



MINNETONKA
CHRISTIAN
ACADEMY

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2023-2024 School Handbook

School Year Theme:

Serve Others

Theme Verse:

"God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another."

~1 Peter 4:10

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Our Mission Statement

The mission of Minnetonka Christian Academy is to provide a quality, Seventh-day Adventist education that empowers children to become lifelong learners who know Christ, share love, and serve others.

Our Vision

Minnetonka Christian Academy will be recognized as a Christ-centered, high quality, Pre-K to 10th grade school. Using innovation and results-driven practices, we will provide students with a wholistic education that encompasses spirituality, accredited academics, social/emotional development, and extra-curricular opportunities. As a core ministry of the Minnetonka Seventh-day Adventist Church, we will establish a strong financial foundation that will provide confidence to our community.

School Operating Committee 2023-2024

Andy Carlson
Beth-Anne Wasemiller - SOC Chair
Bob Dahl
David Land
Glen Anderson
James Davis - MN Conference Superintendent
Karen Gilbertson
Kristina Ceausceac
LouAnn Howard - MAUC VP for Education
Ray Valenzuela - Minnetonka SDA Church Associate Pastor
Vanessa Pujic - MCA Principal

The start of each school year brings new faces and names, and a lot of questions about the school, transportation, curriculum, after-school activities, and more. Here are people you can contact with questions and comments.

Administrative Directory

Name/Position	Contact
School Main Office	952.935.4497, info@minnetonkachristian.com
Vanessa Pujic, Principal, Campus Management	952.935.4497, vpujic@minnetonkachristian.com
Sandee Froemming, Administrative Assistant	952.935.4497, office@minnetonkachristian.com
Blanca Sanchez, Treasurer	612.770.3513, bsanchez@minnetonkachristian.com

Staff Email Directory

Name/Position	Email
School Operating Committee Chairperson	soc.chair@minnetonkachristian.com
Vanessa Pujic, 9 th -11 th Homeroom Teacher	vpujic@minnetonkachristian.com
Hannah Rivas, Pre-K Teacher	hrivas@minnetonkachristian.com
Alyssa Valenzuela, Kindergarten Teacher	avalenzuela@minnetonkachristian.com
Elaina Rivera, 1st Grade Teacher	erivera@minnetonkachristian.com
Ashley Fuentes, 2nd Grade Teacher	aruiz@minnetonkachristian.com

Jaz Iverson, 3 rd -4 th Grade Teacher	jiverson@minnetonkachristian.com
Summer Kurts, 5 th -6 th Grade Teacher	skurts@minnetonkachristian.com
Karon Davis, 7 th -8 th Grade Teacher	kdavis@minnetonkachristian.com
Suzanne Elmer, Art & Health Teacher	selmer@minnetonkachristian.com
Cheryl Saunders, Music Teacher	csaunders@minnetonkachristian.com
Gary Way, High School English	gway@minnetonkachristian.com
Blanca Sanchez, Treasurer	bsanchez@minnetonkachristian.com
Linda Kurts, Aftercare Coordinator	lkurts@minnetonkachristian.com
Gayle Land, Volunteer Coordinator	gayle.land@yahoo.com
Ray Valenzuela, Minnetonka SDA Church Pastor	ray.valenzuela@mnsda.com

School Address and Hours

Minnetonka Christian Academy
3500 Williston Road
Minnetonka, MN 55345

School Building Hours	M-Th 7:30 am - 5:30 pm Fri 7:30 am - 3:30 pm
School Start/End Time	M-Th 8:00 am - 3:00 pm Fri 8:00 am - 2:00 pm
School Office Hours (Admin Asst. available for questions, payments, appointments with principal, etc.)	12:00 pm - 3:30 pm
After-School Care	M-Th 3:15 pm - 5:30 pm No aftercare/student supervision after school on Fridays.

Who We Are

History. Minnetonka Christian Academy is part of the Seventh-day Adventist school system. The North American Division of Seventh-day Adventists operates over 1,000 Pre-K - 12 schools and 13 colleges/universities in North America. The schools range from preschool to advanced medical universities.

Minnetonka Christian Academy was established as a church school in 1888 at Fourth Avenue and Lake Street in Minneapolis, Minnesota. The school served constituents in the Twin Cities area at 22nd and Colfax in Minneapolis for many years. In 1969 the school was moved to Williston Road near the Minnetonka City offices, where it has operated continuously since that time in multiple buildings on this campus. MCA is a junior academy serving students in Pre-K through tenth grade. Currently, MCA offers 11th grade to returning students only through the APLE partnership program with Griggs International Academy.

Accreditation. Minnetonka Christian Academy's program for Pre-K through tenth grade is accredited by the North Central Association of Colleges and Schools, the North American Division Accrediting Association of the Seventh-day Adventist Church, and the National Council for Private Schools. 11th grade is accredited separately through Griggs International Academy.

Non-Discrimination. Minnetonka Christian Academy does not discriminate on the basis of race, color, sex, religion, or national/ethnic origin in administration of its educational policies, admission policies, or other school administered programs.

Educational Guarantee. Minnetonka Christian Academy is committed to providing a Christian value based educational experience for its students. If parents/guardians believe this has not been provided to their child(ren), they are encouraged to share their concern with the school administration or any school board member.

Life in Our School

The Relationship Between School, Church, and Home. It is the intent of Minnetonka Christian Academy to provide spiritual leadership and guidance to our students. This guidance is only one part of the spiritual nourishment provided to our students. We believe the church and the home are also integral parts of the foundation of spiritual growth in the life of our students, along with personal time with God. MCA strongly encourages our students to participate in the many opportunities provided to enhance their spiritual growth.

Chapel. Chapel provides our students with worship and devotional time during which they may learn about God in a context different from the academic classroom. The format and presentations in Chapel will vary but respectful and appropriate behavior is expected. Chapel is held weekly on Fridays for all grade levels.

