugs, alcoholic beverages, or tobacco at any time (including the school year and summer months) on or off the campus. In addition, if a student is present at an event where there is illegal underage consumption of drugs, alcoholic beverages, or tobacco, s/he must immediately leave the scene upon becoming aware of what has occurred or is occurring. Failure to leave the scene will result in the student receiving the same consequence given to a student who is guilty of use and possession. The administration will apply consequences where collaborative evidence is strong enough to indicate use or possession, with or without a student admission of involvement. The following consequences will result from violation of the above policy:

1. First Offense

    - The student may be suspended from school and all school activities (minimum of 1 day).
    - A parent/student conference will be held with the Administration to explore the nature and degree of substance use/abuse and the future course of action.
    - The student will automatically be ineligible for participation in co-curricular activities (excluding practices) in the current or next season for the next two interscholastic contests or two weeks, 14 calendar days, whichever is greater. (This is in line with the MSHSL rules and regulations.)
    - Police may be informed.
    - Violation will be documented in the student's file.

2. Second Offense

    - The student will be in-school suspended and will not be allowed to participate in all school activities (minimum of 3 days) and potentially expelled.
    - If the student is allowed to remain at MCA, s/he will be automatically ineligible for participation in co-curricular activities (excluding practices) in the current or next season of their

participation for the next six interscholastic contests or four weeks, 28 calendar days, whichever is greater.

- Police may be informed.
- Violation will be documented in the student's file.

Distribution or Provision

The distribution/provision of any drugs, alcoholic beverages, or tobacco by a MCA student to another person on or off campus will result in the following consequences.

1. First Offense

    - The student will be suspended from school and all school activities (minimum of 3 days).
    - A parent/student conference will be held with the Administration to determine if the student will remain at MCA.
    - If the student is allowed to remain at MCA, s/he will be automatically ineligible for participation in co-curricular activities (excluding practices) in the current or next season of their participation for the next six interscholastic contests or four weeks, 28 calendar days, whichever is greater.

2. Second Offense

    - Immediate expulsion from MCA.
    - Police may be informed.

* Violations of MCA substance abuse policy are cumulative throughout a student's academic career at the school. *

Honesty

MCA students are expected to tell the truth all the time. They are expected to communicate the full truth, and the spirit of the truth, and not to withhold information on a technicality because they are not asked exactly the right question. This is demonstrating integrity in the fullest sense and demonstrates a value for the truth even at personal cost.

Interpersonal Relationships

In a school where discipleship is a significant component of the vision and mission of the school, relationships are very important. MCA expects its students to act toward one another out of selfless love, putting the concerns and needs of others above their own. This sometimes means sacrificing one's personal preferences. In the case of dating relationships, the school expects parental guidelines to be established in each family, and that students will honor their parents' expectations. In addition, in the MCA community such relationships can be difficult for those in them, or their friends. Therefore, though the school does not prohibit dating, students are encouraged to invest their energies into interpersonal relationships of a less exclusive nature.

Sexual harassment of any kind is not allowed.

Keeping Commitments

MCA expects its students to keep the commitments they make. This is particularly important when a student has made a commitment to a group such as an academic project team, an athletic team, or any other group which is counting on the student's active participation for the duration of the project or activity season. Considering this expectation, students and their families should make careful, thoughtful decisions prior to joining such activities. In addition to asking other participants, activity directors or coaches will be able to help a student or parent understand what an activity involves.

Moral Behavior

In keeping with God's design and His Word, MCA expects students to refrain from immoral behavior and to guard others from it by keeping to the highest possible standards of sexual purity. God's Word provides direction and guidelines for what is best for His children and is our standard of behavior. Immoral behavior is a sign of disobedience and could lead to disciplinary action. Consistent and unrepentant immoral behavior could even lead to dismissal. See also the Pledge of Integrity and the MCA Social Position Statement.

