



MINNETONKA
CHRISTIAN
ACADEMY

WWW.MINNETONKACHRISTIAN.COM

2026-2027 School Handbook

School Year Theme:

Live differently & serve others!

Theme Verse:

"Live as citizens of heaven."

Philippians 1:27

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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

MCA students are disciples of Jesus who:

- Find belonging in Him and invite others into that same belonging
- Act with integrity
- Show love through kindness, respect, and service

School Operating Committee 2026-2027

Beth-Anne Wasemiller - SOC Chair

Bob Dahl

Carolina Montellanos

David Kamande

David Land - Finance Chair

Grace Aguila

James Davis - MN Conference Superintendent

Larisa Dietrich

Carisa Carr - MAUC VP for Education
 Mitchell Seltman
 Ray Valenzuela - Minnetonka SDA Church Lead 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 or concerns.

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
Andy Carlson, Treasurer	952.935.4497, office@minnetonkachristian.com
Janette Lopez, Registrar	952.935.4497, info@minnetonkachristian.com

Staff Email Directory

Name/Position	Email
Vanessa Pujic, Principal/HS Math & History	vpujic@minnetonkachristian.com
Ashley Fuentes, Pk/K Teacher	afuentes@minnetonkachristian.com
Shelly Parral, Pk/K Teacher's Assistant	sparral@minnetonkachristian.com
Elaina Rivera, 1-2nd Grade Teacher	erivera@minnetonkachristian.com
Jaz Iverson, 3-4th Grade Teacher/Vice Principal	jiverson@minnetonkachristian.com
Alyssa Valenzuela, 5th Grade Teacher	avalenzuela@minnetonkachristian.com
Chad Dungan, Middle School Teacher	cdungan@minnetonkachristian.com
Kenny Ebinger, 7-12th Bible/English Teacher	kebinger@minnetonkachristian.com
Sarah Pagmanoa, P.E. & 6-12th Science Teacher	spagmanoa@minnetonkachristian.com
Suzanne Elmer, Art & Health Teacher	selmer@minnetonkachristian.com
Bernie Noria-Castillo, Music Teacher	bnoria@minnetonkachristian.com
Aftercare Coordinator	aftercare@minnetonkachristian.com
Gayle Land, Volunteer Coordinator	gayle.land@yahoo.com

Name/Position	Email
Vanessa Pujic, Principal/HS Math & History	vpujic@minnetonkachristian.com
Ashley Fuentes, Pk/K Teacher	afuentes@minnetonkachristian.com
Shelly Parral, Pk/K Teacher's Assistant	sparral@minnetonkachristian.com
Elaina Rivera, 1-2nd Grade Teacher	erivera@minnetonkachristian.com
Jaz Iverson, 3-4th Grade Teacher/Vice Principal	jiverson@minnetonkachristian.com
Alyssa Valenzuela, 5th Grade Teacher	avalenzuela@minnetonkachristian.com
Chad Dungan, Middle School Teacher	cdungan@minnetonkachristian.com
Kenny Ebinger, 7-12th Bible/English Teacher	kebinger@minnetonkachristian.com
Sarah Pagmanoa, P.E. & 6-12th Science Teacher	spagmanoa@minnetonkachristian.com
School Operating Committee Chairperson, Beth-Anne Wasemiller	soc.chair@minnetonkachristian.com

Aimee Sybrant & Savannah Carlson, PTA Leaders	
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 a.m. - 5:30 p.m. Fri 7:30 a.m. - 2:15 p.m.
School Start/End Time	M-Th 8:00 a.m. - 3:00 p.m. Fri 8:00 a.m. - 2:00 p.m.
School Office Hours	Treasurer - T-Th: 8:00 a.m. - 3:00 p.m. Registrar - M-F: 11:00 a.m. - 3:15 p.m. M-F Principal - M-Th: 12:00 - 2:00 p.m. & after school, <i>by appointment</i>
After-School Care	M-Th 3:15 p.m. - 5:30 p.m.

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 has been known historically as Twin Cities Junior Academy and Minneapolis Junior Academy and 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 senior academy serving students in Pre-K through twelfth grade.

Accreditation. Minnetonka Christian Academy's program 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.

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, Worship, & Assembly. 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. Worship is conducted daily in individual classrooms in grades PK-5 and as a cohort in the middle and high school grades. Assembly for all grades is held weekly on Wednesday mornings.

Bible in Classes. All subjects are taught in light of God's Word and are integrated with biblical truth. Additionally, Bible class 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. Middle and high school students must complete annual service hours as a requirement for graduation.