Bible in Classes. All subjects are taught in light of God's Word and are integrated with biblical truth. Additionally, Bible is taught with a specific curriculum for every year in attendance at Minnetonka Christian Academy.

Service Outreach. There will be opportunities throughout the school year for students both individually and in groups to serve others both in school and away from school. We believe service to others is a commitment we make to humanity as Jesus modeled for us while on this earth.

Christian Faculty. The Minnetonka Christian Academy faculty is made up of dedicated Seventh-day Adventist Christian men and women, trained to teach in a Christian environment and committed to helping students develop their God given abilities to the fullest extent possible.

Admissions and Registration

Academic Placement. New students coming from an unaccredited home school program may be required to take a placement exam to determine proper class placement.

Age Requirements. The Mid-America Union Conference (MAUC) Education Code of the Seventh-day Adventist education system requires students to be five years of age on or before September 15. Therefore, we require that students entering Kindergarten must be five years of age by September 15 of the year they enroll. Students entering Pre-kindergarten must be four years old by September 15 of the year they enroll.

General Expectations. The scholastic standards at Minnetonka Christian Academy are designed to be academically challenging.

1. The goals of classroom instruction are to develop students' love for Jesus and learning, and to help students grow as learners and responsible citizens. Students are expected to display respectful behavior in the classroom to support the learning environment.
2. From the admissions process through graduation, Minnetonka Christian Academy is committed to helping all students reach their personal potential to the glory of God.
3. When students register at Minnetonka Christian Academy, they and their parent(s)/guardian(s) voluntarily agree to:
 - Abide by the requirements of the school as they are designed for the benefit of the student body. Students are encouraged to participate in programs and activities.
 - Know the requirements and standards they are expected to follow. This is important in building a positive experience at MCA.
 - Demonstrate considerate, respectful, responsible behavior in harmony with Christian principles.

Students with Special Needs. It is the responsibility of parents/guardians to provide all information necessary concerning special needs for their child(ren), including any IEPs from previously attended school districts. Special education services can be requested through Hopkins Public Schools.

Families who wish to pursue a special education evaluation for their child should expect the process to take a full academic school year in order for an Individualized Education Plan (IEP) to be developed and implemented.

Documents Required for Admissions. New students applying for admission to Minnetonka Christian Academy must provide the following materials in order to complete the enrollment process. In addition, all students Pre-K - 11 must:

1. Schedule and complete an interview/tour with:

- ✓ The principal
2. Complete the following documents (online):
 - ✓ Application for Admission (returning students: re-enrollment form)
 - ✓ Application Agreements
 - ✓ Financial Scholarship Application (each year, if aid is desired)
 - ✓ Request for Records Form (except PK/K admissions)
 - ✓ Teacher Recommendation form, if requested (except PK/K admissions)
 3. Create a tuition payment plan with the treasurer
 4. Pay the “save your seat” fee (required up front) online or via cash/check
 5. Submit a copy of:
 - ✓ Immunization records
 - ✓ Birth certificate
 - ✓ School Records (except PK/K admissions)
 - ✓ Early childhood screening results (PK/K admissions only)
 - ✓ Medical Insurance Card

Acceptance of all students will be subject to review by the Administrative Committee. In order to ensure the best possible Christian environment for our young people, Minnetonka Christian Academy reserves the right to refuse any student whose behavior in the past has not been acceptable.

1. Once the above information has been received and the interview completed the following process should take place:
 - ✓ An administrator will contact the previous school for review of the student’s cumulative citizenship records.
 - ✓ All submitted materials and background information will be presented to the Administrative Committee for review and final action.
 - ✓ Successful applicants will be notified of admission.
 - ✓ Denied applicants will be notified of final action with reasons for non-admission.
 - ✓ Students are accepted on a provisional status until all required paperwork is received. A 30-day grace period is given only for required physical forms to be provided. At the end of the 30 days, students with missing paperwork may be asked to withdraw from school until the required paperwork is received.
 - ✓ New students applying during the summer, when schools are closed and the previous school cannot be reached by the administrator, may be admitted. However, the application is subject to review if a negative report is given at a later date.

Enrollment Procedure

1. Visit the campus, meet the teachers and administration.
2. Submit the Online Application Forms requesting acceptance.
3. Pay *non-refundable* registration fee (\$150-300 depending upon date submitted).
4. Receive acceptance email.
5. Set up financial plan with MCA treasurer (treasurer@minnetonkachristian.com).
6. Provide all necessary registration paperwork (school records, immunizations, etc.). May be emailed to info@minnetonkachristian.com or sent to school in hard copy form.

Withdrawal Procedure

1. Complete "Withdrawal Form" (office).
2. Return all textbooks (office).
3. Clean out desk/cubby.
4. Return all sports or school owned supplies.
5. Pay all outstanding accounts.

Sickness and Wellness Policy

Health Screening. All schools in the state of Minnesota are required by state law to perform the following health screenings:

1. Hearing Screening: Grades Pre-K, K, 1, 3, 5, 7
2. Vision Screening: Grades Pre-K, K, 1, 3, 5, 7
3. Scoliosis: Grade 6

Illness. Minnetonka Christian Academy guidelines require that students always be sent home for the following:

1. Vomiting
2. Fever of 100°F or more
3. Undiagnosed rash – may return with doctor's note stating the rash is not contagious
4. Head lice – may return after treatment and all eggs are removed
5. Pinkeye – may return after seeing a doctor and beginning treatment
6. COVID-19 symptoms/diagnosis - may return after receipt of doctor's note or completion of required quarantine.

"24 Hour – No Fever" Policy. Students who are ill and running a fever must remain home until their temperature has been normal without medication for a full 24 hours.

Immunization Requirements.