Plagiarism and Collaboration

Webster's 1828 Dictionary defines plagiarism as "The act of purloining another man's literary works or introducing passages from another man's writings and putting them off as one's own; literary theft." Dictionary.com defines plagiarism as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author."

Plagiarism is stealing and will not be tolerated at MCA. Students are expected to submit original work and properly cite information/data/ideas that they use from other sources. If plagiarism is detected in a student's work, a written report will be submitted to the Dean of Students, parents will be notified, and a detention will be given. Repeating this offense will result in a minimum one-day suspension and possible expulsion. In addition, teachers will administer academic consequences they deem appropriate.

In many classes at MCA, teachers will encourage collaboration within the curriculum. There may be specific projects that are group-oriented and require the different skills and perspectives of various students. However, students are expected that their submitted work still be original unless the instructor has specifically stated otherwise. For instance, students may be given permission to work together and discuss concepts for a particular assignment, but their submitted work still must not be identical. If substantial similarities are found between assignments, students may be asked to discuss this with teachers and/or administration and consequences may be considered.

It is also the responsibility of the student to acknowledge any collaboration within a particular assignment or project to the instructor.

AI Usage

It is the expectation that all assignments at MCA will be fully prepared by the student. While AI tools help users explore possible responses to questions or problems, developing strong competencies in the skills associated with each course will better prepare students for success than outsourcing that work to AI. Each teacher is responsible for giving clear instructions on the acceptable use of AI in their class(es). It

is the responsibility of each student to clearly cite the use of any AI tools anytime they are used. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism. See the discussion above regarding plagiarism.

Senior Privileges

Seniors who are in good standing at MCA, may sign out with the receptionist and leave school during their open hour or lunch hour if a signed parent permission note is on file.

MCA seniors who do not have a full schedule may sign out with the receptionist and leave school during their open hour or lunch hour if a signed parent permission note is on file. All seniors are expected to participate in Discipleship Group, Chapel, and all community engagement activities. Seniors may not sign their own permission slips, even if they are 18. Seniors must maintain academic eligibility status to retain senior privileges. Seniors are expected to not wander around the building nor interrupt classes.

Senior privileges will be revoked (temporarily or longer term) if the student is on academic or disciplinary probation. Seniors who earn a detention due to excessive tardies may also lose privileges.

Please note the following conditions and guidelines that govern "Senior Open Campus Privileges:"

- Seniors, even if they are 18 years of age or older, are required to submit a permission slip to the administration with parent/guardian signature. No student will be granted the privilege of open campus without a signed permission slip on file.
- Seniors are required to sign out at the receptionist desk, writing the time they are leaving campus and where they are going. Upon return to campus, the student must sign in. Failure to sign out or in will result in potential loss or suspension of senior privileges.
- Seniors are required to be on time to their next class, Chapel, Discipleship Group or Community Time. Failure to do so will result in potential loss or suspension of senior privileges.
- Seniors will be given one detention as a warning for any of the above infractions. The second infraction will lead to another detention and the loss of open campus for that senior for a period of at least two weeks and possibly longer.
- The administration reserves the right to suspend the privilege of open campus for a day or any given time-period based on weather and driving conditions.

Threats

Students are not to threaten others verbally or physically. Any violation of this policy will lead to a mandatory conference with the student, his/her parents, and the Head of School. The student may be suspended or expelled because of such a violation.

Weapons

Students are not permitted to have weapons on school grounds or at school activities.

MCA strives to provide its students with a safe environment that is free from violence. The possession or use of handguns, knives, (including, but not limited, to pocketknives, Swiss Army knives, utility knives, razors, etc.,) or another weapon is strictly prohibited. This prohibition applies to all students, employees, independent contractors, temporary employees, visitors, volunteers as well as any person who has a valid permit to carry a concealed weapon other than law enforcement officers. Possession and use of

shotguns, during and for the sole-purpose of any MSHSL-sanctioned Clay-Target and Trap Shooting events (practice and competition) is allowed.