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 kindergarten 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. Families seeking admission to pre-k for a child who does not meet age requirements but has a September or October birthday, may seek an exception to the policy by petitioning the School Operating Committee via an email with reasons for the request to the principal.

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 for students with IEPs are administered 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 - 12 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)
 - ✓ Financial Scholarship Application (each year, if aid is desired)
 - ✓ Request for Records Form (except PK/K admissions)
 - ✓ Teacher Recommendation form (except PK/K admissions)
3. Create and sign 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 (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
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 1, 3, 5, 7
2. Vision Screening: Grades 1, 3, 5, 7

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

"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 2-12 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. Families who do not follow recommended immunization guidelines must provide a notarized exemption letter that will be kept in the student's health file.

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 - 12 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 – Under the continuous enrollment model that MCA has adopted, families will be charged in mid-January the lowest rate for the "save your seat" fee for the upcoming school year unless the family notifies the treasurer IN WRITING before the scheduled date of withdrawal. The "save your seat" fee increases by \$50 each month thereafter.

2. FULL TUITION PAYMENT – Families paying full tuition prior to September 1 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 annually and may be paid over 9 or 12 months. If paid in installments, payment must be received by the 10th of the month. The first payment is due on July 1 for 12-month plans and August 1 for 9-month plans. If a student's account becomes delinquent, the family will be notified in writing. If the account is not paid or a meeting/plan developed with administration before the second month's payment comes due, the student will not be permitted to attend school until the family has met with administration to create an account correction plan. Families with delinquent accounts at the end of the school year will not be permitted to re-enroll until previous balances are paid in full.

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 covers fixed and variable costs such as: matriculation expenses, technology 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 via continuous enrollment, the fee will be lowest. 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 shall apply to all re-enrollments received after May 1 of each 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 by teaching staff 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 they will be checked into the after-school care program. This applies to all

students in grades PK-12, including those whose scheduled activity has finished and their ride has not arrived within 5 minutes of the activity's end time. 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, Assembly and Service Periods

All scheduled activities between 8 a.m. and the end of the school day are integral parts of a student's educational experience and as such, are treated as class periods with regularly scheduled meeting times. This includes weekly Chapel meetings, Wednesday assemblies, and weekly service times. Students are required to attend in the hope that they will be given an opportunity to grow closer to their Creator and develop an attitude of service towards their community.

Trips

Extra-Curricular Trips. School sponsored non-academic trips are privileges granted to those students who meet the following requirements and may include class and sports 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 on citizenship probation (including attendance and uniform violations) 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, including field 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, though an additional field trip permission form may also be sent home. 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. Required training and background check registration may be completed by visiting ncsrisk.org/adventist/, creating an account, and completing the training checklist.

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 registrar via email to make the request. (info@minnetonkachristian.com)
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 MCA 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 from sister schools.

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 front 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.

Lost & Found

The school cannot be responsible for articles lost or stolen on school premises. Students should not leave clothing at school. To prevent loss, clothing should be marked with the student's name. As a courtesy to families, a Lost & Found area is located in the school cafeteria. Items not claimed at the end of each quarter will be donated to a local charity. Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. MCA

does not assume liability for personal property loss due to accidents, vandalism, theft or any other cause. Personal property brought onto school grounds is done so at the owner's risk.

Food and Water Policy

MCA promotes healthy nutrition and safe food practices.

The school program provides children with regular opportunities for snacks, meals (when applicable), and access to drinking water throughout the day.

The school will:

- Ensure drinking water is readily available to children at all times.
- Follow safe food handling and sanitation practices.
- Store and prepare food according to applicable health and safety guidelines.
- Respect documented food allergies and medically required dietary restrictions.
- Require all outside food brought for classroom celebrations or activities to comply with school policies regarding allergies and food safety.
- Encourage healthy eating habits consistent with Christian principles of caring for God's creation and our bodies.

Parents are responsible for informing the school of any dietary restrictions or food allergies prior to attendance.

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. This applies to all students in grades PK-12, including those whose scheduled activity has finished and their ride has not arrived within 5 minutes of the activity's end time. No student will be released at any time to sit outside the building unsupervised to wait for a ride, including high school students.

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: \$10.00 per hour per child or \$16/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 respectful 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. Students' personal technological devices, including cell phones, smart watches, and tablets are to be turned into the designated storage location 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 (see Cell Phone Contract). Parents who wish to contact their children during the school day should do so using the main office number.