Minnesota State law requires that all students must have the following immunizations before entering school:

1. DPT - Three doses plus a booster given on or after the 4th birthday, and a booster every ten years (Booster dose required before entering the 7th grade)
2. Polio - Three doses plus a booster given on or after the 4th birthday
3. Measles, Mumps, Rubella - One dose given on or after the 1st birthday. (Second dose required before entering Kindergarten)
4. Chickenpox - Dose required before entering Kindergarten (or proof of illness)
5. Hepatitis B
 - Three required for Kindergarten & additional three for 7th grader
6. Hib - At least one dose for students in kindergarten (actual number of doses to be determined by doctor depending on what doses child has or has not already been given)

All new students are required to bring current immunization records at the time of registration. If the needed immunizations are not up to date, students in grades 2-10 will be allowed 30 days in which to receive the needed immunizations. After that time, the student will not be allowed to return to school until the required immunizations have been received. Students in grades Pre-K through 1 must have all immunizations completed before their first day of class.

Medication for Students. All medications (both prescription and non-prescription) must be accompanied by:

1. A written request signed by a parent/guardian asking the school to administer the medication.
2. All medications must be in the original container and labeled with the name of the student, amount of dosage, and directions for administering the medication.
3. All medication must be kept in the classroom teacher's possession and students will have it dispensed from there.

The school does not keep over-the-counter medicines (aspirin, Advil, Tylenol, cold and cough medicines, etc.) for student use. There are no provisions for giving medication other than those stated above.

Financial Aid, Tuition & Fees

Financial Fees

1. CHECK – There will be a \$35.00 charge attached to the tuition bill for each check returned for insufficient funds or closed account.

If two checks are returned marked insufficient funds or closed account, the account will become a cash or cashier's check only account. No personal checks will be accepted for the remainder of the school year. No checks will be cashed at Minnetonka Christian Academy at any time.

2. CLASS FUNDS – Accounts held for grades Pre-K - 10 are to be used for the benefit of the entire class. Contributions to these funds are non-refundable. Monies raised in projects are for the class and are not credited to individual members. Payments for class trips may, under some circumstances, be refundable.

3. DONATIONS – Tax deductible donations are non-refundable. If a donation is specified for the benefit of a specific student, either for tuition or trust funds, it is not tax deductible.

Tuition Incentives

1. EARLY REGISTRATION – Families that submit their re-enrollment forms prior to March 1 will pay \$150 for the "save your seat" fee. Each month thereafter, the fee increases by \$50. The maximum save your seat fee is \$300/student.

2. FULL TUITION PAYMENT – Families paying full tuition prior to September will receive a 5% discount.

3. MULTI-STUDENT – Families with more than one student enrolled at MCA will receive \$250 in yearly discounts for each additional student.

Financial Scholarships

1. CHURCH MATCHING PLAN – MCA will match up to \$250 in tuition aid from another church per student.
2. FINANCIAL SCHOLARSHIPS – Families in need may qualify for financial assistance. To qualify for aid, a 1040 tax return document must be submitted with the online financial scholarship application. **Financial scholarships are distributed based on need as defined by government-issued income guidelines as well as the total amount of donated aid available.**
3. PAYMENT PLAN – MCA has established the following approved plans for tuition payments:
 1. Payment Plan for 9 or 12 months.
 2. Payments accepted in cash, money order, checks, credit card, EFT withdrawal or online through Adventist School Pay.

Tuition is charged for 12 months of the calendar year (July – June) and must be paid in monthly installments by the 10th of the month. **The first payment is due on July 1.**

Families electing a monthly installment plan must pre-authorize monthly payments that will be automatically charged to your account. Payments may be made by transferring funds electronically.

Save Your Seat Fees and Tuition.

A “save your seat” fee of \$150-300 covers fixed and variable costs such as: matriculation expenses, library expenses, textbooks, and general supplies.

1. Save your seat fees are non-refundable.
2. The save your seat fee reserves your child’s place in a classroom. If you pay the fee before March 1, the fee will be \$150. For each month thereafter, the fee increases by \$50. It is the family’s responsibility to submit this fee before the monthly deadline in order to receive that month’s rate. **The maximum save your seat fee is \$300, which shall apply to any applications received after May 1 for the following school year.**

Partial Year. Students who withdraw during the school year must pay all their outstanding accounts and receive financial clearance from the principal’s office on their withdrawal form.

1. Tuition is charged for the month even if the student only attends one day. Transcripts and report cards will not be released until payment is made.
2. If credit is granted for work that is made up, full tuition for that period will be charged. No refunds are given for registration fees.

Payment Due. Student account balances are due on the first of each month and must be received no later than the 10th. The student’s account balance includes tuition and miscellaneous charges, which include such things as lab fees, textbook charges, sports fees, and after-school care charges. Neither report cards nor a transcript will be issued until the account is paid in full. A student may not register until the previous year’s account is paid.

Tuition Surcharge. A monthly finance charge of 1.5% will be imposed on any late payments. Payments paid within 5 days of payment date will be considered on-time.

Projects For Fundraising. All fundraising projects connected with Minnetonka Christian Academy are to be approved by the Administrative Committee in advance of any promotional activities.

General Information

Supervision.

During the day, students will be assigned to a teacher and/or supervisor. The school building opens at 7:30 a.m. and closes at 5:30 p.m. Monday through Thursday. On Fridays, the building closes at 2:15 p.m. to allow grading and preparation time for faculty, as well as Sabbath preparation time for all families.

Campus supervision is from 7:30 a.m. to 3:15 p.m. (2:15 p.m. on Fridays). Students not involved in an authorized, supervised after-school activity must be picked up within 15 minutes after school ends or participate in the after-school care program. There is no aftercare available on Fridays, and students remaining after 2:15 p.m. will be charged at a rate of \$1/minute/student. This rate also applies to students who remain in aftercare after 5:30 p.m. Monday through Thursday and is a per student rate.

Chapel and Assembly.