If you become aware that any student or guest possesses any type of weapon while on MCA premises, please contact MCA administration or any staff member.

Dress Guidelines

STUDENT ATTIRE

The MCA Governance Board has adopted a guideline for dress that embraces principles of cleanliness, modesty, neatness, professionalism, and appropriateness. It is the expectation of the staff and parents that MCA students will make decisions on clothing based on these guidelines. The following guidelines have been established:

Pants, Shorts or Skirts:

- Shorts must extend below fingertip length when arms resting normally at the side.
- Skirts should be no shorter than 4 inches above the knee.
- Pajama pants, sweat pants, running tights, visible undergarments, or any other tight pants are not allowed.
- Neat, appropriately-fitting athletic pants are allowed
- Excessive/inappropriate holes in pants are not permitted.
- Leggings or yoga pants may be worn with an appropriate length skirt or dress, but may not be worn alone as pants.

Shirts and Tops

- Students will wear Mankato Christian Academy apparel when out in the community for service days or field trips.
- Accessories must be in good taste and not distracting (no chokers, spiked bracelets, etc..).
- Students may not expose their midriff.
- Shirts may not be low cut, revealing cleavage or hang off the shoulder
- Undergarments must be worn and should not be visible.
- Shirts with inappropriate pictures, symbols or words are not acceptable, including certain band shirts.
- Shoulder straps must be at least 3 fingers in width.

Clothing with political messaging

- No clothing displaying political or anti-governmental words, statements, slogans, movements or suggestive language will be allowed.
- Unfortunately, political symbols and slogans can take on vastly different meanings to different people and thus often hinder conversations rather than encourage productive dialogue. This policy is not meant to discourage students from developing political convictions, or dissuade them from making their sincerely held beliefs known. Our desire is to help students develop

well-reasoned convictions through the study of God's word, thoughtful reflection, and compassionate conversations with those with different perspectives.

If the student's clothing does not meet these guidelines, the student will be required to change before returning to class. MCA will not necessarily provide clothing, and parents/guardians may need to bring different clothes to school for their student before they return to class. Missing class for dress code violations will result in an unexcused tardy or unexcused absence.

Hats, Hoodies, Stocking Caps, and Other Accessories

Students are not permitted to bring blankets or wear hats, hoodies or stocking caps on their heads. This includes any items that cover their head during the school day. Students should also avoid bringing in stuffed animals or pillows. One exception may be on days determined by the administration or for unique or medical circumstances. Student Leadership and student leaders may petition the administration for special hat days or exceptions for other unique circumstances.

For the sake of order, when there are differences of opinion concerning dress, the judgement of Mankato Christian Academy faculty and administration will be respected.

Discipline Process

Mankato Christian Academy utilizes a progressive approach to discipline. Consequences are determined based on the nature, severity, frequency, and circumstances of each incident and may include:

- Teacher Intervention
- Parent Communication
- Administrative Conference
- Detention or Other Administrative Consequence
- Suspension or Additional Disciplinary Action

The administration reserves the right to modify disciplinary responses when circumstances warrant. Each disciplinary incident will be reported on Blackbaud and recorded on the student's record.

1:1 TECHNOLOGY POLICY AND CONSENT AGREEMENT

The following is the general technology use policy at MCA.

As per the federal government's requirements by FERPA and CIPA, the purpose of this agreement is to authorize and acknowledge the rules and requirements that must be met by ALL STUDENTS AND STAFF that use any devices - both personal and school-owned - that are connected to the MCA network.

"Device" in this document is defined as any device that a student or staff is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cell phones, iPods, smart phones, media players, gaming devices, tablets, computers or the like.

1. Device Policy

For personally owned devices used at MCA: I understand that MCA is not responsible for supporting any personal device and will be held blameless in the event of damage, loss or theft.

For school owned devices used at MCA: I understand that school owned devices, such as the Chromebook, is MCA property and that MCA will assume responsibility for supporting device(s) owned by the school. However, in the event of damage or loss, the user will be responsible for repair or replacement as described in Section 3 below. I also understand that it is my responsibility to backup personal information stored on the Chromebook and that MCA does not backup any information.