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 and during any school-sponsored activities and trips) including:

1. Dress Compliance
2. Leaving Campus
3. Conduct
4. Student device 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 MCA will send a SchoolStatus message to all families when closing or operating on a delay.
2. 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.

In order for a student to leave the school campus before the end of his/her school day or with someone other than a parent/legal guardian, the student's parent/guardian must provide written permission via note, SchoolStatus message, email, or text in advance of the student leaving campus, and must sign the student out at the front desk.

Food Deliveries

To minimize classroom disruptions and maintain campus security, food deliveries are permitted only during designated lunch delivery times.

- Food may be delivered no earlier than 15 minutes before a student's assigned lunch period and no later than the end of that lunch period. Deliveries outside of this window will not be accepted by the school office. (PK-5th - 11:15-12:00; 6-12th - 11:45-12:30)
- Middle and high school students who wish to order food for lunch must receive teacher approval prior to placing an order. Orders may not be placed during instructional time. All deliveries must arrive within the designated lunch delivery window listed above.
- Deliveries that require a passcode, PIN, or direct customer interaction for release will not be accepted by the school.

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 3-12th grade students only. Students may purchase a combination lock for their locker only if the correct combination is shared with the classroom teacher and school administration to be kept on file in case of emergency.

Pre-K Nap and Rest Policy

MCA recognizes the importance of adequate rest for young children.

The Pre-K program provides a daily rest period that is developmentally appropriate for enrolled children.

During rest time:

- Each child will be provided with an individual cot or approved sleeping surface.
- Children will use individually assigned bedding provided by the family or the school according to program procedures.
- Staff will actively supervise children throughout the entire rest period.
- Children who do not sleep will be offered quiet activities after a reasonable rest period while respecting the needs of children who continue to sleep.
- Sleeping equipment and bedding will be cleaned and stored according to health and sanitation standards.
- Children will never be forced to sleep.

The school works with families whenever special medical or developmental accommodations related to rest are needed.

Student Pledge

It is distinctly understood that students and their families seeking 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-12th 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

Safety

Emergencies and Accidents Policy

Minnetonka Christian Academy is committed to providing a safe and secure environment for every child. Staff members are trained to respond appropriately to medical emergencies, injuries, and other unexpected situations.

In the event of an accident or illness:

- Staff will immediately assess the child and provide appropriate first aid within the scope of their training.
- Emergency medical services (911) will be contacted whenever a child's condition requires immediate medical attention.
- Parents or authorized emergency contacts will be notified as soon as practical.
- If emergency transportation is necessary and a parent cannot be reached, school personnel may authorize transportation by emergency medical personnel.
- All injuries requiring first aid beyond routine care or medical attention will be documented using the school's incident reporting procedures.
- The school maintains emergency contact information for every enrolled child and requires parents to keep this information current.

Emergency Preparedness Plan

Minnetonka Christian Academy maintains written emergency procedures designed to protect students and staff during emergencies.

The school conducts age-appropriate emergency drills throughout the school year in accordance with Minnesota requirements and best practices. Emergency situations addressed include, but are not limited to:

- Fire
- Severe weather
- Tornado
- Lockdown/secure building situations
- Evacuation
- Shelter-in-place
- Medical emergencies
- Utility failures

Emergency supplies are maintained on campus, and staff receive training on emergency response procedures. The school cooperates with local emergency responders when appropriate and reviews emergency procedures regularly.

Parents will be notified as soon as reasonably possible following any significant emergency affecting their child.

Allergy Prevention and Response Policy

Minnetonka Christian Academy strives to provide a safe environment for children with food or environmental allergies.

The school will:

- Obtain allergy information during enrollment.
- Develop an Individual Allergy Action Plan when appropriate and provided by the child's physician.
- Train staff regarding allergy recognition and emergency response.
- Make reasonable efforts to reduce exposure to known allergens within the classroom.
- Administer emergency medications, including epinephrine, according to physician instructions and Minnesota law.
- Contact emergency medical services immediately whenever a severe allergic reaction (anaphylaxis) is suspected.

Parents are responsible for:

- Providing current medical documentation.
- Supplying required medications before attendance.
- Updating the school whenever allergy information changes.

Handling and Disposal of Bodily Fluids Policy

Minnetonka Christian Academy follows Universal Precautions whenever exposure to blood or other bodily fluids may occur.

Staff members will:

- Wear disposable gloves whenever contact with blood or bodily fluids is anticipated.
- Clean and disinfect contaminated surfaces using approved disinfectants.
- Dispose of contaminated materials in accordance with applicable health and safety standards.
- Wash hands thoroughly before and after assisting children or handling bodily fluids.
- Properly launder or isolate contaminated clothing until it can be sent home.
- Report incidents involving significant exposure according to school procedures.