The Chapel/Assembly time is an important part of a student's educational experience and as such, is treated as a class period with regularly scheduled meeting times. Students are required to attend in the hope that they will be given an opportunity to grow closer to their Creator.

Trips

Extra-Curricular Trips. School sponsored non-academic trips are privileges granted to those students who meet the following requirements and may include class trips, banquets, and social outings planned by individual classrooms:

1. **FINANCIAL OBLIGATIONS** – All financial obligations, including tuition, must be met prior to the trip, or arrangements must be made prior to the trip date.
2. **CITIZENSHIP** – Students with chronic discipline problems will not be permitted to attend off-campus trips. Students with any drug and/or alcohol violations during the school year will not be permitted to attend off-campus trips.
3. **ATTENDANCE** – Students with chronic attendance and/or tardiness problems may not be permitted to attend a school-sponsored trip. A good attendance record is defined as meeting the 90% attendance requirement per semester as defined by state law.
4. **GRADES** – Students must show "satisfactory" academic progress.

Field Trips. From time to time classes will go on an educational field trip off campus for the day. The medical consent/permission form signed at the time of registration will be considered as implied consent for all school activities both on and off campus. Students not attending field trips with their class will be expected to remain at home and complete any assignments given by the teacher. Failure to complete given assignments will result in unexcused absences for the day.

Volunteers, including parents/guardians, driving groups of students on off-campus field trips are required to have a valid driver's license, and "250/500" insurance coverage. A copy of the driver's license and proof of such coverage must be provided to the school office before any trips are taken. Volunteers are also required to complete NCS Risk Training and pass a background check before volunteering at MCA.

Release of Records.

According to the Student Privacy Act, students and/or parents/guardians are allowed access to student cumulative records and may obtain a copy of these files. To obtain copies of records:

1. Contact the principal via email to make the request.
2. Clear all financial obligations with the school office.
3. The office will send notification within one week when records are ready for review or release.

Student Insurance.

Students must be covered under the insurance policy of their parent(s)/guardian(s). Minnetonka Christian Academy school insurance is secondary insurance.

1. All students enrolled at MCA participate in an excess group school insurance program as selected by the Minnesota Conference of Seventh-day Adventists.
2. Each student is covered during school hours and when participating in school-sponsored activities.
3. Parents/guardians and the treating doctor must complete insurance forms obtained from the Minnesota Conference office in order to receive reimbursement.
4. No treatment for injuries is to be charged to MCA.

Textbooks.

Textbooks are furnished at no additional fee. If textbooks are nonreturnable to inventory due to abuse or being lost, the student will be charged for its replacement.

Transfers.

All students transferring from another Seventh-day Adventist school must present a financial and behavioral release from the previous school before registering at Minnetonka Christian Academy.

Grievance.

Minnetonka Christian Academy is committed to providing a Christian value-based educational experience for its students. However, there are times when parents/guardians and teachers may disagree with processes or outcomes. When this occurs, teachers and parents/guardians should use the school approved "Legitimate Concern" form in solving the issue, which is available upon request from the principal's office. This form may also be used by the administration or Board when seeking to resolve an issue. When a "Conflict" issue is sent to the Board for resolution, a copy will be placed in the teacher's file with the approved resolution and teacher signature.

After-School Care

After-School Care. As a service to working parents/guardians, Minnetonka Christian Academy operates a supervised after-school program for all students. It is available Monday through Thursday until 5:30 p.m. **Students in ALL GRADES who have not been picked up 15 minutes after the close of the school day are required to be in the after school care program as there is no other available supervision for students after school. No student will be released at any time to sit outside the building unsupervised to wait for a ride.**

1. Siblings of students participating in the sports program or clubs are required to be in the after-school care program. Regular charges will apply.
2. All students participating in school-sponsored, extra- curricular activities are to be in an area designated by their sponsor.
3. After School Care Charges: **\$8.00 per hour per child or \$14/hour if multiple children;** \$1.00 per minute per child after closing (5:30 p.m. Monday - Thursday; 2:15 p.m. Friday)

School Procedures & Policies

School Procedures. Only those who choose to live in harmony with the following standards of Minnetonka Christian Academy should apply for admission. These guidelines have been established so that students, faculty, and others may enjoy a safe and well-ordered campus environment. All students desiring an education at MCA are required to adhere to the following principles:

1. Students are expected to conform to all school regulations, rendering prompt and cheerful compliance to their teachers/supervisors.
2. School regulations will apply to any school-sponsored activities, whether on or off campus.
3. **Students are expected to conduct all relationships/friendships in a dignified and wholesome manner. The hands-off policy will be enforced with all students.**
4. Students are not to post inappropriate pictures or stickers inside cubbies or lockers. Confiscated items will be taken to the office or thrown away. At the request of parents/guardians, some items may be returned.
5. Eating must be confined to designated areas at appropriate times.
6. Students will not be allowed to sell unauthorized items.

7. Student cell phones and smart watches are to be turned in to the classroom teacher at the beginning of each school day. They will be kept in a secure location and returned to the student at dismissal time each day.

School Hours & Rules. School hours are listed on the first page of this document. All school regulations apply during school hours (including during after-care) including:

1. Dress Compliance
2. Leaving Campus
3. Conduct
4. Cell phone use

Severe Weather Closing

WCCO-TV, Channel 4, KSTP-TV, Channel 5, and FOX 9 will be given information concerning weather related school closings. Closing info will also be posted on MCA's Facebook page.

1. Minnetonka Christian Academy generally follows the same closing guidelines as the Hopkins School District and will send a ClassTag message to all families when closing.
2. Anytime the Hopkins School District closes for bad weather, Minnetonka Christian Academy will also be closed. We do not, however, follow their schedule for delayed openings.
3. Parents/guardians should use their best judgment when determining safety of the road conditions from their home.