In addition, I understand that the use of devices connected to the MCA network is contingent upon the following:

1. Use of devices must comply with all school policies as stated here and in other policy documents (personal and MCA devices).
2. In the event of an illegal situation or general safety to the campus, I understand and consent to allowing MCA access to any and all information on the device (personal and MCA devices).
3. I consent to allowing MCA to monitor the device activity (personal and MCA devices).
4. I consent to allow MCA to wipe the device in the event privileges are revoked (MCA devices only).
5. I consent to immediately notify the school in the event of loss or damage of the device (MCA devices only).
6. I understand that occasional use of devices is permitted if and when given specific permission from the Faculty. However, for the sake of the community, excessive bandwidth use should be limited and MCA reserves the right to restrict as necessary (personal and MCA devices).
7. Individual teachers reserve the right to prohibit the use of any and all devices used in their class (personal and MCA devices).
8. Personal use of devices while off campus is the responsibility of the student's guardians and MCA is not held responsible for any content accessed.
9. Any attempt to change, modify, circumvent or reconfigure any school-owned equipment or technology related settings are not permitted. This includes, but is not limited to, any configuration changes not normally allowed in the software or hardware.

As a user of the MCA network, I agree to comply with the above stated requirements and to use the device primarily for academic school purposes.

I am prepared to be held accountable for my actions and understand that any violations of this agreement may result in one or more of the following consequences:

1. Loss of rights to access school networks and potential loss of the MCA device.
2. Potential administrative fees and/or suspension from school.
3. Disciplinary action and/or civil or criminal liability under other applicable laws.

2. Network & Internet Use Policy

Use of any information or materials on websites you access through the MCA network (by entering a URL or selecting a link) is entirely at your own risk, for which MCA shall not be liable.

You agree that, through this network, you will not perform any of the following activities or like activities:

1. Engage in any form of cheating.
2. Attempt to access devices, networks or resources to which you have no explicit, legitimate rights.
3. Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder.
4. Launch network attacks of any kind including but not limited to port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent, or transmit malicious software including viruses, Trojan horses, and worms.
5. Post any personal opinions, images, or expressions on any internet or social media sites that may be misrepresented as opinions of MCA.
6. Maliciously provoke reaction or offense to others and will remain culturally sensitive.
7. Intentionally access pornographic, graphically violent, hateful, or mature content.

You understand that MCA reserves the right to log or monitor your traffic if it deems necessary. In addition, you understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense under State and/or Federal laws.

3. Chromebook Program Implementation

MCA is committed to using technology in a way that will maximize learning and promote the responsible use of electronic media in the life of the student. Listed below are important details that parents, guardians and students will be expected to follow when using the Chromebook provided:

1. Regarding content filtering
    a. Content filtering is provided when Chromebooks are connected to the MCA network.
    b. Outside of school, parents are responsible for content filtering. (There are options available through your provider, router, configurations and/or 3rd party software.)
2. Chromebooks will be tracked by serial number and by the label on the device. Labels must not be removed. If the label comes off, obtain a new name label from the school Technology Coordinator.
3. Students are expected to bring their Chromebooks fully charged to school each day. If a student forgets to bring his/her Chromebook or his/her Chromebook loses charge during the school day, the student may go to the Media Center to obtain a loaner chromebook, if available. Loaner chromebooks are a luxury and may not always be available. If a student does not have a chromebook in class due to circumstances caused by the student, they are responsible to accept the consequences in the classroom. MCA will step in to assist in the case of malfunctioning devices. MCA will provide any required hardware and software maintenance needed on the Chromebook.
4. Lost or broken Chromebooks or chargers will be charged to the student based on a fair market value.
5. Instructors will invite students to view/use Google Classroom which contains classroom content and scheduling which students will be required to access. Parents or Guardians may request Google Classroom Guardian Access (i.e. a feature of Google Classroom) from teachers to see assignments, due dates, and classroom announcements.
6. The school site will be used for grades and assignment listing.