These practices help prevent the spread of communicable diseases and protect both children and staff.

Risk Reduction Plan

Minnetonka Christian Academy is committed to minimizing risks that could result in injury to children while recognizing that active learning includes supervised exploration and play.

To reduce risk, the school will:

- Maintain safe indoor and outdoor learning environments.
- Conduct regular inspections of classrooms, playground equipment, and facilities.
- Ensure children receive appropriate supervision at all times.
- Maintain age-appropriate staff-to-child ratios.
- Teach children age-appropriate safety expectations.

- Remove or repair unsafe equipment or hazards promptly.
- Conduct routine safety reviews of school procedures and facilities.
- Train staff annually regarding child supervision, emergency procedures, and safety practices.

The school continually evaluates its practices to promote a safe learning environment while encouraging healthy physical, social, emotional, and spiritual development.

Maltreatment of Minors Mandated Reporting Policy

Minnetonka Christian Academy is committed to protecting the safety and well-being of every child entrusted to our care.

In accordance with Minnesota law, all school employees who are mandated reporters are required to report suspected child abuse or neglect when they know or have reason to believe that a child has been maltreated.

School employees:

- Receive training regarding mandated reporting responsibilities.
- Will immediately report suspected maltreatment as required by Minnesota law.
- Cooperate fully with child protection agencies and law enforcement during investigations.
- Maintain confidentiality consistent with state and federal law.
- Understand that reporting is based on reasonable suspicion and does not require proof.

The school prohibits retaliation against any employee who makes a good-faith report of suspected maltreatment.

Minnetonka Christian Academy partners with families to provide a safe, nurturing, Christ-centered environment where every child is treated with dignity, respect, and care as a valued child of God.

Staff-Student Communication Boundaries Policy

These procedures implement the Minnesota Conference Staff–Student Relationships and Professional Boundaries Policy. Minnetonka Christian Academy (MCA) will use the Conference-approved communication platform, SchoolStatus, for all school-related communication between employees, volunteers, and students during the 2026-2027 school year.

Implementation

The Principal is responsible for implementing, supervising, and monitoring compliance with these procedures. All employees and volunteers who communicate with students will receive SchoolStatus access and required training before communicating with students and annually thereafter. Signed acknowledgments of training will be maintained by the school.

Communication Expectations

SchoolStatus shall be used for all routine school-related communication, including academic, extracurricular, athletic, scheduling, and student support matters. Routine communication should occur during school business hours (7:30 a.m.–4:00 p.m., Monday–Friday).

Employees and volunteers shall not use personal text messages, personal email, social media messaging, disappearing-message platforms, or other non-approved communication methods for school-related communication. Personal, secretive, emotionally dependent, flirtatious, or otherwise inappropriate communication is strictly prohibited.

Transparency and Oversight

Parents will be informed that SchoolStatus is MCA's official communication platform and will have visibility into staff-student communication whenever supported by the platform. Parents with questions or concerns should contact the Principal.

The Principal, and when appropriate the Minnesota Conference Office of Education, may review school-related communications to ensure student safety, investigate concerns, verify compliance, or protect students and staff. Employees and volunteers are expected to cooperate fully with authorized reviews.

Emergency Communication

Communication outside SchoolStatus is permitted only during a genuine emergency involving the immediate health, safety, or welfare of a student or others. Convenience or routine school business does not constitute an emergency. Any employee or volunteer using an emergency exception must notify the Principal by the end of the same school day, document the communication as directed, and return communication to SchoolStatus as soon as practical.

Records, Reporting, and Review

School-related communications should be conducted through SchoolStatus to ensure appropriate record retention consistent with Conference procedures and platform capabilities. MCA will maintain required records of training, emergency communication documentation, reported concerns, and administrative reviews.

Suspected violations of these procedures or the Minnesota Conference Professional Boundaries Policy shall be reported immediately to the Principal. Allegations involving the Principal shall be reported directly to the Minnesota Conference Office of Education. MCA will comply with all mandatory reporting laws, Conference reporting requirements, and child protection procedures.

The Principal is responsible for day-to-day implementation of these procedures. Employees and volunteers are responsible for compliance. The MCA School Operating Committee (SOC) will periodically review these procedures, and all revisions will be submitted to the Minnesota Conference Office of Education for approval before implementation.