Leaving Campus

Students are not to leave campus without school personnel supervision during the school day except by special permission from the administration. This includes the Minnetonka Ice Arena across the street. Student drivers may not leave campus between 8:00 a.m. and the end of the school day for any reason, except by written permission of a parent/guardian sent in advance to the classroom teacher.

When a student leaves the school campus before the end of his/her class, the student's parent/guardian must provide written permission via note, ClassTag message, email, or text in advance of the student leaving campus.

Cubbies/Lockers

Cubbies or lockers are provided for the private use of students. It is the student's responsibility to keep the cubby/locker clean, and may be checked or inspected by faculty at any time. Students are not to use any other locker/cubby other than their school-assigned one. The school is not responsible for money or other valuables left in cubbies/lockers. Lockers are designated for 3-11th grade students only. Students may rent a combination lock from the school for \$10 each school

year. \$5 of this payment will be credited to the student's account upon return of the lock at the close of each school year.

Student Pledge

It is distinctly understood that students who present themselves for admission to Minnetonka Christian Academy thereby pledge to willingly observe all its regulations and to uphold the Christian principles upon which the school is operated. Students are expected to strive for excellence in their spiritual, academic, physical, and social activities.

Parent Pledge

Parents are expected to support their students and Minnetonka Christian Academy by supporting school policies, administration, and meeting their financial obligations to the school. Should a parent/guardian have a teacher concern:

1. The parent/guardian should first talk to that teacher by appointment.
2. If the issue is not satisfactorily resolved, the parent/guardian will meet with both the teacher and principal.
3. If the concern remains, parents/guardians are asked to use the Legitimate Concern form found in the school office.

Talking negatively about a teacher to students, other teachers or other parents/guardians is not an appropriate method of resolution.

Statement on Human Sexuality and Identity

Minnetonka Christian Academy (MCA) is a PK-10th grade educational institution that is owned and operated by the Minnesota Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution, we neither condone nor promote any behavior outside of the Adventist biblical beliefs. MCA's policy on human sexuality and identity is based on the *North American Division Statement on Human Sexuality*. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate

in nature is not allowed. This includes but is not limited to, hand-holding, prolonged hugging, sitting on each other, hair stroking, etc.

2. Students will neither promote nor advocate a lifestyle while enrolled in MCA that is not in accordance with the following:
 - a. "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs." (*NAD Statements on Human Sexuality*, p 3)
3. Students must state their birth sex on an application for school:
 - a. The sex stated on the application should match the birth sex identified on the student's birth certificate at the time of birth.
 - b. The birth sex determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.
 - c. Transitioning transgender students, or those who have fully transitioned, will not be admitted.
4. Students and visitors to the campus must use the bathroom corresponding to their birth sex.
5. Students of LGBTQ parents may be admitted with full knowledge that SDA theology based on biblical teaching does not support this lifestyle. There may be restrictions placed on parent leadership involvement.

MCA is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14

Curriculum

Curriculum. The curriculum consists of nine basic areas that are covered at varying depths in all grade levels. Note: Language Arts includes reading, spelling, vocabulary, writing, handwriting, and grammar.

Pre-Kindergarten (4-5 year-olds)

- Art
- Music
- Physical Education
- Pre-K On My Way (Language Arts, Math, Science, Social Studies)
- Bible

Kindergarten (Pre-K participates in aspects of all areas)

- Art
- Music
- Physical Education
- Stepping Stones (Language Arts, Bible, Science, and Social Studies)
- Big Ideas Math Curriculum

Grades 1 - 8

- Art
- Music
- Physical Education
- Language Arts - Pathways 2.0: Journey to Excellence through Literacy
- Math - Big Ideas Curriculum
- Bible - Encounter Bible Curriculum
- Science - Kendall Hunt ByDesign
- Social Studies - McGraw Hill

Grades 9-11 (some courses taught on a rotation)

- Art I and II
- Music - Choir, Bells
- Physical Education
- English Literature
- Math: Algebra I, II, Geometry
- Encounter Bible
- Science: Physical Science, Biology
- Social Studies: World Geography, U.S. History, World History
- Spanish I
- Health

Academic Expectations

Academic Probation. Minnetonka Christian Academy proposes to help students achieve the highest of academic standards. This is an important part of MCA's philosophy to teach the total person. Therefore, MCA adheres to the following standards:

Any student in grades 7-11:

- Who falls below the minimum standard of achievement (2.0 GPA) for two consecutive quarters will be placed on academic probation.

- Who does not raise his/her grades by the end of the next quarter may be considered for dismissal from MCA.

Any student in grades 3-11:

- Who is receiving financial assistance is expected to maintain a 2.0 GPA and pass all classes.
- Who does not maintain these minimum standards each marking period, may not have their financial assistance renewed for the next grading period.

When a student is placed on academic probation, access to after-school clubs and activities during the subsequent 2 quarters may be limited to allow the student time to complete academic tasks. Additional tutoring may be required for a student to be removed from academic probation. See the "Probation" section for more information on how this consequence is applied.

Academic Retention. Students that are one year or more below grade level in math and/or reading may be held back from promotion to the next grade. An approved summer school program may be suggested before advancement.

Late Work. When a student is absent, he/she is responsible for all class work that is missed. It is his/her responsibility to find out the assignments or tests missed. Teachers will assign the time allowed for make-up work. Exceptions for prolonged absences may be arranged with administration and the participation of individual teachers.

1. Students who are absent for the following reasons will be given two days to make up missing work for each day's absence:

- Parent/guardian or doctor verified illness
- Family emergencies

2. Students who are absent for the following reasons shall be expected to complete, upon return from an absence, all pre-announced tests or specific course projects:

- Medical/dental appointments
- School directed activities
- Pre-arranged family vacations
- Suspension

Behavioral Expectations

Standard of Conduct.