4. Email Policy

Students are expected to check and use their MCA email (e.g. Joe1234@mankatoca.school) on a daily basis and respond as necessary to faculty, administrators or others that have corresponded via email. MCA expects both students and staff to abide by professional email etiquette as it relates to response times and content.

5. Cell Phone Policy

To promote the best possible learning and social environment, students must not use their phones or other personal devices during the school day. Every student will be assigned a personal Yondr Pouch, like the assignment of a Chromebook. Like computers, each student is expected to bring the Yondr bag every day and return it in good shape at the end of the year. Additionally, students are not allowed to use their watches or personal computers to text or make calls.

Process

Upon entrance into the building, each student will:

1. Turn phone off or put it on airplane mode.
2. Unlock the empty Yondr Pouch using an unlocking base near the reception desk.
3. Place phone inside the pouch, securely close it, and store it in a backpack or (locked) locker.

Students are expected to keep their phone inside the Yondr Pouch for the duration of the school day. If a student leaves campus for an appointment or senior off-campus privileges, they should unlock it upon leaving and lock it upon re-entry. Students may not unlock their phones while eating lunch outside.

While exiting the building at the end of the school day, you will:

1. Unlock your pouch using an Unlocking Base (they will be located in a handful of places near the reception desk).
2. Remove your phone from your pouch.
3. Securely close your empty pouch and place it in your backpack for the next day.

Violations

Each of the following violations will result in the student's phone and/or pouch being confiscated by

school administration.

1. Physical damage to the pouch to circumvent its intended purpose. (Ex: Rips, tears, bent pin, knocking or hitting the top of the pouch, etc.)
2. Forgetting or losing the pouch.
3. Using a phone during school hours.

Consequences

If a student's phone is visible at all during the day (a student is found using their phone, a phone is not in a Yondr bag, etc.):

1. Your phone will be confiscated and given to the Dean of Students who will contact your parents via email.
2. See chart below for retrieving your phone:

1st Offense	● Phone will be kept in the office for the remainder of the day
2nd Offense	● Phone will be kept in the office for the remainder of the day ● Parent must come into retrieve phone
3rd Offense	● Mandatory meeting (in person or virtual) with student, parent and administration. The phone will be returned after the meeting. Consequences for additional infractions will be discussed at this time.

CO-CURRICULAR ACTIVITIES

Studies show that participating in extracurricular activities assists in the overall development of our students and improves student academic performance. Therefore, MCA strongly encourages each student to participate in co-curricular activities during their time at MCA. Students and parents must recognize that participation in any MCA co-curricular is a privilege and that they must be making academic progress in each of their classes to remain eligible.

Eligibility for Co-Curricular Activities

The following are guidelines for students to be eligible for all co-curricular activities.

- A MCA student participating in any MCA-sponsored activities must comply with all MCA guidelines including, but not limited to, those outlined in the Student Handbook and the Pledge of Integrity.
- A MCA student participating in MSHSL-sponsored activities must comply with all MSHSL rules (see Athletic Director for details).
- Students must be present in school for at least ½ day and must not be dismissed from school early for health reasons, or have an unexcused absence that day, to be eligible to participate in co-curricular activities that afternoon/evening.
- Students must serve school detentions before they may participate in a practice, game, or activity. If they do not, and they do not contact the Dean of Students beforehand, they will earn a double detention. Additional consequences for detentions may be applied by the coach.
- Students must not have any F’s or more than one D at the end of any semester. If a student does not meet this requirement, the following consequences will be enforced.

Sports Eligibility

- First Offense: Students with two D's or an F at the end of semester will be ineligible for 2 games in their current or next sports activity. The consequence will be enforced once grades are submitted.
- Second Offense: Students with two D's or an F at the end of semester will be ineligible for 4 games in their current or next sports activity. The consequence will be enforced once grades are submitted.