Transportation and Child Passenger Safety Policy

MCA is committed to providing safe transportation for all students participating in school-sponsored field trips and activities. All transportation arranged or provided by the school

shall comply with applicable Minnesota laws regarding child passenger safety and the use of child restraint systems.

Parents or guardians are responsible for informing the school if their child is legally required to ride in a child passenger restraint system or booster seat under Minnesota law. Families must provide an appropriately sized, properly functioning booster seat or other required child restraint for any school-sponsored transportation in which the child will participate.

Specifically:

- Parents must notify the school at the beginning of each school year, or whenever circumstances change, if their child requires a booster seat or other child passenger restraint.
- Parents are responsible for providing the child's booster seat on the day of each field trip or other school-sponsored transportation unless alternative arrangements have been approved by the school.
- The booster seat or child restraint must meet all applicable federal safety standards and be appropriate for the child's age, height, weight, and developmental needs, in accordance with Minnesota law and the manufacturer's instructions.
- School staff and volunteer drivers will ensure that any child restraint system provided by the family is used according to the manufacturer's instructions to the extent reasonably possible.
- If a required booster seat or child restraint is not provided, the school reserves the right to prohibit the child from participating in transportation for that field trip or activity unless a parent or guardian provides transportation.

Minnetonka Christian Academy expects all drivers transporting students for school-sponsored activities, including employees and approved volunteer drivers, to comply with all Minnesota child passenger safety laws and school transportation procedures. The safety of every child is our highest priority.

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

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

Grades 1 - 8

- Art
- Music
- Physical Education - SPARK
- 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
- 10 hours of service learning activities per school year

Grades 9-12

(some courses taught on a rotation)

- Art I and II
- Music - Choir, Bells
- Physical Education I and II
- English Literature I-IV
- Math: Algebra I, II, Geometry, Pre-Calculus, Consumer Math
- Encounter Bible I-IV
- Science: Physical Science, Biology, Chemistry, Anatomy & Physiology, Earth Science
- Social Studies: World Geography, U.S. History, World History, Electives
- Spanish I, II
- Health
- Electives through MCA & Griggs
- 20 hours of service learning activities per school year

Academic Expectations

Online Grades.

MCA utilizes an online student information system (SIS) called AE Connect to manage student academic, behavioral, and contact information. Grades for all classes are available online for students in 3-12th grade at any time by logging into the AE Connect portal. All parents and students in grades 3-12 are granted access to this portal at the beginning of each school year and will receive an email from AE Connect with a link to login initially. Please check your student's grades regularly. Students in grades PK-2 will receive academic and behavioral updates primarily through daily/weekly folders.

Progress Reports

Each homeroom teacher will send home a monthly progress report. For grades 3-12, this progress report will contain the same information that can be accessed in AE Connect. It is expected that students will deliver printed progress reports to parents for signature and return to school.

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 7-12:

- Who falls below the minimum standard of achievement (2.0 GPA) at the end of any quarter will be placed on academic probation for the following quarter.
- 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 3-12:

- 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 quarter may not have their financial assistance renewed for the next school year.

When a student is placed on academic probation, access to after-school clubs and activities during the subsequent quarter 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

MCA High School Graduation Requirements

The requirements listed below meet and/or exceed the required credits/courses for both the state of Minnesota & the Mid-America Union Conference Education Code.

Subject Area	MCA Diploma - Standard Track	MCA Diploma - College Prep Track	Courses
Bible	4 credits	4 credits	Bible I, II, III, IV
Language Arts	4 credits	4 credits	English I, II, III, IV
Mathematics	3 credits	3 or 4 credits*	Geometry, Algebra II, Pre-Calculus, PSEO**, Consumer Math***
Science	3 credits	3 or 4 credits*	Physical Science, Biology, Chemistry, Earth Science, A & P, PSEO**
Social Studies	3.5 credits	3.5 credits	Geography, U.S. History, World History, Government***, History Elective***, PSEO**
Modern Language	1 credit	2 credits	Spanish I, II, Heritage Speaker Spanish, PSEO**
Careers & Technology	2 credits	2 credits	Yearbook, Culinary Arts, Personal Finance, Campus Ministries, etc.
Fine Arts	1 credit	1 credit	Art I, II, Choir, Royalties, Bells
P.E. & Health	2.5	2.5	P.E., Health, PSEO**
Electives	0.5 credits	0.5 credits	Many options***
TOTAL:	24.5 credits	26.5 credits	

**To meet the Math/Science requirement for college prep diploma, students must take 3 credits of one discipline and 4 credits of the other discipline.*