The Standard of Conduct at Minnetonka Christian Academy was developed to provide an environment that is conducive to academic, spiritual, and character growth. A Student at MCA will have:

1. Respect for him/herself as God's creation
 - See and accept yourself as God sees and accepts you

- Comply with Minnetonka Christian Academy guidelines and expectations
 - Seek to daily develop a Christ-like character
 - Conduct yourself with actions of integrity
 - Conduct yourself in a manner pleasing to God
 - Accept responsibility for your own learning
 - Consistently attend classes, study, and complete academic assignments
 - Use discernment in your selection of friendships
2. Respect for others as God's children
- Treat others the way you want to be treated
 - Respect the personal boundaries of others
 - Follow the rules and guidelines of the school
 - Respect those in authority including teachers and school staff
 - Follow staff and teacher's instructions
 - Accept correction and change inappropriate behavior(s)
3. Respect for appropriate boundaries
- Appropriateness in speech – choosing not to use hurtful or indecent language
 - Appropriateness in dress showing modesty and neatness in one's appearance
 - Avoid spreading rumors about people or excluding others
 - Walk away from potential conflict and report to a teacher or staff member
 - Ask for help to resolve difficult conflicts
4. Respect for property
- Providing careful, responsible attention to personal belongings
 - Respecting and maintaining the rights of others not to have their belongings taken without permission
 - Caring for the property of Minnetonka Christian Academy such as buildings, classrooms, and equipment

Confiscated Items.

Items such as cell phones or other electronic devices must be put away before the beginning of the school day. The items will be confiscated if used without permission and will be returned at the end of the day.

1. If taken a second time the item will be returned only to parents.
2. If taken a third time the item will not be returned until the end of the school year.
3. Inappropriate items such as fireworks, inappropriate reading material, or inappropriate drawings will be confiscated, potentially disposed of and parents will be notified.

Discipline.

Disciplinary actions may include verbal or written warnings, conferences, suspension, or expulsion. Additional disciplinary methods may be used which are not specifically set forth in this policy. Minnetonka Christian Academy reserves the right to use any disciplinary measures that, at its discretion, deems appropriate for the offense. Specific policies are published in the student

handbook and any new policies will be explained to students at the beginning of the school year. The administration will be responsible for implementation of policies. Please see the “Probation” section for likely consequences for repeated policy violations.

Dismissal or Suspension.

Students at Minnetonka Christian Academy are expected to maintain high standards of conduct. Wrongful conduct, or habits unbecoming to school standards, may be subject to review by school administration. Students may be suspended or dismissed for the following violations:

1. Sexual, verbal, or physical harassment – MCA is committed to providing a school environment free from harassment of any kind.
 - Students and employees who violate this policy are subject to prompt corrective action in accordance with applicable school policy at that time.
2. Inappropriate use of God’s name, use of profane or indecent language, indulging in lewd conduct or suggestions, and/or possession of obscene literature or photos.
3. Picking or breaking locks, doors, or windows.
4. Willfully causing damage to school property
 - Any person willfully marring, misusing, carelessly damaging, or destroying school property must also pay for restoring the property to its original condition, or pay for its replacement.
5. Constant and obstinate violation of any school regulation and repeated failure to follow specific instructions of faculty or staff constitutes insubordination.
6. Use of tobacco, drugs, or alcohol.
7. Failing to respect the rights of others and their property (stealing).
8. Undermining fundamental principles or methods of the school, antagonism toward the spirit, or continuous criticism and fault finding.
9. Fighting or inciting others to fight.
10. Possession of guns (toy or otherwise), fireworks, cigarette lighters, matches, knives, etc.
11. Sexual misconduct.
12. Unauthorized entry into classrooms and offices.

In-School Suspension may be assigned as an alternative discipline for infraction of any rule listed in the Student Handbook and/or because of other disciplinary issues.

Students assigned to In-School Suspension will be required to work on class assignments provided by each teacher. Part of the ISS day may also be spent working on a School Improvement Project. Vandalism. Respect for the school property is expected. Students vandalizing school property may face major discipline, police notification, and/or fines in addition to restoration or replacement charges.

1. Vandalism to safety equipment (fire extinguishers, defibrillator unit, etc.) will result in repair or replacement charges and a \$500.00 fine. Additional discipline may be given by administration.

2. Vandalism to physical facilities (walls, ceiling, floor, exterior, etc.) will result in repair or replacement charges and a \$200.00 fine. Additional discipline may be given by administration.
3. Vandalism to vehicles (school, faculty, student, guest, etc.) will result in repair or replacement charges and a \$200.00 fine. Additional discipline may be given by administration.
4. Additional discipline up to and including expulsion with no refund may be given by the administration for any of the above infractions.

Hands-Off/PDA

One hallmark of a Minnetonka Christian Academy student is respect, respect for others and respect for themselves. Learning acceptable social behavior in a relationship is a part of displaying that respect. Therefore, students are expected to display proper social behavior and avoid showing affection to others through physical contact (holding hands, hugging, kissing, etc.). Failure to comply will result in disciplinary action.

Hazing

Minnetonka Christian Academy is an extension of the Seventh-day Adventist church, and has accepted the responsibility of educating the young people entrusted to it in a Christ-centered environment. Hazing is an inappropriate activity that is contrary to the teachings of Jesus Christ. Therefore, hazing in any form is prohibited by Minnetonka Christian Academy. "Hazing" is defined as any action taken or situation created, intentionally or recklessly, whether on or off campus, by one or more students directed against one or more students which is intended to produce mental or physical discomfort, intimidation, embarrassment, harassment, or ridicule.