- Third Offense: Students with two D's or an F at the end of semester will be ineligible for 6 games in their current or next sports activity. The consequence will be enforced once grades are submitted.

* This policy does include section and state games and will carry into the next school year if needed.

** Students must complete the full season of any sport during which ineligibility was enforced.

Theater Eligibility

Due to the nature and timing of theater program performances, the following guidelines will be in place.

- At the time of auditions, grades from the end of the previous semester will be checked. If a student has (2 Ds or an F) they will not be eligible to audition for a role on the cast or crew of that production.
- The Director of Theater Arts and the Learning Lab Coordinator will track eligibility using the same standard as athletics. If a student is deemed ineligible, they will not be able to serve for 2 weeks of production events (i.e. Chapel, outside renters, evening events, etc.).

* Please note that Theater arts and Auditorium production have separate consequences from athletics and the two systems do not overlap. Theater or Auditorium Production Crew participation cannot be used to serve athletic ineligibility.

Lettering

Students may letter in athletics, and other co-curricular activities by completing the requirements set forth by the coach, advisor, or director of each activity. In order to be eligible for lettering, the student must complete the entire season for the activity and must maintain eligibility throughout the season, both academic and behavioral.

School Mascot

The school mascot is the Lion "....the righteous are as bold as a lion…" Proverbs 28:1

A lion is gentle and loving, but is also fierce and powerful. Scripture associates the lion with Jesus (cf. Revelation 5:5)

School Colors

The school colors are blue and orange

Student Life Committees

Student Council

Student Council represents the student body in school decision-making, working with administration and staff to plan school events, address student concerns, and promote school spirit and community involvement; its responsibilities include organizing activities such as dances, fundraisers, and spirit weeks, gathering student feedback, and serving as a liaison between students and faculty. Specific activities will also include arranging for service opportunities and promoting various other opportunities

for students and their families to serve the larger community. Student Council may also support and recruit for MCA Athletics. Potential ideas include pep rallies, promotion of sporting events, offering discounted season tickets to games, sending emails to alumni regarding game schedules, transporting students to games, and more. The council is composed of eight members, with two representatives elected from each grade level (freshman, sophomore, junior, and senior). Elections are held each September, with candidates from each class campaigning among their peers before a school-wide vote determines the two representatives per class.

Student Ambassadors

Student Ambassadors are a group of select student leaders who are role models and represent the student body of MCA with a positive attitude, enthusiasm for the school, and Christ-like character. Ambassadors offer a warm welcome and a comprehensive understanding of MCA's educational opportunities and student experience for prospective students and their families. Student Ambassadors embody MCA's vision to develop mature disciples of Jesus Christ who seek to know, live and proclaim the Truth and glorify God through academic, artistic and athletic excellence. The roles of a MCA Student Ambassador include being a tour guide, student host, open house representative, transfer buddy or any other type of school representative.

GRIEVANCES AND DISPUTE RESOLUTION

If a parent or student finds him or herself in disagreement with a policy, MCA requests that the family submit to the existing policy, and work through established channels of change to request revision or amendment of policies. All such changes are to be consistent with the Word of God and the mission, vision, and philosophy of MCA.

In practical terms, this means that students are kept in the center of the solution to any problems they have with other students, teachers, staff, etc. If a person comes to the administration, staff, or board member with a concern, the first question will be, "Have you gone to those directly involved?" Without such direct interaction, the principle of Matthew 18 is not being honored. If after making a genuine attempt at direct reconciliation, it is necessary to involve others, those in the situation are urged to keep their interactions with as small a number of people as possible, and to involve only those who will be part of the solution. This is to discourage gossip and complaining that serves to make the situation and relationships worse, rather than better (see Ephesians 4).

On rare occasion, public offense may call for public response (I Timothy 5:20), or the safety of students requires more information be provided to parents, but it is the policy and intent of MCA to maintain as private and confidential a response as the situation permits.