***PSEO = Post Secondary Education Options, a free program available to 11-12th grade students in Minnesota whereby students can take community college courses while still in high school. This program requires an additional application in advance and students must meet certain academic requirements. Students are permitted to take a maximum of 2 PSEO courses per semester while enrolled at MCA.*

****Indicated courses are offered through Griggs International Academy's online platform.*

Courses & Credits

Bible (4 credits)

Bible I	1 cr
Bible II	1 cr
Bible III	1 cr
Bible IV	1 cr

Language Arts (4 credits)

English I - Grammar & Literature	1 cr
English II - Literature & Poetry	1 cr
English III - American Literature	1 cr
English IV - British Literature	1 cr

Science (3 or 4 credits)

Earth & Space Science*	1 cr
Physical Science	1 cr
Biology*	1 cr
Chemistry	1 cr
A & P	1 cr

Math (3 or 4 credits)

Geometry*	1 cr
Algebra II*	1 cr
Consumer Math	1 cr
Pre-Calculus	1 cr

Social Studies (3.5 credits)

Global Geography*	1 cr
US History*	1 cr
Government*	0.5 cr
World History	1 cr
History Elective	varies

Modern Language (1 or 2 credits)

Spanish I*	1 cr
Spanish II	1 cr

Careers & Technology (2 credits)

Yearbook	0.5 cr
Culinary Arts & Creativity	0.5 cr
Campus Ministries	0.5 cr
Personal Finance*	0.5 cr

Physical Education (2.5 credits)

Physical Education I	0.5 cr
Physical Education II	0.5 cr
Varsity Sport (1 season)	0.25 cr
Health*	0.5 cr

Fine Arts (1 credit)

Art I	1 cr
Art II	1 cr
Bells	0.5 cr
Choir I	0.5 cr
Choir II	0.5 cr
Royalaires	0.75 cr

**Required courses within discipline.*

Additional Requirements:

- The accredited 12th grade diploma offered at MCA also requires the following:
 - 20 hours of in-school community service per school year
 - Take ACT or SAT and submit test scores by December of 12th grade year

PSEO Program Requirements:

To participate in Minnesota's PSEO programming while enrolled at MCA, the student must:

- Be a junior or senior with a minimum of 2.25 GPA at time of application
- Meet the state requirements for PSEO participation
- Have a free period available for each college course, up to a maximum of 2 college courses each semester
- Continue to meet MCA service hour requirements on Fridays
- Enroll in and attend MCA courses daily (minimum: Bible, English)

Program Features @ MCA:

- All courses taught by certified teachers for each subject area
- Courses meet or exceed MN State Standards for High School Graduation
- Courses follow the Seventh-day Adventist NAD Standards for each subject area
- Nationally accredited program through the Adventist Accrediting Association
- Nationally recognized standardized testing and reporting through NWEA
- Opportunities to earn college credit through PSEO
- After-school clubs in areas of interest - there's something for everyone!
- Sports teams for girls'/boys' volleyball, and girls'/boys' basketball, including a travel tournament for each team!
- College preview field trips
- Service projects and community service opportunities
- Student leadership opportunities

MCA Graduates & Alumni:

- Are successful! They have participated in PSEO through Minnesota colleges, attended notable colleges/universities, earned bachelors, masters, and doctoral degrees, and work in a wide variety of fields, such as: medicine, physical therapy, education, business, pastoral ministry, information technology, architecture, the U.S. military, and finance.
- Give back! Several of our current employees and volunteers at MCA are alumni.
- Love Jesus! Many MCA alumni have continued to be active, practicing Christians who are involved in ministry through their churches and in their communities.

Behavioral Expectations

Standard of Conduct.

At Minnetonka Christian Academy, every student is expected to live out our Core Values through their words, choices, and actions.

Discipleship

We seek to know Christ and reflect His character.

- Honor God in your words, actions, and decisions.
- Develop Christ-like character and choose friendships that encourage spiritual growth.

Belonging

We foster a community where everyone is known, valued, and included.

- Treat others with fairness, compassion, and inclusion.
- Respect personal boundaries and seek help to resolve conflict in healthy ways.

Integrity

We act with honesty, responsibility, and accountability.

- Be truthful, accept responsibility for your actions, and demonstrate academic honesty.
- Follow school policies and accept correction with a teachable spirit.

Love

We reflect Christ's love in our relationships.

- Speak and act with grace, encouragement, and forgiveness.
- Seek peace and reconciliation when conflicts arise.

Kindness

We choose words and actions that build others up.

- Be courteous, encouraging, and considerate.
- Look for opportunities to help and support others.