1. Such activities may include but are not limited to the following:
 - Any activity that might reasonably bring embarrassment or emotional harm to the individual.
 - Any activity that might reasonably bring physical harm to the individual.
 - Any activity that requires an unreasonable or inordinate amount of the individual's time or in any manner impairs the individual's academic efforts.
 - Any activity that requires the consumption of liquid or solid matter.
 - Any activity that would degrade or compromise the dignity of the individual, or any requirement which compels an individual to participate in any activity which is illegal, immoral, or contrary to the rules and regulations of Minnetonka Christian Academy.
2. No student may engage in hazing or otherwise solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing activities, whether or not the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
3. Violation of this policy is considered a very serious offense, and groups or individuals found responsible for hazing will be subject to discipline up to and including suspension and/or expulsion at the discretion of the administration.

Fighting/Rough Housing

Fighting is an indicator that one or more individuals are out of control. Minnetonka Christian Academy will be a safe place for all students. The following will apply to all students.

1. Level I: Pushing, shoving, tripping, etc.

First Offense – The teacher will deal with it as a classroom discipline matter.

Second Offense – The teacher will meet with the student and parent/guardian.

Third Offense – The principal may assign appropriate school suspension (1-3 days).

2. Level II: Fighting that leaves marks (redness, scratches, etc.) on another individual.

First Offense – The Principal will assign appropriate ISS (In school suspension).

Second Offense – The Administrative Committee will assign appropriate school suspension.

3. Level III: Fighting of any type that creates injury involving open wounds, unconsciousness, or other physical trauma.

First Offense – The Administrative Committee will assign appropriate school suspension (3-5 days) or may ask for the student to withdraw.

Second Offense – The student will be asked to withdraw from school.

Anti-Bullying

The MCA staff and board have determined that a physically and emotionally safe environment in school is necessary for students to learn and to achieve high academic success. We expect everyone to treat each other with respect and have adopted the Pledge of Respect which is as follows:

With God's help . . .

1. We will respect others.

2. We will help students who are not being respected.

3. We will look for ways to include all students.

4. When we see a need or somebody not being respected, we will tell a teacher right away.

Any words, looks, or actions that show disrespect or bullying is conduct that both disrupts a student's ability to learn and a teacher's ability to educate. Disrespect may include any written, verbal (i.e. jokes, teasing, rumors, intimidation, sexual harassment, etc.), graphic, or physical act (including gestures and electronically transmitted online acts) that is reasonably perceived as being directed toward a characteristic such as a person's race, religion, national origin, age, gender, possessions, physical features, disabilities, or beliefs that degrade, injure, threaten, or disgrace a student, staff member, and/or visitor. Such behaviors are considered disrespectful whether they take place on or off school property, at a school-sponsored function, or in a school-sponsored vehicle.

Note: Repeated disrespectful behavior is considered bullying, and consequences for repeated incidents will increase in severity. In addition, bystander support of disrespecting others can encourage these destructive behaviors; therefore the school prohibits both active and passive

support for acts of disrespecting others. The staff encourages students to support their peers who walk away from these acts when they see them, or constructively attempt to stop them, and report them to the designated authority.

Consequences

Bullying behavior can result in the following consequences: Educator intervention, parental involvement, documentation of behavior, referral for help as needed, implementation of an Individual Behavior Plan/Safety Plan, possible suspension, expulsion.

Probation

Academic

If a student is placed on academic probation, it may:

- Limit a student's ability to participate in after-school clubs.
- Exclude a student from attending overnight school trips, sports games, or Music Fest.
- Be re-evaluated at the end of the quarter in which he/she was placed on probation.

While on academic probation for one quarter, the parent and student must petition the principal and classroom teacher to request permission for any exceptions to these limitations.

Citizenship

A student may be placed on citizenship probation for any combination of the following reasons:

- Dress code violations, including those during MCA performances (3-11th grade) - 3 or more
- Cell phone use during school hours, including failure to turn in cell phone at start of day
- Behavior - Bullying, fighting, disrespect, cheating, etc.
- Damage to any school, student, or teacher property
- Inappropriate use of technology
- PDA policy violation
- Chronic tardiness - 3 or more tardies in a quarter

While on citizenship probation, a student will not be permitted to:

- Attend or participate in any overnight school trips or sports games
- Buy food from Snack Cart or assist with running it
- Participate in any leadership activities
- May not be eligible for end of year awards or special scholarships

The duration of Citizenship probation will be 2 weeks AND a \$10 fee, which will be applied to the student's account.

Internet Use

Internet Use. The internet is provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Parental/guardian permission is required. Access is a privilege – not a right. Access entails

responsibility. Computer storage files will be treated like school lockers/cubbies. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

1. Students will adhere to Christian Principles and will:

- Be responsible and courteous in all communications.
- Be responsible with all computer hardware and software.
- Keep their passwords to themselves.
- Respect the confidentiality of the folders, work, and files of others.
- Observe copyright laws.

2. The school does not allow anyone to publish texts, images, or any other information about Minnetonka Christian Academy and its students, faculty, or staff without the permission of the school's administration. Regardless of where a student accesses the Internet, the school policy applies.

Attendance

MCA's Attendance Policy is applied to Kindergarten through 11th grade. It is the responsibility of the parent/guardian to ensure that the student is attending school, to inform the school of a student absence, and to work cooperatively with the school and student to solve any attendance problems that may arise.

Though attendance laws do not apply to Pre-K students, it is MCA's policy that repeated tardies/early releases may result in a meeting with administration to determine if the student is ready for a school-day schedule. Parents are encouraged to call or email the school or teacher if the child will be absent or tardy as this communication will help plan daily activities accordingly.

Minnesota Law

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the guardians and the student. In Minnesota, a child under the age of 16 is considered habitually truant if they miss a total of 7 unexcused days in a school year. When this occurs, a school is legally required to make an educational neglect report to Minnesota State.