Respect

We honor God by respecting ourselves, others, authority, and property.

- Cultivate a habit of punctuality, arriving on time for the school day and all activities.
- Follow the directions of teachers and staff.
- Dress modestly and appropriately in uniform.
- Care for school facilities, equipment, your belongings, and the property of others.

Life-Long Learning

We pursue excellence with diligence and perseverance.

- Take responsibility for your learning by attending class, participating, and completing assignments.

- Approach challenges with effort, curiosity, and a desire to grow.

Service

We use our gifts to bless others and strengthen our community.

- Serve others with a willing heart.
- Contribute positively to the school environment and represent Minnetonka Christian Academy with Christ-like character both on and off campus.

Confiscated Items.

Items such as cell phones, smart watches, or other electronic devices must be turned in to the designated secure location upon entering the school building. If a device/item is not turned in, the process for discipline is as follows:

First offense: Item will be confiscated if used without permission and will be returned at the end of the day.

Second offense: Item will be returned only to parents.

Third offense: Item will not be returned until administration meets with parents. Student will be placed on citizenship probation.

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.

Discipline Procedures

- 1st incident - teacher sends School Status message to parent, possible loss of privilege/additional consequence
- 2nd incident- Administrator meets with student, possible additional consequence
- 3rd incident - Automatic Demerit, teacher calls parent, student silent lunch next day
- 4th incident - Automatic Demerit, teacher meets with parent (administrator if requested)
- 5th incident - Admin meeting, major consequence applied
 - In-School Suspension (ISS) is default major consequence after 2 behavior events
 - While serving ISS, the student will complete school work in the front office.

- In-School Suspension or Silent Lunch 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.

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. Insubordination - defined as chronic and obstinate violation of any school regulation and repeated failure to follow specific instructions of faculty or staff.
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.
13. Inappropriate use of school's technology, including cyberbullying, accessing others' information, viewing inappropriate content on a school device or on school property.

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 & Bullying

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 activities.
- 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 will be placed on citizenship probation after 3 recorded behavior events, which may include:

- Dress code violations, including those during MCA performances (3-12th 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 or unexcused absences - 3 or more in a quarter

While on citizenship probation, a student may not:

- 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 or clubs
- 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.

Technology Use

Computers with internet are 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.

Except with daily teacher permission, school laptops are to remain on school property.

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.

MCA Technology Use Policy: Supporting Healthy Learning at Every Age

At Minnetonka Christian Academy, we value the role of technology in preparing students for the future. Devices can be powerful tools for research, creativity, and collaboration. At the same time, current research in child development and education shows that too much—or unstructured—screen time can impact focus, social skills, sleep, and emotional health, especially for younger children.

Our laptop policy is designed to:

- Prioritize healthy development – ensuring age-appropriate screen use
- Protect attention and social interaction – minimizing distractions in class
- Promote purposeful learning – using technology only when it clearly supports instruction
- Teach digital responsibility – equipping students to manage devices wisely as they grow

How Laptop Use Looks at Each Level

PK–2 (Pre-K, Kindergarten, Grades 1–2)

- Very limited use (up to 30 minutes per week)
- Teacher-guided and always done together as a class (e.g., digital stories, interactive math)
- Focus remains on hands-on learning, conversation, and play

Why: At this stage, face-to-face interaction and tactile learning are essential for language, social, and emotional growth. Screens are used sparingly to support—not replace—these experiences.

Grades 3–5

- Up to 120 minutes per week, in short, scheduled sessions (10–15 minutes at a time)
- Used for specific tasks like typing, research, or interactive learning tools
- Screen time is always followed by off-screen discussion or activity

Why: Students can benefit from structured digital learning but still need strong support for self-regulation and face-to-face interaction.

Grades 6–8

- Up to 3–4 hours per week, primarily for research, writing, and group projects
- Laptops remain closed when not needed; no social media or casual browsing
- Note-taking by hand is encouraged to improve comprehension and memory

Why: Middle schoolers are learning independence but are still highly vulnerable to distraction. Structured use builds responsibility while maintaining focus.

Grades 9–12

- Up to 5–7 hours per week, used primarily for advanced research, essays, and specialized coursework
- Teachers specify when laptops may be open; internet access may be restricted to keep students on task
- Digital citizenship and self-monitoring skills are emphasized

Why: High school students require technology for college prep and advanced academics but still benefit from guided use to maintain attention and reduce multitasking.

What This Means for Families

- No personal devices are needed or allowed for daily use; school devices are provided for academic purposes. Cell phones will be collected upon entering building and returned when student leaves the building for the day (whether leaving a club, aftercare, or practice).
- Laptops are not used for free time or entertainment during the school day.
- Teachers will clearly communicate when and how devices are used in class.
- Families are encouraged to reinforce healthy tech habits at home, such as device-free meals, screen breaks, and shared online activities.

Our Goal

By tailoring laptop use to each developmental stage, MCA ensures technology enhances learning rather than distracting from it. This balanced approach helps students:

- Build strong social skills and personal focus
- Engage deeply in their studies without constant screen exposure
- Learn how to use technology responsibly as they mature

Attendance

MCA's Attendance Policy is applied to Kindergarten through 12th 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 expected to email the classroom teacher** if the child will be absent or tardy as this communication will help plan daily activities accordingly.

Absence/Tardy Notification Procedure

Written/emailed excuses for all absences and tardies are required. It is expected that the parent/guardian email or send a SchoolStatus message to the classroom teacher by 9:00 A.M. to state the reason for the absence or tardy. If absence/tardy is due to a medical/dental appointment, a doctor's note is also required upon student's return to school in order to excuse the absence. If a student is absent on a regularly scheduled school day with no notification provided to the student's classroom teacher by 9 a.m., the school office will contact parents and record an unexcused absence.

Tardies

All students enrolled in Minnetonka Christian Academy are expected to be punctual and regular in attendance. **Instruction** 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 **for possible academic probation or further disciplinary action**. Classes begin promptly at 8:00 a.m. and students entering their classrooms after this time, whether or not they were already in the building, will be counted as 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 parent to enter the building with the student and sign in at the main office and for the student 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
- **Pre-Approved Absence** due to traveling for family reunions and similar events (authorized by administrator, see "Extended Absence Requests" section below).
- Tardy due to medical or other appointments with a doctor, when possible schedule these appointments outside of school hours (max 2 appointments/week) - doctor's note is required in order to excuse these absences.

2. Unexcused Tardies/Absences

- Apathy, failure to keep track of time, failure to plan effectively, non-MCA sporting events, sleeping in, etc.
- Tardiness due to traffic
- Illnesses resulting in more than 2 consecutive absences without a doctor's note

***Note:** Students are allotted a maximum of 7 excused absences per school year. Absences may only be excused via parent notification. Any absences beyond this amount will require either a signed doctor's note or a pre-approval by MCA Administration obtained by completing and submitting the "Extended Absence Request" Form in order to be excused.

Extended Absence Requests

MCA is an international community, and we understand that many of our families have close connections with loved ones in other countries. This sometimes necessitates planning an extended absence beyond what normal school year breaks can accommodate for international travel. MCA understands and supports student travel, particularly to visit relatives in other parts of the world. However, due to the legal responsibility held by our school for the attendance and education of all students under state and federal law, we follow a set of procedures for considering requests for extended travel to be counted as excused absences. The process for extended travel approval is as follows:

1. At least 4 weeks in advance of planned travel, request the "Extended Absence Request" Form from the office, fill out and return to principal.
2. The principal will notify you of approval status within one week of form submission.
3. If approved, students are expected to take required school materials with them on their trip.
4. While traveling, students (or supervising parent) are responsible for at least one submission per week of assigned work in order to maintain "excused absence" approval.
5. Upon return from travel, any missed tests/projects must be completed and turned in within 5 school days after returning to school.

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.

As a Minnesota school, MCA is required 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-5th grade uniform:

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

6th-12th grade uniform:

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

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

Girls only: Gray, navy, or "blue gold plaid" jumpers or skirts allowed any day.

All students:

MCA outerwear (sweatshirts, hoodies, zip-ups) allowed any day. Only plain navy blue or gray with no graphics, or MCA hoodies/jackets and gray uniform sweaters are allowed in classrooms.

Field Trips - MCA t-shirt and/or hoodie required.

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

Shoes. All students must have appropriate footwear for P.E. No slippers or roller shoes.

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.

Uniform Violation

Students are expected to arrive at school wearing the approved uniform each day. **Students who arrive out of dress code will be given a dress code violation and a behavior event will be recorded in AE Connect.** Repeated dress code violations **will** result in the student being placed on Citizenship Probation, which carries additional consequences and a fine.

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 **(including field trips)**

First Offense. One or more of the following consequences may be given at the discretion of the Administrative Committee 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.

Appendices

_____ Parent Orientation Confirmation Form ([online here](#))

_____ Cell Phone Consent Form - 5 -12th grade parents and students ([online here](#))

_____ Extended Absence Request Form (request from office if needed)