Tardies

All students enrolled in Minnetonka Christian Academy are expected to be punctual and regular in attendance. The school day begins at 8:00 A.M and dismisses at 3:00 P.M. (2:00 P.M. on Fridays). A student who is tardy more than twenty percent of a grading period will have his/her attendance records reviewed by the School Operating Committee. A 15 minute grace period will be given to all, arrival after 8:15 A.M. is considered tardy. Written/emailed excuses for all absences and tardies are required the first day back to school. It is expected that the parent/guardian email or send a

Classtag message to the classroom teacher by 9:00 A.M. to state the reason for the absence or tardy. All students arriving after 11:00 A.M. will be considered absent for that day.

When students arrive tardy, it is the responsibility of the student/parent to sign in at the main office and to promptly enter their class without delay and or distractions. When students must leave school early the parent/guardian is required to sign them out of school at the main office.

Absences

Few behaviors are more important to student success at Minnetonka Christian Academy than consistent class attendance. Students who are not regularly in class have a much harder time mastering the concepts presented during their absence. MCA promotes personal responsibility through the development and enforcement of its attendance policy. The goal is to help students gain a sense of importance of timeliness and consistency in the meeting of school and other appointments, therefore maximizing their opportunities to succeed in classes. Attendance issues fall into two general categories:

1. Excused Tardies/Absences

- Absence due to Illness or death in the family
- Absence due to traveling for family reunions and similar events (as pre-approved by administrator)
- Tardy due to transportation or traffic problems
- Tardy due to medical or other appointments with a doctor', when possible schedule these appointments outside of school hours (max 2 appointments/week)

2. Unexcused Tardies/Absences

- Apathy, failure to keep track of time, failure to plan effectively, etc.

As a Minnesota state school, MCA is legally held to uphold the attendance requirements as set forth in the Hennepin County Truancy policy, which is stated as follows:

After three unexcused absences MCA will communicate with parents in writing of the students' absences. After six unexcused absences the first truancy report will be made to Hennepin County.

After nine unexcused absences, a second truancy report will be made to Hennepin County, the student and his/her family will be addressed by the school board (SOC), with possible consequences to follow.

Make-up Work Resulting From Tardies/Absences

Students absent from school for an excused tardy/absence will have a reasonable amount of time (as determined by the teacher) to complete and turn in missed work. Work missed as a result of an unexcused tardy/absence may be addressed as initiated by the student/family and a makeup timeframe determined at teacher discretion.

Uniform Dress Code

Dress Code. In order to promote a higher standard within our students that fosters a life-long desire to live as though they have a distinct identity, Minnetonka Christian Academy has adopted a uniform policy. It is important to adhere to the policy to create unity within our student body. Formal uniform will be worn Monday-Thursday, and spirit wear (MCA logo t-shirts from any year) may be worn on Fridays.

Pk-2nd grade uniform:

Navy blue polo (long or short sleeved) and gray pants/leggings/sweatpants/shorts allowed any day. On Fridays, an MCA t-shirt may be worn instead of a polo.

3rd-11th grade uniform:

Mon-Thurs: Navy blue polo (long or short sleeve) and gray pants/shorts (no sweats or leggings).

Fridays: Navy blue MCA t-shirt and gray pants/shorts (sweats allowed).

Girls only - gray or navy blue jumpers or skirts allowed any day.

All students:

MCA outerwear (sweatshirts, hoodies, zip-ups) allowed any day. Only MCA hoodies/jackets are allowed in classrooms.

Outerwear. All sweaters and hoodies (not including winter coats) must adhere to the uniform policy.

Headgear. Hats and other head garments are considered inappropriate attire while in the school building. They should be removed upon entering the building.

Accessories. If jewelry is worn, it should be both modest & non-distracting. Immodest and distracting items may be confiscated and taken to the principal's office for parent(s)/guardian(s) to collect at their convenience.

Substance Abuse

Substance Abuse. Young people are gifts given to us by God. The purpose of true education is to recreate in young people the image of God along with a vision of life that integrates spiritual and academic development. Knowing that the human body is the temple of God, Christians must abstain from harmful substances that interfere with the work of the Holy Spirit in their lives. Consequently, Seventh-day Adventists believe in the optimum physical, mental, social, and spiritual development of each individual and advocate total abstinence from any substance that could impair individual capabilities.

Prevention involves preventing drug use before it begins as well as treating problems after they have started. It is of primary importance to give students factual information about the use of

alcohol and other drugs, teach them coping skills, and train them to make right choices. The following will be subject to disciplinary action:

1. Offenses (on or off campus)
2. Use of or possession of drugs, alcohol, tobacco, e-cigarettes, inhalants
3. Abuse of over-the-counter medication
4. Possession of drug paraphernalia
5. Substance abuse of any type reported to the school by the police
6. First Offense Agreement - The following consequences will be mandatory for a first offense:
 - Parent notification
 - Report to Law Enforcement
 - Loss of school office
 - Student may not participate in class trips (does not include field trips)

First Offense. One or more of the following consequences may be given at the discretion of the Administrative Council for a first offense of the substance abuse policy:

1. ISS and/or Suspension 3-10 days. Class work may be completed at home independently until consequences are determined.
2. Submit to backpack/cubby /car searches at the discretion of the Administrative Council.
3. Submit to random drug testing at parents' expense at the discretion of the Administrative Council.
4. Enroll and successfully complete an appropriate program that meets a minimum of once a week for a six-week minimum.
5. Banned from school sponsored extracurricular activities unless successfully completed Drug Counseling Program mentioned in consequence #4.
6. Expulsion.

As part of this agreement the student will be required, once on campus, to attend ALL classes and arrive ON TIME. Failure to achieve the above mentioned standards will result in further ISS and/or Suspension given at the discretion of the Administrative Council.

Second Offense. Students who violate Minnetonka Christian Academy's substance abuse policy a second time during the course of their enrollment at Minnetonka Christian Academy may be subject to immediate dismissal from MCA.

Confidentiality. Minnetonka Christian Academy will maintain confidentiality regarding all issues relating to substance abuse or abusers, unless such a confidence would violate Minnesota Law.